

HEALTH, SAFETY AND ENVIRONMENT

Date Issued: November 25, 2003

Mandated by:

- *Alberta Occupational Health and Safety Act*
- *Alberta Environmental Protection and Enhancement Act*

Current Revision: August 17, 2018

Cross Reference:

- Health, Safety & Environment Rights, Roles And Responsibilities Administrative Procedure SAF-001-A

Next Review: January 1, 2020

Responsibility: Director, People Services

PURPOSE

To demonstrate commitment to the protection of the City's resources and reduction of workplace losses and to provide guidance to the various departments and divisions within the City and establish health, safety and environment concerns as a core value to each and every employee, regardless of position.

POLICY

The City is committed to protecting the health of all workers, in the safety of the workers and materials, and in protecting the environments that we work within and around from undue harm. Protection of health, safety and the environment is a core value of the City and is the direct responsibility of all workers. All workers will be accountable for their HSE performance and are obligated to discuss and correct any acts or conditions that violates this commitment.

DEFINITIONS

City – means the City of Fort Saskatchewan.

Employee – means an individual employed by the City on a permanent, temporary or casual basis.

Environment – means the definition included in the *Alberta EPEA* for the components of the earth and includes:

- a. air, land and water,
- b. all layers of the atmosphere,
- c. all organic and inorganic matter and living organisms,
- d. the interacting natural systems that include components referred to in (a) to (c)

EPEA – means the *Environmental Protection and Enhancement Act* for Alberta

HSE – means Health, Safety and Environment

MGA – means the Municipal Government Act.

OHS – means Occupational Health and Safety

Supplier – means a person who sells, rents, leases, erects, installs or provides any equipment, or who sells or otherwise provides any harmful substance or explosive to be used by a worker in respect of any occupation, project or worksite. For the purpose of this policy, this excludes general retailer transactions such as Walmart, Safeway or Co-Op that one may patronize for personal home usage.

Vendor – means any individual or business, in any form, who may from time to time conduct business with the City or submits bids, proposals, quotes or tenders to the City. This encompasses the definitions of “*Service Providers*”, “*Suppliers*”, “*Contractors*” and “*Prime Contractors*” contained within the definitions but does not include “*Outdoor Food Vendors*” used for special events.

Worker – means a person engaged in an occupation. This includes City employees, vendors, volunteers and any others engaged in work on behalf of the City.

Work site – means the definition included in the Alberta OHS Act as a location where a worker is, or is likely to be, engaged in any occupation and includes any vehicle or mobile equipment used by a worker in an occupation.

GUIDING PRINCIPLES

In fulfilling this organizational commitment to protect people, property, and the environment, the City shall:

1. Provide the necessary resources to conduct training, education, and work in the safest manner reasonably possible;
2. Participate at all levels, in the assessment of the workplace for risks to workers, health and safety and to the working environment;
3. Conduct regular inspections by General Managers, Directors, Managers, Supervisors and Workers to ensure a safe and healthy workplace;
4. Require all employees to participate in meetings and training where health, safety and the environment are topics or focuses;
5. Conduct both systems and personal reviews of health, safety and environmental performance for the purposes of continuous improvement;
6. Encourage a workplace culture where all workers can freely speak up with concerns about their work sites;

7. Provide the necessary resources for the rehabilitation and respectful return to work of injured or ill employees; and
8. Fulfill all obligations as laid out in the *Alberta OH&S Act, Regulations and Adopted Codes*, the *Alberta EPEA* and the *Alberta MGA*

AUTHORITY / RESPONSIBILITY TO IMPLEMENT

The Director of People Services is authorized to establish procedures for the implementation of this Policy which are consistent with the governing principles.

Original signed by Troy Fleming
City Manager

HEALTH, SAFETY & ENVIRONMENTAL RIGHTS, ROLES AND RESPONSIBILITIES

Date Issued: September 1, 2011

Mandated by:

- *Alberta Occupational Health and Safety Act*
- *Alberta Environmental Protection and Enhancement Act*
- *Alberta Workers Compensation Act*

Current Revision: August 16, 2018

Cross Reference:

- Health Safety & Environment Policy SAF-001-A

Next Review: January 01, 2020

Responsibility: Director, People Services

PURPOSE

To define the various health, safety and environmental roles, responsibilities and accountabilities for various levels of workers for the City and to ensure the City meets or exceeds its due diligence requirements. This document will also provide the City of Fort Saskatchewan with guidelines that will assist all employees in meeting their obligations under the *Alberta Occupational Health and Safety Act*, Regulation and adopted Code; *Alberta Environmental Protection and Enhancement Act* and applicable standards. These guidelines may also be used to provide measurable indicators for safety program analysis including auditing and continual improvements to the Health and Safety Management System.

DEFINITIONS

City – means the City of Fort Saskatchewan.

City Manager – means the Chief Administrative Officer of the City.

Competent – means the definition included in the *Alberta OHS Regulations and Code*, in relation to a person, means adequately qualified, suitably trained and with sufficient experience to safely perform work without supervision or with only a minimal degree of supervision.

Consult – (or similar term or word) means the definition included in the *Alberta OHS Act*

- a. The sharing of relevant information with or seeking information or advice from affected persons;
- b. Giving affected persons a reasonable opportunity to express their views; and
- c. Taking those views and that information and advice into account.

Consultant – means an employer who provides a professional or administrative service with no activity more physical or hazardous than that of a typical office environment. Consultants may be engaged by the City to deliver a short or long term service and may include such services as legal counsel, engineering, and architects.

Contractor – means an employer who provides a service(s) beyond those of a consultant or supplier to include but not limited to construction, maintenance, utilities, installation or servicing.

Emergency – means the definition included in the *Emergency Management Act* for Alberta: an event that requires prompt co-ordination of action or special regulation of persons or property to protect the safety, health or welfare of people or to limit damage to property.

Employee – means an individual employed by the City on a permanent, temporary or casual basis.

Employer – means the definition included in the *Alberta OHS Act* as:

- a. a person who employs or engages one or more workers, including a person who employs workers from a temporary staffing agency;
- b. a person designated by an employer as the employer's representative, or
- c. a director or officer of a corporation or a person employed by the employer who oversees the occupational health and safety of the workers employed by the corporation.

Environment – means the definition included in the *Alberta EPEA* for the components of the earth and includes:

- a. air, land and water,
- b. all layers of the atmosphere,
- c. all organic and inorganic matter and living organisms,
- d. the interacting natural systems that include components referred to in (a) to (c)

EPEA – means the *Environmental Protection and Enhancement Act* for Alberta.

Fit and Present for Duty – means in attendance and free from adverse effects of fatigue, stress, drugs or alcohol and in the appropriate attire in good order to perform the functions of their position.

Guests (Visitors) – means a person or group who is present for a short term period and with a specific purpose to meet with a specific City employee or group. Reasons for guests may include parcel/material delivery and/or pick up, speaking engagements, entertainers, presentations, regulatory inspectors (e.g. OHS, Environmental or Safety Codes) and business meetings (e.g. Sales or proposed projects).

Hazard – means a condition, energy, situation, substance or thing that may be dangerous to the health of workers or safety the workers, materials or the environment, typically through an exchange of energy.

Hazard Assessment – means a paper or electronic report evaluating a work site or activity performed at the work site to identify if hazards exist, if the risk is acceptable and if not, the types of controls required to establish an acceptable level of protection.

Hazard Control – means a protective mechanism designed to reduce personal injury/illness or damage or material(s) or the environment to an acceptable level through a single or combination of methods that would include:

- a. Elimination – The complete removal of the hazard until the risk is non-existent and represents the highest form of dealing with a hazard. All practicable efforts must be made to achieve this state when reasonable.
- b. Substitution – A methodology where using a less hazardous method over a more dangerous method is available. (example: The use of a chemical poses a serious health risk while another chemical with a similar task related result and has a less hazardous health risk.)
- c. Engineering – A methodology of separating the hazard from potential targets of hazardous energy exchange. Effective engineering removes stupidity and lack of awareness from the equation leaving only deliberate acts in which injury/illness or damage may occur. Includes designs or modification of structures, equipment, or systems (ventilation, isolation, etc).
- d. Administrative – A process or system (eg: SMS, Code of Practice, work practice or procedure), or administrative function (eg: policy, rules, training) that relies more on the human factor to remain effective.
- e. Personal Protective Equipment – A next to skin last line of defense method meant to give workers a nominal barrier between them and a hazardous energy.

Health and Safety – means physical, psychological and social well-being.

HSE – means Health, Safety and Environment

JOHSC – means the Joint Occupational Health and Safety Committee.

LT – means the Leadership Team comprised of the City Manager and the General Managers.

OHS – means Occupational Health and Safety.

Owner – means the definition included in the *Alberta OHS Act* for: the person who is registered under the *Land Titles Act* as the owner of the land on which work is being carried out or may be carried out, or the person who enters into an agreement with the owner to be responsible for meeting the owner's obligations under this Act, the regulations and the OHS code, but does not include a person who occupies land or premises used as a private residence unless a business, trade or profession is carried on in that premises.

Prime Contractor – means the owner of a construction site or the owners contractual designate responsible for the management of all project related activities to include scheduling, materials acquisition, quality control, environmental protection and the health & safety of all workers, sub-contractors and public that may be affected by the conditions of the work site.

Project – means the definition included in the *Alberta OHS Act* as:

- a. The construction, demolition, repair, alteration or removal of a structure, building, complex, street, road or highway, pipeline, sewage system or electric, telecommunication or transmission line,
- b. The digging of, working in or filling of a trench, excavation, shaft or tunnel,
- c. The installation, modification, repair or removal of any equipment, machinery or plant,
- d. The operation of a manufacturing, industrial or other process, or
- e. Any work designated by a Director of Inspection or a Director of Occupational Hygiene as a project

Readily Available – means that a document (downloaded electronic or hard copy) or service (e.g.: first aid) required by legislation is accessible by a worker within 15 minutes.

Service provider – as defined by the Alberta OHS Act, means a person who provides training, consulting, testing, program development or other services in respect of any occupation, project or work site.

SMS – means Safety Management System. Also known as a safety program.

SMT – means the Senior Management Team comprised of all the Directors.

Sub-Contractor – means any employer(s) hired by a consultant, contractor or supplier or their sub-contractors to assist the consultant, contractor or supplier in the conduct of the project on behalf of the City.

Supervisor – means the definition included in the *Alberta OHS Act*, as a person who has charge of a work site or authority over a worker.

Supplier – means a person who sells, rents, leases, erects, installs or provides any equipment, or who sells or otherwise provides any harmful substance or explosive to be used by a worker in respect of any occupation, project or worksite. For the purpose of this policy, this excludes general retailer transactions such as Walmart, Safeway or Co-Op that one may patronize for personal home usage.

Vendor – means any individual or business, in any form, who may from time to time conduct business with the City or submits bids, proposals, quotes or tenders to the City. This encompasses the definitions of “*Service Providers*”, “*Suppliers*”, “*Contractors*” and “*Prime Contractors*” contained within the definitions but does not include “*Outdoor Food Vendors*” used for special events.

WCB – means the Workers Compensation Board of Alberta.

Worker – means a person engaged in an occupation. This includes City employees, vendors, volunteers and any others engaged in work on behalf of the City.

Work site – means the definition included in the Alberta OHS Act as a location where a worker is, or is likely to be, engaged in any occupation and includes any vehicle or mobile equipment used by a worker in an occupation.

HEALTH & SAFETY RIGHTS

All workers, regardless of position have a set of basic rights related to their health, safety and welfare. These rights form the foundation of OH&S legislation and of the safety management systems from which the City provides guidance and how we define our roles and responsibilities in meeting these rights. These basic rights are:

- The **right to know** the hazards of the workplace and the means to control or eliminate those hazards.
- The **right to participate** in meaningful health and safety activities that pertain to our work and our worksites. This includes the ability to raise concerns about health and safety and work in consultation with the City towards a satisfactory resolution; and
- The **right to refuse** dangerous work within the boundaries of the occupational requirements and such situations as arising during declared state of emergency situations.

RESPONSIBILITIES

All parties are required to become aware of and understand the meanings of their responsibilities. It is the further responsibility of all parties to ensure that all actions or activities required by these responsibilities are carried out in accordance with this and other relevant policies and procedures. The following is a listing of the assignment of responsibilities:

1. City Manager:

- a. Is ultimately responsible and accountable for the overall health, safety and environmental management system and ensuring compliance to all legislative requirements and standards of the City;
- b. Communicates annually to all employees, a continued commitment towards health, safety and the environment;
- c. Ensures that:
 - i. Appropriate resources are allocated to support an effective health, safety and environmental management system within the City; and
 - ii. Subordinates are evaluated for health and safety performance and held accountable.
- d. Attends and participates in:
 - i. Safety related training;
 - ii. Informal tours and formal inspections of City structures and facilities with safety observations as part of the agenda at least once per year; and
 - iii. LT and SMT meetings where safety is an agenda item.
- e. Reviews and signs off on:
 - i. Safety policies;
 - ii. Reportable incident investigations;
 - iii. Inspections conducted by the General Managers; and
 - iv. City wide safety audits.
- f. Leads by positive example with the goal of setting safety as a core value within the City.

2. General Managers:

- a. Are responsible and accountable for the overall health, safety and environmental management of their division;
- b. Monitor their respective division's safety related activities in meeting safety performance goals and objectives;
- c. Ensure that:
 - i. Safety is an integral part of the planning process and to seek advice from the health and safety advisor as needed;
 - ii. Appropriate resources are allocated to support effective health, safety and environmental activities and initiatives within their division;
 - iii. Subordinates are evaluated for health, safety and environmental management performance and held accountable; and
 - iv. Vendors comply with the requirements of the City's health, safety and environmental management system.
- d. Attend and participate in:
 - i. Safety related training;
 - ii. Informal tours and formal inspections of departmental structures and facilities with HSE observations as part of the agenda at least once per year;
 - iii. LT meetings where safety is an agenda item;
 - iv. Divisional meetings where safety is an agenda item on at least a quarterly basis; and
 - v. Emergency response drills.
- e. Review, sign off and communicate the results of Divisional:
 - i. Inspections and corrective action(s);
 - ii. Audits and corrective action(s);
 - iii. Incident investigations and corrective action(s); and
 - iv. combined emergency response planning sessions or drills.
- f. Lead by positive example with the goal of setting safety as a core value within the City.

3. Directors

- a. Are responsible and accountable for the overall health, safety and environmental management of their department;
- b. Monitor their respective department's safety related activities in meeting safety performance goals and objectives;
- c. Ensure that:
 - i. Safety is an integral part of the planning process and to seek advice from the health and safety advisor as needed;
 - ii. Appropriate resources are allocated to support an effective health, safety and environmental activities and initiatives within their department;
 - iii. All employees are made and remain aware of their health and safety rights and assigned responsibilities by conducting an initial orientation for new hires and annual refreshers for existing employees;
 - iv. All vendors, volunteers, guests and visitors are made aware of their health and safety rights and assigned responsibilities by conducting their respective orientation;
 - v. All divisional work sites are assessed and reassessed for hazards by conducting informal tours and formal inspections of departmental structures and facilities at least twice per year;
 - vi. All departmental tools, appliances, equipment and/or machinery are maintained in accordance with manufacturers specifications, legislated standards and/or standards applicable to that department;
 - vii. Departmental representation and initiatives of the JOHSC are supported through the allocation of appropriate resources;
 - viii. Subordinates are developed for competency in performing their work by providing them with training, mentoring, leadership, safety guidance and the tools appropriate to the work being performed;
 - ix. Subordinates are evaluated for health and safety performance and held accountable;
 - x. Vendors and volunteers comply with the requirements of OH&S Legislation and the City's health, safety and environmental management system while performing work for that department;
 - xi. All departmental incidents are reported and investigated to determine causal factors and implement controls as soon as possible to prevent further recurrence; and
 - xii. Record keeping for departmental safety activities are locally maintained and readily available for periodic reviews or audits.
- d. Attend and participate in:
 - i. Safety related training;
 - ii. Meetings where safety is an agenda item on at least a quarterly basis; and
 - iii. Emergency response drills.

- e. Review, sign off and communicate the results of Departmental:
 - i. Hazard assessments and control methods;
 - ii. Inspections and corrective action(s);
 - iii. Audits and corrective action(s);
 - iv. Incident investigations and corrective action(s); and
 - v. or combined emergency response planning sessions or drills.

- f. Follow up with:
 - i. Controls to eliminate or mitigate workplace hazards; and
 - ii. Corrective actions resulting from inspections, audits and investigations to ensure that actions are complete and performing as intended or designed.

- g. Assist People Services in managing work accommodations for injured or disabled workers; and

- h. Lead by positive example with the goal of setting safety as a core value within the City.

4. Managers and Foreman:

- a. Are responsible and accountable for the overall health, safety and environmental management of their workers, equipment and work sites;
- b. Monitor their respective areas of responsibility safety related activities in meeting or exceeding safety performance goals and objectives;
- c. Ensure that:
 - i. Safety is an integral part of the planning process and to seek advice from their directors and/or the health and safety advisor as needed;
 - ii. Appropriate resources are allocated to support effective HSE activities and initiatives within their areas of responsibility;
 - iii. All employees are made and remain aware of their health and safety rights and assigned responsibilities by conducting or participating in an orientation for new hires and annual refreshers for existing employees;
 - iv. All work sites within their areas of responsibility are assessed and reassessed for hazards by conducting informal tours at least weekly and formal inspections of departmental structures and facilities at least once per month;
 - v. All tools, appliances, equipment and/or machinery are maintained in accordance with manufacturers specifications, legislated standards and/or standards applicable to that department;
 - vi. Subordinates are competent in performing their work by providing them with safety guidance, leadership, mentoring, and the right tools and training;
 - vii. Subordinates are evaluated for HSE performance and held accountable;
 - viii. Vendors and volunteers comply with the requirements of OH&S Legislation and the City's health, safety and environmental management system;
 - ix. All incidents are reported and investigated to determine causal factors and implement controls as soon as possible to prevent further recurrence; and
 - x. Record keeping for safety activities to are locally maintained and readily available for periodic reviews or audits.
- d. Review, sign off and communicate the results of:
 - i. Work site and task hazard assessments and control methods;
 - ii. Work site inspections and corrective action(s);
 - iii. Work site incident investigations and corrective action(s); and
 - iv. Emergency response planning sessions or drills.
- e. Follow up with:
 - i. Corrective actions resulting from inspections, audits and investigations to ensure that actions are complete and performing as intended or designed; and
 - ii. Controls to eliminate or mitigate workplace hazards
- f. Attends and participates in:
 - i. Safety related activities to include training and emergency response drills;
 - ii. Meetings where safety is an agenda item on at least a monthly basis; and
- g. Assist People Services in managing work accommodations for injured or disabled workers;
- h. Lead by positive example with the goal of setting safety as a core value within the City.

5. Workers:

- a. Ensure that they:
 - i. become familiar and comply with the City's health and safety policies, and department-specific guidelines, work practices and procedures;
 - ii. complete job-specific training as required;
 - iii. are fit and present for duty;
 - iv. refuse to perform any work that is considered to be dangerous work;
 - v. ask questions if unsure on how to conduct a task or operate tools, equipment, machinery or appliances properly;
 - vi. inspect, use and maintain in accordance to manufacturer's specifications, any personal protective equipment required for the task as identified by the hazard assessment(s);
 - vii. inspect and maintain all departmental tools, appliances, equipment and/or machinery in accordance with manufacturers specifications, legislated standards and/or standards applicable to that department and assigned to them by their immediate supervisor;
 - viii. correct and/or notify their supervisor of any unsafe work site conditions or acts that may pose a danger to themselves, any other person or the environment;
 - ix. report all incidents and injuries to their supervisor immediately;
 - x. become familiar with the Emergency Response Plans relevant to their work sites and locations of first aid supplies, communications and firefighting equipment; and
 - xi. work pro-actively and co-operatively with People Services in determining suitable work accommodations for injuries or disabilities

- b. Attend and actively participate in:
 - i. Hazard assessments of work sites and tasks;
 - ii. Regularly scheduled meetings;
 - iii. Scheduled training programs, courses and seminars;
 - iv. Formal and informal workplace inspections;
 - v. JOHSC meetings, initiatives, inspections and investigations while serving their tenure on the JOHSC; and
 - vi. Emergency response drills.

6. Health and Safety Advisor (People Services):

- a. Develop and communicate:
 - i. Knowledge of applicable legislation, standards, and guidelines as they relate to the promotion of a positive safety culture;
 - ii. Knowledge of current health, safety and environmental strategies, trends, and technologies by developing industry working relationships and participating in exchange groups, associations, and committees; and
 - iii. Statistical information that tracks, trends, and analyzes leading and lagging indicators to identify significant concerns that require safety controls;
- b. Provide:
 - i. Reasonable and practicable advice to senior and middle management on Occupational Health and Safety and Environmental legislation, their obligations and act as a resource to employees in fulfilling any such requirements;
 - ii. Reports to senior management with regards to health, safety and environmental activities/updates and progression;
 - iii. Assistance and guidance to the divisions, departments and sections conducting formal risk/hazard assessments, ongoing safety inspections, incident investigations focusing on causal analysis and reporting, and safety audits;
 - iv. Assistance to the divisions, departments and sections in the development of specific systems, practices, procedures and guidelines;
 - v. Assistance and guidance to the Joint Occupational Health and Safety Committee in the conduct of meetings, inspections, investigations and initiatives;
 - vi. Guidance to supervisors on worker competency requirements and provide advice on training, mentoring and safety programs that support these requirements; and
 - vii. Assistance in ensuring vendor compliance with *Occupational Health and Safety Act*, Regulation and Code and Alberta Environment standards and City HSE requirements.
- c. Review:
 - i. Divisional, departmental and section hazard assessments to ensure completeness and provide feedback and guidance;
 - ii. All incident investigations for causal analysis, provide feedback and guidance for the tracking of trending information; and
 - iii. Internal and external audits and assist directors in the development of reasonable and practical corrective actions;
- d. Support:
 - i. Specific business drivers and participate in the development and implementation of departmental plans, projects, goals, and objectives from an OH&S perspective;
 - ii. The Training and Development Coordinator to ensure proper documentation processes are set up where necessary such as training, testing and competency of all staff including maintaining a retraining/recertification requirement system to ensure that staff has current and up to date qualifications; and
 - iii. The Staffing Coordinator as part of the new employee orientation process to ensure Health and Safety is appropriately captured and documented.

- e. Ensure that:
 - i. All divisions/departments/sections have the information and support they need to carry out their responsibilities for health and safety while adhering to legislative requirements to ensure City compliance;
 - ii. The safety management system is reviewed at least annually to determine the need for new safety initiatives and programs and/or preventive measures to be implemented and makes recommendations for improvement; and
 - iii. Safety audits are conducted, coordinate audit recommendations and assist in the development of corrective action plans in consultation with project/department management.

- f. Attend and participate in:
 - i. Regular workplace visits with each department to conduct formal and informal workplace assessment and inspections;
 - ii. Divisional, departmental and section safety meetings throughout the City when invited;
 - iii. JOHSC meetings, inspections, investigations and initiatives whenever possible;
 - iv. Emergency preparedness program as an active member of the City's Emergency management Team; and
 - v. Work accommodation meetings and facilitate fair and equitable strategies to the benefit of all parties.

- g. Lead by positive example with the goal of setting safety as a core value within the City.

7. Joint Occupational Health & Safety Committee:

- a. Ensure
 - i. Concerns regarding health, safety and environment brought forward by workers are discussed during JOHSC meetings and responses communicated back to the originators;
 - ii. That workers are solicited for suggestions on improving the City's health, safety and environmental management system;
 - iii. JOHSC members remain available to act as a HSE resource to all employees;
 - iv. Corrective actions resulting from JOHSC inspections, investigations and audits are followed through and documented; and
 - v. Safety boards in facilities are up to date.
- b. Develop
 - i. Initiatives that promote a positive safety culture throughout the City and the various departments; and
 - ii. Sub-committees as required to address specific initiatives or HSE concerns within departments.
- c. Attend and participate in:
 - i. JOHSC member training programs as required by the committee guidelines;
 - ii. Monthly rotational work site inspections for the purpose of creating an awareness of differing departments hazards and needs in addition to observing the work site for existing conditions;
 - iii. Incident investigations as requested by a Director, Manager or the Safety Advisor;
 - iv. Monthly meetings to discuss safety initiatives, worker and work site concerns, JOHSC inspections and incident investigations;
 - v. Discussions and resolutions of workplace safety issues by consulting with management and employees and taking appropriate corrective action or making;
 - vi. recommendations for appropriate corrective action to management; and
 - vii. Health, safety and environmental training programs, conferences and seminars when possible or reasonable.
- d. Lead by positive example with the goal of setting safety as a core value within the City

8. Vendors

- a. Provide:
 - i. A completed safety pre-qualification form and any required documentation related to the pre-qualification process prior to any work beginning on the worksite;
 - ii. Regular updates to safety information as new information becomes available; and
 - iii. Full access to City auditors, inspectors and investigators of all project related materials and documents related to City projects and required for the completion of City safety activities.

- b. Attend and participate in:
 - i. City lead vendor orientations;
 - ii. Progress meetings with safety as a topic of discussion;
 - iii. Safety meetings as requested by the City representative or City Safety Advisor; and
 - iv. Project work site inspections with City employees when requested to do so.

- c. Ensure:
 - i. Each project is planned with safety integral to the process;
 - ii. Each project is assessed for hazards and submitted to the City for review and approval prior to the commencement of work;
 - iii. Their organization maintains at all times, at least within minimum compliance to applicable Occupational Health and Safety legislation for all company operations;
 - iv. Their organization meets or exceeds HSE standards set by the City while conducting work on behalf of the City;
 - v. Regular worksite inspections are conducted and that reports are submitted to their City representative with documented corrective actions;
 - vi. Workers in their employ are competent or under the direct supervision of a worker who is provably competent in the work being performed;
 - vii. All tools, appliances, equipment and/or machinery are maintained in accordance with manufacturers specifications, legislated standards and/or standards applicable to that industry;
 - viii. All workers have been informed of the hazards of the worksite, the applicable controls and that the workers use the controls as specific by the hazard assessment or related documents;
 - ix. All workers have the correct personal protective equipment and have been trained in its use, care, maintenance and limitations of the PPE;
 - x. All incidents are investigated to determine causal factors and implement controls as soon as possible to prevent further recurrence; and
 - xi. All incidents are reported to the City Representative and/or City's Safety Advisor as soon as possible and that investigation reports and made available for review upon request; and
 - xii. Their organizations work towards continuous improvement of their safety management systems.

- d. Lead by positive example with the goal of setting safety as a core value within their organization.

9. Volunteers:

- a. Ensure that:
 - i. They become familiar and comply with the City's health and safety policies, and department specific guidelines, work practices and procedures;
 - ii. are fit and present for duty;
 - iii. They refuse to perform any work that is considered to be an imminent danger;
 - iv. They ask questions if unsure on how to conduct a task or operate tools, equipment, machinery or appliances properly;
 - v. They inspect, use and maintain in accordance to manufacturer's specifications, any personal protective equipment required for the task as identified by the hazard assessment(s);
 - vi. They inspect and maintain all tools, appliances, equipment and/or machinery in accordance with manufacturers specifications, legislated standards and/or standards applicable to that department and assigned to them by their immediate supervisor;
 - vii. They correct and/or notify their City representative of any unsafe work site conditions or acts that may pose a danger to themselves, any other person or the environment;
 - viii. They report all incidents and injuries to City representative immediately; and
 - ix. They become familiar with the Emergency Response Plans relevant to their work sites and locations of first aid supplies, communications and firefighting equipment.

- b. Attend and actively participate in:
 - i. Hazard assessments of work sites and tasks; and
 - ii. Emergency response drills.