

MUNICIPAL DISTRICT OF FAIRVIEW NO. 136

VEHICLE AND OPERATOR SAFETY POLICY

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## INTRODUCTION

This Vehicle and Operator Safety Policy represents the first component of what should become a comprehensive safety policy for all aspects of the Municipal District operations.

Its documentation has been triggered by the requirements for registration under the National Safety Code. It also attempts to meet the requirements of the Occupational Health and Safety Act and Regulations where appropriate.

Awareness by Municipal District staff of the need for safety in their operations has been evident over the years. Many of the requirements under this policy have been met by the Municipal District and its staff in an ad hoc fashion. A number of the requirements are new, particularly with respect to recording maintenance and repair activities, confirming driver records, and the like.

It should be apparent that not all situations can be foreseen or provided for in a written policy. One of the objectives of this policy is to build a framework of guidelines in which staff can exercise reasonable judgment when dealing with those situations.

This policy has been developed through the cooperative effort of the Municipal District Council and staff, and with the help of Motor Transport Board and Occupational Health and Safety staff. It has been developed on the basis of the many years of cumulative experience available from those people.

**SAFETY PHILOSOPHY**

CREATING AND MAINTAINING A SAFE WORKING ENVIRONMENT IS IMPORTANT. The Municipal District has as a priority the creation and maintenance of a safe working environment for its staff, its clients, and the general public.

SAFETY IS WORTH THE EFFORT. It maintains the health and well being of officials and staff. It contributes to the health and well being of our clients and the general public. It reduces the cost of operations and minimizes the liability risk of the municipality.

SAFETY IS A TEAM EFFORT. Each official and employee of the Municipal District has a responsibility to ensure the maintenance of a safe working environment.

SAFETY HAS MANY FACETS. They include, but are not limited to, attitudes, work practices, provision of safety equipment and training, proper maintenance and operation of equipment, maintaining safe job sites, and evaluating/upgrading safety programs.

SAFETY REQUIRES ACTION. The Municipal District will take action to provide safe working conditions and to promote safe working practices.

VEHICLES MUST BE OPERATED SAFELY. The operation of our fleet of vehicles is an integral and important part of our overall municipal services program and must be conducted in a safe manner.

**OBJECTIVES**

**Prevent accidents.**

**Encourage a safety conscious attitude.**

**Provide guidelines to deal with unforeseen situations.**

**Encourage the use of safe operating procedures.**

**Maintain safe equipment.**

**Minimize the damage when accidents occur.**

**Learn from our mistakes by ensuring a proper evaluation of accidents and potential accidents.**

**Record our actions in reaching these objectives.**

**RESPONSIBILITIES**

**Council**

THINK SAFETY.

Encourage staff to maintain a safety conscious attitude. May request staff to take training.

Provide a variety of resources to maintain a safe working environment.

Monitor the results of the safety activities.

Recommend changes to safety efforts where required.

Approve safety policies for the Municipal District.

**Management and Supervisors**

THINK SAFETY AND WORK SAFELY.

Lead by example in encouraging staff to maintain a safety conscious attitude.

Be alert for safety hazards and take or recommend corrective actions.

Implement safety policies approved by Council.

Ensure that staffs are carrying out the safety policies.

Provide adequate training to staff.

Review accidents or potential accidents with staff and ensure that measures are taken to reduce the likelihood of a second occurrence.

Maintain adequate records of safety activities.

**Employees**

THINK SAFETY AND WORK SAFELY.

Be alert for safety hazards and correct them.

Help your co-worker to work safely.

Cease operations immediately where hazards exist to life and limb and the situation cannot be corrected right away.

Advise your supervisor of hazardous or potentially hazardous situations.

Carry out safety policies approved by Council.

When accidents occur, make sure the accident site is safe before you attempt a rescue.

Report accidents or significant incidents which could lead to accidents as soon as you are reasonably able.

Vehicle operators have the prime responsibility for the safe operation of their equipment.

### **OPERATOR SAFETY**

#### Qualifications

1. Vehicle operators shall hold a valid Alberta operator's license, and other operating certifications (e.g. air brake ticket) for the class of vehicle they are operating.
2. Operators must demonstrate adequate familiarity with the vehicle for the conditions in which the Municipal District is likely to operate.
3. Before commencing employment with the Municipal District, operators shall provide a record of qualifications, including an abstract of licenses or driving record, and a list of previous experience. This documentation shall be renewed annually.
4. Potential employees who have a loss of 6 or more points on their driving record must complete, at their own expense, a defensive driving course subsequent to the loss of the points before they will be considered for employment.
5. Employees of the Municipal District who lose 9 or more points shall report that loss to their supervisor and complete, at their own expense, a defensive driving course subsequent to the loss of the points. Failure to do so may result in the suspension of driving privileges on Municipal District vehicles or dismissal from employment.
6. Employees who accumulate a loss of 15 or more points will be suspended or dismissed.

Operating Rules

1. Operators shall drive defensively.
2. Operators shall operate vehicles at or below posted speed limits and in accordance with driving conditions.
3. Operators shall obey all other traffic laws and regulations.
4. Operators under the influence, however slight, of alcohol or drugs shall not operate Municipal District vehicles. Failure to comply with this policy may result in immediate suspension without pay or dismissal.

Safety Rules

1. Operators will perform a vehicle inspection prior to operating their vehicle which ensures that the vehicle is in a safe operating condition, and that there are no hazards in the immediate vicinity of the vehicle. Particular attention should be paid to wheels and brakes, steering mechanisms, all lights, safety equipment, and other signs which may indicate mechanical problems.
2. Operators should wear clothing which minimizes the possibility of accidents and use appropriate safety equipment.
3. Operators should exercise care when entering or leaving their vehicle to ensure footing and access is safe.
4. Operators should ensure that they have good visibility when operating vehicles.
5. Operators will inspect their vehicle at the end of a shift and repair or report any malfunctioning safety items before the vehicle is operated again.
6. Operators will complete written reports of any maintenance work they do on a vehicle and turn the reports over to their supervisor.
7. Operators should ensure a vehicle is safely parked before leaving it unattended, or before working on or under it for the purpose of performing routine maintenance, installing chains, etc. Vehicles should be parked on clear level ground and the motor shut off whenever possible.
8. Operators will be responsible at all times for ensuring their loads are properly secured. Attachments should be disengaged, lowered and/or angled as required. Loads should be tied down securely and boomers properly fastened.

9. Operators will complete daily time sheets, and where required on long hauls, will complete log book forms.

### Accident Situations

1. Operators will report all accidents, however small they may seem, to their supervisor.
2. Operators involved in an accident with power lines SHOULD NOT LEAVE THE VEHICLE unless it is absolutely necessary. If you must leave the vehicle, leap as far from the vehicle as possible. Land on both feet and continue moving away from the vehicle by hopping on both feet.
3. Before helping others, make sure it is safe to do so. They may be energized by a live wire or surrounded by a cloud of toxic gas.
4. If it is safe to do so, take care of life threatening situations first and then call for help (police, ambulance, fire, etc).
5. Render first aid in accordance with your training and equipment available.

### VEHICLE SAFETY

1. Vehicles will be kept clean and properly maintained at all times.
2. Maintenance inspections will be carried out routinely in accordance with a schedule to be developed by the Public Works Foreman and the Mechanic.
3. Mechanical conditions which render the vehicle unsafe to operate will be repaired before it is put into service.
4. Vehicles will be equipped with adequate safety markers, a first aid kit and fire extinguisher. It is the operator's responsibility to see that these are kept fully stocked and in good operating condition.
5. Vehicles will be equipped with sufficient supplies to adequately secure any loads the vehicle might carry.
6. Records of repairs and maintenance shall be kept on forms to be provided by the Municipal District (copies of which are attached). It will be the responsibility of the person doing the work to ensure that the form is completed and turned over to the supervisor.

7. EXTREME CAUTION is to be exercised when loads or vehicles are being towed or winched. No one is allowed on the deck of a vehicle on which a load is being winched. Bystanders should be kept clear of the potential reach of a breaking tow or winch line.
8. When equipment is being loaded onto a trailer or truck, the deck should be clear and bystanders should be kept well back.

### CONDENSED EMERGENCY PROCEDURES

#### Potential Accident Situations

1. CEASE OPERATIONS IMMEDIATELY where life and limb are in danger.
2. CORRECT the hazardous situation.
3. REPORT the situation to your supervisor and appropriate agencies.
4. REVIEW the circumstances leading up to the situation.
5. CHANGE procedures and/or equipment as required.
6. INFORM others of your experience so they may benefit.

#### Accident Situations

1. ASSESS your immediate situation and that of others around you.
2. When safe to do so, and within the limits of your abilities, attempt to SAVE anyone in a life-threatening situation.
3. CALL for help.
4. WARN others of danger at the scene.
5. PROVIDE first aid to those not in a life-threatening situation.
6. REPORT the circumstances of the accident to your supervisor and appropriate agencies.
7. REVIEW the circumstances leading up to the accident.
8. CHANGE procedures and/or equipment as required.
9. INFORM others of your experience so they may benefit.



**ROAD SIGNAGE**

1. Work sites shall be marked in a manner which warns the general public of the dangers associated with the work in progress.
2. Road signage shall be maintained in a clean and highly visible condition.

**SHOP & YARD SAFETY**

1. The Public Works Foreman will be responsible for general safety conditions in the shop and yard. Individuals working on pieces of machinery will be responsible for safety conditions in their immediate working locations.
2. Safety equipment and procedures adequate for the particular task will be used by all employees. (Examples are safety visors for grinding and welding, blocking vehicles which are jacked up, etc.)
3. Equipment will be kept clean and in good working order.
4. Hoisting equipment will be routinely inspected in accordance with a schedule to be developed by the Public Works Foreman and the Mechanic.
5. Hazardous materials will be kept in appropriate containers and used in safe and well ventilated conditions.
6. Motors will only be run in the shop when the exhaust is adequately vented to the outside.
7. Vehicles should not be moved into or out of the shop until the operator is sure it is safe to do so. A second person should be enlisted to keep watch as the vehicle is being moved.

**FIRE SAFETY**

1. Staff should be constantly alert for potential fire hazards when working around vehicles.
2. Care should be taken when working with flammable liquids such as gasoline, oil, cleaning agents, and the like.
3. Gasoline will not be used for cleaning parts.

4. Vehicles and work areas should be adequately equipped with fire extinguishers before work is commenced.
5. Ensure that you have an adequate ESCAPE ROUTE should a fire occur. Be familiar with it.
5. Before attempting to fight a fire, WARN OTHERS of the danger.
6. CALL the fire department.
7. If clothing catches fire, attempt to smother the flames by rolling the person on the ground, dousing them with water, or covering them with a blanket. Render first aid and seek medical assistance if personnel are burned or they inhale toxic fumes.
8. When using extinguishers, point the discharge at the BASE of the flames.
9. **REMEMBER** - SAVE PEOPLE FIRST - Buildings and vehicles can be replaced.

#### SAFETY EQUIPMENT

1. Operators and passengers will use seat belts when the vehicle is in motion.
2. Seat belts and other vehicle safety equipment will be maintained in good operating order.
3. Personnel operating vehicles or performing maintenance tasks on them will wear adequate safety equipment for the task they are performing. This includes, but is not limited to, eye and ear protection, proper footwear, hardhats, gloves, and tight fitting clothing.

#### SAFETY EVALUATION

1. Safety procedures and equipment will be evaluated on an annual basis. This will not preclude ad hoc evaluations to deal with specific hazardous situations.
2. Staff meetings will be held regularly for the express purpose of evaluating and adjusting safety procedures.
3. Staff will develop recommendations for changes to safety policies. These recommendations will be taken forward to Council for consideration at least annually, and more often if required.

**SAFETY TRAINING**

1. Council will provide resources to ensure an adequate level of safety training is provided to its staff.
2. Safety training will cover all aspects of vehicle operation and maintenance; including but not limited to first aid, defensive driving, hoisting and blocking vehicles, and the like.

**REPORTING**

1. All staff are required to report safety related actions, hazardous situations, accidents and potential accidents, and vehicle maintenance activities.
2. The Municipal District will provide reporting forms.
3. Minutes will be kept of all safety related meetings and will set out the time, place, and purpose of the meetings; those in attendance; and the results of the meetings.

**EMERGENCY CONTACTS**

This list includes names and phone numbers of emergency contacts in the Peace Region. Radio Operators, Management and Supervisors should have a copy of this list with them at all times.

- AMBULANCE.....**911**
- FIRE ALARM.....835-3473 OR **911**
- GAS UTILITIES
  - NORTH PEACE GAS CO-OP.....835-5444
  - ATCO GAS.....1-800-511-3447
  - ATCO ELECTRIC.....1-800-668-5506
- HOSPITAL.....835-4941
- OCCUPATIONAL HEALTH & SAFETY.....1780-538-5249
- POISON CENTER.....1-800-332-1414
- POLICE.....835-2211
- ALBERTA ONE-CALL ..... 1-800-242-3447

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Date Approved October 24, 2006

Policy #24-V-1