

Saskatchewan Research Council



Cleanup of Abandoned *Northern Sites*



www.saskcleans.ca

Project CLEANS Health & Safety Handbook

Version 1
August 2008

SASKATCHEWAN RESEARCH COUNCIL

*Safety and Occupational Health are the over-riding priorities
for the Saskatchewan Research Council.*

Project CLEANS Health & Safety Handbook

This handbook provides a summary of the Project CLEANS Health & Safety (H&S) Program. It is not intended to be a complete health and safety guide, but rather to provide general guidelines. More detailed information can be found in the Project CLEANS H&S Manual.

The H&S information in this handbook does not take precedence over the *The Occupational Health and Safety Act, 1993* (Saskatchewan) or *The Occupational Health and Safety Regulations, 1996* (Saskatchewan) and any amendments or any other applicable legislation. All workers and contractors should be familiar with all applicable legislation, and all employers are required by law to make a copy of the legislation available to their workers.

EMERGENCY CONTACTS

Uranium City Medical Clinic (306) 498-2412
Athabasca Health Facility (Stony Rapids)..... (306) 439-2200
Stony Rapids RCMP (306) 439-2185
Firewatch (report a wildfire)..... 1-800-667-9660
Transwest Airlines (306) 439-2040
Courtesy Air..... 1-888-325-1313
Project CLEANs Manager _____
Alternate CLEANs Representative _____

SRC SASKATOON

SRC Main Reception..... (306) 933-5400
and ask for Occupational Health & Safety Services

After hours and weekends:

Stacey Mamer (SRC OH&S Coordinator) (306) 221-0479
Gloria Drader (SRC OH&S Administrator) (306) 290-9103

Other: _____

INFORMATION RESOURCES

Project CLEANS website: <http://www.saskcleans.ca/>

Saskatchewan Labour website: <http://www.labour.gov.sk.ca/>

Saskatchewan Research Council website: <http://www.src.sk.ca/>

Weather: Environment Canada meteorologist

- 1-900-565-5555; \$2.99 per minute fee will be added to your phone bill.

Wildfires: <http://www.environment.gov.sk.ca/> and click on Firewatch to access the Ministry of Environment's Wildfire Management homepage.

- Click on "Current and Past Fire Activity" for information such as the daily forest fire situation report, current fire bans and maps of current and past fires.
- Click on "FireSmart – Education and Prevention" for information on how to prevent accidental fires and, in the event of a wildfire, how to reduce the damage or the loss of life or property.

WorkSafe Saskatchewan website: <http://www.worksafesask.ca/>

NOTIFICATION CONTACTS

Canadian Transportation Emergency Centre (CANUTEC)

to report release of dangerous goods	(613) 996-666	24 hours
if using a cell phone	*(star)666	24 hours

Saskatchewan Advanced Education, Employment and Labour

- Occupational Health and Safety Division
Prince Albert Workplace Safety Unit(306) 953-2544
toll free.....1-800-667-5023

Saskatchewan Environment

Spill Control Centre emergencies	(306) 667-7525	24 hours
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ABBREVIATIONS

- The Act** – The Occupational Health and Safety Act, 1993 of Saskatchewan and any amendments
- ANSI** – American National Standards Institute
- CGSB** – Canadian General Standards Board
- CLEANS** – CLEanup of Abandoned Northern Sites
- CSA** – Canadian Standards Association
- FLRA** – Field Level Risk Assessment
- H&S** – Health & Safety
- MSDS** – Material Safety Data Sheet
- NFPA** – National Fire Protection Association
- NIOSH** – National Institute of Occupational Safety and Health
- OH&S** – Occupational Health and Safety
- OHSC** – Occupational Health and Safety Committee
- PME** – Powered Mobile Equipment
- PPE** – Personal Protective Equipment
- The Regulations** – The Occupational Health and Safety Regulations, 1996 of Saskatchewan and any amendments
- Saskatchewan OH&S Division** – Occupational Health and Safety Division of the Ministry of Advanced Education, Employment and Labour
- WHMIS** – Workplace Hazardous Materials Information System

DEFINITIONS

Note: Definitions which are *italicized* are drawn from The Occupational Health and Safety Act, 1993 including amendments or The Occupational Health and Safety Regulations, 1996 and amendments.

Other definitions are drawn from various sources, including other Saskatchewan Labour informational publications.

adit: means a horizontal or nearly horizontal opening into an underground mine.

asbestos: means the fibrous form of crocidolite, amosite, chrysotile, anthophyllite, actinolite, tremolite or a mixture containing any of those minerals.

asbestos dust: means dust that consists of, or contains, asbestos fibers that are likely to become airborne.

asbestos process: means any activity that may release asbestos dust, and includes:

- (i) the sawing, cutting or sanding of asbestos-containing materials;
- (ii) the repair, maintenance, replacement or removal of asbestos surfaces;
- (iii) the cleaning or disposal of asbestos materials;
- (iv) the mixing or application of asbestos shorts, cements, grouts, putties or similar compounds;
- (v) the storing or conveyance of materials containing asbestos; and
- (vi) the demolition of structures containing asbestos.

competent: *means possessing knowledge, experience and training to perform a specific duty.*

competent worker: *with respect to a particular task or duty, includes a worker who is being trained to perform that task or carry out that duty and who is under close and competent supervision during that training.*

contractor: corporation, partnership, joint venture or individual who has been engaged to perform services for SRC.

control zone: *means the area within two metres of an unguarded edge of a level, elevated work surface of three metres or more in height.*

designated signaler: means a worker designated to give signals.

employee: includes the term “worker” as defined under *The Act*.

employer: *means a person, firm, association or body that has, in connection with the operation of a place of employment, one or more workers in the service of the person, firm, association or body.*

fall arrest: *means personal protective equipment that provides a means of safely arresting the fall of a worker and that, subsequent to the arrest of the fall, does not by itself permit the further release or lowering of the worker.*

fall protection system: means:

- (i) a control zone;

- (ii) a personal fall arrest system;
- (iii) a safety net; or
- (iv) a travel restraint system.

first aid injury: means any one-time treatment and subsequent observation of minor scratches, cuts, burns, splinters, removal of foreign object in eye and similar procedures, which do not ordinarily require medical care. Such treatment and observation are considered first aid, even if provided by a physician or registered professional personnel.

first aid attendant: *means the holder of a valid:*

- (i) *class A qualification;*
- (ii) *class B qualification;*
- (iii) *emergency medical technician's licence; or*
- (iv) *licence, certificate or other qualification that, in the opinion of the director, is equivalent to or superior to a qualification set out in subclauses (i) to (iii).*

headframe: means the steel or timber frame or building over a shaft that:

- (i) contains the sheave or pulley for the hoisting ropes used to raise or lower a conveyance; and
- (ii) may contain the hoist.

incident: means an undesired event that resulted in, or could have resulted in, personal injury or property damage or any undesirable loss of resources (includes occurrences such as near miss, breach of security, unintentional release of a hazardous substance, occupational illness).

lifeline: *means a length of rope or strap that is attached to a safe point of anchorage at one end or, in the case of a horizontal lifeline, at both ends to provide support and a guide for a personal fall arrest system or personnel lowering device.*

lost time injury: means a work-related injury that is treated by a physician or other medical personnel under the direction of a physician and involves lost time beyond the day of the injury, which is accepted by Workers' Compensation Board.

medical aid injury: means an injury which occurs at work and which requires medical treatment beyond first aid which is provided by a physician or medical personnel under the direction of a physician, and does not result in lost time beyond the day of the injury.

near miss: an incident which under slightly different circumstances could have resulted in an injury, hazardous exposure or property damage.

Occupational Health and Safety Committee (OHSC): means the occupational health and safety committee established by Project CLEANS management and contractors in accordance with section 15 of The Act.

Occupational Health and Safety Representative (OH&S rep): means an occupational health and safety representative established by Project CLEANS management and contractors in accordance with section 16 of The Act.

powered mobile equipment (PME): *means any self propelled machine that is designed to manipulate or move materials or provide a work platform for workers.*

Project CLEANS Manager: an employee of the Saskatchewan Research Council, or his/her designate, who is responsible for overall management of Project CLEANS.

Project CLEANS Team: SRC employees who are working with the Project CLEANS Manager in the management of Project CLEANS.

raise: means an opening underground that extends upward to an angle greater than 30° from the horizontal to:

- (i) connect with a level above; or
- (ii) explore the ground for a limited distance above a level.

respiratory protective device: *means a device that is designed to protect a wearer from inhaling a hazardous atmosphere, and includes an atmosphere-supplying respirator, an air-purifying respirator and an escape respirator.*

shaft: means a vertical or nearly vertical opening into an underground mine that is normally used to transport persons or hoist ore or materials.

SRC OH&S Services: SRC personnel who are responsible for occupational health and safety for all projects and activities.

supervisor: *means a person who is authorized by an employer to oversee or direct the work of workers.*

supplier: *unless otherwise stated in the legislation, a person who supplies, sells, offers or exposes for sale, leases, distributes or installs any biological or chemical substance or any plant to be used at a place of employment.*

toolbox talk: means a brief informal group meeting of the supervisor and workers to discuss how to safely complete that day's tasks. Included in the

discussion should be specific H&S instructions, workplace hazards and risk control strategies.

travel restraint: *means a system that prevents a worker from travelling to the edge of a structure or to a work position from which the worker could fall.*

work refusal: a worker's exercising of the right to refuse dangerous work as provided for in The Act [section 23].

worker: *means a person who is engaged in an occupation in the service of an employer.*

working alone: *means to work at a work site as the only worker of the employer or contractor at that work site, in circumstances where assistance is not readily available to the worker in the event of injury, ill health or emergency.*

SRC'S HEALTH & SAFETY POLICY

POLICY:

The Saskatchewan Research Council (SRC) recognizes its employees are its most valuable asset and is committed to taking measures to ensure the health and safety of all in the workplace. Management and employees, as a team, will participate in and contribute to achieving a healthy, safe, cost-efficient and productive workplace.

The management of the occupational health and safety program has equal importance with the other primary objectives of the organization.

PURPOSE:

1. To provide a safe and healthy workplace which meets or exceeds industry standards;
2. To assist workers in improving their present health status and to facilitate productivity and wellness;
3. To minimize or eliminate hazards which may result in personal injuries or illnesses, service interruption, fires or property damage; and
4. To comply with all applicable provincial or federal health and safety legislation.

SRC Safety Vision: Safety and Occupational Health are the over-riding priorities for the Saskatchewan Research Council.

INTRODUCTION

Safety and Occupational Health are over-riding priorities for the Saskatchewan Research Council (SRC), which includes Project CLEANS for which SRC is the Project Manager. This means we do not do the work unless it can be done safely.

Project CLEANS management has developed the Project CLEANS Health & Safety (H&S) Program as the minimum standard for Project CLEANS and to assist the Project CLEANS Team, as well as contractors and their supervisors, in satisfying their moral, legal and contractual responsibilities. The policies, procedures and practices of this Program are an extension of, and are supported by, SRC's H&S Policy.

This Health & Safety Handbook provides a summary of the Project CLEANS H&S Program. It is not intended to be a complete health and safety guide, but rather to provide general guidelines. More detailed H&S information can be found in the Project CLEANS H&S Manual.

The Handbook does not contain information on all federal and provincial acts, statutes and legislation. Contractors and workers are required to have knowledge of, and be able to refer to, the applicable documents, including manufacturers' specifications and other statutory standards not specifically referenced in the Handbook.

The purpose of the Project CLEANS Health and Safety Handbook is to provide basic health and safety information, both regulatory and specific to the Project CLEANS. For any questions about rights or responsibilities or more detail or clarification on anything in this Handbook, contact the Project CLEANS Manager.

GENERAL H&S RULES FOR EVERYONE

The objective of the Project CLEANS H&S Program is to achieve and maintain the highest possible level of safety for all workers and on-site visitors. The success of this objective requires everyone's commitment and dedication to their own personal safety and the safety of other individuals involved in Project CLEANS.

General H&S rules include:

- Complying with all Project CLEANS H&S policies and procedures as well as all applicable safety legislation.
- Wearing the required personal protective equipment (PPE) at all times in all work areas.
 - PPE includes, but is not limited to, approved footwear, hardhat, safety glasses and task-appropriate clothing.
- Participating in site-specific safety orientation.
- Reporting unsafe conditions immediately.
- Reporting all H&S incidents, including near misses, to the Project CLEANS Manager as soon as possible.
 - In the case of a serious or potentially serious incident, or a work refusal, the Project CLEANS Manager must be notified immediately.
- Using only tools and equipment which are in safe operating condition.
 - Machine guards and safety devices must not be removed or disabled.
- Observing and obeying all safety and warning signs.
- Taking every precaution to prevent any unintentional fire from occurring.
- Maintaining good site housekeeping practices.
- Ensuring that your actions do not put yourself, others on site, wildlife or the environment at risk.

The following are **strictly prohibited** at all times on all Project CLEANs sites.

- Possessing, consuming or being under the influence of alcohol or illegal drugs or misusing legally-obtained medication in or on Project CLEANs sites or while engaged in Project CLEANs business.
- Arriving for work or remaining at work when the ability to perform the job safely is impaired.
- Leaving or entering the Project CLEANs work areas without authorization.
- Failing to follow direction from the supervisor.
- Smoking in prohibited areas.
- Possessing firearms or other weapons.
- Engaging in fighting, horseplay, practical jokes, theft or vandalism.
- Using vehicles and/or equipment without proper license and/or authorization, or while license is suspended.
- Misusing or willfully damaging or disabling Project CLEANs supplied tools, equipment, property or safety apparatus, or interfering in any manner with safety, firefighting or first aid equipment.
- Disturbing an incident scene, unless it is to prevent further injury to persons or damage to property.
- Participating in verbal/physical abuse and/or harassment as defined under the SRC Anti-Harassment Policy.
- Removing any material (including debris) or equipment from the work site without proper authorization.

Failure to adhere to these rules may result in termination of contract or removal from site.

H&S RESPONSIBILITY AND ACCOUNTABILITY

Everyone is accountable for carrying out their H&S responsibilities. The greater a person's authority, the greater the accountability.

Project CLEANS Manager or Designate

- Develop, promote and encourage awareness of the Project CLEANS H&S Program and a positive and effective H&S culture.
- Ensure that adequate resources are obtained and allocated for the Project CLEANS H&S Program.
- Participate in the annual Project CLEANS H&S Program review and update as required.
- Provide support and input to the Project CLEANS Team on implementing and maintaining the Project CLEANS H&S Program.
- Review contractor's H&S performance before the contract is awarded.
- Ensure that all Project CLEANS supervisors and contractors are familiar with their responsibilities and are held accountable to comply with the H&S requirements of Project CLEANS.
- Monitor the Project CLEANS work sites through personal observation for unsafe actions and conditions.
- Conduct planned inspections and follow-up on corrective actions.
- Ensure that the contractor or supervisor conducts regular H&S inspections of the work site and the equipment.
- Establish and issue safety directions as required, identifying additional responsibilities and safety requirements applicable to Project CLEANS.
- Ensure compliance with Workplace Hazardous Materials Information System (WHMIS) requirements and ensure related training, information, equipment and materials are available on site.
- Ensure that an overall Project CLEANS Emergency Response Plan is established.
- Ensure that all contractors have their own emergency procedures and/or have training in the Project CLEANS Emergency Response Plan, and that, in turn, their workers are trained in these procedures.
- Notify the SRC Executive Team and SRC OH&S Services of serious or major incidents.
 - SRC OH&S Services will work with the Project CLEANS management in the timely notification of appropriate authorities, if required.

- Participate in investigating serious or major incidents.
- Review each investigation report and ensure that it is submitted to SRC OH&S Services as required.
- Ensure H&S is an agenda item at all Project CLEANS management and contractor meetings.
- Ensure that the contractor or supervisor holds regular H&S meetings with their workers.
- Provide constructive input and advice for improving the Project CLEANS H&S Program.
- Review statistics and reports relating to H&S performance and provide input and support for continuous improvement actions.
- Support, consult and participate as time permits in H&S activities.
- Provide copies of the OHSC minutes to SRC OH&S Services who will forward the documents to the Saskatchewan OH&S Division.
- Through daily activities and actions, set a personal example by promoting safety excellence.

Contractors

Contractors must have their own safety program, or H&S practices and procedures specific to the hazards of their work. This information must be available to workers at all times.

Contractors must:

- Provide a copy of their safety program or H&S procedures/practices for evaluation at the pre-qualification period.
- Subsequent to contract award and before arrival on site, provide the Project CLEANS Manager with:
 - a safety execution plan outlining the major activities they will be involved with and identifying potential hazards and recommended controls.
 - business and emergency contact phone numbers.
 - the name of, and contact information for, the worker who has been designated by the contractor as the on-site safety representative.

- Be accountable for these responsibilities to the Project CLEANs Manager.
- Comply with, and ensure all activities are carried out in accordance with, the Project CLEANs H&S Program and all applicable legislation.
- Ensure hazards are identified and controlled.
- Cooperate with the Project CLEANs management, client representatives and regulators.
- Be prepared at any time to present all H&S documentation on the request of the Project CLEANs Manager, client representatives and/or provincial or federal regulators.
 - This includes records of worker safety orientation, first aid injuries, training, site inspection, and incident investigation as well as documentation of safety meetings/toolbox talks.
- Ensure that all safety concerns and unsafe practices/conditions are reported to the Project CLEANs Manager as soon as they are identified.
- Ensure that all H&S incidents, including near misses, are reported to the Project CLEANs Manager as soon as possible, and ensure an incident investigation is conducted as required by the Project CLEANs H&S Program.
 - A verbal report must be made to the Project CLEANs Manager during the workday in which the incident occurred and a written investigation report with recommendations for corrective action submitted within 24 hours of the occurrence.
 - In the case of a serious or potentially serious incident, or a work refusal, the Project CLEANs Manager must be notified immediately. SRC OH&S Services will assist the contractor and the Project CLEANs Manager in making the required notification of the incident to the Saskatchewan OH&S Division.
- Ensure that weekly safety meetings as well as daily toolbox talks are conducted and documented.
 - Minutes should be taken of the safety meetings, and toolbox talks should be documented.
 - Copies of the safety meeting minutes should be provided to the Project CLEANs Manager.

- Ensure that emergency response procedures are developed and communicated to workers.
 - This includes emergency communications, establishment of a daily log of the workers who are on site, and procedures dealing with emergency evacuation, fire, hazardous spills, severe weather, illness, first aid injuries and medical emergencies.
- Ensure that emergency response equipment and supplies are on site and maintained, such as firefighting equipment (see section on Wildfire Prevention) and first aid supplies.
- Maintain a current roster of on-site workers to ensure safe and effective response to emergencies and evacuation.
- Ensure that all workers receive safety orientation.
- Provide training in the use, care and limitations of PPE.
- Ensure that all workers use the appropriate PPE.
- Provide competent supervision for the workers.
- Promote a respectful workplace environment, free from physical or psychological abuse, bullying or harassment.
- Ensure all workers are compliant with the SRC Alcohol and Drugs in the Workplace Policy and the SRC Anti-Harassment Policy.
- Ensure compliance with WHMIS requirements and ensure related training, information, equipment and materials are available on site.
- Provide Material Data Safety Sheets (MSDS) to the Project CLEANS Manager for all controlled products intended to be used on site before the product arrives on site.
- Ensure that no person who is under age 18 is permitted on the work site.
- Through daily activities and actions, set a personal example by promoting safety excellence.

The Project CLEANS management will audit the contractors' overall H&S compliance periodically during their work on Project CLEANS.

Contractor Non-Compliance with H&S Requirements

Where a contractor or worker is found to be in non-compliance with the safety requirements at a Project CLEANS site, a written non-compliance

notice may be issued to the contractor. Serious or repeated instances of non-compliance on the part of a contractor may result in the termination of that contractor's services by the Project CLEANS Manager. Serious or repeated instances of non-compliance on the part of a worker may result in removal from the Project CLEANS site.

Supervisors (SRC and Contractor)

- Know and comply with the Project CLEANS H&S Program and ensure that workers know the Program requirements applicable to them.
- Ensure that all workers understand their responsibilities, their duties, the hazards inherent in the work, and the actions required to eliminate or minimize the potential for incidents.
- Ensure H&S practices and procedures are developed and provide instruction and adequate supervision to ensure the work is carried out in a safe and efficient manner.
- Monitor the work site through personal observation for H&S compliance.
- Provide adequate equipment, tools and materials to enable assigned work to be done safely.
- Ensure workers are provided with the appropriate PPE in relation to hazard exposure, and that workers receive training in the use, care, maintenance and limitations of the PPE.
- Ensure all workers receive site safety orientation before work begins.
- Ensure all workers receive appropriate training directly related to the tasks they must perform as well as emergency response procedures.
- Ensure workers are competent to perform their assigned task or are directly supervised by a competent worker.
- Take corrective action, including discipline, on all instances of non-compliance with the requirements of the Project CLEANS H&S Program.
- Ensure proper equipment maintenance and regular inspections are conducted as required by manufacturer's recommendations.
- Require workers to rectify unsafe actions and conditions, and to report immediately to their supervisor situations they are unable to rectify.

- Stop work that poses imminent danger to others until the conditions or practices are remedied and inform the Project CLEANS Manager.
- Conduct and participate in planned inspections, as required, and ensure that any unsafe actions or conditions found are corrected promptly.
- Conduct group safety meetings/toolbox talks as required by the Project CLEANS H&S Program.
- Report all H&S incidents, including near misses, to the Project CLEANS Manager as soon as possible, and conduct incident investigations required by the Project CLEANS H&S Program.
 - A verbal report must be made to the Project CLEANS Manager during the work day in which the incident occurred and a written investigation report with recommendations for corrective action submitted within 24 hours of the occurrence.
 - In the case of a serious or potentially serious incident, or a work refusal, the Project CLEANS Manager must be notified immediately. SRC OH&S Services will assist the contractor and the Project CLEANS Manager in making the required notification of the incident to the Saskatchewan OH&S Division.
- Ensure that workers receive required first aid and medical attention for injuries or illness.
- Ensure hazards are identified and controlled before work begins. (See the section on Field Level Risk Assessment.)
- Ensure task safety instructions are given to workers before starting work, new work assignments or when new workers come on site.
- Ensure that good housekeeping standards are maintained in work areas.
- Participate in developing, implementing and improving safe H&S practices and procedures.
- Participate in Project CLEANS progress meetings.
- Participate and/or support OH&S committee or OH&S representative activities.
- Maintain a current list of on-site workers.
- Through activities and actions, set a personal example by promoting safety excellence.

Workers (SRC and Contractor)

All workers have an obligation to be knowledgeable about established H&S standards, and to exercise good judgment and common sense in doing their jobs.

- Cooperate with the Project CLEANS Team with regards to the Project CLEANS H&S Program.
- Carry out duties in a safe and responsible manner with regard for personal health and safety, as well as for the health and safety of others, and with respect for property and the environment.
- Read and follow all danger, warning and container labels, and know the location of emergency equipment such as fire extinguishers, spill kits and first aid kits.
- Observe and obey all posted signs on the Project CLEANS site.
- Be prepared and willing to act on observations of unsafe acts, conditions and behaviours of workers.
 - Be a leader to new workers.
- Report to work rested, physically fit and outfitted with proper clothing and CSA-approved lace-up work boots (shoes are not permitted).
- Use the personal protective equipment, safeguards, H&S practices and procedures which are required by regulations and the Project CLEANS H&S Program.
 - Know and use the PPE required in designated areas.
- Inform supervisor of any unsafe act and/or conditions which may affect personal health and safety, or the health and safety of others.
- Report all incidents to immediate supervisor, obtain first aid as required, and inform supervisor of any work-related medical attention received after regular working hours.
- Do not disturb anything at the scene of an incident, except to prevent further injury and/or property damage.
- Follow all contractor and Project CLEANS H&S rules, practices and procedures and promote compliance by co-workers.

- Offer recommendations to enhance safety such as raising concerns and participate in inspections and training.
- Plan safety into work at all times, use good judgment and take the necessary action to protect themselves and others during all work activities.
- Know and follow all site emergency procedures.
- Inform supervisor when entering or leaving the work site.
- Take every precaution to prevent any unintentional fire from occurring.
- Participate in safety orientation upon arrival to the Project CLEANs site and any other work-related training as required for specific tasks.
- Cooperate and/or participate with planned inspections as required, and ensure that the corrections are made as directed.
- Participate in the development of H&S practices and procedures as requested.
- Recommend improvements to the Project CLEANs H&S Program, as required.
- Participate in required group safety meetings.
- Maintain high standards of site housekeeping.
- Maintain equipment and tools in safe condition.
- Inspect tools, equipment and PPE prior to use each and every time.
- Remove damaged or worn tools from service and tag them for repair.
 - Defective tools and equipment must be tagged “Out of Service” until repairs can be made or the item replaced. When tagging a defective item, include a detailed explanation of the problem if possible.
- Do not operate/use any tools, equipment or PPE without authorization or training.
- Avoid the use or possession of any substance which may impair normal performance.
- Advise supervisor of any physical or medical condition which may have an effect on job performance.
- Know, understand and follow WHMIS requirements.
- Through daily activities and actions, set a personal example by promoting safety excellence.

NOTE: Workers who do not follow H&S practices and procedures may be subject to removal from the Project CLEANS site.

Visitors

- Obtain approval from Project CLEANS Manager prior to arrival.
- Follow the “General H&S Rules for Everyone” (page 8).
- Must be accompanied when touring the site.
- Wear personal protective equipment (PPE) appropriate for the site being visited.
 - PPE includes, but is not limited to, approved footwear, hardhat, safety glasses, appropriate clothing. The Project CLEANS Manager will provide information of the PPE requirements prior to arrival.
- On arrival at the site, report to Project CLEANS Manager before touring the site.
- Follow all site safety practices and comply with all safety signage and warnings.
- Do not remove of any equipment, materials or debris without proper authorization.
- Take every precaution to prevent any unintentional fire from occurring.
- Ensure actions do not put themselves, others, wildlife or the environment at risk.
- Report departure to the Project CLEANS Manager.

OCCUPATIONAL HEALTH & SAFETY COMMITTEE (OHSC) AND REPRESENTATIVE

An Occupational Health & Safety committee or, in smaller work groups, an OH&S worker representative are the primary mechanism for employers and workers to come together and cooperate in identifying and resolving H&S concerns. They are essential to creating the partnerships needed to effectively protect the health and safety of all in the workplace. They

monitor the safety systems, look at root causes for incidents, promote H&S activities and are a mechanism for raising H&S concerns.

Sites With 10 or More Workers and On Site More Than 90 Days

A Project CLEANS OH&S Committee will be established at work sites where 10 or more workers or self-employed persons work or are likely to work for more than 90 days. The committee will have representatives from the Project CLEANS management, on-site contractors and workers. At least half of the representatives will be on-site workers.

All Other Sites

On sites where there are less than 10 workers or where the workers will be on site for less than 90 days, an OH&S representative for the workers will be designated through election by the workers.

An OH&S representative helps the employer and workers to improve H&S in the workplace. This is done by helping to identify and resolve concerns through:

- providing a channel of communication between the employer and workers;
- conducting regular inspections and talking with workers about their H&S concerns;
- participating in incident investigations;
- meeting with the employer regularly to discuss concerns; and
- assisting in the identification, assessment and management of hazards.

WORKER RIGHTS

The Occupational Health and Safety Act, 1993 (Saskatchewan) provides every worker, including managers and supervisors, with three basic rights. These rights are:

1. The right to know.

Every worker has the right to:

- be informed about the hazards at work,
- be trained to recognize those hazards, and
- be trained to protect himself or herself.

2. The right to participate.

Workers have the right to be involved with the establishment of an H&S management system. Employers and workers are required to work together to keep the workplace healthy and safe.

The right to participate applies to every worker. For example, workers have the right to:

- ask their employer or Project CLEANS management for information about H&S issues,
- report H&S concerns to employer or Project CLEANS management,
- report concerns to the OHSC committee or representative, and
- discuss concerns at meetings.

Workers have a duty to participate in activities that improve health and safety and they must follow the H&S policies and procedures that are established by the employer.

3. The right to refuse.

Workers have the right to refuse work they have reasonable grounds to believe is **unusually dangerous** to themselves or others.

The right to refuse must only be used for legitimate H&S reasons. Whether or not **reasonable grounds** exist can be determined by asking, "Would an average worker, with the same level of training and experience, using normal and honest judgment, agree that the work presented an unacceptable hazard?"

An **unusual danger** may include:

- danger that is not normal for the job,
- danger that would normally stop work, and
- a situation for which the worker is not properly trained, equipped or experienced or physically able to perform the task safely.

If the refusal is for legitimate H&S reasons, a worker is legally protected from discipline or other punishment for refusing to do unusually dangerous work.

A worker may continue refusing the task until the necessary steps are taken to satisfy the worker that the job is not unusually dangerous, or until a Saskatchewan Occupational Health Officer has investigated the refusal and found that the job is not unusually dangerous.

During the refusal, the worker must remain at the workplace, unless the employer advises otherwise.

Work Refusal

Elements in the resolution of a work refusal are:

- (a) The refusing worker should inform the employer or supervisor that he/she is refusing the work because of an H&S concern.
- (b) The refusing worker and supervisor will try to resolve the issue.
Most refusals are resolved at this stage.
- (c) The employer/supervisor has the right to assign the refusing worker to other work (at no loss of pay or benefits) until the matter is resolved.
 - If the employer/supervisor wants to assign another worker to the job that is being refused, he/she must advise that worker about the refusal in writing, providing reasons why he/she believes the job is not unusually dangerous and advising that worker that he/she also has the right to refuse.
- (d) If the problem cannot be resolved at the initial stage,
 - the work refusal must be reported to the Project CLEANS Manager, and
 - the OHSC co-chairs or OH&S representative and the supervisor will be asked to assist in problem solving. Their role is to help work out a solution; they do not have the authority to make a ruling on whether or not the work is unusually dangerous. SRC's OH&S Services can also be asked to assist.

- (e) If a resolution is still not found, the OHSC co-chairs will call an emergency meeting of the committee to investigate the refusal. The committee will rule on whether or not the job is unusually dangerous.
- (f) If there is no OHSC, if the committee cannot resolve the problem, or if either the worker or employer is not satisfied with the committee's decision, the Saskatchewan OH&S Division should be called. A Saskatchewan Occupational Health Officer will then investigate the refusal and provide a written decision to the parties.

A work refusal is a type of H&S incident that requires formal investigation and documentation. See the following section on Incident Reporting and Investigation.

No worker or contractor should perform any task that would put them or others at risk.

INCIDENT REPORTING & INVESTIGATION

The Project CLEANS Team will ensure that all incidents which resulted in, or could have resulted in, physical harm to persons or damage to property are investigated and reported to the relevant authorities. An incident of a work refusal must also be investigated as required under The Act.

- If there is uncertainty whether a specific incident must be reported to the Saskatchewan OH&S Division, contact the Project CLEANS Manager or SRC OH&S Services.

Each contractor is responsible for reporting all H&S incidents, including near misses, to the Project CLEANS Manager as soon as possible, and conducting incident investigations required by the Project CLEANS H&S Program.

- A verbal report must be made to the Project CLEANS Manager during the work day in which the incident occurred and a written investigation report with recommendations for corrective action submitted within 24 hours of the occurrence.

- In the case of a serious or potentially serious incident, or a work refusal, the Project CLEANS Manager must be notified immediately. SRC OH&S Services will assist the contractor and the Project CLEANS Manager in making the required notification of the incident to the Saskatchewan OH&S Division.

It is each worker's responsibility to report to their supervisor all injuries, near misses, property damage and exposures, no matter how minor they may seem.

The Project CLEANS OHSC or OH&S representative may also investigate any incident, near miss or work refusal which occurs during the performance of any Project CLEANS contract work. Each contractor must participate and cooperate fully in any investigation.

When an incident occurs:

- treat injury or seek medical attention if required;
- supervisor must be informed;
- incident scene must not be disturbed;
- investigation to determine root cause is initiated;
- recommendations for corrective actions are made;
- corrective actions are carried out and documented;
- investigation report is given to the Project CLEANS Manager; and
- investigation report is forwarded to SRC OH&S Services by the Project CLEANS Manager.

The Regulations require that the following types of occurrences be reported to the Saskatchewan OH&S Division as soon as is reasonably possible. SRC OH&S Services will assist the contractor and the Project CLEANS Manager in making the required notification of the incident to the Saskatchewan OH&S Division.

Accidents Causing Serious Bodily Injury: Any accident that causes or may cause the death of a worker, or will require a worker to be admitted to a hospital as an in-patient for a period of 72 hours or more.

Dangerous Occurrences: Any occurrence that does not result in, but could have resulted in, a condition or circumstance set out in subsection 8(1) of the *The Act* and includes:

- (a) the structural failure or collapse of:
 - (i) a structure, scaffold, temporary falsework or concrete formwork; or
 - (ii) all or any part of an excavated shaft, tunnel, caisson, coffer dam, trench or excavation;
- (b) the failure of a crane or hoist or the overturning of a crane or unit of powered mobile equipment;
- (c) an accidental contact with an energized electrical conductor;
- (d) the bursting of a grinding wheel;
- (e) an uncontrolled spill or escape of a toxic, corrosive or explosive substance;
- (f) a premature detonation or accidental detonation of explosives;
- (g) the failure of an elevated or suspended platform; and
- (h) the failure of an atmosphere-supplying respirator.

HARASSMENT

SRC and the Project CLEANS Team are committed to providing every worker with a work environment free of harassment and will make every reasonable effort to ensure that no worker is subjected to harassment and/or verbal or physical abuse. SRC's Anti-Harassment Policy establishes clearly and unequivocally that SRC prohibits harassment on Project CLEANS by any person(s) including, but not limited to, workers, visitors, clients, vendors and contractors.

Retaliation or threats against a person initiating a complaint or participating in the investigation of the complaint is not permitted. Retaliation against any individual for reporting harassment is an offence under *The Saskatchewan Human Rights Code* and is a violation of SRC's Anti-Harassment Policy and will not be tolerated and should be reported immediately.

The Regulations require that each employer develop a written policy to prevent harassment. SRC's Anti-Harassment Policy is included in the Project CLEANS H&S Program Manual.

Contractor Workplace Harassment Program

Contractors are required have an anti-harassment policy and to implement their own procedures for cases of workplace harassment. The contractor's anti-harassment policy and investigation procedures must be submitted to the Project CLEANS Manager upon request.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

To minimize injuries to workers, contractors and visitors, appropriate PPE must be used on all Project CLEANS sites. This includes, but is not limited to, approved footwear, safety glasses, gloves, and hardhat as well as appropriate clothing when on the job site. The Project CLEANS Manager, in consultation with SRC OH&S Services, is responsible for determining the proper PPE for the area/project. All PPE must meet one or more of NIOSH, ANSI, NFPA, CGSB and CSA requirements.

All workers must wear approved safety boots, not shoes.

Other specialized PPE must be worn in designated areas, or when performing a specific task. The selection of the proper PPE is determined through the hazard management process. Based on this process, the correct PPE is selected to adequately protect workers from the identified hazard.

Before any Project CLEANS workers, contractors or visitors use any PPE, beyond basic minimum requirements, they must have received training in the following:

- use – selecting the proper PPE and using it as designed by manufacturer;
- dangers of not using the PPE;
- correct fit;
- limitations;
- care; and
- maintenance.

Workers and contractors must report for work with their own approved footwear and appropriate clothing, which includes the use of long sleeve shirts in most locations. Contractors must supply their workers with PPE as required. Supervisors will be responsible to ensure workers are provided with and utilize the required PPE for each job and work site.

The Project CLEANS Manager will supply the required PPE for SRC employees and visitors.

Workers are responsible for the care and maintenance of their own PPE and are required to immediately report any problems, damage or loss of this equipment to their supervisor.

HAZARD MANAGEMENT

The Project CLEANS H&S Program employs a systematic approach to hazard management which consists of ❶ Hazard Identification, ❷ Risk Assessment and ❸ Risk Control. This forms the foundation of a successful H&S program and is a legislated requirement which imposes the responsibility of employers to protect workers' safety and health. This is accomplished by identifying the hazards associated with the workers' tasks and controlling the risk of harm from those hazards. Hazard management is a documented process undertaken to identify and control potential risks **before the work begins.**

A team of knowledgeable and experienced supervisors and workers should be involved in the hazard management process. By continually asking "What if..?" the team will have greater success at eliminating or controlling the risks.

1. **Identify the hazard(s):** Assess all jobs, tasks and processes. Assess the equipment, tools and materials being used. Involve and assess the workers conducting the work and consider all individuals who may come in contact with the work process, including workers, visitors, contractors, the public, etc. Consider the types of safety

issues that will be encountered, or may reasonably expect to be encountered, in connection with these tasks and/or processes.

2. **Evaluate the risk:** How likely is the identified hazard(s) to create a problem? How serious might the consequences be?
3. **Control the risk:** Implement the necessary controls to eliminate or minimize the risk.
4. **Inform workers:** Communicate the results to any workers involved, or who may be affected by the hazard.
5. **Review the process:** Regularly and at least annually review each job, task and process to ensure no new hazards have been introduced and all risks are adequately controlled.

Field Level Risk Assessment (FLRA)

Before starting a job or task, each worker – or team of workers – must use the Field Level Risk Assessment (FLRA) to identify the hazards associated with the job or task and eliminate or control the risks.

1. **List the task steps:** Break the task into steps. This will help to identify the hazards associated with each step. Each step should not be so small that there is too much detail, or too large in scale that certain hazards are not identified.

2. **Identify the hazards:**
Using the FLRA form, review the safety checklist on the back of the form and check the hazards that are present and associated with the task steps.

FIELD LEVEL RISK ASSESSMENT (FLRA)		This FLRA is to be used by each worker/team to analyze the safety issues of each task.																
<p>SAFETY CHECKLIST</p> <p>PERSONAL PROTECTIVE EQUIPMENT:</p> <p>___ Head Protection</p> <p>___ Hearing Protection</p> <p>___ Eye Protection</p> <p>___ Face Shield/Screen goggles</p> <p>___ Respiratory Protection</p> <p>___ Protective Clothing</p> <p>___ Gloves</p> <p>___ Rubber Boots</p> <p>___ Reflective Vest</p> <p>EXCAVATIONS/SHAFTS/HOLES & RAISES:</p> <p>___ Shored/Shielded</p> <p>___ Inspected Regularly</p> <p>___ Access / Egress</p> <p>___ Confined Spaces Entry</p> <p>___ No Standing Water</p> <p>___ Bertrades / Hole Covers</p> <p>___ Control Zone Monitor</p> <p>___</p> <p>LADDERS:</p> <p>___ Ladder Tied-off</p> <p>___ Ladder at 4 to 1 Pitch</p> <p>___ Ladder Extends 3" over Landing</p> <p>___ Ladder is not Defective</p> <p>___ is Ladder on Solid Ground</p> <p>___ Access Area to Ladders Clear</p> <p>POWER TOOLS:</p> <p>___ Power cords</p> <p>___ GFCI in Use</p> <p>___ Guards in Place</p> <p>___ Air Hoses Pinned</p> <p>___ Tool Inspected by User</p> <p>___ PPE Identified</p> <p>ADDITIONAL COMMENTS:</p> <p>_____</p> <p>_____</p>	<p>WELDING / CUTTING / BURNING:</p> <p>___ Approved Eye Protection</p> <p>___ Fire Extinguisher</p> <p>___ Flammable / Combustible material removed</p> <p>___ Hoses, Leads in Good Condition</p> <p>___ Welding Screens</p> <p>___ Respiratory Protection</p> <p>___ Spack Containment</p> <p>___ Spack Arrestor on Torch</p> <p>FALL PROTECTION:</p> <p>___ Body Harness</p> <p>___ Lanyard(s)</p> <p>___ Life Lines(s)</p> <p>___ Rope Grabs(s)</p> <p>___ Retractable Lanyard(s)</p> <p>___ Horizontal Lifelines(s)</p> <p>___ Approved Anchor Point</p> <p>POTENTIAL HAZARDS:</p> <p>___ Falls</p> <p>___ Potholes</p> <p>___ Electrical Shock</p> <p>___ Slips / Trips</p> <p>___ Poor Housekeeping</p> <p>___ Airborne Particles</p> <p>___ Manual Lifting</p> <p>___ Thermal Burns</p> <p>___ Powered Mobile Equipment</p> <p>___ Working Alone</p> <p>___ Radiation Exposure</p> <p>___ Asbestos</p> <p>___ Wildlife</p> <p>___ Fungal Foliage</p> <p>___ Drowning</p> <p>___ Severe Weather</p>	<p>LOCKOUT / TAGOUT:</p> <p>___ Employee Training</p> <p>___ Tags Complete and Installed</p> <p>___ Locks Installed</p> <p>___ Lines, Pumps, Motor, etc., de-energized</p> <p>SCAFFOLDING:</p> <p>___ Properly Installed</p> <p>___ Current Scaffold Inspection</p> <p>___ Scaffold Tags complete deficiencies noted on tags(s)</p> <p>___ Employee Training</p> <p>CONFINED SPACE:</p> <p>___ Entry Permit Required</p> <p>___ Employee Training</p> <p>___ Rescue Equipment</p> <p>___ Atmospheric Monitoring</p> <p>___ Adequate Ventilation</p> <p>___ Isolated</p> <p>___ Lockout / Tagout</p> <p>___ Entry Attendant / Log</p> <p>___ Signs Posted</p> <p>MISCELLANEOUS:</p> <p>___ Fire Extinguisher</p> <p>___ Auxiliary Power Grounded</p> <p>___ Experienced Rigger</p> <p>___ Rigging Equipment Inspected</p> <p>___ Tag Line</p> <p>HAZARD COMMUNICATION:</p> <p>___ MSDS Reviewed</p> <p>___ Employee Training</p> <p>___ Materials Labeled</p>	<p>◀ Am I carrying enough of the right tools and supplies?</p> <p>◀ Am I carrying unnecessary tools and supplies?</p> <p>◀ Is spack containment required?</p> <p>◀ Am I in a heavy traffic area?</p> <p>◀ Can I be caught in, by, or in between objects?</p> <p>◀ Is training required for any part of this task?</p> <p>◀ Is there a potential to slip, trip, or fall?</p> <p>◀ Are people working above me?</p> <p>◀ Are people working below me?</p> <p>◀ Can I suffer a strain or stress by bending, lifting, pulling, pushing or twisting?</p> <p>◀ Is there a hazardous environment present? (e.g. toxic gases, vapors, mists, dusts, fumes, heat, pressure, etc.)?</p> <p>◀ Can I come in contact with any moving piece of equipment?</p> <p>◀ Do all machines have proper guards in place and are they in working order?</p> <p>◀ Can I come in contact with electrical energy?</p> <p>◀ Can a machine cause a possible kick-back?</p> <p>◀ Have I inspected my surroundings?</p> <p>◀ Have I inspected all tools and equipment?</p> <p style="text-align: center;">Worker Signatures</p> <p style="text-align: center; font-size: x-small;">At Minimum of the crew that sign and be visible.</p> <p>_____</p> <p>_____</p> <p>_____</p> <p style="text-align: center;">Task Completion</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="font-size: x-small;">Area cleaned up at end of shift?</td> <td style="text-align: center;">Yes</td> <td style="text-align: center;">No</td> </tr> <tr> <td style="font-size: x-small;">Are there hazards remaining?</td> <td style="text-align: center;">Yes</td> <td style="text-align: center;">No</td> </tr> <tr> <td style="font-size: x-small;">Warning boundaries remaining?</td> <td style="text-align: center;">Yes</td> <td style="text-align: center;">No</td> </tr> <tr> <td style="font-size: x-small;">Did any incidents occur?</td> <td style="text-align: center;">Yes</td> <td style="text-align: center;">No</td> </tr> <tr> <td style="font-size: x-small;">Was the incident reported?</td> <td style="text-align: center;">Yes</td> <td style="text-align: center;">No</td> </tr> </table> <p style="text-align: center;">Supervisor's Signature</p> <p style="text-align: center; font-size: x-small;">Sign at end of shift confirming all information is completed and accurate.</p> <p>_____</p>	Area cleaned up at end of shift?	Yes	No	Are there hazards remaining?	Yes	No	Warning boundaries remaining?	Yes	No	Did any incidents occur?	Yes	No	Was the incident reported?	Yes	No
Area cleaned up at end of shift?	Yes	No																
Are there hazards remaining?	Yes	No																
Warning boundaries remaining?	Yes	No																
Did any incidents occur?	Yes	No																
Was the incident reported?	Yes	No																

their own work and control on Project CLEANS is responsible for reporting the hazard to the Project CLEANS Manager as soon as it is identified.

If a worker finds that the operation of a piece of equipment is hazardous or defective, immediate action must be taken to:

- ensure that no one else attempts to operate the equipment (i.e., by tagging it “Out of Service” until the equipment can be repaired or replaced); and
- report the circumstances to the Project CLEANS Manager.

If possible, a detailed description of the problem should be included when tagging equipment “Out of Service”.

SAFETY MEETINGS/INFORMATION

On the Project CLEANS sites, there will be continuing safety education which will inform workers and contractors of any additional or new safety messages and hazardous conditions, and provide a review of practices and procedures and reinforce the need for safety awareness. Elements of the continuing safety education include the following:

Toolbox Meetings

Supervisors and contractors are required to conduct daily toolbox meetings with their workers. These meetings will take place each morning before the start of any work activity. This time will be used to discuss how to safely complete that day’s tasks. Included in the discussion should be specific H&S instructions, workplace hazards and risk control strategies. The supervisor should also review H&S practices and procedures at this time. These toolbox talks must be documented and indicate worker attendance.

Weekly Safety Meetings

The Project CLEANS Manager will ensure that each contractor conducts a 15 to 20 minute weekly safety meeting at a time agreed upon (usually before coffee break or lunch). All workers on site are to attend this meeting. Meetings should be kept on time and focused on the topic being discussed. It is important to allow everyone the opportunity to voice any H&S concerns they may have. These weekly meetings must be documented and indicate worker attendance.

OHSC Meetings

On sites where an OHSC is required (sites with 10 or more workers on site for more than 90 days), regular scheduled meetings will be held. A meeting is not considered to be valid unless representatives of both employers and workers are present, and at least one half of the members present represent workers. Minutes of OHSC meetings must be maintained on file with the committee, posted at the work site and forwarded to the Project CLEANS Manager who will in turn forward the minutes to the Saskatchewan OH&S Division and SRC OH&S Services.

INSPECTION PROGRAM

Regular H&S inspections are part of the Project CLEANS H&S Program. The objective of the inspection program is to identify hazardous conditions and unsafe acts before an incident occurs and to eliminate or reduce the risks associated with the hazards. All Project CLEANS equipment, facilities, personnel and procedures are included in the inspection program.

Informal Inspections

- Workers and supervisors are responsible for conducting informal inspections on an ongoing basis.
- Project CLEANS Team and contractor representatives are each responsible for conducting daily informal walk-about where they continually observe the work in progress and are prepared to correct any observed deficiencies and coach workers in the proper procedures.

Formal Scheduled Inspections

Each **contractor** is responsible for ensuring that weekly inspections of the work area are performed and documented, and for immediately correcting any identified hazard. Any contractor who becomes aware of a hazard which falls outside of the scope of their own work and control on a Project CLEANS site is responsible for reporting the hazard to the Project CLEANS management as soon as it is identified.

- Both the Project CLEANS Manager and the contractor(s) must participate in the physical walk-about.

- It is recommended that the OH&S representative also take part in these inspections.

Project CLEANS management will also perform weekly inspections of Project CLEANS work sites.

- On smaller sites, the Project CLEANS Manager may elect to combine the Project CLEANS inspection with the contractor's/supervisor's inspection.

The **OHSC** (or **OH&S representative** if an OHSC does not exist) is responsible for conducting and/or participating in planned, documented workplace inspections at least once each quarter.

GENERAL H&S GUIDELINES & PRACTICES/ PROCEDURES

Included in this handbook are some general H&S guidelines and practices that may apply to the majority of the contract work performed at Project CLEANS sites. Additional guidelines and procedures are available in the Project CLEANS H&S Manual.

Contractors are required to provide their own additional H&S practices and procedures specific to their scope of work and ensure workers review this material before starting the task for the first time.

Site Housekeeping

Good housekeeping protects the environment and prevents incidents, wildfires and attraction of wildlife.

- Trash/waste must be disposed of in appropriate containers. These containers must be emptied regularly.
- Food and food waste must be contained to eliminate access by wildlife.
- Debris or scrap material should be frequently moved away from the direct work area.
- All projecting nails or sharp metal objects must be withdrawn, bent over or guarded.

- Tools and equipment that are not in use must be returned to the proper storage location.
- Hoses, chains, cables, electrical cords, etc. must be used and stored in a manner that will minimize potential trip hazards.
- All fluid spills must be promptly and thoroughly cleaned up and reported to the supervisor.
 - Contractor must supply spill kits.
- Walkways and access routes to emergency facilities and equipment must be kept clear of obstructions.

Wildfire Prevention

The Prairie & Forest Fires Act, 1982 and related legislation provides for the prevention, detection and suppression of prairie and forest fires originating in provincial forests, parks and on unoccupied Crown lands, and authorizes establishment and regulation of fire bans and burning permit areas.

Contractors are responsible for ensuring a sufficient amount of fire-fighting equipment is available at the Project CLEANS site to minimize the risk of starting a wildfire. Basic firefighting equipment may be, but is not limited to:

- fire extinguisher;
- canvas or plastic pail;
- water supply;
- hand pump;
- shovel;
- Pulaski axe.

Project CLEANS management may implement additional precautions, such as restricting ATV use in forested areas, when Saskatchewan Environment has determined that fire conditions are “high and/or extreme”.

Wildfire prevention practices must be observed at all times.

- Vehicles, equipment and machinery must be maintained in a clean and safe condition.
- All PME and ATVs must be equipped with an approved fire extinguisher.

- Obey all No Smoking signage. Ensure all smoking material is fully extinguished. In “high or extreme” fire hazard conditions, discard all smoking material in designated container(s).
- In “high or extreme” fire hazard conditions, if possible, limit vehicle/ATV travel to early morning or early evening when humidity is higher.
- Remove accumulations of organic material and vegetation from all components of exhaust systems on vehicles, equipment and machinery.
- Park vehicles, equipment and machinery on bare soil or gravel whenever possible.
- Fuels and other flammable materials must be stored in a safe manner and a minimum of 25 feet from all sources of ignition.
- Vehicles, equipment and machinery must not be refueled while:
 - the engine is running;
 - anyone is smoking in or about the vehicle; or
 - there is a known source of ignition present in the immediate area.
- Report the discharge of any fire extinguisher to the Project CLEANs Manager.
- Notify the Project CLEANs Manager immediately of any wildfires observed in the area, who will then notify Saskatchewan Environment.

Fire Classifications & Extinguishing Agents

CLASS	TYPE OF FIRE	EXTINGUISHER TYPE	EXTINGUISHING METHOD
A	paper, wood, cloth, plastic, etc.	1. pressurized water tank 2. hose lines 3. multi-purpose (ABC dry chemical)	cooling
B	flammable liquids such as gasoline, oil, paint, alcohol, grease, etc.	1. pressurized dry chemical 2. carbon dioxide & halon 3. multi-purpose (ABC dry chemical)	smothering
C	electrical equipment, appliances, wiring, etc.	1. pressurized dry chemical 2. carbon dioxide & halon 3. multi-purpose (ABC dry chemical)	non-conductive agent

Effective Ranges & Discharge Times of Extinguishers		
TYPE	RANGE	DISCHARGE TIME
water	30 feet	60 seconds
hose	approximately 40 feet	unlimited
dry chemical	4 feet to 15 feet	10 to 18 seconds
carbon dioxide (CO ₂)	6 feet	10 to 18 seconds

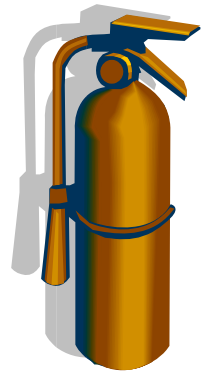
Basic Fire Extinguisher Operation

Pull the safety pin (usually a twist-pull action).

Aim the nozzle, horn or hose at the base of the fire.

Squeeze the trigger handle.

Sweep from side-to-side (watch for re-ignition).



Working at Heights/Fall Protection

At the Project CLEANS sites, falls can occur in a number of situations, including falling:

- into a mineshaft or raise;
- from a ladder;
- from mobile equipment;
- through weak or rotting platforms, floors and coverings;
- from tanks, or other elevated structures and platforms;
- into waterways; and

from other unidentified fall hazards.

In all situations, a risk assessment (FLRA) must be completed and controls implemented to eliminate, minimize and/or control the risk of falling.

Fall Protection

Fall protection, consisting of fall arrest or travel restraint, must be used where it is not reasonable or practical to eliminate the fall hazard.

- A fall protection plan is required.
- The use and installation of fall protection equipment must be certified by an engineer or the manufacturer's recommendations must be followed.
- All workers required to use the fall protection system must be trained in the fall protection plan and how to use the fall protection system including the inspection, care and use of the fall protection equipment.
- All openings (floor or mineshaft) and weak or rotted platforms and floors must be marked with red danger flagging and/or hard barricades identifying a control zone around the potential fall hazard. All work inside this control zone will require some form of fall protection.
- Any workers accessing powered mobile equipment must use the access provided and maintain three point contact at all times while climbing on/off and servicing the equipment.
- Any worker working near, on or above water and who may fall and drown is required to wear a life jacket or fall protection equipment. Workers working from or transported by boat must be protected by a life jacket or personal floatation device.

Powered Mobile Equipment (PME)

Saskatchewan Occupational Health & Safety defines powered mobile equipment (PME) as “any self propelled machine that is designed to manipulate or move materials or provide a work platform for workers”.

As of October 8, 2008, employers must comply with *The Regulations* that imposes three basic requirements:

- that training be provided by a competent person;

- that the training meet the requirements of Table 14.1 of The Regulations; and
- that a written record of the training be kept readily available.

Additional Project CLEANs H&S Requirements

Project CLEANs management have included these additional requirements for the safe operation of PME.

Workers must not operate any mobile equipment unless they:

- possess necessary license and/or certificates;
- have received the proper training and can demonstrate that they are able to operate the equipment;
- have reviewed and are familiar with operating instructions and manufacturer's instructions; and
- have been authorized to operate the equipment.

Operators must inspect equipment before beginning that day's work. Inspections must be recorded in the required log book and include any deficiencies or unsafe conditions. These must be reported to the supervisor or other authorized person. The supervisor or authorized person must determine if the equipment is safe to operate until the deficiency is repaired.

Operators are responsible for accessing the work area for potential hazards such as power lines, trenches, sinkholes, buried utilities, soft ground, uneven surfaces, wet slippery grades, steep grades, blind access routes, and other equipment or personnel accessing the work area, etc.

When accessing/egressing PME, the steps, ladders and handles provided should be used and three point contact maintained at all times.

Operators must comply with recommended gross vehicle weight and ensure that the vehicle is not overloaded.

Operators must be aware of the PME-rated hoisting capacity and the weight of materials and/or equipment being hoisted or maneuvered.

Where vision is obstructed, equipment must not be moved until suitable precautions have been taken to protect the workers from injury and prevent equipment or property damage.

The signal person must understand and have a working knowledge of the proper hand signals to be used. If the operator disagrees with the signal being given, the equipment must not move until the operator and signal person discuss the concern and agree on the proper signal.

No worker, vehicle or equipment should enter the working radius of any mobile equipment without receiving the approval of the operator. This may take the form of eye contact and a hand signal from the operator. When in doubt, heavy mobile equipment has the right of way.

Mobile equipment must not be refueled while:

- the engine is running;
- anyone is smoking in or about the vehicle; or
- there is a known source of ignition present in the immediate area.

All PME must be equipped with an approved fire extinguisher.

No worker will remain in the cab of any vehicle while loads are hoisted over the cab, unless overhead guards are installed to prevent injury to the worker.

When a worker is required to perform maintenance work beneath elevated parts of mobile equipment, the parts will be blocked, or otherwise secured, and the equipment locked out to prevent possible injury to the worker.

When materials and equipment are being transported, the load must be secured to prevent any movement of the load which could create a hazard.

Workers must not stand, sit, or ride on the side of any moving equipment unless the equipment has an approved platform designed for passenger use.

All PME that is provided with ROPS (Roll Over Protection System) must also have a seat belt.

It is mandatory to use the seat belts, where provided, while the PME is in use.

Supervisors and operators are responsible for ensuring equipment and maintenance log books are available and used in accordance with local authority and manufacturer's recommendations.

Use of All Terrain Vehicles (ATVs)

All Terrain Vehicles (ATVs) may be required to support field work carried out by SRC and contract workers on the Project CLEANS sites.

For safety reasons, only four-wheeled vehicles are permitted.

Only competent operators are permitted to operate ATVs.

When using an ATV, the operator must:

- Know and understand the owner's manual.
- Inspect the ATV before use.
- Keep the ATV machine in good repair.
- Wear protective gear.
 - Helmet, eye protection and protective clothing.
- Avoid riding alone.
 - If you must ride alone, let others know where you are going and when you are expected to arrive at your destination or back to your original starting point, and follow Working Alone procedures.
- Carry emergency tools and supplies.
 - This includes a 2 lb fire extinguisher, as required by law.
- Pack an emergency survival kit.
- Preserve the environment.
- Be courteous to all you meet.
- Operate the ATV within your skill level.
- DO NOT carry passengers unless the vehicle is designed for more than one rider.

- Ride off-road only, never on public roads.
- Do not allow modification of ATVs without approval from the manufacturer.
- Monitor the manufacturer's recalls and ensure prompt action when a recall is issued for the ATV(s).
- Frequently remove vegetation from around the exhaust system to prevent ignition of a wildfire.
- Ensure ramps used to load the ATV for transport are in good repair and are attached securely to the transport vehicle (trailer or pickup-truck) when loading.
 - The ramp angle must be sufficiently low so as not to cause the ATV to flip backward when loading.

Always ride safely and responsibly.

Boat Safety

Some of the Project CLEANS sites will only be accessible by boat and require special precautions for the safety of all.

Any vessel used to transport workers will be required to follow Transport Canada's Small Commercial Vessel Regulations.

Operators of small commercial vessels are required to have in their possession a Pleasure Craft Operator Card.

All persons being transported by boat must wear a life jacket or personal flotation device.

Defective Tools & Equipment

Defective equipment and tools can cause serious and painful injuries. If a tool is defective in some way, DON'T USE IT.

To ensure safe use of tools and equipment, always inspect the tools each and every time before use.

Air, gasoline or electric-powered tools and equipment require skill and complete attention on the part of the user even when they are in good condition. Powered tools and equipment should not be used unless the worker is authorized and competent, or under the direct supervision of a competent person.

Before using power tools, check for:

- broken, missing or inoperative guards;
- insufficient or improper grounding;
- damaged cords;
- dull blade or chains;
- unusual or excessive vibrations and/or noise;
- damaged or cracked casing/housing; or
- fluid leaks (gas or oil).

Defective tools and equipment must be tagged “Out of Service” until repairs can be made or the item replaced. When tagging a defective item, include a detailed explanation of the problem if possible.







Workplace Hazardous Materials Information System (WHMIS)

Workplace Hazardous Material Information System (WHMIS) has three main features:

- Labelling of all containers of controlled products; or
- Having material safety data sheets (MSDS); and
- Educating all workers about WHMIS, including:
 - safe handling and storage of controlled products;
 - understanding WHMIS symbols and MSDS; and
 - being aware of potential hazards.

Contractors are responsible to ensure that all workers involved in work with controlled products are trained in WHMIS. Contractors must have

controlled products pre-approved before bringing them onto the Project
CLEANS sites.

 <p>The 8 WHMIS symbols are:</p>	<p>CLASS A compressed gas</p> 	<p>CLASS B flammable and combustible</p> 
<p>CLASS C oxidizing material</p>	<p>CLASS D1 materials causing immediate and serious toxic effects</p>	<p>CLASS D2 materials causing other toxic effects</p>
<p>CLASS D3 biohazardous infectious materials</p> 	<p>CLASS E corrosive material</p> 	<p>CLASS F reactive material</p> 

Manual Lifting

Always practice the “Lift It Twice” principle.

1. First, make the lift in your mind. Picture how you are going to pick up the load, where it is going, how you are going to get it there and finally how you are going to set it down. Now ask yourself can I complete that task without injury? If you can answer yes . . .

2. Then  and complete the lift . If you can't, then  do not make  until it can be done 

- Know your limit when lifting or moving heavy or bulky objects. If the load is too heavy, off-balanced or awkwardly shaped, get someone to assist you or use mechanical lifting equipment.

- Before lifting, make sure that the path is clear and free of obstructions.
- Make sure there is a place and a way to set the load down without causing injury.
- Get a good footing.
- Bend at the knees and get a good grip on the object to be lifted.
- Tighten abdominal muscles and lift by straightening legs. Keep back straight, and keep the object being lifted close to the body.
- Take small steps to maintain balance.
- Avoid twisting at the waist. Instead, point one foot in the direction you intend to travel and then turn at the hips.
- To put the object down again, do not bend from the waist. Keep back straight and knees bent, and keep the object close to your body until it is placed in a secure position.
- Push, don't pull loads.
- Get proper instruction on back care and lifting methods.

Site-Specific Hazards

Each site was involved in the mining of uranium and may have some or all of the following hazards:

- **Debris:** Various types of debris such as lumber, steel cables, iron beams, piping material, nails and spikes, rebar, and broken concrete. All of this material may be exposed and easily identified or it may be hidden by brush or overgrown with weeds and grass. This can easily cause a worker to trip and fall onto this material causing serious injury. Care must be taken when walking around the sites.
- **Radioactive Materials:** This will be in the form of ore and tailings left behind from the mining process and may be located at the adits and shaft openings as well as stock piles of ore and tailings areas. Each Project CLEANS work site will be inspected and metered to identify any hazardous areas. These areas will be identified with flagging and are to be avoided unless the worker is authorized to work in the area.

- **Asbestos:** This can be present in many forms as it was used in most building materials at the time these mines were in operation. In most cases, there is minimal risk in disposing of most of the asbestos-bearing material that will be found on the CLEAN Project sites. This material can be safely handled while wearing normal work clothing and basic PPE with the addition of a P100 particle mask provided the asbestos is not released into the air by any process such as cutting with a saw or drilling, grinding, sanding or smashing the material that contains the asbestos.
- **Buildings, Structures and Platforms:** Throughout the Project CLEANS work sites, there are a number of building structures such as tanks, wooden pipelines, concrete cisterns and pads as well as platforms, some of which are elevated within buildings while others lay over shafts or tanks of water. These structures are considered very unstable and access is restricted until the actual demolition work is scheduled to take place. However, the hazards must be assessed and a safe plan for demolition developed, implemented and monitored.
- **Wildlife:** Feeding and/or disturbing wildlife is strictly prohibited. Be aware of the potential of accidentally disturbing dens with young. Report any activities that have the potential to disturb wildlife habitat to the Project CLEANS Manager. Also report any sightings of wildlife that could pose a threat to workers on site. Contractors should have some form of bear awareness/avoidance training.
- **Blasting Caps:** At each of the Project CLEANS sites, there is a potential for workers to find discarded blasting caps. These blasting caps are not to be handled. Identify the area with colored survey tape and report the findings to the Project CLEANS Manager. A specialized crew will be contracted to dispose of these blasting caps.
- **Brush Clearing:** There may be a requirement on some Project CLEANS sites to clear away trees and underbrush in order to access some of the debris that needs to be removed. Hazards associated with these operations include the use of chainsaws to fell trees and clear brush. Workers must be trained and competent in the use of chainsaws, follow the chainsaw H&S practices/procedures and wear the specialized PPE for this task.



Saskatchewan Research Council Contractor Site/Task Specific Safety Orientation



As a part of SRC's commitment to health and safety, the Project CLEANS Manager will ensure that all contractors and subcontractors receive a thorough orientation on the following items:

- Project CLEANS and scope of work
- Project CLEANS Health & Safety Handbook
- Personal protective equipment requirements specific to the work area
- Policies, rules and H&S practices/procedures
- Project CLEANS Emergency Response Plan and emergency procedures
- Location of first aid kit
- Identified hazards of the work area and controls in place to limit risk
- Hazard Management Process
- Incident reporting and investigation
- Environmental protection
- Prohibited and restricted areas
- Radiation and asbestos awareness
- Review of OH&S legislation
- Review of WHMIS requirements and MSDS binder location
- Fire prevention
- Working alone procedures
- Tour of work area

I have been made aware of, and been given information on, the items listed above. I have had the opportunity to ask questions and understand the information provided.

(Name)

(Signature)

(Company name)

(Project Site)

(Orientation Given By)

(Signature)

Date of Orientation: _____

Additional Comments: _____

The checklist is to be returned to SRC's Occupational Health and Safety Services. The checklist will be kept on file demonstrating your commitment to the Project CLEANS Health & Safety Program.