

A Safe Workplace

A Workplace Safety and Health Manual for Your Community

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		Approved By: Harvey Bostrom
Subject:	Safety Rules	Effective: April 01, 2005
		Revised: April 1, 2011

The following safety rules should be implemented into your community operations where applicable.

A copy of these rules should be posted on your Workplace Safety and Health bulletin board. New employees, summer students and casual employees should also be orientated on safety rules.

General

1. Council may develop their own safety rules, safe work procedures and safe work practices. These rules, procedures and practices must be in accordance with legislation, the *A Safe Workplace - A Workplace and Safety and Health Manual for Your Community* and manufacturer's instructions.
2. Council must ensure that suppliers provide training or instruction for new or replaced tools, equipment, machines, devices or chemical or biological substances, as is required by workplace safety and health legislation.
3. A workplace must be immediately shut down if a life threatening situation develops or is identified.
4. The required personal protective equipment (PPE) must be worn at all times.
5. When working outside employees must ensure that they are wearing protective clothing suitable for the weather.
6. Smoking is prohibited in the workplace.
7. All employees should wear insect repellent and sun block as required to protect their health.
8. No persons shall transport dangerous goods without proper training and certification.
9. Approved chemicals and poisons for rodent control are to be used only by trained and qualified personnel. All precautions necessary are to be taken to protect the health and safety of the person attempting to control the rodent problem. For example appropriate respiratory protection and gloves are to be used whenever removing or cleaning mouse or rat feces or nests. The area affected with mouse or rat feces or nests is to be cleaned with an appropriate disinfectant such as a bleach and water solution. Follow confined space procedure.

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10. No persons shall attend work if they are under the influence of drugs alcohol or medication.

11. All municipal buildings must be kept in clean and tidy state.

Operations

1. A grab sample extension pole should be used to take samples from pre-treatment water reservoirs and wastewater lagoons to prevent slipping or falling. Note a grab sample extension pole for a wastewater lagoon **must not be used** in water reservoirs.
2. To reduce risks of slips and falls around valve operation and curb stops, ensure regular maintenance is performed to level the ground.
3. Snow, sand or gravel dumping must be done in designated areas only.
4. Do not exit waste disposal vehicles when animals are present.

Vehicles/Equipment

1. All electrical or gas powered equipment should be used under the proper weather conditions.
2. Tools and equipment must be stored in an orderly manner.
3. All loads must be secured as per *The Highway Traffic Act*.
4. All employees must operate vehicles according to road and weather conditions.
5. Equipment must be operated by an experienced and trained operator.
6. No person shall operate a vehicle or equipment without a valid appropriately classed license.
7. All vehicles are equipped with appropriate first aid kits and emergency eye wash bottles.

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Mechanical/Electrical

1. The following work must be performed by a qualified tradesperson:
 - a) electrical
 - b) gas fitting
 - c) steam fitting
 - d) refrigeration

2. All work performed on lighting in excess of 200 volts shall be completed by an industrial electrician. This includes sodium vapor lights in arenas.

3. Employees must not touch the electrical service lead wires at any time where work is required in close proximity of Manitoba Hydro electrical service.

4. Metal ladders conduct electricity. Do not let any material come into contact with live electrical wires.

5. All work performed on ammonia ice plants shall only be conducted by a licensed refrigeration and air conditioning mechanic.