VILLAGE OF VALEMOUNT



EMPLOYEE

OCCUPATIONAL HEALTH AND SAFETY PROGRAM

2011

**OCCUPATIONAL** **HEALTH AND SAFETY PROGRAM**

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**OCCUPATIONAL** **HEALTH AND SAFETY PROGRAM**

**1. Introduction**

 All employers are required to have an Occupational Health & Safety Program (OHS). The type of program depends on the size of the workforce and the nature and extent of the risks and hazards in the workplace. The following information outlines the policy, regular inspections, written instructions, meeting procedures, investigations, records and statistics and instruction and supervision of workers as approved by the Village of Valemount.

**2. Policy**

 **Health and Safety Policy**

 The Village of Valemount wants its workplace to be a healthy and safe environment. To achieve this, we will establish and maintain an occupational health and safety program designed to prevent injuries and disease. The Village of Valemount is responsible for providing workers with adequate instruction in health and safety and for addressing unsafe situations in a timely, effective manner. All workers and contractors are required to work safely, be aware of and follow our municipal guidelines for safe work procedures.

 Council Approval Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Employer’s responsibilities include:

* Establishing the Health & Safety Program and related policies
* Conducting an annual review in May of each year
* Educating and training supervisors
* Providing a safe and healthy work environment
* Providing all necessary special personal protective equipment and clothing necessary for the workforce
* Ensuring the proper education and training of workers
* Monitoring compliance with this program, legislated requirements, and established safe work procedures.
* Make a copy of the Workers Compensation Act and the Occupational Health and Safety Regulation readily available to all workers.

Supervisors’ responsibilities include:

* Providing a health and safety orientation to new workers
* Providing ongoing education and training to workers
* Taking part in inspections and investigations
* Reporting any safety or health hazards
* Correcting unsafe acts and conditions
* Ensure the health and safety of the workers under their direction.
* Be familiar with the legislated health and safety requirements and ensure that they are being followed.
* Provide adequate direction to workers regarding how to perform their work in a safe manner.
* Monitoring compliance by workers under his/her control.

Workers’ responsibilities include:

* Learning and following safe work procedures
* Correcting hazards where possible and/or reporting all such situations to supervisors.
* Participating in inspections and investigations where appropriate
* Using personal protective equipment where required
* Helping to create a safe workplace by recommending ways to improve the health and safety program.
* Report any problems, incidents/accidents to their supervisor.

**OCCUPATIONAL** **HEALTH AND SAFETY PROGRAM**

 **3. Regular Inspections**

 Regular inspections of the workplace are intended to:

* Identify unsafe conditions and unsafe acts with the potential to cause injury or disease
* Determine necessary corrective measures
* Prevent unsafe work conditions from developing

There are three different kinds of inspections described below:

* Regular, planned workplace inspections: Inspect buildings, structures, grounds, excavations, tools, equipment, machinery, and work methods and practices for hazards that might cause injury or disease. Schedule these inspections at appropriate intervals to prevent unsafe conditions from developing. Depending on the workplace and the type of hazards that might develop, inspections may be scheduled daily, weekly or monthly.
* Equipment inspections: Workers should be trained to inspect their machinery, tools, and equipment regularly, following the manufacturer’s recommendations. The Occupational Health and Safety Regulation may also have specific requirements. Generally, equipment inspections should be done prior to use.
* Special Inspections: The Occupational Health and Safety Regulation require a special inspection after a malfunction or accident/incident to ensure that work does not resume until it is safe to do so.

**Workplace Inspections**

An inspection team includes both worker and management representatives. The team should be familiar with the work process and, whenever possible, include the worker health and safety representative.

A worksite inspection checklist can help to ensure that inspections are thorough, results are recorded, and the inspection process is standardized. A checklist is particularly useful in guiding those unfamiliar with the inspection process. The checklist should be adapted to suit the needs of your workplace.

Any unsafe or harmful conditions found during a regular inspection should be reported immediately to the supervisor or employer and remedied without delay.

Record and communicate all significant findings. The form attached will be used as the Village of Valemount checklist and performed by the supervisor and designated employee from the department on a regular basis.

**Workplace Inspection Checklist**

|  |  |  |
| --- | --- | --- |
| **Floors and walkways** | **Yes** | **No** |
| Are aisles clear of materials or equipment? |  |  |
| Are main aisles at least 1 m (36 inch) wide? |  |  |
| Are carpets or tiles in good condition, free of loose or lifting carpeting or tile? |  |  |
| Are floors clean and dry? |  |  |
| Are the floors free of water, oil and/or grease? |  |  |
| If supplies or materials are stored on the floor, are they stacked no more than three (3) high and away from doors and to the sides of aisles so as not to create an obstruction? |  |  |
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|  **Stairs, Ladders and platforms** | **Yes** | **No** |
| Are ladders safe and in good condition? |  |  |
| Are stair handrails fastened to the wall securely? |  |  |
| Are stairwells clear of materials and equipment? |  |  |
| Are stairs provided with anti-slip grip and in good condition? |  |  |
| Are hand rails in good condition? |  |  |
| Are ladders being used appropriately |  |  |
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| **Walls** | **Yes** | **No** |
| Are signs and fixtures securely fastened to the wall? |  |  |
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| **Lighting** | **Yes** | **No** |
| Are lighting levels in work areas adequate? |  |  |
| Are work areas free of glare or excessive lighting? |  |  |
| Is task lighting provided in areas of low light? |  |  |
| Are windows covered with adjustable blinds, drapes or other means of controlling light? |  |  |
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| **Storage** | **Yes** | **No** |
| Are supplies and materials stored properly on shelves? |  |  |
| Does your storage layout minimize lifting problems? |  |  |
| Are trolleys or dollies available to move heavy items? |  |  |
| Are floors around shelves clear of rubbish? |  |  |
| Are racks and shelves in good condition? |  |  |
| Are racks and shelves secured to the walls? |  |  |
| If racks and shelves are free standing, are they secured to each other or the floor to prevent being tipped over? |  |  |
| Are heavy items stored on low shelves and light items on high shelves? |  |  |
| Are items stored within easy reach (i.e. not too high)? |  |  |
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| **Fire Safety and security** | **Yes** | **No** |
| Are the locations of fire extinguishers clearly marked? |  |  |
| Are fire extinguishers properly installed? |  |  |
| Have fire extinguishers been inspected within the last year? |  |  |
| Have workers been trained to use fire extinguishers properly? |  |  |
| Are flammable liquids properly stored? |  |  |
| Will space heaters shut off automatically when tipped over? |  |  |
| Have emergency phone numbers been posted in key areas (e.g. close to phones)? |  |  |
| Are smoke, fire and burglar alarms in place? |  |  |
| Have emergency procedures been posted in key areas? |  |  |
| Have written man check/person check procedures been established? |  |  |
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| **Equipment and machinery** | **Yes** | **No** |
| Is equipment and machinery kept clean? |  |  |
| Is the equipment regularly maintained? |  |  |
| Are operators properly trained and authorized? |  |  |
| Are start/stop switches clearly marked and in easy reach? |  |  |
| Is machinery adequately guarded? |  |  |
| Is there enough work space for the machine/equipment to be operated safely? |  |  |
| Are high noise areas properly posted with warning signs to alert people of the noise hazard? |  |  |
| Are exhaust fumes and other airborne contaminants being adequately controlled? |  |  |
| Is there a lockout program and procedures in place |  |  |
| Are workers equipped with individual personal locks and lockout devices? |  |  |
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| **Electrical** | **Yes** | **No** |
| Are electrical cords of equipment and extension cords in good repair? **Electrical cords should NOT be repaired, except by a qualified electrician.** |  |  |
| Is there clear access to electrical panels and controls? |  |  |
| Are the electrical cords secured? (i.e. preventing tripping hazard) |  |  |
| Are proper plugs used? |  |  |
| Are plugs, sockets and switches in good condition |  |  |
| Are ground fault circuit interrupters (GFCI) being used when necessary (e.g. in wet or damp environments)? |  |  |
| Are portable power tools in good condition? |  |  |
| If extension cords are being used, are they of the proper size and designated use? |  |  |
| Are proper sized lights being used in the light sockets? |  |  |
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| **Entrances and Exits** | **Yes** | **No** |
| Is there safe access for workers and customers? |  |  |
| Are emergency exits clear of materials or equipment? |  |  |
| Are emergency exit signs working? |  |  |
| Are emergency lighting units provided?  |  |  |
| Are the emergency lighting units functioning properly? |  |  |
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| **Computers** | **Yes** | **No** |
| Are computer screens and keyboards free of dust? |  |  |
| Do display screens have sufficient contrast for easy viewing? |  |  |
| Are display screens positioned at a comfortable viewing level? |  |  |
| Is there excessive glare on any display screen? |  |  |
| Is the computer mouse positioned close to the keyboard? |  |  |
| Is the computer user familiar with the proper adjustment of computer screen, keyboard, mouse and chair to minimize potential strain from computer use? |  |  |
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| **First Aid** | **Yes** | **No** |
| Is the first aid kit accessible and clearly labeled? |  |  |
| Is the first aid kit adequate and complete? |  |  |
| Is the first aid kit clean and dry? |  |  |
| Are emergency numbers displayed? |  |  |
| Is there a designated First Aid Attendant for each work area/crew? |  |  |
| Has the annual First Aid Risk Assessment been completed and posted? |  |  |
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| **Chairs** | **Yes** | **No** |
| Are chairs in good condition? |  |  |
| Are chairs properly adjusted? |  |  |
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| **Parking** | **Yes** | **No** |
| Are parking spots and walkways appropriately lighted? |  |  |
| Are parking spots safe? (Names should not be painted on spots) |  |  |
| Are workers encouraged to use a buddy system or escort? |  |  |
| Is a speed limit posted on the parking lot? |  |  |
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| **Garbage** | **Yes** | **No** |
| Are bins located at suitable points? |  |  |
| Are bins emptied regularly? |  |  |
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| **Hazardous materials** | **Yes** | **No** |
| Are Material Safety Data Sheets available for all hazardous materials? |  |  |
| Are containers clearly labeled? |  |  |
| Are hazardous materials properly stored? |  |  |
| Are hazardous materials disposed of properly? |  |  |
| Are MSDS regularly updated (must be dated within the last 3 years)? |  |  |
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| **Work Environment** | **Yes** | **No** |
| Is air quality good? |  |  |
| Are employees protected from cool drafts or excessive heat? |  |  |
| Are employees protected from excessive or irritating noise? |  |  |
| Are employees protected from excessive dust? |  |  |
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| **General Employee questions** | **Yes** | **No** |
| Do employees know where to go and who to call for first aid assistance? |  |  |
| Do employees know where to find MSDSs for chemical products? |  |  |
| Do employees know where to find personal protective equipment (for example disposable gloves, eye protection)? |  |  |
| Do employees know how to use personal protective equipment properly? |  |  |
| Is the personal protective equipment being used when necessary? |  |  |
| Do employees know the procedures for working alone? |  |  |
| Do employees know the procedures for prevention of violence? |  |  |
| Do new/young employees receive orientation specific to their workplace? |  |  |
| Do employees receive adequate training in safe work procedures? |  |  |
| Are the working alone procedures being followed? |  |  |
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**VILLAGE OF VALEMOUNT INSPECTION SITES**

The areas which will need to be inspected are as follows:

1. Village Office & Information Center - Library Building
2. Public Works Yard - Museum Building
3. Water Treatment Plant & distribution system - VARDA Building
4. Sewage Treatment Plant & distribution system
5. Water Pump House area
6. Parks
7. Community Hall (including Children’s Activity Center)
8. Learning Center
9. Courthouse
10. Airport Buildings

The buildings and properties for each of these areas will be reviewed at least once a year by at least one Council member, one senior staff member and one other employee. A senior supervisor and one employee will review each area on a monthly basis. The above checklist will be utilized when doing the checks and will be amended as need for each area. Employees are expected to “review” their work areas and inspect all equipment prior to use as they are performing their duties and advise their supervisor of any changes required.

**Workplace Inspection Report**

Location of Inspection: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Inspector’s Names \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Location** | **Hazard** | **Corrective Action** | **Who is Responsible** | **Due Date** | **Yes** | **No** |
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**4. Written Instructions**

Health and safety, productivity and quality control all benefit from written procedures. Written procedures can assist in the training of new workers and serve as a reference for existing employees to ensure a consistent level of work performance.

The Occupational Health and Safety Regulations require written safe work procedures. A written work procedure lists the steps necessary to perform a task safely. The current written material available for each employee is listed below.

1. **Workplace Hazardous Materials Information System (WHIMS)**
2. WHIMS training manuals and CD are available for each employee to complete their certification on-line or by self-directed course whichever is most convenient for both the employee and employer. Each employee is expected to obtain their WHIMS certificate.

1. Material Safety Data Sheets (MSDS) are located at the Water Treatment Plant, Sewer Treatment Plant, Village Office and the Public Works Yard. The MSDS are updated on a regular basis and any material safety data sheets that are received should be given to the office front desk for proper recording, distribution and filing.
2. **Confined Space/Hazardous Locations**
3. A Report on Confined Space Hazard Assessment and Confined Space Entry Program (Sylva Management August 2010) will be located at the Water Treatment Plant, Sewer Treatment Plant, Village Office and Public Works Yard. A Confined Space Entry Program (Work Safe BC manual) is available for review and will be located at the Village Office. Each public works employee is expected to have their confined space entry training.
4. The Village of Valemount will provide each employee with a copy of the Confined Space Entry Program (Sylva Management September 2010) manual which pertains to the Village. Training for Confined Space is still a requirement and will be made available when both funding and courses are available. A Confined Space Entry Program disc has been prepared and may be reviewed at the Village Office.
5. Opportunities for On-Site training by an outside professional will be provided when required and opportunities arise.
6. **Sodium Hypochorite Practices**
7. The Village of Valemount recently switched from Chlorine to Sodium Hypochlorite and a Generic safety and security checklist report is located at the Water Treatment Plant, Village Office and the Public Works Yard. This report should be reviewed at least twice a year and when receiving supplies.

1. A Chlorine Safe Work Practices book (Work Safe BC) is available to the employees and is located at the Village Office.

1. **Sewer Treatment Plant Operations Manual/Emergency Procedures**

1. The Water Treatment Plant Operations Manual & Emergency Procedures are located at the Water Treatment Plant and should be reviewed periodically by the employees trained to work on site
2. **Water Treatment Plant Operations Manual/Emergency Procedures**

1. The Sewer Treatment Plant Operations Manual/Emergency Procedures are located at the Sewer Treatment Plant and should be reviewed periodically by the employees trained to work on the site.

1. **Exposure Control Plan & Work Safe Procedures – Biohazards/Biological Agents**
2. A Report on Exposure Control & Work Safe Procedures –Biohazards/Biological Agents (Sylva Management February 2011) will be located at the Water Treatment Plant, Sewer Treatment Plant, Village Office and Public Works Yard.

1. The Village of Valemount will provide each employee with a copy of the report on Exposure Control & Work Safe Procedures –Biohazards/Biological Agents (Sylva Management February 2011) manual which pertains to the Village.
2. **Personal Protective Equipment & Clothing Program**
3. A Report on Personal Protective Equipment & Clothing Program (Sylva Management February 2011) will be located at the Water Treatment Plant, Sewer Treatment Plant, Village Office and Public Works Yard.

1. The Village of Valemount will provide each employee with a copy of the report on Personal Protective Equipment & Clothing Program (Sylva Management February 2011) manual which pertains to the Village.
2. **Lockout Program & Safe Work Procedures**
3. A Report on Lockout Program & Safe Work Procedures (Sylva Management February 2011) will be located at the Water Treatment Plant, Sewer Treatment Plant, Village Office and Public Works Yard.

1. The Village of Valemount will provide each employee with a copy of the report on Lockout Program & Safe Work Procedures (Sylva Management February 2011) manual which pertains to the Village.
2. **Respiratory Protection Program**
3. A Report on Respiratory Protection Program (Sylva Management February 2011) will be located at the Water Treatment Plant, Sewer Treatment Plant, Village Office and Public Works Yard.

1. The Village of Valemount will provide each employee with a copy of the report on Respiratory Protection Program (Sylva Management February 2011) manual which pertains to the Village.

Not all tasks require detailed written procedures. Other types of written instructions may be appropriate. For some tasks, safety issues can be addressed verbally in crew talks or during training.

A review of procedures will take place whenever a job changes, new equipment is introduced, or workers return after an extended absence. Work procedures may need to be adjusted as the result of recommendations from an inspection or from the workforce, from an inspection (either internal or external), or an investigation into an incident.

**5. Management Meetings**

A formal OHS program requires management meetings to review health and safety activities and incident trends. Management meetings can be used to:

* Review existing policies and procedures
* Review feedback from workers
* Consider reports and other information provided by the employees
* Address questions or concerns brought directly to management
* Review reports and other information about health and safety in workplaces performing similar work, as well as general information about workplace injury and disease prevention, to improve the existing OHS program.

Where recommendations for change have been received, reviewed, considered and agreed with, there should be an action plan developed to implement the decision of the management committee, with specific attention to timelines, responsibility for implementation and for communicating the plan to all levels of the Village workforce.

The following are some of the policies related to Occupational Health and Safety which are located in the Village of Valemount Policy Binder which can be reviewed at the Village Office during regular working hours.

1. Policy #51 – Human Resources Policies and Procedures

The policy relates to a Harassment Free Workplace

The Village of Valemount will provide each employee with a copy of the policy on “Human Resources Policies and Procedures” which pertain to the Village.

**Employee Regular Meetings**

The public works staff/safety meeting will be held on Thursday of the third week of the month or shortly after a major incident has occurred and will be chaired by the Superintendent or the CAO. The Superintendent will ensure the minutes of the meeting are taken and provided to the CAO within three days of the meeting. The minutes of the meeting will state the names present, time of meeting and a brief description of the items discussed along with the actions to be taken.

The Superintendent of Public Works will hold meetings with the public works crew before major projects to cover the safety issues which may occur (tail gate meetings) as they are required. The Superintendent will keep a record of the meeting date, time, location and who was present in his log book.

The administration staff/safety meeting will be held on Wednesdays of the third week of the month will be chaired by the CAO or the Corporate Officer. The Corporate Officer will ensure the minutes of the meeting are taken and provided to the CAO within three days of the meeting. The minutes of the meeting will state the names present, time of meeting and a brief description of the items discussed along with the actions to be taken.

The administrative staff will meet daily at 8:30 am and at extra times when needed during each week. The minutes will be minimal with the recording of the names present and a list of topics discussed.

**6. Investigations**

 An effective OHS program has a process for investigating all accidents and incidents that had the potential to cause an injury or disease. The purpose of an investigation is to identify the cause or causes and to recommend steps to prevent similar unsafe conditions.

 What is an incident?

 The Occupational Health and Safety Regulation defines an incident as “an accident or other occurrence which resulted in or had the potential for causing injury or occupational disease” Incidents include the following:

* Accidents in which a worker is injured or killed
* Accidents in which no one is hurt but equipment or property is damaged
* Near misses (no visible injury or damage but the incident could have resulted in a serious injury, death or property damage.)

Serious Incidents – Immediate Notification to WorkSafeBC

The Village must notify WorkSafeBC for serious incidents that:

* Resulted in the of a death worker or a significant injury with potential risk of a death or permanent disability
* Any incident related to diving operation, and any blasting accident or incident involving explosives
* Involved a major structural failure or collapse of a building, bridge, tower, crane, hoist, temporary construction system or excavation.
* Involved the major release of a hazardous substance

To report a serious incident DURING normal business hours Monday to Friday, call 1-888-621-SAFE (7233) toll free in BC.

To report an incident AFTER normal business hours, call 604-273-7711 or toll-free 1-866-922-4537 (WCB-HELP)

In the event of a serious incident, the scene must be secured and left undisturbed until released by a Work Safe BC Officer (except for attending to injured workers and preventing further injuries).

Incidents the employer must investigate

Employers must investigate the above serious incidents as well as any incidents that:

* Resulted in injury to a worker requiring medical treatment
* Did not involve injury to a worker, or involved only minor injury not requiring medical treatment, but had a potential for causing serious injury to a worker.

Incident investigations should be carried out by persons knowledgeable about the type of work being done. Where possible, investigations should involve both worker and employer representatives.

An incident investigation report must include the following information:

* The place, date, and time of incident
* The names and job titles of persons injured in the incident
* The names of witnesses
* A brief description of the incident
* A statement of the sequence of events that led up to the incident
* Identification of any unsafe conditions, acts, or procedures that contributed to the incident
* Recommended corrective actions to prevent similar incidents
* The names of persons who investigated the incident.

Employer duties

1. If one or more workers were injured, fill out forms 7 and 7A and send copies to Work Safe BC or submit online:

* Form 7: Employer’s Report or Injury or Occupational Disease
1. The immediate supervisor for each area will do the investigation along with one other worker familiar with the area.
2. Investigate the incident
* Determine the cause or causes of the incident
* Identify any unsafe conditions, acts, or procedures that contributed to the incident
* Recommend corrective action to prevent similar incidents

1. Prepare incident investigation report.
2. Provide copy of report to senior staff, and post a copy for review by the workforce, (and to Work Safe BC if required immediately after the investigation for fatal or serious injuries, ALL reportable incidents and other if requested by an Officer or WorkSafeBC)
3. Take corrective action required to prevent reoccurrence of similar incidents
4. Prepare follow-up report of the corrective action taken and provide a copy to senior management, as well as post a copy in the workplace

**INCIDENT INVESTIGATION REPORT**

Worker and Employer Services Division

This form is provided to employers for the purposes of documenting the employer’s investigation into a workplace incident. Please attach a separate sheet if necessary.

**Incident occurred**

**Injured person(s)** ref: s. 3.4(b) OHS Regulation

**Nature of Injury (ies)**

**Page 1 of 2**

Employer Number

Employer Name

Employer Head Office Address

Location where incident occurred

Date

Time a.m.

 p.m.

First Name

Age

Task Experience

Job Experience

Job Title

Last name

**Witnesses Or Other Persons with Information**

**Incident description**

**Statement of Causes**

**Recommendations**

**Person Conducting Investigation**

For additional information on the requirements for incident investigations, please refer to the web site: www.worksafeBC.com

Telephone information

Call Centre: DURING regular office hours 604-276-3100 or toll free within BC **1-888-621-SAFE (7233)**

AFTER hours health and safety emergency: 604-273-7711 or toll free **1-866-922-4357 (WCB-HELP)**

**PAGE 2 of 2**

Telephone

Address

First Name

Last Name

( )

1)

( )

2)

( )

3)

Briefly describe what happened, including the sequence of events preceding the incident

List any unsafe conditions, unsafe acts, or deficient procedures that may have contributed to the incident

Identify any corrective actions that have been taken and any recommended actions to prevent similar incidents

Action by date

Action by whom

Recommended corrective action

1)

2)

3)

Date

Position

Signature

Name

**A GUIDE TO INCIDENT INVESTIGATION**

Use this guide in conjunction with the requirements of the Workers Compensation Act (WCA), Part 3 Division 10, and the Occupational Health and Safety Regulation (OHS Regulation), section 3.4

**When is an investigation required?**

Employers are required to immediately undertake an investigation into any accident or other incident that:

* Is required to be reported under section 172 of the Workers Compensation Act, or
* Resulted in injury requiring medical treatment, or
* Did not involve injury to a worker or involve a minor injury that did not require medical treatment but had the potential for causing serious injury, or
* Was an accident required by regulation to be investigated

**Who should conduct the investigation?**

* Incidents must be investigated by people knowledgeable about the type of work involved at the time of the incident.
* If reasonably available, investigations must be carried out with the participation of one employer representative and one worker representative.

**What is the purpose of an investigation?**

The purpose of an investigation is to determine the cause or causes of the incident, to identify any unsafe conditions, acts, or procedures that contributed to the incident, and to recommend corrective action to prevent similar incidents

**Who receives copies of the report?**

Incident investigation reports required by the WCA must be provided to the health and safety committee or worker representative as applicable, and to WorkSAFEBC.

**What follow-up action is required after an incident investigation?**

After an investigation, the employer must without due delay undertake any corrective action required to prevent recurrence of similar incidents and must prepare a report of the action taken. The report must be provided to the health and safety committee or worker representative as applicable. The follow-up report does not have to be provided to WorkSafeBC unless requested by a WorkSafeBC officer.

**What information should be included in the investigation report?**

An incident investigation report should answer the WHO, WHERE, WHEN, WHAT, WHY, and HOW questions with regard to the incident.

WHO Employer, injured person(s), other person(s) involved in the incident, witnesses, and persons carrying out the investigation.

WHERE Place, location where incident occurred

WHEN Date and time of incident

WHAT A brief description of the incident, including the sequence of events that preceded the incident

 Before the incident occurred:

* What were the events that led up to the incident?
* What process (es) was/were occurring immediately prior to the incident?
* What was the last event before the incident occurred?

At the time of the incident

* What happened at the time of the incident?
* What process (es) was/were occurring at the time of the incident?
* What was/were the worker(s) doing at the time of the incident?
* What hazard(s) was/were the worker(s) exposed to?
* What hazards may have contributed to the incident occurring?
* What hazards did the worker(s) encounter?
* What personal factors may have contributed to the incident occurring?

WHY From the answers to “what” identify any unsafe conditions, acts or procedures that in any manner contributed to the incident. Why did the unsafe conditions, acts or procedures occur? Why were the personal factors not identified and/or addressed before the incident occurred?

HOW An investigation report should recommend corrective actions to prevent similar incidents from occurring. Once it is known why an incident occurred, determine how to prevent recurrence.

 For Example:

* Improve workplace inspection and maintenance program
* Repair or replace equipment/building
* Install safeguards
* Establish or revise safe work procedures
* Train/retrain person(s)
* Improve supervision

**Additional information for determining why an incident happened**

To determine the most probable cause(s) of an incident, consider all the details of the investigation, including witness statements and, where possible, injured worker’s statement.

Determine if the incident was due to an unsafe act, an unsafe condition, unsafe or inadequate procedures, or a combination of these. Consider whether the accepted/current procedures adequately address safety concerns associated with the activity that was taking place when the incident happened. Consider training, supervision, equipment controls, safeguards, and lock-out.

Unsafe acts – An unsafe act is a specific action or lack of action by an individual that is under the individual’s control. Examples of unsafe acts include: knowingly not following established rules, knowingly not following established procedures, knowingly disregarding a hazard, willful misconduct, abusing equipment, knowingly using equipment incorrectly, choosing not to use personal protective equipment, and not locking out when required. Generally, violating a safety rule, not following a safe work procedure, or disregarding a hazard are considered unsafe acts.

Unsafe conditions – Examples include poor housekeeping, congested areas, deficient equipment, equipment lacking safeguarding or having ineffective safeguarding, lack of personal protective equipment, poor visibility, poor weather conditions and lack of or inadequate training. Inadequate training should be considered an unsafe condition as opposed to a deficiency in skill or ability (personal factors)

Inadequate procedures – Indications that procedures are inadequate include:

* Procedures are not available in written form
* Procedures do not identify inherent hazards
* Procedures do not identify hazard control methods
* Procedures do not identify safeguards that must be in place
* Procedures do not address pre-operation inspection requirements
* Procedures do not address lockout requirements
* Procedures direct improper use of equipment or tools

Personal factors – A personal factor is a deficiency in skill or ability, a physical condition, or a mental attitude. It is a factor inherent in an individual at the time of the incident. Examples include work fatigue due to manual exertion, distress due to emotional problems, the influence of alcohol or drugs, or illness. A condition causing an allergic reaction in some but not most workers should be considered a personal factor, not an unsafe condition.

**7. Records and Statistics**

**Records**

In a formal OHS Program, records and statistics to be retained would include, but not limited to:

* Inspection reports and records of corrective actions taken
* Incident investigation reports and records of corrective actions taken
* Worker orientation records
* Records of worker and supervisor training showing the date, names of attendees, and topics covered (for example, lockout and WHMIS training)
* Records of meetings and crew talks at which safety issues were discussed
* Supervisors’ notes and logs of safety contacts
* Records showing use of progressive discipline to enforce safety rules and written safe work procedures
* Safety committee meeting reports showing steps taken to address health and safety issues
* Subcontractors pre-qualification documents
* Equipment logbooks and maintenance records
* First aid records, medical certificates, and hearing tests
* Forms and checklists (for example, confined space entry permits) showing requirements for safe work procedures
* Sampling and monitoring records for work around harmful substances
* Emergency response plan, record of drills, and any resulting improvements
* Claims Cost statements received from WorkSafeBC
* Incident Reports – (i.e. the report of an incident, not the investigation of the incident)
* Minutes of Management Meetings where H&S issues were discussed
* Material Safety Data Sheets
* Purchasing Records related to Safety Equipment
* Job Safety Breakdowns
* Notice of Project Documents
* First Aid Risk Assessment
* Disciplinary issues related to Safety
* Emergency Response Program
* Injury Management/Return to Work Program data
* Prime Contractor assignment documents
* Correspondence related to safety

*All records will be forwarded to the Corporate Officer or the Financial Officer for proper filing and/or follow-up.*

*Any personnel related documents will be forwarded to the Financial Officer to have the report filed in the employees file.*

*Any other documents will be forwarded to the Corporate Officer for follow-up and then filing as necessary.*

**Statistics**

Accident and injury statistics are useful for identifying trends and for measuring the effectiveness of health and safety activities and programs. The table below outlines some ways you might use data from incidents for statistical analysis:

**Types of incidents** **Types of data** **Statistical analysis**

* Near misses - Number of incidents - Compare monthly and
* First Aid only - Frequency of incidents annual results
* Health Care only - Number of injuries - Compare type of work or
* Time Loss injury - Types of injuries activity
* Severity of injuries - Compare shifts
* Number of days lost - Compare worker

 experience and training

**8. Instruction and Supervision of Workers**

It is the employer’s responsibility to ensure that every worker receives adequate instruction to do their work safely. This is usually done through education and training. Education generally refers to formal classroom instruction that may include lectures, discussions, and videos. Training generally refers to hands on, job specific instruction provided individually or in small groups to workers. Training often includes demonstrations and active participation by workers so that supervisors can confirm that workers understand safe work procedures.

An education and training record should be maintained for each worker, listing topics covered and date of education or training. Education and training records should be reviewed periodically to ensure training requirements have been met.

Where employees have a technical trade qualification or certification (e.g. certified electrician or Occupational First Aid Attendant) copies of those qualifications/certifications shall be provided by the employee and retained in their personnel file.

*The Financial Officer will maintain an educational and training report on each employee. Once training has been completed the proof of successful completion will be placed in the employees personnel file. A review of the training needs and scheduling will be done at least once a year for each employee.*

Supervisors must supervise their workers to ensure that they follow safe work procedures. Adequate supervision includes:

* Ensuring proper training of workers
* Observing workers after training to ensure that they continue to follow safe work procedures
* Making informal inspections on a daily basis to ensure safe work procedures are followed, including proper use of protective equipment, devices and clothing provided.
* Enforcing safety rules and safe work procedures
* Conducting informal discussions (crew talks) with workers to discuss specific safety issues as they arise

The following copies of the work safe procedures that have been developed or are to be developed are listed below:

* Lockout and Isolation Completed/Sylva
* Confined Space Entry Completed/Sylva
* Personal Protective Equipment & Clothing Completed/Sylva
* Working with Biohazards Completed/Sylva
* Working Alone or in Isolation Developed by Village
* Human Resources Policy and Procedures (Violence & Harassment) Developed by Village
* Fall Protection Program To be Developed
* Emergency Evacuation To be Developed
* Chemical Spills To be Developed
* Asbestos Containing Materials Handling To be Developed
* Ladder Safety To be Developed
* And any others as necessary

**Occupational First Aid**

The Village of Valemount First Aid requirements are as follows:

1. The Village has identified several sites where the staff perform duties on an as need basis.

1. The major areas where first aid kits are available are:
2. The Village Office
3. The Water Treatment Plant
4. The Sewage Treatment Plant
5. The Village Shop
6. All Village Vehicles (at least Level 1 criteria)
7. The First Aid Kits in each location are updated and replenished on a regular basis when the contractor visits Valemount. If any major usage is required the contractor is notified and the first aid kits are replenished.
8. The Village of Valemount attempts to have trained first aid attendants on site especially Public Works; however the Valemount Diagnostic and Treatment Centre is located within the Village Boundaries which are approximately 4 Km in circumference. Ambulance Services are also available.

1. All medical records are kept for the mandatory 3 years and maintained in the Employees files or become part of the filing system.

1. During the inspection of the premises for safety issues the First Aid Kits will be part of the review process using the First Aid Assessment Worksheet.

1. A log book is provided at each first aid station for recording of materials which have been used and when so replacement can be completed as quickly as possible.
2. The First Aid Procedures for each site are reviewed at Safety meetings at least twice a year and with employees when begin their employment.

1. It is the responsibility of the Supervisor to ensure the proper records are filled in during an incident.
2. Each of the Public Works employees have been provided with a cell phone and the emergency number for the area is 911 which they will be able to call should an emergency arise. Vehicles are available for transportation to the Valemount Diagnostic and Treatment Centre.

1. The Village Office staff has the ability to contact 911 in case of emergency.
2. The Work Safe BC First Aid Assessment Flow Chart will be utilized when filling out the form below.

**VILLAGE OF VALEMOUNT**

**FIRST AID ASSESSMENT WORKSHEET**

1. Name of Workplace: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(Conduct a separate assessment for each identified workplace)*

1. Hazard Rating on Assigned Hazard Rating List L \_\_\_ M \_\_\_ H \_\_\_
2. Job Functions, work processes and tools
3. Types of injuries that can potentially occur
4. Rating adjustment: if hazard is adjusted, provide documentation
5. Overall Workplace Hazard Rating L \_\_\_ M \_\_\_ H \_\_\_
6. Surface travel time to Medical Clinic

Less than 20 minutes \_\_\_ Greater than 20 minutes \_\_\_

1. Total Number of workers per shift \_\_\_
2. Barriers to reaching medical treatment \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ASSESSMENT RESULTS**

*(Different shifts may require different first aid services)*

1. Supplies/equipment/facilities required: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Number and level of First Aid attendants \_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Transportation needs \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_ Change in Business Operations: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Consulted (health and safety committee, worker representative, others):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**EMERGENCY PROCEDURES**

**MEDICAL**

All injuries or illnesses must be reported to their immediate supervisor and the CAO

**Collapse or Serious Injury**

(Person closest to injured person)

1. Ensure the accident scene is safe and there is no further danger to you or the injured person.
2. Do not move the injured person unless there is a high risk of further injury and it is safe for you to do so. The only person moving an injured person should a qualified first aid attendant or ambulance personnel. Moving an injured person may dramatically increase risk of further injury unless the person directing the movement is a trained first aid person. The exception to this is where the injured person may die if not moved (e.g. in a confined space entry situation)
3. Keep calm and do not leave the injured worker unattended
4. Contact your supervisor immediately and report exact location of the patient and the patient’s condition
5. Contact the ambulance service immediately and report exact location of the patient and the patient’s condition.
6. Be prepared to assist when directed by the First Aid Attendant

**Minor Injury or Illness**

1. Contact your supervisor immediately and seek treatment
2. Report the incident to your supervisor.

**FIRE**

If you discover a fire

1. Immediately shout “FIRE” and activate the nearest internal fire alarm pull station
2. Call 911 for Fire Department and state the location and the nature of the emergency or have someone else do so and report back to you
3. Call your supervisor immediately
4. If trained and safe to do so, attempt to extinguish the fire with appropriate fire-fighting equipment
5. If not safe to do so, or if you cannot extinguish or control the fire, then try to contain it by closing the doors.
6. Evacuate the area and proceed to your assembly area:
7. Do not use elevators
8. Do not leave the assembly area until instructed
9. Do not re-enter the building for any reason until you have been advised it is safe to do so.
10. Report to your supervisor to ensure an accurate head count.

**SECURITY**

If you need help, take the following actions (as required)

1. Dial 911 for Police
2. Take only reasonable measures to protect other staff from violence and to protect company property from damage, DO NOT ENDANGER YOURSELF
3. Report all threats to your Supervisor – Use the Incident Report Form

**BUILDING EMERGENCY**

The Village of Valemount owns several building and should the employee notice and damage or hazard they should:

1. If it is a minor hazard repair the damage and report to their Supervisor.
2. Take reasonable measures to protect the employees and public from the hazard and/or send a co-worker to report the damage, (and report back to you) while you stand and watch over the hazard.
3. Report the hazard to your supervisor, including location and description of damage.

**CONTACT NUMBERS**

SUPERVISOR 250-566-1284 or 250-566-1463

MEDICAL CLINIC 250-566-9138

AMBULANCE 911 or 1-800-461-9911

RCMP 911 or 250-566-4466

FIRE DEPARTMENT 911 or 250-566-9800