

SECTION: Joint Health & Safety		POLICY #: JHS-003
Date Approved: December 19, 2011		General Safety Rules
Revision Date:	Review Date:	
Authority: Report DCS-33-11		

PURPOSE

To provide general guidelines for creating and maintaining a safe work environment.

RESPONSIBILITY

- A. The employee is responsible for following the safety rules.
- B. The supervisor is responsible for ensuring the Policy is adhered to.

PROCEDURE

A. General Rules

1. Personal Protection Equipment must be worn when and where required.
2. Report **ALL** injuries to your Supervisor immediately.
3. Report any unsafe conditions, including someone apparently under the influence or in possession of drugs or alcohol, or any other hazard that may result in an injury to yourself or a fellow employee.
4. Follow all operator instructions when using or handling hazardous materials and ensure that all containers of hazardous materials are properly labeled and stored in designated areas.
5. At work, workers should not perform work outside of their expertise or work that they have not received the appropriate training.
6. Obey all posted signs and notices.
7. Always use the correct posture when lifting, and get assistance if the weight is excessive.
8. Report any property damage, regardless of how minor.
9. Be aware of the location of the Health & Safety Bulletin Board, the MSDS Sheets and the posted Occupational Health & Safety Act.
10. The Town of Hanover recognizes the importance of Health and Safety and the need for all staff to participate in the process. There will be no reprisals for any staff exercising their rights under the Occupational Health and Safety Act including reporting concerns, completing inspections, making reports to the Ministry of Labour or refusing unsafe work. However, if it is found that a staff member has maliciously acted using these processes, the Town of Hanover reserves the right to discipline that person as deemed appropriate.

B. Housekeeping

1. Aisles are to be kept clear at all times.
2. Individual work areas are to be kept clean and tidy.
3. All materials, tools, products and equipment are to be kept in their designated areas.
4. Liquid spills are to be cleaned up immediately to prevent slips and falls.

C. Fire Prevention

1. Become familiar with the location of fire alarm pull stations, fire extinguishers and exits.
2. Anytime a fire extinguisher is used, report it immediately to your Supervisor, so that it can be recharged.

D. Equipment Operation

1. Equipment must not be repaired, adjusted or operated unless you understand the safe operating procedure.
2. Be aware of the use and location of the 'EMERGENCY STOP" button before using any equipment.
3. Loose clothing, jewelry, and long hair should be secured, as not to become entangled with equipment.
4. The operator must check all safety devices before operating the equipment.
5. All equipment must be turned off and the appropriate lock-out procedure followed, prior to repairs, cleaning, adjustment or lubrication.

E. Hazardous Conditions Reporting

1. An employee shall report to his supervisor:
 - a) the absence of or defect in any equipment or protective device of which he or she is aware and which may endanger himself or herself or another worker;
 - b) any contravention of the Occupational Health and Safety Act or the regulations, or the Town's Health and Safety Policies and Procedures; and
 - c) the existence of any hazard of which he or she knows;
 - d) any "close call" or "near miss" as there is potential for serious injury in the future.
2. The supervisor will attempt to resolve the concern, as soon as possible, and keep the involved employee apprised of the status of the concern.
3. If the supervisor is unable to resolve the concern and/or the employee's concern is not satisfactorily resolved, he or she should bring it to the attention of his or her Department Head and/or to a member of the Joint Health and Safety Committee.
4. All concerns are to be thoroughly investigated with factual information pertaining to the concern freely exchanged between the parties involved in the investigation.
5. The Joint Health and Safety member and the employee's supervisor are responsible for ensuring the employee is informed of the progress or resolution of the concern.
6. Concerns not addressed to the satisfaction of the parties involved are to be placed on the agenda for the next regularly scheduled meeting, or, if necessary, a special meeting convened by the Joint Health and Safety Committee Co-chairs.
7. This procedure does not preclude the employee from exercising his or her right to refuse unsafe work, as defined under both the Occupational Health and Safety Act and Refusal to Work policy.