

**Wintergreen Woods Water Utility**  
**Occupational Health and Safety Plan**

**© Wintergreen Woods Water Utility Ltd.**  
**January 2010**

**P.O. Box 666, Bragg Creek, Alberta, Canada, T0L 0K0**  
**(403) 949-2408**

# Table of Contents

<b>1. WINTERGREEN WOODS WATER UTILITY OCCUPATIONAL HEALTH AND SAFETY PLAN AND COMMITMENT</b> .....	<b>1</b>
<b>2. FIRST AID</b> .....	<b>1</b>
2.1.    REQUIRED NUMBERS AND TYPES OF FIRST AID KITS .....	1
2.2.    WWWU FIRST AID KITS .....	1
2.3.    MAINTENANCE OF FIRST AID KIT RECORDS.....	4
<b>3. INCIDENT/ACCIDENT INVESTIGATION AND REPORTING RESPONSIBILITIES</b> .....	<b>4</b>
3.1.    WORKER RESPONSIBILITIES.....	4
3.2.    OPERATOR RESPONSIBILITIES.....	4
<b>4. HOUSEKEEPING</b> .....	<b>5</b>
<b>5. VIOLENCE</b> .....	<b>5</b>
5.1.    WWWU POLICY STATEMENT .....	5
5.2.    OPERATOR RESPONSIBILITIES.....	5
5.3.    WORKER AND CONTRACTOR RESPONSIBILITIES.....	6
<b>6. WORKING ALONE</b> .....	<b>6</b>
6.1.    WORKING ALONE AT WWWU .....	6
<b>7. WHMIS</b> .....	<b>6</b>
<b>8. EXCAVATING AND TRENCHING – BURIED WATER PIPES</b> .....	<b>6</b>
8.1.    CONFORMANCE TO WWWU POLICY DOCUMENT #98.01 .....	6
8.2.    MARKING FOR OTHER BURIED UTILITIES .....	7
8.3.    PRESENCE OF A COMPETENT WORKER.....	7
8.4.    TRENCHES OR EXCAVATIONS MORE THAN 1.5 METERS (5½ FEET) DEPTH .....	7
8.5.    UNATTENDED EXCAVATIONS .....	8
<b>9. CONFINED SPACE ENTRY</b> .....	<b>8</b>
9.1.    DEFINITION OF CONFINED SPACE .....	8
9.2.    COMPETENT WORKER .....	8
9.3.    PERMIT REQUIREMENT.....	8
9.4.    LIST OF NAMED COMPETENT WORKERS IN CONFINED SPACE ENTRY .....	9
<b>10. COMPANY CERTIFICATES AND WORKER COMPETENCY</b> .....	<b>12</b>
<b>11. EMERGENCY RESPONSE</b> .....	<b>12</b>
11.1.    DEFINITION OF EMERGENCY .....	12
11.2.    WWWU EMERGENCY PLANNING GOAL.....	12
11.3.    WWWU EMERGENCY PROCEDURE .....	12
11.4.    WWWU PUBLIC EMERGENCY POLICY .....	13
<b>12. WORKER ACCESS TO OH&amp;S LEGISLATION AND CODE</b> .....	<b>13</b>
<b>13. PLAN ADMINISTRATION</b> .....	<b>13</b>
13.1.    WWWU WILL REQUEST ANNUAL UPDATES FROM THE OPERATOR & TRADES .....	13
13.2.    EVERY YEAR WWWU WILL DISCHARGE THE FOLLOWING OH&S OBLIGATIONS .....	14

## **1. Wintergreen Woods Water Utility Occupational Health and Safety Plan and Commitment**

Wintergreen Woods Water Utility (WWU) is committed to protecting the health and safety of workers and contractors. WWU is committed to an Occupational Health and Safety Plan that:

- Keeps equipment in safe working order,
- Properly labels, stores and handles hazardous chemicals and materials,
- Complies with Alberta Workplace Health and Safety legislation.
- Ensures workers are trained and have the experience to perform their duties safely and in accord with Alberta Workplace Health and Safety legislation,
- Informs workers of worksite hazards,
- Ensures workers know their responsibility to take reasonable care to protect their own personal health and safety and that of their coworkers.
- The Operator shall be the WWU or designated entity.

## **2. First Aid**

### **2.1. Required Numbers and Types of First Aid Kits**

The number, type and location of First Aid Kits at the WWU shall be in accordance with the Alberta Occupational Health and Safety Act. Under the Occupational Health and Safety Code (July 1<sup>st</sup> 2009), the WWU water treatment facility and distribution system are classified as “Distant Work Site” due to being 20 to 40 minutes away from a Health Care Facility.

### **2.2. WWU First Aid Kits**

#### **2.2.1 First Aid Kit for Sole Worker**

A sole or individual worker or contractor attending to the Pump House, Treatment Facility or distribution system shall have in their vehicle a “Type P” First Aid Kit.

The contents of Type P First Aid Kit are (OH&S Code July. 2009):

- (a) 10 sterile adhesive dressings, assorted sizes, individually packaged;
- (b) 5 10 centimetres x 10 centimetres sterile gauze pads, individually packaged;
- (c) 1 10 centimetres x 10 centimetres sterile compress dressing, with ties;
- (d) 5 antiseptic cleansing towelettes, individually packaged;
- (e) 1 cotton triangular bandage;
- (f) 1 waterproof waste bag;
- (g) 1 pair disposable surgical gloves.

#### **2.2.2 First Aid for a Group of 2 to 4 Workers**

A group of 2 to 4 workers working together to complete a task, for example trenching and excavation, shall have a Number 2 First Aid Kit and one of the workers shall have certified training as a “Standard First Aider”.

##### **2.2.2.1 Standard First Aider**

A designated person capable of providing emergency first aid at a site who holds a standard first aid certificate in First Aid from an approved training agency, and who, under the OH&S Act (2009), as entered into agreement with the Director of Medical Services.

2.2.2.2 Contents of Number 2 First Aid Kit (OH&S Code July 2009)

- (a) 10 antiseptic cleansing towelettes, individually packaged;
- (b) 50 sterile adhesive dressings, individually packaged;
- (c) 20 10 centimetres x 10 centimetres sterile gauze pads individually packaged;
- (d) 3 10 centimetres x 10 centimetres sterile compress dressings, with ties, individually packaged;
- (e) 3 15 centimetres x 15 centimetres sterile compress dressings, with ties, individually packaged;
- (f) 1 20 centimetres x 25 centimetres sterile abdominal dressing;
- (g) 2 conform gauze bandages — 75 millimetres wide;
- (h) 4 cotton triangular bandages;
- (i) 8 safety pins — assorted sizes;
- (j) 1 pair of scissors;
- (k) 1 pair of tweezers;
- (l) 1 25 millimetres x 4.5 metres roll of adhesive tape;
- (m) 2 crepe tension bandages — 75 millimetres wide;
- (n) 1 resuscitation barrier device with a one-way valve;
- (o) 6 pairs of disposable surgical gloves;
- (p) 1 sterile, dry eye dressing;
- (q) 1 first aid instruction manual (condensed);
- (r) 1 inventory of kit contents;
- (s) 1 waterproof waste bag.

2.2.2.3 Named First Aider

- Date:                      Name:                                      Company:  
  Training Certificate Details:
  
- Date:                      Name:                                      Company:  
  Training Certificate Details:
  
- Date:                      Name:                                      Company:  
  Training Certificate Details:
  
- Date:                      Name:                                      Company:  
  Training Certificate Details:
  
- Date:                      Name:                                      Company:  
  Training Certificate Details:

- Date:                    Name:                    Company:  
  Training Certificate Details:

- Date:                    Name:                    Company:  
  Training Certificate Details:

- Date:                    Name:                    Company:  
  Training Certificate Details:

- Date:                    Name:                    Company:  
  Training Certificate Details:

- Date:                    Name:                    Company:  
  Training Certificate Details:

- Date:                    Name:                    Company:  
  Training Certificate Details:

- Date:                    Name:                    Company:  
  Training Certificate Details:

- Date:                    Name:                    Company:  
  Training Certificate Details:

- Date:                    Name:                    Company:  
  Training Certificate Details:

- Date:                    Name:                    Company:  
  Training Certificate Details:

- Date:                    Name:                    Company:  
  Training Certificate Details:

- Date:                    Name:                    Company:  
  Training Certificate Details:

### 2.3. Maintenance of First Aid Kit Records

Any worker, contractor or trade that requires immediate First Aid care as a result of a workplace illness or injury must report that illness or injury to the Operator and the Operator shall ensure completion of the First Aid Record form in Appendix A.

The Operator will maintain a First Aid Record that records every work-related illness or injury reported by a worker.

The record will contain:

- The name of the injured worker.
- Name of the person giving the first aid.
- Description of the injury or illness.
- Date and time of the illness or injury.
- Date and time the illness or injury was reported to the Operator.
- Where the worksite incident related to the illness or injury occurred.
- The work-related cause of the incident, if identifiable.

The required elements of a First Aid Record are provided in Appendix A.

The First Aid Records shall be maintained for 3 years from the date of an incident.

The First Aid Record shall be maintained by and remain under the control of the Operator.

The Operator, who has custody of records, shall ensure that no person other than the worker has access to a worker's records unless; (a) the record is in a form that does not identify the worker, (b) the worker has given written permission to the person, or (c) use and disclosure of the information is in accordance with Alberta or Federal legislation that authorizes or requires the disclosure.

## **3. Incident/Accident Investigation and Reporting Responsibilities**

### 3.1. Worker Responsibilities

Any contractor, trade or worker that requires First Aid or medical care as a result of a workplace illness or injury must report that injury to the Operator. The Operator will ensure completion of the First Aid Record Form in Appendix A.

### 3.2. Operator Responsibilities

#### 3.2.1 Accident Investigation and Worksite Safety Improvement

The Operator shall investigate the nature and cause of any incidents or accidents with the goal of initiating changes in work procedures or workplace design, products or equipment to mitigate incident or accident reoccurrence (see also 2.3).

#### 3.2.2 Reporting to Alberta Workplace Health and Safety

The Operator will immediately advise Alberta Workplace Health and Safety (AHW&S) and the WWWU Operations Manager of injuries or accidents occurring at WWWU that resulted in:

- a worker or contractor injury or accident that results in death,
- a worker or contractor injury or accident that results in a hospitalization period of more than 2 days,
- an unplanned or controlled explosion, fire or flood that caused or had the potential to cause serious injury,
- the collapse or failure of a hoist,
- the collapse or failure of any component of a building or structure that is required to maintain the structural integrity of the building or structure.

The WWWU Operations Manager shall contact the WWWU Board of Directors regarding the above.

The Operator will advise AWH&S of the following:

- Identify the name of the injured worker, and any other requested information.
- Indicate if first aid was given, by whom and what was done.
- Witness statements including witness information
- Any other relevant reports such as by engineers and laboratories.
- Describe, in chronological order, the relevant events leading to the accident.
- Identify and explain both immediate and underlying causes of the accident.
- Describe what worksite controls were in place at the time to control relevant worksite hazards.
- Indicate if the worksite controls were being followed.
- Identify the control measures implemented to prevent reoccurrence of a similar accident.
- The report shall indicate who prepared the report, the position of the person(s), employment by, date and the name of a supervisor, manager or director.

Electronic or hard copies of the above information shall be immediately forwarded to WWWU.

#### **4. Housekeeping**

All working areas including floors shall be kept clean and free of tripping and slipping hazards. Floors shall be maintained in a clean condition and clear of boxes and tools and equipment shall be properly stored.

#### **5. Violence**

##### **5.1. WWWU Policy Statement**

WWWU will not tolerate behaviour from anyone that intimidates, threatens, harasses, abuses, injures or otherwise victimizes workers and contractors. WWWU workers and contractors will take whatever defensive actions are necessary to protect themselves and coworkers from workplace violence and to restore calm.

##### **5.2. Operator Responsibilities**

- The Operator will inform workers and contractors that violence in the workplace will not be tolerated.

- The Operator will investigate and record any reported incident of workplace violence including investigation findings, actions taken, and how to prevent reoccurrence.

### 5.3. Worker and Contractor Responsibilities

- The Operator expects all workers and contractors to be respectful of co-workers and contractors. Workers or contractors shall not engage in or further provoke workers demonstrating aggressive behaviour.
- In event of violence occurring in the workplace, immediately contact the police (dial 911) and the WWWU Operations Manager.

## 6. Working Alone

Under the OH&S Act (2009), Part 28, a worker is working alone if a worker is working alone at a work site and assistance is not readily available if there is an emergency or the worker is injured or ill.

### 6.1. Working Alone at WWWU

- A worker or contractor working alone at WWWU must:
  - have a portable communication device such as a cell phone, and
  - phone his or her head office prior to arriving on site and give an estimated departure time from the site.
- When the work is completed, he or she must phone into the head office and advise that he or she is leaving the work site.
- If the worker's office does not receive a phone call by the stipulated departure time, the office shall immediately dispatch a worker to the site or call Wintergreen Resorts at 949-3333 or -5323 for assistance.

## 7. WHMIS

WHMIS (Workplace Hazardous Material Information System) at WWWU shall consist of:

- Controlled products used at WWWU shall have a manufacturer or supplier label and be accompanied MSDS (Material Safety Data Sheets) sheets.
- MSDSs shall be stored in a labeled binder at the WWWU water treatment facility and shall be accessible to all contractors and workers.
- Workers will receive education on the safe use, storage and handling of controlled products.
- Work site labels shall be affixed to controlled products dispensed into temporary containers that are not immediately used.

## 8. Excavating and Trenching – Buried Water Pipes

### 8.1. Conformance to WWWU Policy Document #98.01

Contractors and trades planning and conducting excavation and trenching work shall conform to the WWWU Policy #98.01 found in Appendix B. Contractors and trades must also conform to the requirements set forth below.



### 8.2. Marking for Other Buried Utilities

Before beginning soil disturbance work, other buried utilities such as natural gas or electrical shall be located by marking of the ground surface with coloured paints. The Contractor shall contact Alberta First Call (1-800-242-3447) to obtain all utility locates for the work area of concern.

### 8.3. Presence of a Competent Worker

The Contractor will ensure that a competent supervisor is in attendance at all times during the work who will act as a watch-man when equipment is being used to excavate trenches.

### 8.4. Trenches or Excavations more than 1.5 meters (5½ feet) Depth

All trenches or excavations where workers will be working in must be sloped or shored in accordance with Occupational Health and Safety regulations.

Before a worker enters excavation or trench that is more than 1.5 metres (5½ feet) deep and closer to the wall or bank than the depth of the excavation, the sidewalls of the excavation shall be protected from cave in or sliding or rolling by:

- (a) cutting back the walls of the excavation to reduce the height of the remaining vertical walls, if any, to no more than 1.5 metres,
- (b) installing temporary protective structures, or
- (c) using a combination of the methods in clauses (a) and (b).

Subsections a, b, and c do not apply if a trench is constructed in solid rock throughout the entire trench (Section 450, Occupational Health and Safety Code (July. 2009)).

#### Cutting back walls

If the walls of an excavation are cut back, an employer must ensure that:

- (a) if the soil is classified as “hard and compact soil”, the walls are sloped to within 1.5 metres of the bottom of the excavation at an angle of not less than 30 degrees measured from the vertical,
- (b) if the soil is classified as “likely to crack or crumble soil” the walls are sloped to within 1.5 metres of the bottom of the excavation at an angle of not less than 45 degrees measured from the vertical, and
- (c) if the soil is classified as “soft, sandy or loose soil” the walls are sloped from the bottom of the excavation at an angle of not less than 45 degrees measured from the vertical (Section 451, Occupational Health and Safety Code (July. 2009)).

“Hard and compact” soils are characterized as: dense, dry, show no signs of water seepage, difficult to excavate with hand tools, and can be penetrated only with difficulty by a small, sharp object.

“Likely to crack or crumble” soils are characterized as: low to medium moisture content and a damp appearance after it is excavated, exhibits signs of surface cracking, signs of water seepage, is stiff in consistency and compacted, can be penetrated with moderate difficulty with a small sharp object, and is moderately difficult to excavate with hand tools.

“Soft, sandy, or loose” soil is characterized as: appears to be wet, is granular below the water table (unless water has been removed from it), runs into a well-defined conical pile when dry, is

easy to excavate with hand tools, is very soft in consistency – loose to very loose, and appears solid in appearance but flows or becomes unstable when disturbed.

#### 8.5. Unattended Excavations

Excavations or trenches to be left unattended shall be adequately barricaded or fenced. Appropriate signs and/or lighting must be provided if the excavation is in an area to which the public has uncontrolled access. For signage and lighting requirements, consult the local authorities.

### 9. Confined Space Entry

#### 9.1. Definition of Confined Space

Alberta Occupational Health and Safety Code (2009) defines a confined space as a restricted space which may become hazardous to a worker entering it because of

- (a) an atmosphere that is or may be injurious by reason of oxygen deficiency or enrichment, flammability, explosivity, or toxicity,
- (b) a condition or changing set of circumstances within the space that presents a potential for injury or illness, or
- (c) the potential or inherent characteristics of an activity which can produce adverse or harmful consequences within the space;

The raw and treated water reservoirs at WWU are considered confined spaces.

#### 9.2. Competent Worker

A named worker with demonstrated competency in confined space entry shall assume responsibility for the site. The named worker shall provide proof of certification in Confined Space safe entry. See Section 9.4, List of WWU Named Competent Workers.

Responsibilities of the named worker shall include:

- (a) assess the hazards the worker is likely to be exposed to while in the confined space,
- (b) specify the type and frequency of inspections and tests necessary to determine the likelihood of worker exposure to any of the identified hazards,
- (c) perform the inspections and tests identified,
- (d) specify the safety and personal protective equipment required to perform the work, and
- (e) identify the personal protective equipment and emergency equipment to be used by a worker who undertakes rescue operations in the event of an accident or other emergency.

#### 9.3. Permit Requirement

WWU workers and contractors wishing to enter the water reservoirs, either empty or containing water, shall first obtain a permit from either the Operator or a named competent worker. Records of issued permits are logged and maintained at the WWU Water Treatment Facility. The permit shall indicate:

- (a) lists the name of each worker who enters the confined space and the reason for their entry,
- (b) gives the location of the confined space,

- (c) specifies the time during which an entry permit is valid,
- (d) takes into account the work being done in the confined space, and
- (e) takes into account the code of practice requirements for entering, being in and leaving a confined space.

#### 9.4. List of Named Competent Workers in Confined Space Entry

- see next page –

9.4 (cont'd) List of Named Competent Workers in Confined Space Entry

The following is the dated log of named competent workers with demonstrated competency in confined space entry.

Current Date: \_\_\_\_\_  
WWU Representative: \_\_\_\_\_  
Name of Competent Worker: \_\_\_\_\_  
Confined Space Entry Certificate  
Issuing Authority: \_\_\_\_\_  
Issued Date: \_\_\_\_\_

Current Date: \_\_\_\_\_  
WWU Representative: \_\_\_\_\_  
Name of Competent Worker: \_\_\_\_\_  
Confined Space Entry Certificate  
Issuing Authority: \_\_\_\_\_  
Issued Date: \_\_\_\_\_

Current Date: \_\_\_\_\_  
WWU Representative: \_\_\_\_\_  
Name of Competent Worker: \_\_\_\_\_  
Confined Space Entry Certificate  
Issuing Authority: \_\_\_\_\_  
Issued Date: \_\_\_\_\_

Current Date: \_\_\_\_\_  
WWU Representative: \_\_\_\_\_  
Name of Competent Worker: \_\_\_\_\_  
Confined Space Entry Certificate  
Issuing Authority: \_\_\_\_\_  
Issued Date: \_\_\_\_\_

Current Date: \_\_\_\_\_  
WWU Representative: \_\_\_\_\_  
Name of Competent Worker: \_\_\_\_\_  
Confined Space Entry Certificate  
Issuing Authority: \_\_\_\_\_  
Issued Date: \_\_\_\_\_

Current Date: \_\_\_\_\_  
WWU Representative: \_\_\_\_\_  
Name of Competent Worker: \_\_\_\_\_  
Confined Space Entry Certificate  
Issuing Authority: \_\_\_\_\_  
Issued Date: \_\_\_\_\_

Current Date: \_\_\_\_\_  
WWU Representative: \_\_\_\_\_  
Name of Competent Worker: \_\_\_\_\_  
Confined Space Entry Certificate  
Issuing Authority: \_\_\_\_\_  
Issued Date: \_\_\_\_\_

Current Date: \_\_\_\_\_  
WWU Representative: \_\_\_\_\_  
Name of Competent Worker: \_\_\_\_\_  
Confined Space Entry Certificate  
Issuing Authority: \_\_\_\_\_  
Issued Date: \_\_\_\_\_

Current Date: \_\_\_\_\_  
WWU Representative: \_\_\_\_\_  
Name of Competent Worker: \_\_\_\_\_  
Confined Space Entry Certificate  
Issuing Authority: \_\_\_\_\_  
Issued Date: \_\_\_\_\_

Current Date: \_\_\_\_\_  
WWU Representative: \_\_\_\_\_  
Name of Competent Worker: \_\_\_\_\_  
Confined Space Entry Certificate  
Issuing Authority: \_\_\_\_\_  
Issued Date: \_\_\_\_\_

Current Date: \_\_\_\_\_  
WWU Representative: \_\_\_\_\_  
Name of Competent Worker: \_\_\_\_\_  
Confined Space Entry Certificate  
Issuing Authority: \_\_\_\_\_  
Issued Date: \_\_\_\_\_

## 10. Company Certificates and Worker Competency

All trades or contractors performing work for WWWU shall provide annual documentation to WWWU:

A Certificate of Recognition (COR) is given to employers who develop health and safety programs that meet established standards. Certificates

- a) A Certificate of Recognition (COR), for having a health and safety program that meets established standards, co-signed by Alberta Employment, Immigration and Industry,
- b) Other proof demonstrating worker competency and training,
- c) WCB proof of insurance.

## 11. Emergency Response

### 11.1. Definition of Emergency

An emergency is defined as any situation of a serious nature, developing suddenly or unexpectedly, demanding immediate attention. and that may require worker rescue or evacuation (OH&S Code 2009, page 7-1). Examples include fire, major chemical spill, critical injury, explosion, bomb threat, and natural disaster (e.g., flood, ice storm, and blizzard).

A simple emergency response plan will often be sufficient for small retail shops and small manufacturing settings as there are often few, if any, hazardous materials or processes present. (OH&S Code Explanation Guide 2006, page 7-2)

### 11.2. WWWU Emergency Planning Goal

To establish and maintain an Emergency Response Plan that will protect the health, safety and lives of WWWU workers and contractors. In addition, it will minimize the damage to environment and property.

### 11.3. WWWU Emergency Procedure

In the event of an emergency, the Operator, worker or workers will assess the situation and respond appropriately:

- Seek assistance, shelter, and/or inform:
  - Remove yourself, and others (if safe to do so), from the hazard (for example, vacate the building)
  - Dial 911 (Ambulance, Police, Fire)
  - Go to the Wintergreen Resort
  - Advise head office
  - Advise the Operator
  - Advise the WWWU Board.
- If possible and if safe,
  - Stabilize or secure the situation or perimeter (prevent access by others)
  - Provide rescue and first aid to others.

#### 11.4. WWU Public Emergency Policy

The Operator will immediately notify the WWU Board in the event of a planned or unplanned disruption of potable water supply to residents or that the treated water is not potable. The WWU will activate the “The Emergency Policy for Board Members” (1999). The policy is found in the 3-ring binder provided to all Board Members.

### **12. Worker Access to OH&S Legislation and Code**

Copies of the OH&S Act and Regulation and the OH&S Code must be available to workers and contractors either electronically or in hard copy.

### **13. Plan Administration**

#### 13.1. WWU will request annual updates from the Operator & trades

- a) Have any worksite deficiencies, conditions or hazards been identified that may contribute to worker injury or illness (including but not limited to Section 3.2)? Provide details.
- b) List the number, type of, and maintenance status of First Aid Kits (Section 2.2, First Aid)
- c) List the names and training status of Standard First Aiders (Section 2.2.2.3, First Aid)
- d) Confirm that workers know to advise the Operator of any workplace related injury or illness (Section 2.3 & 3.1)
- e) Confirm the maintenance of worker First Aid Records (Section 2.3)
- f) Confirm the secure and confidential storage of records of worker injury and first aid (Section 2.3)
- g) Summarize both the number of and brief description of worksite incidents and accidents, First Aid occurrences, including an assessment of the contributing factors, and actions taken to prevent their reoccurrence (Sections 2.3 and 3.2.1)
- h) Summarize notifications, including investigation findings and corrective actions, reported to Alberta Workplace Health and Safety and WWU that occurred as a result of the following (Section 3.2.3):
  - i. A worker or contractor injury or accident that results in death,
  - ii. A worker or contractor injury or accident that results in a hospitalization period of more than 2 days,
  - iii. An unplanned or controlled explosion, fire or flood that caused or had the potential to cause serious injury,
  - iv. the collapse or failure of a hoist,
  - v. the collapse or failure of any component of a building or structure that is required to maintain the structural integrity of the building or structure.
- i) Confirm that workers were advised that violence at the workplace is not tolerated and workers must always be respectful of one another (Section 5, Violence)
- j) Confirm that workers have been advised that the occurrence of any violent incident at the workplace requires immediate notification of the Operator (Section 5.3, Violence)
- k) Provide investigation records to WWU of an incident of workplace violence (Section 5.3)
- l) For workers working alone at WWU, does the Operator, contractor or trade have a policy that conforms to Section 6, Working Alone?

- m) Confirm that the WHMIS binder at the Water Treatment Plant is up-to-date, accessible to workers, and that workers have received appropriate WHMIS training (Section 7, WHMIS).
  - n) Confirm that any excavation or trenching work conforms with Section 8 (Excavating and Trenching) and appropriate WH&S requirements.
  - o) Provide documentation of worker competency or training in safe excavation or trenching work (Section 8.2, Presence of Competent Worker).
  - p) Provide the names of workers with demonstrated competency in confined space entry, including documentation of training courses and certificates including dates) for the worker(s) supervising confined space entry (Section 9.4, Named Competent Worker).
  - q) Provide records of Confined Space Entry occurrences and associated Permits issued by Competent Workers in Confined Space Entry (Section 9.3, Permit Requirement).
    - i) Confirm that confined space entry events occurred in compliance to Section 9.2, Competent Worker).
  - r) Provide relevant documentation of (a) Certificate of Recognition, (b) worker competency and training certificates, and (c) WCB insurance coverage (Section 10, Company Certificates and Worker Competency).
  - s) Confirm that workers are aware of what to do in the event of an emergency (Section 11).
  - t) Confirm that workers have been provided or have access to the OH&S Act, Regulation and Code (Section 12).
- 13.2 Every Year WWWU will discharge the following OH&S obligations
- a) Annually review Operator, contractor and worker performance via 13.1. Any deficiencies or problems in performance, including but not limited to elements in 13.1, will be corrected or resolved within a reasonable time frame or an alternative contractor or worker will be secured by the WWWU Board to perform the required work.
  - b) Review and if necessary act to remove or mitigate any conditions identified in 13.1.a. that may contribute to worker injury or illness and enhance worksite safety and worker health.
  - c) Immediately notify AHRE Workplace Health and Safety if (Section 3.2.3):
    - i. a worker or contractor injury or accident that results in death,
    - ii. a worker or contractor injury or accident that results in a hospitalization period of more than 2 days,
    - iii. an unplanned or controlled explosion, fire or flood that caused or had the potential to cause serious injury,
    - iv. the collapse or failure of a hoist,
    - v. the collapse or failure of any component of a building or structure that is required to maintain the structural integrity of the building or structure.
  - d) Review, and if required investigate with the Operator, workplace accidents, incidents and First Aid event summaries submitted via 13.1.g and 13.1.h with the goal of documenting or initiating the improvements implemented to prevent or mitigate their reoccurrence.
  - e) Investigate any incident or record of workplace violence (Section 5.2, Violence) with the goal of initiating improvements to prevent reoccurrence.



- f) Annually, ensure that electronic or hard copies of this Policy are distributed to, accessible or available:
  - at the WWWU Water Treatment Facility,
  - to WWWU Board Members
  - to all Companies, Contractors and Trades performing work in relation to the WWWU Water Treatment Facility and Distribution System.
- h) Routinely update this document, every 5 years or as deemed appropriate by the WWWU Board.

## Appendix A

### First Aid Record Form

(Source: Alberta Human Resources and Employment. Health and Safety Tool Kit for Small Business.  
Work Safe Alberta. December 2004)

**First Aid Record**

Date of injury or illness:		Time:	AM PM
Day      Month      Year			
Date injury or illness			AM   PM
<b>Reported to First Aider:</b>		Time:	
Day      Month      Year			

Full name of injured or ill worker:

Description of the injury or illness:

Description of where the injury or illness occurred/began:

Cause of the injury or illness: \_\_\_\_\_

First aid provided? Yes  No  (If yes, complete the rest of this page)

Name of first aider:

First aid qualifications:

Emergency First Aider	I I	Emergency Medical Technician - Paramedic	I
Standard First Aider	<u>I I</u>		I
Advanced First Aider	I I	Emergency Medical Technician - Ambulance	<u>I</u>
Registered Nurse	I I		I

First Aid provided: \_\_\_\_\_

**CONFIDENTIAL**

Keep this record for at least 3 years from the date of injury or illness

## Appendix B

# WWU Excavation and Trenching Policy

Document Ref. No. 98.01

# **Wintergreen Wood Water Utility Ltd.**

## **Excavation and Trenching Policy**

Wintergreen Woods Water Utility Ltd.

Document Ref. No. 98-01

Approved By: Operations Committee - Water Co-op Board    December 31, 1998

### 1.0 Purpose:

This procedure describes the approved methods for planning and conducting excavation and trenching work associated with Wintergreen Woods Water Utility Ltd. (WWWU) facilities.

### 2.0 Scope:

The following procedures relate to instances where a contractor is performing work in the vicinity of or tying-in to a WWWU facility underground distribution pipeline on behalf of a landowner and/or performing work in the vicinity of a WWWU facility underground distribution pipeline on behalf of WWWU.

### 3.0 Responsibilities:

#### 3.1 Contractor

3.1.1 Contact Alberta One Call (1-800-242-3447) and notify them of the proposed excavation location.

3.1.2 Contact any other company or individual who may have buried pipe or cable in the vicinity of the proposed excavation and request that they locate their pipe, cable or other buried structure.

3.1.3 Provide WWWU with a copy of contractor's liability insurance and WCB listing.

3.1.4 Be aware of the responsibilities related to any problems arising from a tie-in to WWWU pipelines where the work is being performed for a landowner

3.1.5 Contact Operation Committee member from WWWU to obtain instructions.

3.1.6 Participate in pre-job meeting or phone conference with the designated representative of the WWWU and obtain appropriate feedback on the job

3.1.7 Collect and review all pertinent drawings and maps related to WWWU pipelines and conduct visual examination of the site in relation to the drawings and maps from the designated representative.

3.1.8 Ensure, whenever reasonable, a visual inspection of the area is completed prior to the pre-job meeting or telephone conference (except in the case of an emergency), noting details such as fences, power-lines, pipeline warning signs, properly lines and soil conditions.

3.1.9 Ensure all operators, labourers and on-site employees are qualified to perform the work required.

3.1.10 Provide adequate equipment and training for locating buried facilities (e.g. probes, shovels, etc.)

3.1.11 Be competent to perform the excavation and adequately provide qualified, suitably trained personnel with sufficient experience to safely perform the work with only a minimal degree of supervision in the case of work being performed for WWWU and with no supervision by WWWU in the case of landowner excavation or tie-in to WWWU pipelines.

3.1.12 Ensure that when working in the vicinity of overhead powerlines, the work is carried out in a manner that will not reduce the original support provided for the power poles. Contact the local power company to assist in determining minimal clearances.

3.1.13 Contact the designated representative to discuss options if there is any concern or indication that the pipe may be of questionable integrity (e.g. leaks, excessive corrosion, unusual frozen ground, unstable soil).

3.1.14 Strip the topsoil and pile it separately before the excavation begins.

3.1.15 Ensure that the backhoe is not operated within 60cm of the pipe until it has been hand exposed and 30cm of the pipe after it has been exposed

3.1.16 Provide adequate access and egress prior to any employees entering the excavation.

3.1.17 Consult Alberta OH&S or local authorities regarding proper back-sloping of the excavation.

3.1.18 Ensure excavations that will be left unattended are adequately fenced or barricaded. Appropriate signs and/or lighting must be provided if the excavation is in an area to which the public has uncontrolled access. For signage and lighting requirements, consult the local authorities.

3.1.19 If the pipeline must be stabilized, proper procedure for cement foundations and backfill material will be discussed with designated representative.

3.1.20 Once the work in the excavation has been completed, ensure the area is adequately backfilled and the topsoil replaced.

### 3.2 Designated Representative

3.2.1 Obtain and review all existing drawings and maps and conduct visual examination of the worksite before the work begins

3.2.2 Ensure that affected landowners and Alberta One Call have been notified at least three working days (except in emergencies) prior to work commencing.

3.2.3 Ensure that the pre-job meeting has occurred and any special conditions on the excavation that deviate from this procedure have been noted.

3.2.4 Ensure that the Operation Committee member overseeing the job has been contacted and that the contractor has been qualified for the excavation and any special conditions to the work have been noted.

3.2.5 Provide the contractor with all existing drawings and maps.

3.2.6 Ensure that the proper procedures are being performed by the contractor.

### 3.3 The Board of WWWU

3.3.1 Provide to the designated representative all existing drawings and maps related to WWWU facilities and pipelines

3.3.2 Ensure that the WWWU members are notified at least three working days (except in emergencies) of any potential interruption of water service.

3.3.3 Ensure the contractor has adequate liability coverage and that they have legitimate WCB coverage.

3.3.4 Ensure that the designated representative performs all functions as outlined above and the Board is informed of any deviation from the procedures and any emergencies.

### 3.4 Legal Requirements

3.4.1 Legal requirement is the Province of Alberta Occupational Health and Safety Act

### 3.5 Definitions

#### Contractor

The company or individual who will perform the excavation or trenching either for the WWWU or for a landowner.

#### Competent

Adequately qualified, suitably trained and with sufficient experience to safely perform work as outlined, without or with only minimal degree of supervision.

#### Designated Representative

The person assigned by the Board (with the Operation Committee acting on behalf of the Board within their range of responsibilities) who is responsible for planning and leading the work.

#### Excavation

Digging away or removing ground cover to expose, verify, repair, modify or construct facilities such that there is ground disturbance.

#### Ground Disturbance

Any work, operation or activity that results in disturbance of the earth including, without limitation, excavating, digging, trenching, plowing, drilling, tunneling, angering, backfilling, blasting, topsoil stripping, land leveling, clearing and grading.

#### Hand Expose

The use of hand shovels or other similar implements to expose piping.

#### Machine Excavation

The use of powered mobile equipment for work that creates a ground disturbance.

#### The Board

The Board of Directors of the Wintergreen Woods Water Utility Ltd. and their designates being the Operations Committee.