

MD 52 WASTE MANAGEMENT AUTHORITY CORPORATE HEALTH AND SAFETY PROGRAM

HAZARD CONTROL DIRECTIVE

Controls will be implemented after the hazards have been identified in the ongoing Hazard Assessment. In order to ensure that the Hazard Controls accurately reflect the hazards of the work site, the MD 52 Waste Management Authority is committed to regularly reviewing the Hazard Controls. The MD 52 Waste Management Authority will control workplace hazards as is reasonably possible. The four main hazard control methods are elimination, engineering controls, administrative controls and the use of personal protective equipment (PPE). Elimination, Engineering and administrative controls should always be considered first. Personal protective equipment is used when hazards cannot be adequately controlled otherwise.

Signed _____ Dated: _____

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METHODS OF CONTROL

ELIMINATION OF HAZARD

Obviously, the best way to control a hazard is by eliminating that potential to start with. At any given opportunity, the risks or hazards will be physically removed if possible. Ongoing hazards may be eliminated by designing in options to the present risks at hand.

ENGINEERING CONTROLS

MD 52 Waste Management Authority. will ensure that the following controls are adhered to at all times:

- Prior to starting work on any job, workers will ensure that all relevant Permits are acquired and that proper Safety Lock Outs are applied to equipment, pipes and vessels as required; and warning signage/lights, guards, railings, barriers and other safety devices are in place and functioning properly.
- Prior to entering any confined space or other area which may contain a hazardous environment, substance or oxygen deficiency, the atmosphere will be tested with an approved gas detector, and where necessary, purging, venting, blinding, blanking, etc. will be used as the situation dictates. In cases where the hazards cannot be adequately controlled, PPE appropriate to the work environment will be used.
- Installation of all new or used machinery and equipment will be in accordance with the manufactures specifications.
- Repairs and maintenance done on company equipment will be by a certified mechanic.
- Any additions or alterations to the machinery, equipment or vehicles are done according to the equipment manufacturer's specifications, and where necessary, done by a certified tradesman.

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ADMINISTRATIVE CONTROLS

When the Hazard cannot be eliminated, and the engineered control is not practicable for use, the MD 52 Waste Management Authority will implement Administrative Controls to try and effectively deal with the hazard. The use of Administrative controls is secondary to engineering controls, but a viable option for control, and may be used in conjunction with the engineering control. Some of the different methods of Administrative control are:

- Signage or tapes/ribbon warning workers of a danger, or preventing them from entering
- Policies
- Procedures to be followed for hazardous areas
- Safe Work Permits
- Restrictions or Rules to be followed for hazardous areas or situations
- Tool Box Meetings/Tail Gate Meetings/ other communication methods
- Training and Orientation Programs
- Safe Work Practices

Any of these Administrative Controls may be implemented by the MD 52 Waste Management Authority, depending on the nature of the hazard. All workers are expected to adhere to the Administrative Controls, and if they are unsure, ask your supervisor or manager.

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PERSONAL PROTECTIVE EQUIPMENT

- It is the policy of The MD of Provost Waste Management Division for all workers to use the proper personal protective equipment (PPE) when and where required, as the hazards warrant
- By the nature of The MD of Provost Waste Management Division business, the company will ensure that the immediate health and life of all people under the company's care are not jeopardized in any manner.
- It is the responsibility of supervisory personnel and The MD of Provost Waste Management Division to determine PPE requirements and obtain needed equipment.
- The MD #52 Waste Management Authority transfer site and landfill site workers will not be required to wear Personal Protective Equipment unless there is an identified hazard that could cause injury or illness, in which case a thorough review of the Hazard Assessment for that job will be done, and the PPE requirements will be established and implemented.
- All PPE will be clean, in good condition and maintained according to the manufacturer's instructions.
- All company supplied PPE will conform to OH&S requirements and relevant safety standards.
- All company employees will receive training in the care, use, storage, maintenance, and selection of PPE prior to working on any site.
- All PPE including emergency equipment will be inspected before each use to ensure that it is in good shape and ready for use as per OH&S & CSA requirements.
- If the employee is routinely exposed to hazardous substances, MD 52 Waste Management Authority will ensure that the appropriate PPE is supplied and worn at all times. For example, face shields, gloves, eyewear etc.

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HAZARD CONTROL IMPLEMENTATION

1. Use the Hazard inventory to determine which controls are needed for each hazard. This Hazard inventory is found in the appendix at the back of this manual. First, look at engineering controls, then administrative controls, and finally, PPE.
2. Make note of hazards that are partially controlled to see if they can be eliminated through some form of substitution or engineering method in the future.
3. Address the high priority hazards first. Using the Hazard control form, develop a plan of action to eliminate or control the hazards that pose the greatest risk of harm to workers.
4. Determine a realistic implementation date and forward to the safety coordinator to assign responsibility for each control.
5. A copy of the hazard control form with assigned responsible person and target date will be posted on the safety message boards in Landfill Shop and the Administrative office.
6. The Hazard control form will be brought to the Safety committee meeting for follow up and then filed upon completion.
7. For all hazardous jobs that are not controlled through the use of engineering controls, A safe work practice and procedure will be drafted and placed in the Safety Manual. All workers on the specific work site should be included in this task.