

## **Joint Occupational Health & Safety Committee**

**Thursday, June 2, 2022**

**1:30 p.m.**

### **A G E N D A**

**This is an in-person meeting in the Council Chambers**

1. CALL TO ORDER
2. APPROVAL OF MINUTES - April 28, 2022
3. CHANGES/APPROVAL OF AGENDA
4. OLD BUSINESS
  - 4.1 Accident Reports
  - 4.2 Tool Box Meetings
  - 4.3 Training
5. NEW BUSINESS
  - 5.1 Safety Suggestions
  - 5.2 Region of Queens Safety Manual - Online Access
  - 5.3 Covid-19 – Update
  - 5.4 Annual Facility Inspections
  - 5.5 Safety Presentation - RQM Safety Program - Vol. 1 - Safe Work Practices  
& Job Procedures, Rules & Emergency Preparedness
6. OTHER
7. NEXT MEETING – Wednesday, June 29, 2022
8. ADJOURNMENT

**REGION OF QUEENS MUNICIPALITY  
JOINT OCCUPATIONAL HEALTH AND SAFETY COMMITTEE  
THURSDAY, April 28, 2022  
1:30 P.M.**

**Council Chambers**

**PRESENT:** Scott LeBlanc, Chair, Public Works  
Adam Grant, Vice-Chair, Public Works  
Garrett Chetwynd, Public Works  
Mallory Plummer, Finance  
Meaghan Roberts, QPEC  
David Kelley, QPEC  
Kevin Weagle, Public Works  
Kelley-Anne Hurley, Bylaw  
Audrey Wamboldt, Hillsvie Acres  
Robin McKinnon, Hillsvie Acres  
Steven Parnell, Capital Works

**REGRETS:** Frank Oickle, Landfill/MRF  
Steven Kennedy, Capital Works  
Scott Orme, Parks & Grounds

**1.0 CALL TO ORDER**

The meeting was called to order at 1:30 p.m.

**2.0 APPROVAL OF MINUTES – March 31, 2022**

It was moved by Kevin Weagle and seconded by Audrey Wamboldt that the Minutes of the Joint Occupational Health and Safety Committee meeting held on March 31, 2022, be approved.

MOTION CARRIED unanimously.

**3.0 CHANGES / APPROVAL OF AGENDA**

It was moved by Meaghan Roberts and seconded by Garrett Chetwynd that the Agenda be approved.

MOTION CARRIED unanimously.

**4.0 OLD BUSINESS**

#### 4.1 **Accident Reports**

There were no accidents to report.

#### 4.2 **Tool Box Meetings**

Most departments held toolbox meetings with a great representation of topics. Parks and Grounds staff have just returned for the season and will conduct toolbox meetings for the next safety meeting. The Landfill/MRF and the Planning Department will also hold toolbox meetings next month.

#### 4.3 **Training**

Training is set to resume as Provincial Covid-19 restrictions have been lifted. As Scott receives confirmed dates for the training courses, he will send them to everyone.

To date the following courses have been scheduled:

**First Aid** - May 5, 2022 - A 1 day course in the Council Chambers will be held for the following departments:

Administration - 3 employees  
Public Works - 6 employees  
Landfill/MRF - 3 employees  
QPEC - 1 employee  
Parks and Grounds - 2 employees

Scott stated another first aid course will occur this fall.

**Trenching and Excavation** - May 25, 2022 - A 1-day course in the Council Chambers will be held for 14 employees from the Public Works/Capital Projects department. A second trenching and excavation course will be scheduled (date pending) for approximately 14 more employees from this department. The course had to be split into 2 classes due to existing Covid-19 requirements by Nova Scotia Construction Safety Association that is conducting the courses.

Audrey said that Hillsvew Acres is looking to resume training during late spring or summer.

## 5.0 NEW BUSINESS

### 5.1 Safety Suggestions

There was nothing to report.

### 5.2 Safe Work Practices and Job Procedures Updates and Adoptions

Hillsview Acres is currently using a new dishwasher and as a result; 2 existing Job Procedures in Volume 2 required updating to be relevant to this new model. The new procedures were distributed to the committee for review and the following motions were made:

It was moved by Scott LeBlanc and seconded by Kevin Weagle: THAT the Joint Occupational Health and Safety Committee remove the following Job Procedures from Volume 2 of the Region of Queens Municipality's Safety Manual.

**JP-HILL-06 - Operating the Dishwasher**

**December 2018**

**JP-HILL-07 - Cleaning the Dishwasher**

**December 2018**

**MOTION CARRIED unanimously.**

It was moved by Scott LeBlanc and seconded by Audrey Wamboldt:

THAT the Joint Occupational Health and Safety Committee adopt the following Job Procedures for inclusion in Volume 2 of the Region of Queens Municipality's Safety Manual.

**JP-HILL-06 - Operating the Dishwasher**

**April 2022**

**JP-HILL-07 - Cleaning the Dishwasher**

**April 2022**

**MOTION CARRIED unanimously.**

### **5.3 Josh Communication and Reporting Changes**

Scott stated that with the recent retirement of JOSH Committee Secretary, Shelley Connolly, there will be some changes in the way the committee will communicate and report. Effective immediately the following will change:

- The Committee Chair will distribute agendas and minutes.
- The Agenda package will be 1 continuous document with all relevant meeting material included.
- No printed materials will be handed out at the meetings. All materials will be viewed by way of a laptop and projected onto a screen. Committee members can also follow along by viewing the package document on their electronic devices or print the package if they wish.
- The 3 Volume Region of Queens Safety Manual is currently being converted to PDF, reformatted and edited where necessary and placed online on the Regions Microsoft One Drive where all Region of Queens employees can access it. Scott said that he hopes to have this complete by next month.
- Accidents and Tool Box meeting forms are to be handed in to him by the Friday before the meeting so they can be included in the Agenda package.

### **5.4 Covid-19 –Update**

The following is a summary and guidance of to-date COVID-19 news and statistics applicable to Nova Scotia's residents. For the most up-to-date and accurate information please go to <https://novascotia.ca/coronavirus/>

#### **April 2022 Covid-19 News and Stats:**

There are no Covid-19 restrictions in Nova Scotia except for a few such as masking that are still in effect in long-term care facilities, health care and school settings. These will continue to be evaluated. Guidance regarding self-isolation requirements is still available at <https://www.nshealth.ca/what-do-i-need-know-about-covid-19-self-isolation>. The Omicron variant continues to spread across the province.

The province releases a weekly Covid-19 epidemiological report. The most current data is shown below

**Stats:**

**Vaccination Status:**

Fully Vaccinated – 87.6%  
Partially Vaccinated – 4.8%  
Unvaccinated – 7.6%

**Other Stats:**

Total in Hospital – 64  
In ICU – 11  
Hospital Admissions for the Month - 266  
Length of Stay – 6.8 days  
Positive PCR Tests Last Week – 7,508  
Positive PCR Test This Month – 25,599 (Approx.)  
Deaths for the Month – 45  
Total Deaths - 290

Audrey stated that due to the recent increase in Covid-19 cases in the community, Hillview Acres has implemented the following restrictions at the long-term care facility. They are as follows:

- Physical distancing and masking requirements remain in place.
- Proof of vaccination and screening is still required for visitors and staff.
- Visitors are allowed in for in-house visits in the visitation area.  
All visits are to be booked in advance.
- Outings are still permitted with family but no overnight visits are permitted.
- Outings need to be reported to review stops and visits to public places.
- Medical appointments are still happening for residents.
- Church services and volunteers are suspended until further notice.
- Isolated tours may happen at museums (if available) but visits to open/public establishments will be delayed for at least 2 weeks.

Once the numbers have plateaued, (hopefully by mid-May), Hillview Acres will look at loosening some of the social aspects of resident life at the facility.

## **5.5 Safety Presentation RQM Safety Program – Volume 1 – Policies, Hazard Assessments and Investigations**

Scott gave a Power Point presentation on Volume 1 of the Regions' three volume Safety Manual - Policies, Forms and Rules. To get a better understanding of the Regions' Safety Program and all of its components, it is important to understand what makes it all work. Our safety program is empowered by various policies that are a requirement of the Nova Scotia Occupational Health and Safety Act. The objective of these policies is to build and maintain a safe and healthy workplace. Our safety program contains the elements to make it possible to realize the objectives of these policies. He covered three sections of this volume in-depth. They are as follows:

- Policies and Responsibilities – from section 1.
- Hazard Assessments – from section 2.
- Investigations – from section 8.

A copy of this presentation has been attached. Scott said the remaining sections of Volume 1 would be covered during the next 2 safety meetings.

## **6.0 OTHER**

There was nothing else to report.

## **7.0 NEXT MEETING**

The next meeting will be held on Thursday, May 26, 2022 at 1:30 p.m. in the Council Chamber.

## **8.0 ADJOURNMENT**

There being no further business, the meeting adjourned at 1:58 p.m.

\_\_\_\_\_  
Scott LeBlanc, Chair

\_\_\_\_\_  
Adam Grant, Co-Chair

Date Approved: \_\_\_\_\_

# REGION OF QUEENS MUNICIPALITY

## Supervisor's Accident Investigation Report

No 0452

Company or Branch <b>RQM</b>		Department <b>Parks &amp; Grounds</b>	
Exact Location <b>Fort Point Parking Area</b>		Date of Occurrence <b>April 25/22</b>	Time <input checked="" type="checkbox"/> AM <input type="checkbox"/> PM
PERSONAL INJURY		PROPERTY DAMAGE	
Injured's Name <b>Jermey Stevens</b>		Property Damaged	
Occupation <b>Grounds Keeper</b>	Injured Part of Body <b>Back</b>	Estimated Costs \$	Actual Costs
Nature of Injury <b>Strained Back</b>		Nature of Damage	
Object/Equipment/Substance/Inflicting Injury		Object/Equipment/Substance/Inflicting Damage	
Person with most control of Object/Equipment/Substance		Person with most control of Object/Equipment/Substance	

Describe Clearly How The Accident Occurred: Attach Accident Diagram For All Motor Vehicle Accidents.

DESCRIPTION

**While trying to lift garbage can out of ring, employee felt strain in his back. This can usually has to be lifted out because raccoons tear the bags. Employee also has a back problem is another factor in the injury.**

What Acts, Failures To Act and/or Conditions Contributed Most Directly To This Accident?

ANALYSIS

**To Empty Garbage Can, bags are torn so we lift can out to empty.**

What Are The Basic or Fundamental Reasons For The Existence Of These Acts and/or Conditions?

**Empty Garbage Can**

<p><b>Loss Severity Potential</b></p> <p><input type="checkbox"/> Major    <input type="checkbox"/> Serious    <input checked="" type="checkbox"/> Minor</p>	<p><b>Probable Recurrence Rate</b></p> <p><input type="checkbox"/> Frequent    <input checked="" type="checkbox"/> Occasional    <input type="checkbox"/> Rare</p>
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What Action Has or Will Be Taken To Prevent Recurrence? Place X By Items Completed.

PREVENTION

**Shovel some Garbage out before lifting and get other employee to help lift can**

Investigated By <b>[Signature]</b>	Date <b>April 25/22</b>	Reviewed By <b>[Signature]</b>	Date <b>April 26/22</b>
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Adequate time spent on proper investigation and effective remedial action is cost reduction effort on tomorrow's losses.

# REGION OF QUEENS MUNICIPALITY

## Supervisor's Accident Investigation Report

No 0488

Company or Branch		Department <b>Eng. &amp; Public Works</b>	
Exact Location <b>Across from #19 Milton Rd.</b>		Date of Occurrence <b>04/12/2022</b>	Time <input type="checkbox"/> AM <input type="checkbox"/> PM Date Reported
PERSONAL INJURY		PROPERTY DAMAGE	
Injured's Name		Property Damaged <b>Non-Region vehicle</b>	
Occupation	Injured Part of Body	Estimated Costs \$	Actual Costs
Nature of Injury		Nature of Damage <b>Front end</b>	
Object/Equipment/Substance/Inflicting Injury		Object/Equipment/Substance/Inflicting Damage <b>Loader</b>	
Person with most control of Object/Equipment/Substance		Person with most control of Object/Equipment/Substance <b>harry whynot (Milton)</b>	

Describe Clearly How The Accident Occurred: Attach Accident Diagram For All Motor Vehicle Accidents.

D E S C R I P T I O N	<p><b>As Harry whynot (Milton) was heading towards Pine Grove along Milton Rd a car struck the loader he was driving between the front and rear tires as the car was exiting the lower Superstore driveway on Milton Rd. Harry and the other driver were ok and supervisors and RCMP were called to attend the scene.</b></p>
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What Acts, Failures To Act and/or Conditions Contributed Most Directly To This Accident?

**other drivers' failure to stop / yield to oncoming traffic.**

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What Are The Basic or Fundamental Reasons For The Existence Of These Acts and/or Conditions?

<p><b>Loss Severity Potential</b></p> <p><input type="checkbox"/> Major    <input checked="" type="checkbox"/> Serious    <input type="checkbox"/> Minor</p>	<p><b>Probable Recurrence Rate</b></p> <p><input type="checkbox"/> Frequent    <input type="checkbox"/> Occasional    <input checked="" type="checkbox"/> Rare</p>
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What Action Has or Will Be Taken To Prevent Recurrence? Place X By Items Completed.

P R E V E N T I O N	<p><b>Toolbox with works staff to remind them to be hypervigilant when traveling especially when driving heavy equipment. Ensure pretrip inspections are completed.</b></p>
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Investigated By	Date <b>May 5/2022</b>	Reviewed By	Date <b>May 5/22</b>
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Adequate time spent on proper investigation and effective remedial action is cost reduction effort on tomorrow's losses.

# REGION OF QUEENS MUNICIPALITY

## Supervisor's Accident Investigation Report

No 0489

Company or Branch <i>Landfill</i>		Department <i>Landfill</i>	
Exact Location <i>Landfill works Building</i>		Date of Occurrence <i>May 14, 2022</i>	Time <input type="checkbox"/> AM <input type="checkbox"/> PM
PERSONAL INJURY		PROPERTY DAMAGE	
Injured's Name <i>Melvin Carver</i>		Property Damaged	
Occupation <i>Landfill Asst.</i>	Injured Part of Body <i>Right eye</i>	Estimated Costs \$	Actual Costs
Nature of Injury <i>metal in eye</i>		Nature of Damage	
Object/Equipment/Substance/Inflicting Injury		Object/Equipment/Substance/Inflicting Damage	
Person with most control of Object/Equipment/Substance <i>Melvin</i>		Person with most control of Object/Equipment/Substance	

Describe Clearly How The Accident Occurred: Attach Accident Diagram For All Motor Vehicle Accidents.

D E S C R I P T I O N	<p><i>Melvin was cutting metal, it was hot that day and he was sweating, took his safety Glasses off to wipe sweat away from his eyes, must have had metal pieces on hand and one went into his eye when he rubbed it.</i></p>
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What Acts, Failures To Act and/or Conditions Contributed Most Directly To This Accident?

A N A L Y S I S	<p><i>making sure his hands were clean before rubbing his eyes,</i></p>
	<p style="text-align: center;">What Are The Basic or Fundamental Reasons For The Existence Of These Acts and/or Conditions?</p> <p><i>Prevent these type of incidents from causing damage</i></p>

<p style="text-align: center;">Loss Severity Potential</p> <p><input type="checkbox"/> Major    <input checked="" type="checkbox"/> Serious    <input type="checkbox"/> Minor</p>	<p style="text-align: center;">Probable Recurrence Rate</p> <p><input type="checkbox"/> Frequent    <input type="checkbox"/> Occasional    <input type="checkbox"/> Rare</p>
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What Action Has or Will Be Taken To Prevent Recurrence? Place X By Items Completed.

P R E V E N T I O N	<p><i>Tool Box WITH ALL EMPLOYEES TO REVIEW IMPORTANCE OF PPE AND PROPER USAGE TO PREVENT THESE INCIDENTS</i></p>
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Investigated By <i>[Signature]</i>	Date <i>May 18, 2022</i>	Reviewed By <i>[Signature]</i>	Date <i>May 18, 2022</i>
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Adequate time spent on proper investigation and effective remedial action is cost reduction effort on tomorrow's losses.

<b>Department</b>	<b>Date of Tool Box</b>	<b>Topics</b>
	<b>June 02, 2022</b>	
<b>Engineering – Public/Capital Works</b>	May 05, 2022 May 05, 2022	Checking & Re-stocking First-Aid Kits In Region vehicles. Being vigilant while driving/operating equipment around traffic right-of-ways.
<b>Finance/Corporate Services/Bylaw Enforcement</b>	May 06, 2022	Good Enough Mindset
<b>Hillsview Acres</b>	May 25, 2022 May 25, 2022	Bees and Wasps Habits and Safety
<b>Landfill MRF</b>	April 28, 2022 May 20, 2022	Public Access in Landfill Facility Personal Protective Equipment
<b>Planning</b>	May 24, 2022	Heat Stress
<b>QPEC - Admin</b>	May 02, 2022	Preventing Joint & Muscle Repetitive Task Strain
<b>QPEC - Operations</b>		
<b>QPEC – Fitness Centre</b>	May 03, 2022	Attitude and Safety
<b>Recreation &amp; Comm. Facilities/ Economic Development</b>	May 03, 2022	General Office Safety – Safe storage, trips, slips and falls.
<b>VIC</b>	Closed	Closed
<b>Parks/Grounds – seasonal staff</b>	May 16, 2022	Use of PPE - Review of SWP-COM-10
<b>Pools – Milton &amp; North Queens</b>	Closed	Closed

The following is a summary and guidance of to-date COVID-19 news and statistics applicable to Nova Scotia's residents. For the most up-to-date and accurate information please go to <https://novascotia.ca/coronavirus/>

**June 2, 2022 Covid-19 News and Stats:**

The only Covid-19 restrictions in Nova Scotia such as masking is still in effect in long-term care facilities and health care settings. This will continue to be evaluated. The requirements for non-medical facemasks was lifted for schools on May 24. Guidance regarding self-isolation requirements is still available at <https://www.nshealth.ca/what-do-i-need-know-about-covid-19-self-isolation>. The Omicron variant continues to spread across the province.

The province releases a weekly Covid-19 epidemiological report. The most current data is shown below

**Stats:**

**Vaccination Status:**

Fully Vaccinated – 87.9%

Partially Vaccinated – 4.6%

Unvaccinated – 7.5%

**Other Stats:**

Total in Hospital – 41

In ICU – 8

Hospital Admissions for the Month - 241

Length of Stay – 6.5 days

Positive PCR Tests Last Month – 10,630

Deaths for the Month – 77

Total Deaths - 391

# Volume 1 – Region of Queens Safety Program – Policies, Forms & Rules – Part 2

This presentation will cover the following sections of Volume 1 of our Safety Program:

- 1. Safe Work Practices and Job Procedures**
- 2. Rules**
- 3. Emergency Preparedness**

# Safe Work Practices:

- Are ways of controlling hazards and doing jobs with a minimum of risk to employees, other people and property.
- Are general in nature and can be applied to various situations.
- Are often referenced in Job Procedures for critical tasks.
- Are designed to create a standard method of dealing with a specific situation whenever it comes up.
- Should identify major hazards associated with the situation and describe any applicable regulations, standards, precautions and procedures to be followed.
- Are developed for all operations in the various Region of Queens departments as necessary.

**Safe Work Practices are located in Volume 2 of our Safety Program Manual.**

# Job Procedures:

- Are written, step-by-step descriptions of how to do a critical job task from start to finish. A critical job task is one where there is a significant hazard or hazards to the employee, other people at the workplace or property.
- Like safe work practices; they are used to train workers and as a reference by workers and supervisors for tasks that are hazardous or which are not done very often.
- Should identify the major hazards associated with the task. It may make reference to one or more relevant safe work practices such as the use of tools and equipment.
- Are developed for all operations in the various Region of Queens departments as necessary.

**Job Procedures are located in Volume 2 of our Safety Program Manual.**

# General Rules:

- Consumption, possession or being under the influence of alcohol or illegal drugs or being otherwise visually impaired while at the Region of Queens workplace is prohibited.
- Fighting, horseplay, practical jokes or interfering with another worker is prohibited.
- Theft, vandalism or any other abuse or misuse of Region of Queens property is prohibited.
- All incidents that result in damage or injury are to be reported to your Supervisor immediately.
- First aid treatment is to be obtained promptly for any injury and be properly recorded as necessary.
- All work shall be carried out in accordance with the appropriate safe work practices and job procedures and your Supervisor's direction.
- All accidents, incidents, injuries and near misses, and any unsafe acts/conditions are to reported promptly to your supervisor immediately.

# General Rules (continued):

- All employees shall comply with the provisions of the Occupational Health and Safety Act of Nova Scotia and all supporting regulations.
- Employees must wear properly maintained personal protective equipment (PPE) as prescribed by the PPE Policy found in Volume 1 of our safety manual.
- Tools and equipment are to be used only for the purpose for which they were intended as per manufacturer's instructions and must be properly maintained.
- All tools and equipment that have been damaged, become worn and/or defective cannot be used safely. They must be promptly taken out of service for repair or replacement as per the Maintenance Policy found in Volume 1.
- Good housekeeping practices must be maintained daily in all work areas.
- All employees shall participate in the Region's safety program, including attendance at training sessions and tool box meetings.
- All employees must avoid wearing loose fitting clothing and jewellery that could become entangled in tools and equipment. Long hair must be confined as well.

# Safety Rules For Visitors:

The Region of Queens is committed to conducting its business in a socially responsible manner by ensuring, as far as reasonably practicable, a healthy environment for all individuals, including visitors to our workplaces.

The purpose of these rules is to prevent or minimize injury or illness through adherence to the Region's Occupational Health and Safety Program.

Admission to the Region's workplace is conditional upon each visitor complying with the following:

1. Visitors shall wear the required Personal Protective Equipment at the Region's workplaces as prescribed by the Region's PPE Policy ie: headgear, footwear, eyewear and high visibility safety apparel.
2. Visitors shall follow; specific safe work practices related to the work being undertaken where instructed to do so.
3. Visitors who are under the influence of alcohol, illegal drugs or visibly impaired will be prohibited from Region workplaces.
4. Visitors are prohibited from horseplay, fighting, harassment or otherwise interfering with another person.

# Personal Protective Equipment (PPE):

- Employees at the Region of Queens shall wear the appropriate PPE as prescribed by the Region's PPE Policy
- All PPE shall be inspected and maintained by those wearing it to ensure and preserve its effectiveness to provide safety.
- PPE shall fit properly to allow for the greatest amount of comfort possible while still providing the necessary safety required.
- PPE that is out of date or damaged shall be taken out of service and replaced.
- PPE use is often described in safe work practices and job procedures.
- All PPE in use in the Region of Queens shall be approved by the Canadian Standards Association (CSA).

**All PPE will be provided by the Region of Queens.**

**The following PPE will be covered:**

1. Head Protection
2. Foot Protection
3. Respiratory Protection
4. Eye & Face Protection
5. Hearing Protection
6. Fall Arrest Systems
7. High Visibility Safety Apparel
8. Safety Gloves



## Head Protection:



- Head protection shall be worn at all times when the risk of a head injury exists.
- Head protection shall be the form of a CSA Type 2, class E hard hat as outlined under CSA Standard Z94.1-05. This hard hat offers protection from impact and penetration at the top and sides of the head and is provided with a 20,000 volt non conductivity rating.
- Hard hats consist of a shell, foam insulating layer & suspension. Any alterations are prohibited. The suspension holds the shell away from the head, provides air flow and acts as a shock absorber. The shell is shaped to deflect falling objects. The only head covering permitted under a hard hat is an industry standard winter liner for adverse weather conditions. Never wear a ball cap under a hard hat.
- Hard hats must fit properly and be adjusted to prevent falling off while bending over. Damaged hard hats must be disposed of and replaced immediately.
- Inspect hard hats for UV degradation, cracks in the shell, damage to the foam layer and tears & rips in the suspension. Ensure the adjusting mechanism is working properly.



# Foot Protection:



- Safety footwear is designed to protect feet against a wide range of injuries such as impact, compression, punctures and shock.
- The Region requires employees to wear footwear complying with CSA Standard Z195-09. This is footwear with a green triangle, Grade 1 protective toe and sole puncture protection and white rectangle Greek letter omega electrical shock resistance. Rubber boots meeting these standards are also permitted when working in wet conditions.
- Staff at Landfill, MRF, Capital Projects and Public Works is required to wear 8” boots, QPEC staff are permitted to wear 6” inch boots and Water Utility staff are permitted to wear safety shoes.
- Always lace up footwear and tie laces securely. Replace worn out safety footwear as necessary. Ensure safety footwear fits properly to allow for comfort.
- Ice cleats can be worn on the bottom of safety footwear as long as they are fastened securely and fit properly. Ice cleats allow for more foot traction on slippery surfaces such as ice.



# Respiratory Protection:



- Employees who work where they will likely be exposed to hazards such as gases, dust, fumes, vapors, chemicals or confined spaces shall wear appropriate respiratory equipment that shall comply with CSA Standard Z94.4-11.
- The most common types in use at the Region of Queens are half face respirators, full face respirators and dust masks. Respirators must fit properly to be effective.
- Respirators do not supply air but remove toxins by way of a specialized cartridge mounted on the respirator. The type of cartridge depends on the hazard assessment specific to the task at hand.
- Respirators must be maintained and inspected as necessary. The following shall be observed before using:
  1. Cracks in the face piece
  2. Metal nose clip must form easily on bridge of the nose
  3. Ensure straps/harnesses have no frays or breaks
  4. Filters and cartridges must be compatible with the mask
  5. Out of date cartridges must be replaced immediately
  6. Ensure that cartridges are not cross threaded when installed
  7. Ensure valves and covers are clean and in good working order



# Eye & Face Protection:



- Eye & Face Protection devices used in the Region must comply with CSA Standard Z94.3.1-09. These devices protect the face from materials such as flying particles, molten metal, liquid chemicals, acids, caustic liquids, chemical gases or vapors and potentially infectious material and harmful light radiation.
- Eye and face protection must fit close to the face to be effective. The various types we use are:
  - 1. Safety glasses – Constructed of metal or plastic frames with impact resistant lenses. Can be affixed with side shields for additional hazard protection
  - 2. Safety goggles – Usually made of rubber, this tight fitting protection covers the eyes and the area around the eyes. Provides protection from impact, dust and splashes. Can be worn over prescription eyewear if fitted properly.
  - 3. Welding shields – Made of vulcanized fibre or fibreglass with a filtered lens. Protection from flying sparks, metal splatter, infrared and intense radiant light common during welding, brazing, cutting and soldering operations.
  - 4. Face shields – A transparent plastic lens to cover the face from the eyebrows to below the chin over the entire width of the head. Protection from sprays of hazardous liquids. Safety goggles or safety glasses can be worn under to protect from impacts.



# Hearing Protection:



- Hearing loss can be a gradual process which can be accelerated from ongoing exposure to loud noise levels during work activities in the Region of Queens.
- Generally, the rule of thumb for hearing protection is to use it when you cannot carry on a conversation at a normal volume of voice when you are 3 feet apart. Any sound over 80 dba requires hearing protection that meets CSA Standard Z94.2 M1984. If the hearing protection is not properly fitted, it will offer very little protection. The various types of hearing protection are:
  1. Ear plugs – Inserted to block the ear canal. These are moldable or pre-formed and are disposable or re-usable. Can be used with ear muffs and consist of 2 ear plugs connected to a rigid head band.
  2. Ear muffs - Consist of materials that fit around the ears and greatly reduce the amount of sound the ear can receive. Designed with a head band and ear cushions.
  3. Fitting Ear Plugs – Moldable and should be inserted with clean hands. The ear should be pulled outward and upward with the opposite hand to enlarge and straighten the ear canal while inserting them.



# Fall Arrest Systems:



- Fall Arrest Systems are devised to prevent falls and to significantly lessen bodily injury should a fall occur. All components of fall arrest systems must comply with CSA Standard Z-259.16.
- Fall arrest systems are to be used whenever the working height exceeds 3 metres to a safe surface or where a fall from a lesser height may result in serious injury such as over a body of water or other hazardous material.
- The 2 systems used are Fall Restraint and Fall Arrest.
- **Fall Restraint Systems** prevent you from falling by way of a Work-Positioning System using a full body harness attached to an anchor leaving your hands free to work. A Travel Restraint System can also be used with guardrails or personal fall protection equipment to prevent you from travelling to an edge from where you may fall.
- **Fall Arrest Systems** protect you after you fall by stopping the fall before you hit the surface below using a full body harness connected by lanyard or lifeline secured to an anchor point.
- Employees are to be trained and are to be familiar with the proper use and application of Fall Arrest Systems. Safe work practices and applicable regulations are to be complied with at all times while working from heights.



# High Visibility Safety Apparel:



- High Visibility Safety Apparel allow employees to be visible while working around moving equipment or traffic; day or night or during inclement weather conditions. As a minimum; Class 2, Level 2 High Visibility Safety Apparel is used in the Region of Queens and must comply with CSA Standard Z96-15.
- Examples include reflective vests, jackets, and harnesses. Class 2, Level 2 apparel offers protection to the upper torso - front, back, sides and over the shoulders. If necessary, Class 3 High Visibility Safety Apparel can be used with the addition of arm bands, cuffs and pants.
- Class 2, Level 2 High Visibility Safety Apparel is effective when work backgrounds are complex and vehicles are moving between 40-80 km/hour. Examples include road construction, surveying, road side vehicle maintenance, flagging operations, grounds-keeping tasks, warehouse shipping and receiving operations, sidewalk workers and right-of-way operations.
- High visibility safety apparel must fit properly for comfort and be kept clean and dry; otherwise it is not effective in protecting you. Replace as necessary.



# Safety Gloves:



- There are a variety of Safety Gloves used by employees at the Region of Queens. Our hands enable us to work and must be protected from job tasks involving chemicals, puncture hazards, hot and cold temperatures and shock.
- Safety gloves must fit and be properly maintained to be effective. They must be replaced immediately if they no longer offer protection to your hands. The various types of gloves in use are as follows:
  1. Disposable Gloves: Designed to protect both the wearer and product being handled. Ideal for single use where fingertip sensitivity is required. Usually made from latex or nitrile.
  2. Chemical Resistant Gloves: Protects against chemical penetration. Made from many different synthetic materials such as latex, PVC, or neoprene.
  3. Cut Resistant Gloves: Manufactured from special materials to lessen the risk of being cut when handling sharp objects.
  4. Voltage Resistant Gloves: Made of natural rubber for protection during tasks involving electrical voltage. These gloves have long cuffs and specific voltage classifications.
  5. General Purpose Gloves: Provides protection against abrasions, punctures and cuts. Usually made of cotton or leather. Ideal for lifting and handling materials.
  6. Temperature Resistant Gloves: Designed for tasks involving temperature extremes, flame retardancy or welding. Made of materials like thick leather, insulation, glass cloth with special coatings and backings.

# Emergency Preparedness:

- This important document is located in Volume1, Section 9 of our safety manual.
- It contains contact information for relevant **emergency services** such as:

<b>9-1-1 (Ambulance, Police and Fire Services)</b>	<b>Hospitals (Local and Halifax)</b>
Emergency Measures (EMO)	Mental Health & Addictions
Nova Scotia Health & Wellness	Poison Control
Department of Labour	Environmental Emergencies
Nova Scotia Power Corporation	Nova Scotia Construction Safety Association
Transportation & Infrastructure Renewal (TIR)	Bell Aliant & Eastlink (Underground & Overhead Cables)

- Also found is contact information for **Region of Queens Municipality Department Heads, Supervisors, The Mayor and CAO.**
- It is essential that this document be displayed on all Region of Queens safety bulletin boards and all employees are knowledgeable of its contents.
- This document will be updated as necessary.