

MD #52 WASTE MANAGEMENT AUTHORITY CORPORATE HEALTH AND SAFETY PROGRAM

INTRODUCTION

MD #52 Waste Management Authority administers and operates a regional sanitary landfill that serves residents of the M.D. of Provost No. 52, Czar, Amisk, Hughenden and Provost. The Provost Regional Landfill is the key component to the comprehensive and integrated approach to solid waste management in the area, A Series of transfer stations, strategically place in the various communities in the area, help to complete the solid waste management system. This Safety Program is of prime importance to the success of MD #52 Waste Management Authority, and therefore will be incorporated into general municipal policies. Management is confident that this is a workable system and is prepared to maintain the high standard of safety necessary for the efficient and productive operation of the company. It is the objective of our municipality to maintain a healthy and safe work environment and to eliminate hazards that could cause injury to workers or damage to property, equipment or environment.

In accordance with our obligation to minimize losses through personal injury and damage to equipment, property and the environment, the Authority has developed a safety program that includes the following components.

- ❖ Management Leadership and Organizational Commitment
- ❖ Hazard Identification and Assessment
- ❖ Hazard Control
- ❖ Inspections
- ❖ Hiring, Orientations, Training & Specific Safety Policies
- ❖ Incident Reporting and Investigation
- ❖ Emergency Response and Reporting
- ❖ Program Administration
- ❖ Enforcement and Discipline

Also included are reports and forms as required for the ongoing maintenance of the program.

Some of our contractors have their own pre-job safety meeting format or site orientation. Such external safety programs should be considered as supplements to the MD #52 Waste Management Authority's Safety Program. Under no circumstances do safety policies of the contractor or client replace the commitments of this safety program.

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DISTRIBUTION

The master copies of this program manual will be kept at the administrative office at the MD #52 Waste Management Authority, as well as a copy at Landfill Office and by each of the Transfer Site contractors on site while operating the Transfer Site. A copy of this manual will be provided to all new MD #52 Waste Management Authority workers temporarily, for review during their orientation. If a customer or contractor requires a review of the manual, then a copy will be provided for them. Client organizations, Contractors and Government Regulatory Departments will be issued a copy of the Corporate Safety Manual upon request. When changes are made to the master copy the revised information will be distributed to all holders of the Safety Manual and any changes will be reviewed at the next scheduled safety meeting.

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PHILOSOPHY ON HEALTH, SAFETY AND THE ENVIRONMENT

The health and safety of workers, as well as protection of the environment, is of utmost importance in the conduct of our business.

Management is responsible and accountable for providing appropriate training, a safe working environment and for ensuring that work is performed to accepted standards.

Workers must comply with and follow all Company and Government health, safety and environmental policies, rules and procedures at all times.

Workers are responsible for working safely and for working with an equal concern for the safety of their fellow workers.

At The MD #52 Waste Management Authority, we believe that all risks can be controlled and avoided. Safety excellence is achieved through the support and active participation of everyone.

Safety is Everyone's Responsibility

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CORPORATE SAFETY POLICY

What is safety? Safety is an integral part of our company's operations. Safety practices are intended to protect our workers, clients, property, the environment and the public from incidents and unnecessary losses.

Why is safety important to the company? There are many costs related to incidents and unsafe work practices. The greatest costs are human costs. By protecting our workers, we are also protecting their friends, families, fellow workers, management, the public and the environment from the far-reaching effects of serious incidents. We are also protecting our ability to continue business operations and to that extent, employ people. In addition to protecting lives, our safety program contributes to employee morale and pride because our workers actively participate in identifying safety issues and in developing safe work procedures.

What are the alternatives to safety? Workers, contractors and sub-contractors who knowingly violate safety rules will face disciplinary action, dismissal or legal action. Visitors may also face legal action if they knowingly disobey safety rules. In addition, MD #52 Waste Management Authority may face legal action and fines for violations of regulatory requirements. Those individuals who do not fulfill their safety responsibilities will be held accountable for any problems their negligence creates and may be liable under law.

Who is responsible? Everyone employed by MD #52 Waste Management Authority is responsible for maintaining the safety program. Managers are responsible for identifying hazards/safety needs, communicating those safety requirements, investigating hazardous conditions/incidents, as well as providing training, supplying access to appropriate personal protective equipment, and ensuring that all equipment is properly maintained and meets legislated safety standards.

Management is to ensure that all Health and Safety Policies are administered and enforced in all areas. MD #52 Waste Management Authority managements' role in the Safety Program will be supported by the continuous input from its workers.

All MD #52 Waste Management Authority workers, and others on company work sites, are responsible for obeying safety rules, following established safe work practices and procedures, wearing and using personal protective equipment as required, participating in safety training programs and informing managers/supervisors of any unsafe work conditions or incidents as they occur. Everyone has the right and responsibility to refuse to work when it is reasonably unsafe to do so.

By fulfilling our safety responsibilities with a proactive and due diligence approach, everyone who works for our company will share in the benefits of a safe work place.

The information in this policy/program does not take precedence over the applicable government legislation with which all workers should be familiar.

Signed: _____ Dated: _____

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CORPORATE ENVIRONMENTAL POLICY

The MD #52 Waste Management Authority is committed to protecting the environment and to the consideration of environmental issues in all aspects of its operations.

In meeting this commitment, The MD #52 Waste Management Authority will:

- manage its operations to ensure that environmental and legal requirements are followed
- adopt company standards that comply with environmental legislation
- ensure that the company's activities are administered in an 'environmentally friendly' fashion
- respond promptly and effectively to environmental incidents which result from its operations and
- communication with workers, clients, the public and regulatory bodies on issues concerning the environmental aspects of its operations.

Signed: _____

Dated: _____

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ENFORCEMENT AND DISCIPLINE POLICY STATEMENT

This MD #52 Waste Management Authority Enforcement and Discipline Policy contains' three main requirements.

Workers must be aware of the company's safety rules, safe work practices and job procedures.

Management must reinforce safe work performance.

Violations of safety rules, safe work practices or job procedures must be immediately corrected.

The goal of this policy is to reinforce the benefits of safe work performance. When violations of rules, regulations or procedures occur, Management should look for the reasons behind the violations before determining appropriate corrective actions. In most cases, violations result from a lack of training or proper instruction. In these cases, a review of safety rules, safe work practices and procedures will prevent similar violations in the future.

Any worker who is working for the MD #52 Waste Management Authority, who knowingly or repeatedly violates government or company safety policies or regulations will be subject to disciplinary action. Disciplinary action should also be taken if company property, funds or sensitive information are stolen or misused, or if relations between the company, its workers, clients or the general public suffer as a result of unsafe job performance.

Appropriate corrective actions for these instances are described below in order of severity and in the order they would be administered in most cases. Note that discharge is always dependent on the severity of the infraction, and the order may not necessarily apply in all cases. For example, an employee could be discharged for the first offence, if it was a serious one.

First offence - verbal reprimand, which includes discussion of the violation and a warning of more severe disciplinary action should the offence be repeated.

Second offence - written reprimand, which includes discussion of the violation followed by a written record of the violation and reprimand. This is placed in the workers personnel file, and a copy is given to the employee. Warning of more severe action should the offence be repeated is also given.

Third offence - suspension without pay, which includes release from all job responsibilities without pay for a period of time determined by the severity of the misconduct. Suspensions must be documented in a letter to the employee, and a copy of the letter must be kept on file. Workers are also informed that discharge will result if the offence is repeated.

Additional offences - discharge, which is used only when all other attempts to correct the unacceptable behaviour have failed and where there is just cause for termination. Formal discharges must be documented in a letter to the employee. This action should be taken only as a final step when sound judgment indicates that there is no other alternative.

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WORKING ALONE POLICY

Due to the nature of the services provided by the MD #52 Waste Management Authority, workers often are required to work alone. This company policy has been established to ensure that employees and contractors understand the hazards of working alone, and to minimize the risks associated with working alone.

EMPLOYEE TRAINING - Management will ensure that workers who are required to work alone are properly trained.

EQUIPMENT SAFETY - Management will ensure that all company equipment is properly maintained, including any preventive maintenance programs.

EQUIPMENT AND SUPPLIES - All transfer sites and the Landfill will be equipped with an Alberta #1 first aid kit or equivalent.

RISK IDENTIFICATION- Workers must, in conjunction with the Workplace Health and Safety Committee address the particular hazards arising from the conditions and circumstances of the workers work or isolation of the place of work.

COMMUNICATION – All landfill staff must be equipped with walkie-talkies or a cell phone, and shall carry them at all times. The track loader operator will check in with the scale operator every 60 minutes.

All Transfer site contractors shall carry their personal cell phone with them while at the Transfer site and make arrangements with a family member or friend to check in with during hours of operation.

Signed : _____

Dated: _____