

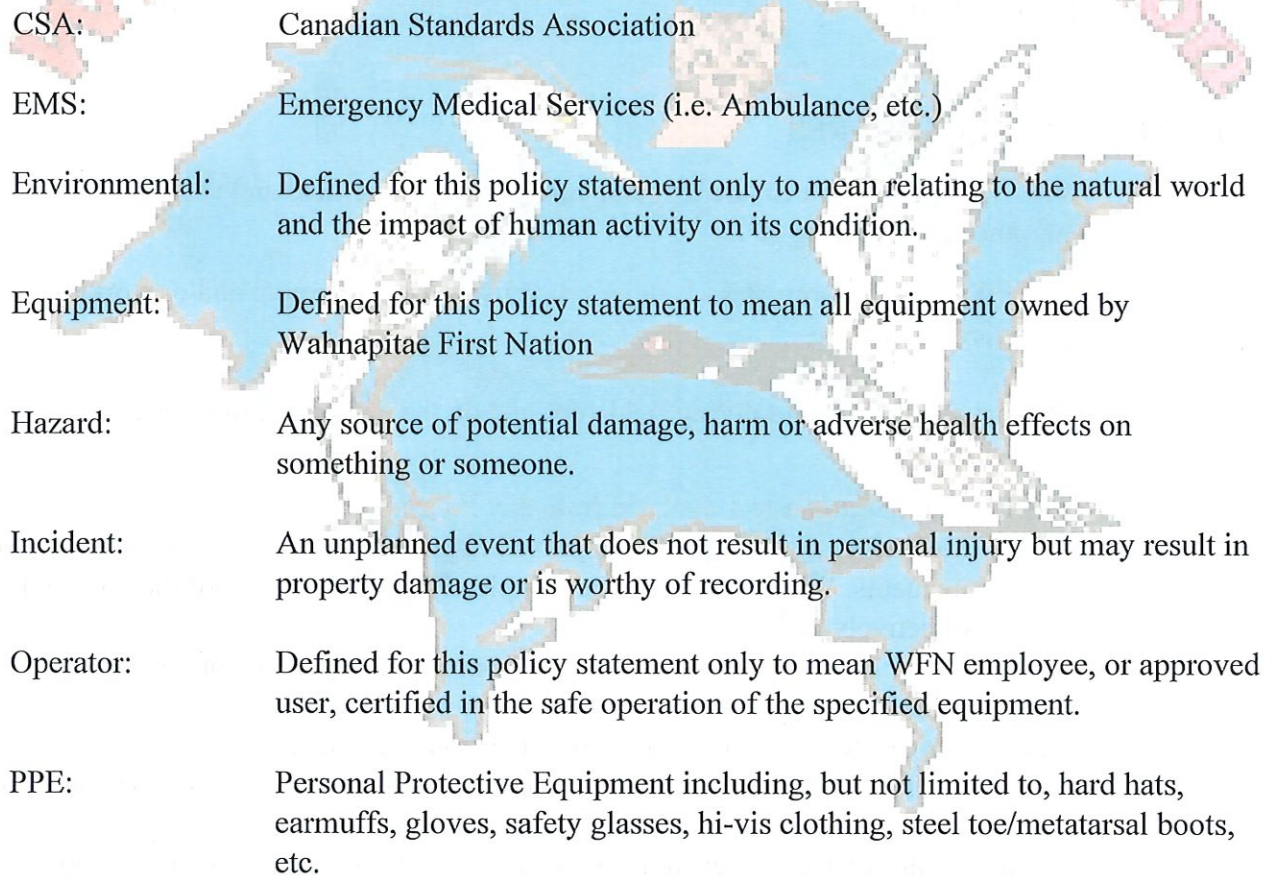
Wahnapiatae First Nation

Field Safety Policy

Amended by **Band Council Motion: 20/21-09-128**
At the **Chief and Council Meeting of: September 15, 2020**

Adopted by **Band Council Motion: 19/20-08-93**
At the **Chief and Council Meeting of: August 1, 2019**

1.0 DEFINITIONS



CSA:	Canadian Standards Association
EMS:	Emergency Medical Services (i.e. Ambulance, etc.)
Environmental:	Defined for this policy statement only to mean relating to the natural world and the impact of human activity on its condition.
Equipment:	Defined for this policy statement to mean all equipment owned by Wahnapiatae First Nation
Hazard:	Any source of potential damage, harm or adverse health effects on something or someone.
Incident:	An unplanned event that does not result in personal injury but may result in property damage or is worthy of recording.
Operator:	Defined for this policy statement only to mean WFN employee, or approved user, certified in the safe operation of the specified equipment.
PPE:	Personal Protective Equipment including, but not limited to, hard hats, earmuffs, gloves, safety glasses, hi-vis clothing, steel toe/metatarsal boots, etc.
WFN:	Wahnapiatae First Nation

2.0 BACKGROUND

- 1.1 Chief and Council of WFN wish to ensure the safety of all WFN employees and to provide a safe and healthy work environment for all employees.
- 1.2 WFN recognizes the importance of the safe operation of all WFN equipment and strives for the abatement of incidents and accidents.
- 1.3 WFN believes that the greatest advancements can be made in the areas of accident prevention and occupational health and safety by encouraging workers and supervisors to work together in an atmosphere of mutual respect and trust to resolve issues.
- 1.4 WFN has developed this Field Safety Policy to define responsibilities for safety and risk management in fieldwork, to promote self-reliance and preparedness for field activities and outline requirements for communications between field workers and the Band Office.

2.0 GENERAL PROCEDURES

- 2.1 WFN supervisors will ensure that all staff working in the field and using band equipment are wearing PPE.
- 2.2 ALL PPE must be worn at ALL times when using the equipment and/or working out in the field.
- 2.3 PPE that should be worn during fieldwork and on the equipment includes:
 - 2.3.1 Hardhat: to protect the head from any injury.
 - 2.3.2 Steel-toe work boots: CSA approved to protect the feet from obstructions or incidents. Work boots must be completely laced to the top of the boot and effectively tied off.
 - 2.3.3 Safety Glasses: to protect the eyes from any flying debris or dangerous chemicals.
 - 2.3.4 Gloves: to protect the hands from incisions and falls.
 - 2.3.5 Ear Plugs/Covers (when using riding lawn mower, chain saw, excavator): to protect the ears from high noise levels.
 - 2.3.6 Chainsaw Chaps (when using chainsaws or brush saws): to protect legs from the dangers of working with motorized saws.
 - 2.3.7 Personal Flotation Devices (PFD): Must be worn properly when using Wahnapiatae First Nation pleasure crafts and within 6 ft (1.8m) of water.
 - 2.3.8 Helmets: Must always be properly worn and used when operating an ATV vehicle.

2.4 Appropriate PPE must be worn when using the following band equipment:

- Excavator
- Backhoe
- Dump truck
- Grader
- Kubota
- Riding lawn mower
- Push mower
- Whipper Snipper
- All Terrain Vehicle (ATV)
- Argo
- Boat
- Chainsaw
- Trimmer/Brush Cutter
- Public Works Trucks, and Lands Truck

2.5 Any employee not working in accordance with the guidelines stated above will be reported to the supervisor, removed from the work site immediately, brought to the band office and address the issue with the Supervisor or Executive Director; they can only return once they have all the proper equipment needed to operate safely.

2.6 To ensure the safety of all personnel, all work that takes place away from buildings and vehicles must be done, at minimum, in groups of two, unless other arrangements have been made and approved by the supervisor or Executive Director.

2.7 Bear horn, bear bangers and bear bells must be carried when working near landfill and in clear-cuts or forested areas. Supervisors will ensure that Employees are properly trained in the use of bear safety equipment.

2.8 In order to ensure the safety of Wahnapiatae First Nation employees, employees must be aware of Wahnapiatae First Nation safety protocols and have fully reviewed all safety policies and procedures and signed off.

2.9 In the interest of the well-being and safety of employees, the protection of the public, company property and the orderly and efficient operations of Wahnapiatae First Nation business, it is necessary to enforce certain safety protocols and worker responsibilities.

2.10 Employees must be familiar with Ontario Health and Safety legislation and know the right to refuse work in unsafe conditions.

- 2.11 Lightening: if lightening is observed, stop work and take shelter in a vehicle or building for at least 30 minutes. Work can resume after lightening is not observed for 30 minutes.
- 2.12 Wahnapiatae First Nation will supply PPE for employees at start of employment (conditional on position) and every second year thereafter, unless specified below;
- 2.13 PPE will have a spending limit allowance for the following;

Work Boots (summer)	\$ 200.00
Work Boots (winter)	\$ 200.00
Work Gloves (summer)	\$ 50.00
Work Gloves (winter)	\$ 50.00
Vest	\$ 25.00
High Vis Pant	\$ 60.00
High Vis Shirt	\$ 60.00
Hard Hat	\$ 50.00
Earmuffs	\$ 40.00
Safety Glasses	\$ 10.00
Mask	\$ 50.00
-Fit Test	\$ 25.00
Winter Pant	\$ 100.00
Winter Jacket	\$ 200.00

*Employee will be responsible to cover any additional costs exceeding allotted prices above, at time of purchase.

3.0 WORKING ON THE EQUIPMENT

- 3.1 Wahnapiatae First Nation will promote the safe operation of all equipment being used for band purposes.
- 3.2 Operation, adjustment or repair to any machine/equipment is restricted to authorized employees who are responsible for seeing that all is clear before starting or stopping machinery/equipment.
- 3.3 Employees are to use only the proper tool(s) designed for the purpose of the job.
- 3.4 All Wahnapiatae First Nation staff working on band-owned equipment are responsible for their own actions and are responsible for ensuring that they are working in a safe manner.

4.0 WORKING IN THE FIELD

4.1 Communications

- 4.1.1 To ensure the safety of all personnel, any work project that takes place away from buildings and vehicles must be specified on the work board located in the Band Office reception area and include: names of personnel, emergency contact, area of work, time of departure, estimated time of return.
- 4.1.2 When working in the field, away from the band office for more than 2 hours, field crew supervisor must deliver a tailgate safety meeting, fill out a Field Safety Form, file it as the first page in the field safety binder, place in designated area in admin room and notify reception.
- 4.1.3 All personnel working away from buildings must ensure they carry portable radios that work in frequency with the Band Office CB Radio communication systems. Employees will be asked to do check-ins on an hourly basis.
- 4.1.4 All employees working in remote areas with very little to no radio communications should use the SPOT to ensure their safety and to locate and follow the field locations of personnel working in the field. The SPOT should be utilized as follows:
- 4.1.4.1 See SPOT operators guide for detailed instructions on use of SPOT GPS devices
 - 4.1.4.2 Supervisors of employees in the field must sign into SPOT online account and update contact information or set new profile prior to fieldwork commencing.
 - 4.1.4.3 Hit the 'OK' button on a schedule specified in the Field Work Safety Form. The OK button sends an email message to specified supervisors and the Executive Director to let them know the field location and to ensure that they are OK in the field.
 - 4.1.4.4 The SPOT device has a help button that should be used in case technical assistance is required. Help will send the field coordinates to the identified contacts to let them know that the field crew need help. Crew supervisor and Executive Director will ensure help is sent out immediately.
 - 4.1.4.5 In the event of a Health Emergency, field personnel are to press the 'S.O.S.' button on the SPOT which will dispatch an EMS immediately to the geographic locations indicated by the SPOT.

4.2 Environmental Issues

- 4.2.1 Care of the environment requires knowledge of possible impacts of the work being conducted. Issues that should be addressed in planning a field excursion include
- 4.2.2 **Air:** Emissions and noise can disturb wildlife and humans
- 4.2.3 **Archeological:** Sites that are historically or culturally significant. If a suspected site is encountered DO NOT alter the site. Proper authorities from the Band Office should be informed of the location. Any site within 150m of any water body has high archeological potential and should be assessed for the presence of artifacts or structures
- 4.2.4 **Aquatic Life:** Consider noise and boat speed effects on aquatic life. Try to mitigate these effects as much as possible. During early spring months, different routes should be taken to the work area as to not disturb identified spawning areas. Avoid creating wake close to shore – do not drive boats at excessive speed on the water.
- 4.2.5 **Cultural and subsistence:** Local customs, traditions and religious beliefs should be considered when planning and conducting field work. Communication with local community members can often minimize concerns.
- 4.2.6 **Erosion:** Altering surface conditions can change the rate and pattern of the erosion process. Special consideration should be taken when harvesting vegetation and working along shorelines to ensure there is not a significant impact on erosion.
- 4.2.7 **Vegetation:** Accessing an area may disturb vegetation and may result in erosion. Cutting vegetation can affect feeding and nesting areas for wildlife.
- 4.2.8 **Waste:** Waste materials include but not limited to, petroleum products and solvents, general camp waste such as food, trash, sewage and equipment waste. Waste will require submission to Wahnapiatae First Nation's waste diversion site.
- 4.2.9 **Water:** Surface and groundwater must be safeguarded by following careful practices in the field. Mitigate at all impacts near or in these sensitive areas

by following proper protocols in regard to driving, refuelling, sampling, etc. Fieldwork supervisors must check with WFN Environmental department to confirm whether or not their work has the potential to affect local water conditions.

4.2.10 **Weather:** Employees will have the responsibility to observe changes in weather patterns throughout the day. No fieldwork will be permitted with temperatures above 30C or below -30C or during thunder/lightening storms.

4.2.11 **Wildlife:** Care must be taken to avoid adversely affecting the nesting, feeding and migration patterns of local wildlife. Fieldwork supervisors must check with WFN Environmental department to confirm whether or not their work has the potential to affect wildlife or Species at Risk (SAR).

5.0 FIELD SITE HAZARD ASSESSMENT

5.1 In order to ensure the safety of Wahnapiatae First Nation employees, the "WATCHOUT" acronym should be used on a daily basis when working in the field. Employees must ensure that every letter of the acronym is checked off.

Weather:	Ensure conditions are safe for work.
Activity:	Ensure all work activities are completed with proper PPE.
Teammates:	All employees working out in the field must be minimum groups of two, unless other arrangements have been made
Communications:	Must be maintained with the crew, supervisors and the Band Office
Hazards:	Ensure work area in clear from all hazards BEFORE work begins. Do not perform unsafe work
Observe:	Any changes in weather conditions, workplace hazards or crew behaviour
Understand:	Your instructions and make sure yours are understood
Think:	Clearly, be mindful and alert and act decisively before the situation becomes critical.

5.2 In instances where risks or hazards could not be avoided, the field crew will be asked to file an Incident Report. The Incident Report is a learning tool to evaluate activities

and actions to improve safety, performance and strengths while correcting potential risks and hazards. The process answers four simple questions:

- a) What was planned?
- b) What happened?
- c) Why it happened?
- d) What can be done differently next time?

5.3 When working on client contracts, the client communication and hazard reporting policies must be followed, in addition to WFN policies.

6.0 EMPLOYEE RESPONSIBILITIES

6.1 Employees are required to know and follow the Wahnapiitae First Nation Field Policy, Field Work Daily Safety Plan, and other policies directly related to their work and employment.

6.2 Treat all employees, supervisors, elders and leadership with respect and dignity.

6.3 Employees should ensure their own safety and the safety of others by being aware of their surroundings, conditions and to operate in a safe manner.

6.4 Employees should not hesitate to help or advise new employees, they may save the individual and themselves from injury. For the employee's own protection and the protection of others, careless or dangerous actions must be reported to your supervisor or Executive Director.

6.5 If an employee is feeling sick or dizzy DO NOT go into the field or operate the equipment. Immediately report the sickness or dizziness to your immediate supervisor. Employees must always be fit on the job.

6.6 Employees must always follow standards and safety operating procedures for all equipment. Do not take short cuts in the performance of your work as they are risky and often result in injuries.

6.7 Employees should avoid back pains and strains by using the correct method for lifting:

6.7.1 A proper warm-up exercise and stretch is recommended prior to lifting.

6.7.2 Size up the load. Get help if you need it.

- 6.7.3 Have a good firm footing.
- 6.7.4 Do not over lift and when you do lift, lift with your legs, bend your knees not your back, put one-foot forward.
- 6.7.5 Keep your balance. Do not twist under strain or jerk the load.

6.8 Employees are not to clean clothing with compressed air while they are wearing the clothing, and do not direct an air hose at another person. Compressed air entering the body can cause serious injury or death.

6.9 A clean and tidy work area is key to maintaining a safe workplace. Good housekeeping is one of the most important factors to ensure employee safety. Employees are expected to keep work areas clean and free from hazards. Tools, equipment and refuse scattered around your work area are tripping hazards. Pick them up. Employee work is not complete until the work area is cleaned.

6.10 Employees are not permitted on band property or to work on band related activities under the influence, or in the possession of drugs or intoxicating drinks.

6.11 Smoking in or on band equipment will not be tolerated. Smoking will be permitted 30 feet away from any band equipment.

7.0 SUPERVISOR RESPONSIBILITIES

7.1 Treat all employees, supervisors, elders and leadership with respect and dignity.

7.2 Supervisors, as defined by the Ontario Health and Safety Act are employees directly overseeing the work of one or more other employees.

7.3 Supervisors are required to know and follow the Wahnapiatae First Nation Field Safety Policy -and other policies directly related to their work, and the work of employees under their supervision.

7.4 Supervisors are responsible for and must protect the safety of all employees under their supervision.

7.5 Respond to safety, hazard or incident reports from other workers in a timely manner and notify the Executive Director of any breach of policies.

7.6 Supervisors are responsible for maintaining safety records, and for facilitating any training required for job duties or safety, as well as scheduling safety training sessions or site orientations for employees under their supervision.

7.7 Supervisors are responsible for leading tailgate safety meetings, ensuring proper PPE and safety policies are available for employees, and ensuring the proper documentation is complete for the job.

7.8 Supervisors are responsible for updating and/or suggesting modifications to policies, and ensuring that proper safety documentation is available for audit if/when requested.

7.9 Supervisors are responsible for enforcing WFN Human Resource, Field Safety and other policies in all circumstances.

8.0 INCIDENTS

8.1 If you are with a person who is seriously injured: make sure that he/she is in a safe place and perform basic first aid to sustain life and prevent shock. Place him/her in a comfortable position and get help as quickly as possible by phone using your site emergency telephone number or by handheld radio.

8.1.1 When asking for help, report your name and supervisor, the exact location of the accident, the extent of the injuries sustained, the emergency equipment required and where the ambulance is to be sent. If using a radio, identify and remain on the channel you are using and follow prompted response procedures.

8.2 Any injury or sickness you sustain from work activities must be reported to your supervisor immediately. You must be seen by your supervisor and health representative before going home regardless if it is for injury or illness.

8.3 If you witness an incident/accident, you must report it to your supervisor immediately. Do not cover up or make false statements about accidents or incidents. Only when all the facts are known can proper action be taken to prevent similar occurrences

8.4 When working on client contracts, the client accident/incident reporting policies must be followed, in addition to WFN Accident/Incident Reporting Policy

9.0 REVIEW

9.1 These regulations will be reviewed periodically by staff, Chief, and Council.