

(Animated Title Page)

**OCCUPATIONAL HEALTH
& SAFETY
CONTRACTOR ORIENTATION
TRAINING**

WELCOME!

Congratulations on your contract job! This training will assist you in understanding our Health & Safety requirements while working with The Town of Fort Erie. We value your safety as well others associated with you. This training will identify potential hazards you may encounter in the workplace and how you can protect yourself, subcontractors, Town workers and the public.

TRAINING PLAN

- ✓ Administration
- ✓ Rights and Responsibilities
- ✓ Workplace Hazards
- ✓ Violence and Harassment



ADMINISTRATION

- ✓ Incident Reporting
- ✓ Smoking
- ✓ Use of I Pods Etc.
- ✓ Safe Work standards
- ✓ Site Procedure Requirements
- ✓ Personal Protective Equipment (PPE)
- ✓ Emergencies
- ✓ Hazard Recognition
- ✓ Health & Safety Policy



Incident Reporting

- Get First Aid
- Inform Supervisor
- Complete an Incident Report
- Injury/ Illness
- Property Damage
- Near Miss
- Other (threat, violence)
- Form 7 (if you receive health care or miss work)
- Report to Town's representative immediately
- Complete written report to town within 24 hours

SMOKE FREE WORKPLACES

- Smoking is not permitted:

- ✓ In any enclosed workplace
- ✓ In any town vehicle
- ✓ In parks, playgrounds & sports fields

- Smoking is permitted:

- ✓ 9m from building entrances/ exits
- ✓ Roads, sidewalks, parking lots

“Smoking” includes e-cigarettes & medicinal marijuana



NO SMOKING



iPods, Cell Phones Hand Held Devices etc.



Allowed

- On lunch or other breaks
- In the workplace with supervisor's OK

Not Allowed

- While operating vehicles
- With hearing protection
- If poses a risk (i.e. operating tools, equipment)

Safe Work Standards

(Section Examples)

1. Legislative Requirements

3. Health & Safety Requirements

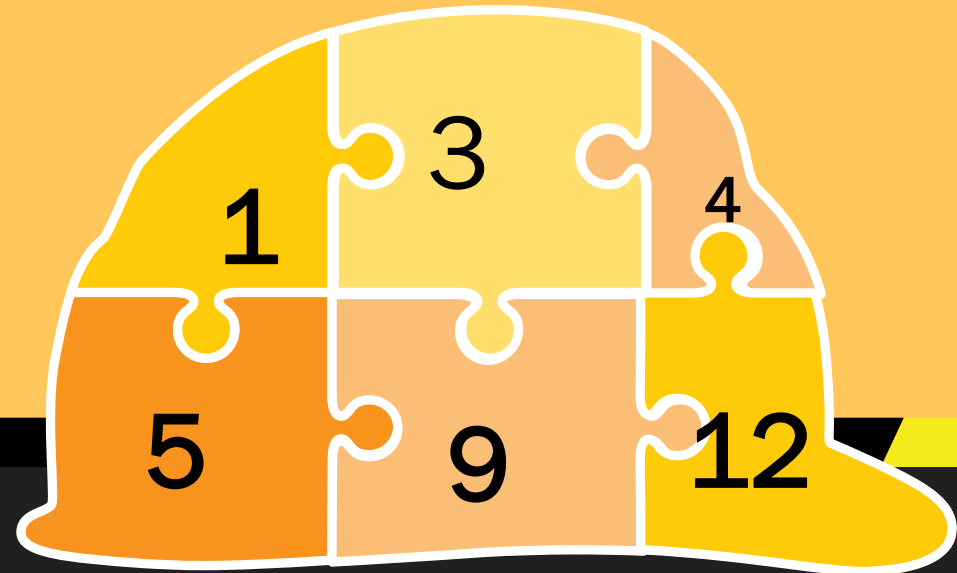
4. Reporting & Investigation

5. Personal Safety

9. Office Safety

12. Vehicles

Complete copies of Safe Work Standards are located on the Town of Fort Erie's Web site



Site Procedure Requirements

- ❖ All personnel must follow established procedures for locking out, tagging out or otherwise isolating energy sources.
- ❖ All personnel must follow established procedures for testing, isolation, or entering a confined space
- ❖ All personnel working at heights must employ the protection of standard handrails or other approved fall protection. Proof of Ontario legislated “Working at Heights” training must be available

Site Procedure Requirements

(Continued)

- ❖ All personnel must follow established procedures related to the labelling, storage, handling and personal protective equipment requirements for hazardous chemicals
- ❖ All personnel are required to immediately report all incidents and injuries
- ❖ All personnel who operate powered industrial trucks or other site vehicles must follow established traffic patterns and “Safe Work Procedures”

Personal Protective Equipment



✓ Approved Hard Hat

✓ Safety Footwear



✓ Eye & Face Protection

✓ Hearing Protection

✓ Protective Gloves



✓ Protective Clothing (i.e. long Pants)

✓ Respiratory Protection

✓ Other safety equipment when required (i.e. safety harness etc.)



Emergencies

- * Evacuation
- * Explosion/Fire
- * Serious injury
- * First aid



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Hazard Recognition

- * Chemical hazards
- * Physical hazards
- * Biological hazards
- * Ergonomic hazards



The 3 R's

- * **Recognize the hazard**
 - * Something doesn't look/seem right
- * **Report the hazard**
 - * Protect yourself and co-workers
- * **Remove/resolve the hazard**
 - * Don't do the work until resolved

Health and Safety Policy

It is the policy of the Corporation:

- ❖ To strive for the elimination of foreseeable hazards and control accidental loss
- ❖ To provide and maintain a legal, respectful, healthy and safe workplace for all employees, contractors and visitors
- ❖ To adopt and comply with all applicable legal standards for workplace health and safety and ensure OHSMS improvement



Health and Safety Policy

It is the Policy of the Corporation

- ❖ To provide workers with job specific, appropriate and regular health and safety information, instruction and skills upgrades
- ❖ To protect workers, contractors and visitors from workplace hazards including workplace violence and harassment
- ❖ To investigate & address any incident or complaint of workplace violence or harassment fairly and timely



*Rights and Responsibilities

The topics that are covered in this section are:

- ✓ Internal Responsibility System
- ✓ Joint Health and Safety Committee (JHSC)
- ✓ Worker Rights
- ✓ Worker Responsibilities
- ✓ Workplace Violence and Harassment



Internal Responsibility System

Employer

- Underlying philosophy of the OHSA

Supervisor

- Work and safety are inevitably linked

Worker

- All parties in the workplace have a responsibility to improve health and safety
- Process is best exemplified by the Joint Health & Safety Committee

Joint Health and Safety Committee or Safety Representative



Joint Health & Safety Committee Or Safety Representative

Inspect workplaces monthly

Committees meet at least every three months

**Make recommendations to management to
improve Health & safety**

Assist in the resolution of “Work Refusals”

**Participate in workplace accident
investigations**



Workers Right to Participate

- Be Part of the process-Help identify & resolve health & safety concerns
- Volunteer for the Joint Health & Safety Committee
- Put what you learn into practice
- Take health & safety seriously and apply it on the job

“Right To Participate”



Workers Right to Know

- ❖ Need to be notified of any work-related hazards
- ❖ Need instruction how to work safely
- ❖ Need information on potential hazards
- ❖ Speak up-Ask questions if unsure!

Workers Right to Refuse

- ✓ Work may be refused if there is reason to believe it puts workers in danger
- ✓ Free from reprisal-cannot be punished for refusing work





WORKERS RESPONSIBILITIES

- Comply with the OHS Act and its Regulations
- Properly use the PPE provided by the employer

Report to your Supervisor:

- Hazards such as defective equipment
- Any contraventions of the Act or its Regulations
- All incidents regardless of whether an injury occurs (near misses)



Violence & Harassment



- * “workplace violence”
- * *Exercise of physical force*
- * *Attempt to exercise physical force*
- * *Threat of physical force*

Violence & Harassment

- * “workplace harassment”
 - * Annoying or troubling words or actions against an employee in the workplace that are known or ought reasonably be known to be unwelcome
 - * Often repeated, or a pattern, but can be a single event

Violence & Harassment

- * Harassment is NOT:
 - * appropriate direction/discipline in the normal course of supervision
 - * a relationship of mutual consent
 - * mutually-acceptable bantering that is not offensive to others

Reporting Violence



- * CALL 9-1-1 IF DANGER IS IMMINENT
- * Complete Incident Report form
- * Report goes to supervisor; if supervisor is the offender, report to HR

Reporting Harassment



- * Tell abuser to STOP!
- * If it persists, complete report
- * Report goes to supervisor
- * If supervisor is the offender, report to HR

WORKPLACE HAZARDS

Topics Covered in This Section Are:

- ✓ Safe lifting Techniques
- ✓ Slips, Trips and Falls
- ✓ Repetitive Movements
- ✓ Working Outside
- ✓ WHMIS 2015 (GHS)
- ✓ Trenching & Excavation
- ✓ Heavy Mobile Equipment
- ✓ Working Near Traffic
- ✓ Tools and Equipment
- ✓ Housekeeping
- ✓ Electrical Hazards
- ✓ Distracted Driving
- ✓ Tree Felling Operations

Safe Lifting

- * Lift with your LEGS, not your back
- * Think STRAIGHT
- * Stay “IN THE ZONE”
- * Get a GRIP
- * Keep it CLOSE
- * Move your FEET, not your waist



Slips, trips and falls



Slips, trips and falls

- * **Slips** happen when there is a loss of friction between foot and surface
- * Spills
- * Ice, snow
- * Loose rugs or mats that slip under you
- * Changes in flooring surface
- * Uneven or rough ground

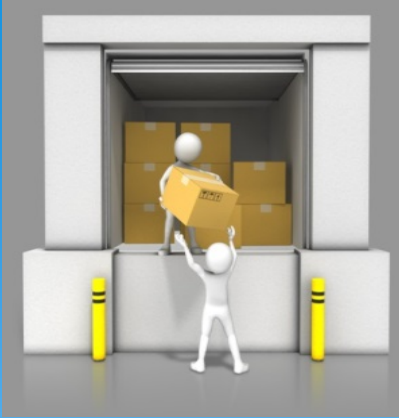


Slips, trips and falls

- * **Trips** happen when your foot collides with an object
 - * Clutter
 - * Obstructed view
 - * Poor lighting
 - * Uncovered cables
 - * Uneven surface



Repetitive Movements



Hazard:

- Repeating movements over and over again

Increased Risk:

- Awkward positions (e.g. lifting heavy objects below knees)
- Long durations (e.g. doing the same task for entire shift)
- Wrong techniques or posture (e.g. improper lifting)

Working Outside

- * Wear clothing appropriate to the weather
- * Baseball cap or wide-brimmed hat
- * Wear sunscreen, bug spray
- * Drink lots of fluids
- * Take breaks in shade



Stinging Insects

- * 70% of stings by yellow jackets
- * Find them in;
 - * Hollow trees
 - * Overhangs
 - * Shrubs, bushes & hedges
 - * Under logs, piles of rocks
 - * Inside ground burrows



Stinging Insects

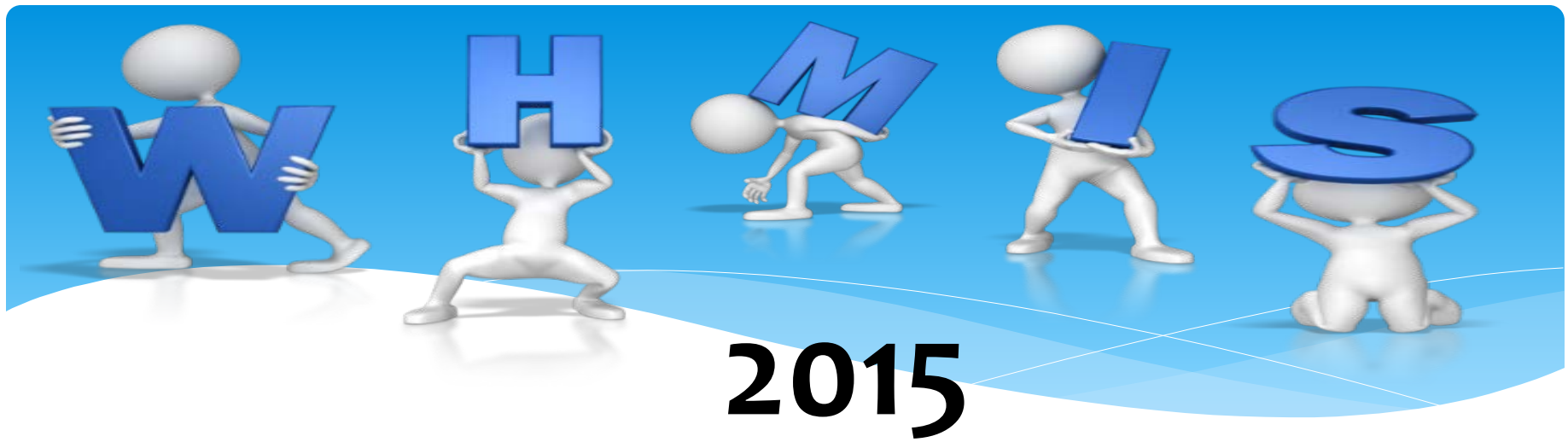
- * Power tools can aggravate/provoke them
- * Wear light colored clothing
- * Do not wear fragrances
- * Tie back long hair
- * Blow, don't swat
- * If swarmed, cover face and run away



Sharps

- * ONLY handle sharps if found on Town property
- * ALWAYS assume infectious
- * DO NOT handle with bare hands
- * DO NOT cap, bend, break





2015

Overview:

- ❑ WHMIS (2015) incorporates the Globally Harmonized System of Classification and labelling of chemicals (GHS) for Canadian workplaces
- ❑ Classification criteria have changed
- ❑ Supplier labels have a few new requirements
- ❑ Safety data sheets (SDS's) follow a standard 16-section format with specific information requirements

TRENCHING & EXCAVATION

- ❖ Ensure operator is aware of all underground services in area
- ❖ Comply with all restrictions on the locate report
- ❖ Check for overhead powerlines that may pose a hazard & where necessary arrange for de-energizing or other protection
- ❖ Set up traffic control plan if necessary with trained personnel
- ❖ Use trench box or shoring system if walls cannot be sloped properly

Heavy Mobile Equipment

Heavy Mobile Equipment Hazards:

- ❖ **Electrocution by equipment contacting overhead power**
- ❖ **Crushing if vehicle overturns**
- ❖ **Run over by a backing vehicle**
- ❖ **Crushed if caught between a wall or other vehicle or structure**

Heavy Mobile Equipment

Hazard Prevention and Controls:

- ❖ **Spotters provided for in-the-blind, backing machines and/or equipment**
- ❖ **Perimeter Fencing, Enclosures, Signs**
- ❖ **Temporary Barricades around Hazards**
- ❖ **Pre-Construction work site analysis**

Heavy Mobile Equipment

Pre Construction Site Analysis:

- ❖ **Identify Potential Known Hazards**
- ❖ **Employee Training**
- ❖ **Job Conditions: Haul Roads, Access Points, Proper Lighting if working at night**
- ❖ **Location of Storage Areas, office locations**
- ❖ **Tool, Storage and Change Trailers**

Heavy Mobile Equipment

Hazard Prevention and Control Spotters

**Necessary around vehicles & Equipment
When:**

- ❖ **A driver or operator does not have a full view of the intended path of travel**
- ❖ **Backing with limited visibility or space**
- ❖ **Backing or maneuvering trailers**
- ❖ **Maneuvering with limited space**

Heavy Mobile Equipment

Working near Power Lines:

- ❖ **A spotter must be present**
- ❖ **Must have a clear view of the power line and the equipment operator, and be able to immediately inform the operator of any danger**
- ❖ **A dedicated power line spotter may be required to watch the distance to power lines**



Working Near Traffic

- ✓ Understand the intended traffic flow; face traffic
- ✓ Be Visible—Stand, don't sit
- ✓ Plan an escape route
- ✓ Use signage and barriers when required
- ✓ Use a spotter when backing up and intended path of travel is not visible

Tools & Equipment



Tools & Equipment

- * Check before using; report defects
- * Pay special attention to tasks
- * Use right tool for the job
- * Safety guards
- * Review operator manual & SWS
- * Understand and follow special rules
- * **ASK ASK ASK**



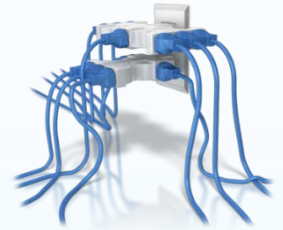
Housekeeping

- * Safe, effective and orderly storage and movement of materials
- * Orderly arrangement of tools, equipment and supplies
- * Keeping aisles, passageways & electrical panels clear
- * Keeping work areas neat clutter free
- * Removing fire hazards
- * Removing waste materials



Electrical Hazards

- **Don't overload circuits-Excessive overloading can cause fire and possible shock**
- **Handling electrical equipment while working in wet locations is hazardous. Use proper grounding and GFI protection where required**
- **Be careful when using equipment under high voltage power lines. Be aware that electricity can arc at high voltages**

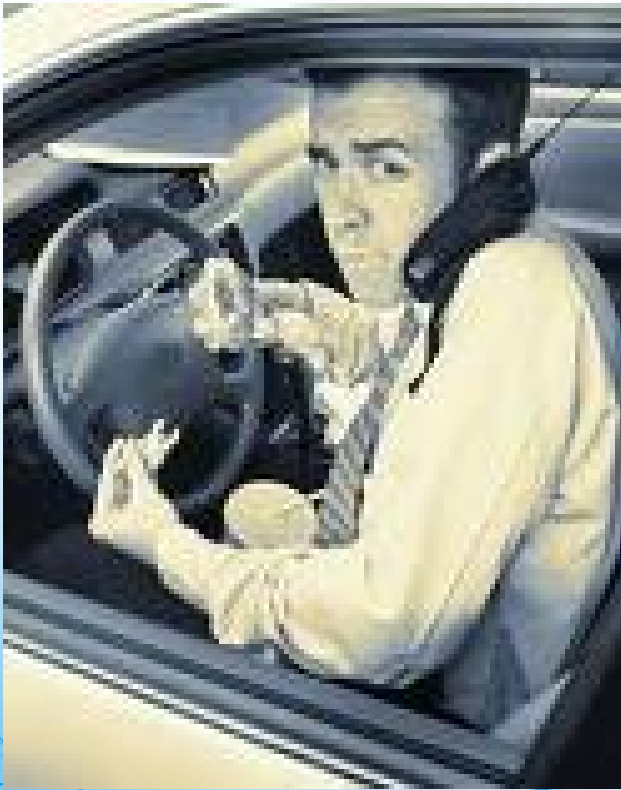


Electrical (cont'd)

- * **Inspect tools, power cords and plugs regularly; repair or replace immediately**
- * **Use the right cord for the job**
- * **Use non-metallic ladders**
- * **Pull the plug, not the cord**
- * **Know location of breaker box**
- * **Use Lock Out procedure when required**



Distracted Driving



ILLEGAL to use while driving:

- * **Hand-held device**
 - * Cellphone/smartphone
- * **Portable Radio**
 - * Walkie-talkie, “mike” phone
 - * “Press to talk”
- * **Two-Way Radio**
 - * Base unit and hand mike
 - * “Press to talk”
- * **Display Screen**
 - * Computer, DVD, GPS

TREE FELLING OPERATIONS

Operator Qualifications:

- ❖ All employees operating a chainsaw or similar device shall have a certificate of competency issued by a qualified trainer. The operator in charge shall be an Arborist/Equipment operator qualified by the OTAB

Personal Protective Equipment Required:

- ❖ Approved Safety helmet with face shield
- ❖ Approved steel toed safety shoes
- ❖ Approved hearing protection
- ❖ Chain saw operators shall wear CSA approved safety pants or chaps with ballistic nylon lining
- ❖ CSA approved gloves with ballistic nylon lining

TREE FELLING OPERATIONS

Chain Saw Requirements:

A Chain Saw Shall,

- ❖ Have a chain that minimizes the possibility of a kickback and a device that will effectively stop the chain in the event of a kickback
- ❖ Be in safe operating condition
- ❖ When being started, be held firmly;
- ❖ When being used, be held firmly by both hands; and
- ❖ Have the chain stopped when not actually cutting

(O. Reg. 851, Industrial Establishments. 39 (a-e))

TREE FELLING OPERATIONS

A Tree Shall Be felled only:

- **After all workers other than the logger felling the tree are cleared from the danger area**
- **After all snags have been cut and cleared away;**
- **After the chicots and spring poles in the vicinity of the tree being felled have been safely lowered to the ground, and**
- **In such a manner that the logger felling the tree is able to stand clear of the tree during its fall;**

TREE FELLING OPERATIONS

A Tree Shall:

- **Be felled alongside or across a road only after the road has been blocked off or controlled by a signaller; and**
- **Be limbed, bucked or topped only when the logger is in a position so that the limb, log, or top when severed cannot roll or drop on the logger**

ORIENTATION VERIFICATION

Training Verification Requirements:

- ❖ **This Contractor Orientation Training must be verified by a “sign off” sheet listing all contractor employees with their printed and signed signatures**
- ❖ **These “sign off” sheets should also include the facilitators name and the date of the Orientation training**
- ❖ **Commencement of the contract work shall not start until the Orientation verification is received by the Town**



**ANY
QUESTIONS?**

**THANK
YOU**