

- X. Where ladders must be used against poles or trees, the safety belt will be fastened around the pole or tree wherever possible. In any event, during this type of operation, the ladder must be steadied by a second person at ground level.
- Y. One person only shall work from, ascend, or descend a ladder at any one time.
- Z. Keep ladder clean, free from grease, oil, mud, snow, wet paint, and other slippery material. Keep your shoes clean when ascending or descending ladder.

SECTION W10

EXCAVATIONS & TUNNELS

- A. Where large holes, trenches, or ditches cannot be covered at night, adequate barriers and lights shall be erected to warn the public of the existing danger.
- B. When trenches or other excavations are being made in or across public streets, work must be done in accordance with the Manual of Temporary Traffic Control.
- C. When trenching machine is being used, one person, in addition to the operator, shall be stationed at the rear of the machine to cut down loose edges and keep bystanders away from the machine.
- D. Ample shoring must be used in all excavations and tunnels to ensure against cave-ins or collapsing walls.
- E. All shoring, grading, and rules and regulations regarding safe working procedures in excavations and tunnels shall comply with the Workplace Safety and Health Act.
- F. Unused tools or equipment shall be kept well clear of an excavation. Excavated material must be piled greater than three feet from the excavation.
- G. No person shall be allowed under material while it is being lowered or raised into any excavation.
- H. Compressed air tools, not in service, shall not be left connected to the air hose.
- I. Operator of air tools shall ensure that all connections are properly made before turning on air pressure. Where a hose supplying compressed air may become separated and endanger a worker, a wire rope or chain shall be attached to the hose to prevent it from whipping.
- J. Proper clearances from underground utilities must always be obtained before beginning an excavation.
- K. Whenever excavating is done in close proximity to buried facilities, it shall be done by hand digging only.
- L. Tools and materials shall not be allowed to accumulate on a job site, in such a manner as to endanger the public or the employees.

- M. Extension cords used in any excavation or tunnel shall be of a three wire grounded type and shall comply with the Workplace Safety and Health Act.
- N. Ladders shall be provided in all excavations over six feet in depth and shall extend a minimum of three feet above the top of the excavation when in use.
- O. A minimum of one person shall be at surface level to render assistance at any excavation exceeding four feet in depth.
- P. Safety chains shall be used on all high pressure air hose connections.
- Q. No heavy equipment shall be left unattended while running on any job site.

SECTION W11

CONFINED ENTRY

- A. Before entering a confined space, employees shall:
 - 1 – Place barricades and warning signs around work areas in accordance with WERInc. Manual of Temporary Traffic Control.
 - 2 – Test for explosive and toxic gases. Also oxygen deficiencies as per the Workplace Safety and Health Act Regulations.
 - 3 – use of approved safety harness (parachute type), lifeline and winch suitably mounted so that the employee can be immediately removed from any hazardous situation.
 - 4 – Not smoke, light matches, lighters, or use open flame in or around any manhole.
- B. Testing and monitoring equipment must be used before entering confined spaced and continuously during any work in these areas.
- C. Confined spaces must be ventilated before any prolonged work is undertaken.
- D. Ladders must be used for entering or leaving confined spaces unless steps are in place.
- E. No employee shall enter a confined space alone without a standby working in attendance outside the confined area.
- F. Proper warning guards must be placed around open manholes situated on pedestrian walks.
- G. Any dangerous conditions such as burnt cables, broken supports, etc. shall be reported to the Supervisor immediately.
- H. Employees shall be instructed in the proper method of removing and replacing manhole covers.
- I. Employees working in confined spaces shall wear hard hats at all times.
- J. No furnaces, melting pots or propane tanks shall be used in confined spaces.

- K. Extreme care must be taken when lowering or raising hot solder, compound or dangerous liquids.
- L. Tools or equipment shall not be thrown into or out of manholes.
- M. Boilers or tanks must not be entered until proper clearances have been taken, all valves are locked and tagged in a safe position, tested as per Section A2 and ventilated.
- N. When pressure demand breathing apparatus is required it shall be inspected and in good order before entering confined spaces. (Refer to Section W6, items J & K0.

Table 1: PROPERTIES OF COMMON GASES (CONFINED ENTRY)

GASES	PHYSICAL CHARACTERISTICS	TOXICITY THRESHOLD LIMIT VALUE (TLV-TWA)	HEAVIER THAN AIR	EFFECTS
a) Hydrogen Sulphide H_2S	Colorless Rotten Egg Odor (at low concentrations)	10 ppm	Yes	Deadly Poison
b) Methane CH_4	Colorless Odorless Explosive	Non-Toxic	No	Asphyxiant
c) Carbon Monoxide CO	Colorless Odorless	50 ppm	Same as Air	Deadly Poison
d) Carbon Dioxide CO_2	Colorless Odorless	50,000 ppm	Yes	Asphyxiant
e) Nitrogen N_2	Odorless	Non-Toxic	Same as Air	Asphyxiant
f) Gasoline Vapours	Odor Explosive	300 ppm	Yes	Asphyxiant Poison

a) Hydrogen Sulphide (H_2S)

The deadliest gas commonly found in sewers is caused by decomposition of organic matter. Small amounts in air have a rotten egg smell, but higher amounts will kill the sense of smell. Concentration of H_2S over 200 ppm can cause unconsciousness in a few minutes and unless the victim is removed from the area, death will follow very quickly.

b) Methane (Natural Gas) CH_4

Usually caused by a leak in a gas line but it is also the by-product of backed-up or sluggish sewers. The gas is not poisonous but it may displace oxygen below the point necessary to maintain life. The chief danger is its explosive hazard.

c) Carbon Monoxide (CO)

A colorless, odorless, tasteless and very poisonous gas. It is the product of incomplete combustion. The commonest source is the exhaust of gasoline motors. Never allow motors to operate near an open sewer unless precautions are taken to ensure that the exhaust gases are directed away from the opening.

- d) Carbon Dioxide (CO₂)
Carbon dioxide is a very heavy gas, therefore, it can collect in manholes, wells, tanks and garbage dumps, etc. It does not diffuse or mix readily with air. High concentrations in the aforementioned places can remain for considerable lengths of time. Intoxication from CO₂ causes excitement, headache, drowsiness, weakness and dizziness.
- e) Nitrogen (N₂)
The only danger from inhalation or absorption of nitrogen lies in diluting the oxygen of the air to a point so low that it can no longer support life. Nitrogen acts as an asphyxiant.
- f) Gasoline
Gasoline is found in sewer systems, both storm and sanitary, from either leaking underground storage tanks or the dumping of gasoline into the systems by users of the system. It is a flammable liquid and a dangerous fire hazard.

SECTION W12

TRAFFIC & TRANSPORTATION

- A. Employees involved with work on WERI Inc. streets shall comply with the current Manual of Temporary Traffic Control.
- B. Stepping on or off a moving vehicle is strictly prohibited.
- C. Employees shall not ride on any part of a vehicle not designed and approved for the carrying of passengers.
- D. A propane cylinder shall not be transported or stored within a vehicle except when the vehicle is provided with a means to vent the cylinder carrying spaces to the outdoors.
- E. Debris and material shall not be allowed to accumulate in trucks used to transport personnel. All equipment in vehicles shall be secured during transport so as to prevent injury in the event of an accident.
- F. When coupling or uncoupling all trailers, etc., they must be properly blocked to prevent movement.
- G. Trailer hitches must be provided with handles and personnel must use these handles when coupling or uncoupling trailers. Trailers must be attached with approved safety hitches and adequate safety chains in good repair.
- H. Flashing amber beacons must be used on all vehicles which are required to stop in traffic lanes for maintenance or construction work or which are working in streets at speeds slower than normal traffic flow.
- I. Personnel who are required to work on city streets, must wear approved traffic vests.

- J. Personnel who are required to work on city streets at night, must wear a reflective type traffic vest.

SECTION W13

MACHINE GUARDING

- A. All belts, chain drives, shafting, coupling, key, collars, clutches, pulleys, fly wheels or sheaves which are located seven feet or less above the ground, floor or working platform, shall be guarded to prevent accidental contact.
- B. All V belts shall be enclosed.
- C. All gears or sprockets must be completely enclosed. Where location makes this impossible, adequate guarding must be improved.
- D. All pokes on open web gears, sprockets or friction drives shall be enclosed on exposed side.
- E. Belt or screw must be guarded so that no accidental contact is possible.
- F. Revolving or reciprocating parts of any machine not guarded by the framework of the machine shall be guarded to prevent accidental contact.
- G. The point or location where the stock or material is fed into a machine shall be guarded in such a manner as to prevent the operator's hands from coming into the danger area.
- H. Where guards or enclosures are within four feet of the moving part, openings through the guard shall not be more than $\frac{1}{2}$ an inch.
- I. Grinding wheels must be provided with a hooded guard of sufficient strength to withstand the shock of a bursting wheel.
- J. Arbor ends of grinders must be guarded.
- K. Guards or other protective devices shall not be removed from any equipment where such devices have been installed except for cleaning or maintenance.
- L. Where guards or protective devices have been removed for maintenance and cleaning, machines must be removed from sources of power or made inoperable by locking out.
- M. Any person or persons responsible for removing guards or making guards inoperable, except for cleaning and maintenance, shall be liable to disciplinary action.
- N. Guards and protective devices shall be inspected before each use by the employee using it and regularly by foremen or supervisors.

- O. Broken or damaged guards shall be immediately reported and repaired immediately or the machine removed from service.
- P. High temperature lines from compressors and exhaust lines from internal combustion engines shall be guarded where there is a possibility of personal contact.

SECTION W14

FIRE PROTECTION, FIRE WARDEN PROGRAM

- A. A Building Chief Fire Warden shall be appointed by the department to co-ordinate the Fire Wardens Program. For buildings occupied by more than one department, management shall co-ordinate their efforts and appoint one Chief Fire Warden to represent the building. Some of the duties shall include:
 - 1 – Organizing of designated staff on each floor as Fire Wardens and Assistant Fire Wardens;
 - 2 – Organizing brief orientation/education meetings throughout the year for Building Fire Wardens;
 - 3 – Organizing routine fire drills.(Note: For additional details on the Fire Wardens Program, contact the Safety Branch.)
- B. Each department of WERInc. shall ensure that there are adequate fire extinguishers and fire protection equipment to protect life and property.
- C. Fire protection equipment shall be used for fire fighting only.
- D. Fire extinguishers used on fires shall be serviced immediately or new replacements provided.
- E. Extinguishers, fire hoses, standpipes and outdoor hydrants shall be readily accessible at all times.
- F. Portable extinguishers shall be examined monthly to ensure that the extinguisher is in its proper location and has no apparent defects.
- G. Portable extinguishers shall be thoroughly examined every 12 months by a qualified person.
- H. Pressurized portable extinguishers shall be hydrostatically pressure tested every five years. A label shall be affixed to the unit to indicate the month and year of the test, the test pressure used and the name of the person or agency performing the test.
- I. Fire doors where provided shall be kept closed or equipped with a fusible link.
- J. All fire doors and fire exits shall be kept clear of obstructions.
- K. Gasoline or any other flammable liquids shall not be used to kindle fires.

- L. All flammable and combustible liquids shall be stored or transported in approved storage tanks or containers subject to WERInc. Gasoline Policy.
- M. Combustible materials, such as oil-soaked rags, waste shavings, packaging, rubbish, etc., shall not be allowed to accumulate in or on trucks, benches, floors or yards, except in areas especially provided for this purpose.
- N. Smoking shall not be permitted in battery charging areas, in paint shops, in the vicinity of stored combustible liquids or gases or any other such areas where smoking could ignite a fire or cause an explosion.
(Note: The absence of No Smoking Signs shall not excuse smoking in a potentially dangerous location.)
- O. Suitable approved fire extinguishers shall be readily available at all sites where welding or torch cutting equipment is being used.

EMERGENCY PROCEDURES

If you discover a fire, or an alarm bell rings:

- Warn all persons in the immediate area;
- Check that all persons are out of the room;
- Close the door and other doors in the area to contain the fire and smoke, if possible;
- Sound the alarm if it has not been done;
- Alert the Fire Department – Telephone (911);
- Clear your area or floor of all persons stating: "THIS IS A FIRE ALARM. EVERYONE MUST LEAVE IMMEDIATELY";
- Leave the building by the predetermined plan. DO NOT USE ELEVATORS DURING EVACUATION;
- Ensure that no one re-enters the building until permission is granted from the Fire Department;
- Extinguish the fire (after activating the alarm) ONLY if it is small and can be confined or contained (e.g. smoldering waste basket);
- Those first few moments of fire are vital;
- Stay low – out of heat and smoke;
- Keep near a door to have an escape;
- Stay outside of confined areas; and
- Ventilate **only** after fire is out.

SECTION W15

ACCIDENT REPORTING PROCEDURES & CLAIMS

- A. Secure first aid promptly if injured and obtain medical aid if necessary. Cuts and lacerations must be attended to as soon as possible.
- B. In the event of serious injury or emergency, call 911. Wherever possible, the injured employee should be accompanied to the hospital by a Supervisor and family should be notified immediately.

- C. The Safety Branch shall be contacted immediately in the event of any serious accident, fire, or explosion involving WERInc. employees or WERInc. work locations.
- D. All civic departments shall notify the Law Department forthwith in the event of a fatality involving WERInc. employees or equipment in any way.
- E. The employee shall report the injury **in writing** (Green card – Form 1) to the person in charge. This should be done immediately following the accident. Accident report information should include how, when, where and why the accident occurred, and the name(s) of any witness(es).
- F. Employees should only claim Workers Compensation for personal injury arising out of and in the course of employment.
- G. The foreman or person in charge of the work shall report the accident to the designated authority in the department immediately and provide details leading up to the events surrounding the accident. (Supervisor's Injury Investigation Report shall be completed and forwarded).
- H. Corrective action to prevent recurring accidents should be implemented as soon as practicable by the division head or designate.
- I. The division head shall be responsible for the completion of the "Employers Report of Injury – Form 2" when there is time lost and/or medical aid rendered at a hospital or clinic. The Form 2 upon completion of all the required information, must be sent to the Workers Compensation Section.
- J. The employee is responsible for completing and filling the "Employees Report of Injury – Form #3" with the WCB at 333 Maryland Street.
- K. A Return to Work Form should be given to the employee when she/he files his/her intention of a time loss claim. The return to work form should be returned to a designated authority as soon as possible. The injured employee should see a doctor* regularly while disabled.
- L. Wherever possible, alternate work should be made available to the injured employee as soon as possible with confirmation from the treating physician that the employee is fit to return to suitable alternate work.
- M. The employee has a responsibility to advise the designated authority of his/her progress and make him/herself available for alternate work when the medical condition allows an early return to work.
- N. When an employee has returned to work, the division head or designate is responsible for the completion of Employers Form #9 and forwarding it to the Workers Compensation Section.
- O. For further information on claims management, consult the Claims Cost Control Manual on Workers Compensation.

- P. Department heads shall ensure that an adequate number of personnel in each division are trained in up-to-date methods of first aid and artificial resuscitation. Departments shall encourage training of adequate number of personnel in cardio-pulmonary resuscitation.

***NOTE:** "Doctor" refers to medical practitioners, chiropractors or osteopaths as recognized under the Workers Compensation Act.

SECTION W16

GENERAL OFFICE SAFETY

- A. Floors, platforms, stairs and aisles must be maintained free from physical hazards which could result in slips, trips or falls.
- B. All aisles that might be used by workers as a fire exit route must be kept clear of obstructions.
- C. All employees shall familiarize themselves with the office fire escape procedures and, in the event of a fire alarm, shall calmly but promptly leave the building in accordance with the predetermined plans.
- D. Office supplies and/or miscellaneous items shall be stored in a neat and organized fashion so as to prevent spillage or spreading. Heavy and large objects shall be stored on the lower shelves to provide stability and to prevent unnecessary straining when lifting.
- E. Proper methods of lifting and bending shall be practiced at all times. See Section W18.
- F. Each worker shall be responsible to see that his/her work area is clean and orderly. Doors and drawers of filing cabinets and desks shall be kept closed when not in use.
- G. Unstable devices such as chairs, etc. shall not be used in place of ladders.
- H. Electrical fans and heaters, when used, shall be safely positioned and guarded. Frayed electrical extension cords, faulty electrical equipment or any hazardous equipment shall be reported to your Supervisor.
- I. Extension cords, telephone cords, etc. Shall not be stretched across the floor in such a manner that they may create a tripping hazard.
- J. Smoking is prohibited in areas where there are large quantities of loose paper and other combustible packing materials, or in areas where there are flammable liquids or gases.
- K. Office machinery and equipment should only be used by employees who have been properly trained on the operation and safety hazards of the equipment.

- L. Operation of Visual Display Terminals (VDT's/CRT's) shall be carried out in accordance with WERInc.'s "Policy on Visual Display Terminals and Manual for Supervisors and Workers using Visual Display Terminals".

Section W17

TRANSPORTATION OF DANGEROUS GOODS AND HAZARDOUS WASTE

Employees shall comply with the Transportation of Dangerous Goods Act (Canada) and the Dangerous Goods Handling and Transportation Act (Manitoba) and the Regulations thereunder.

This legislation is complex and may require interpretation. For specific application or clarification, contact the Employee Occupational Safety and Health Division (E.O.S.H.). Highlights of the legislation are included here:

- A. No person shall handle, during the transportation process (e.g. stores personnel), offer for transport, or transport (driver) dangerous goods unless he/she is:
1. a trained and certified person, or
 2. under the direct supervision of a trained and certified person.
- B. A certified person shall carry their certificate with them as required under the legislation.
- C. Vehicles shall be **placarded** on all sides as specified in the regulations whenever they are carrying:
1. greater than 500 kilograms of dangerous goods;
 2. any quantity of corrosive gases (e.g. chlorine), poisonous gases, radioactive substances, substances which are dangerous when wet (e.g. zinc dust), organic peroxides, hazardous waste, PCB's greater than 500 grams.
- D. All dangerous goods shall be secured during transport.
- E. Proper labels and dangerous goods shipping documents should be used as required.
- F. In the event of a "Dangerous Occurrence", employees are required to contact "911" and E.O.S.H. (986-6499).

Any danger to life, health, property, or the environment must be reported immediately.

Hazardous Waste

- A. No person shall dispose of hazardous waste in quantities greater than 5 litres or 5 kilograms unless a Waste Manifest form is used. All hazardous waste shall be disposed of in accordance with applicable legislation and WERInc. policy.
- B. Transportation of any equipment containing polychlorinated bi-phenyls (PCBs) shall be done under the charge and control of Winnipeg Hydro.

SECTION W18

OCCUPATIONAL HEALTH AND SAFETY

18.1 Noise

- A. Employees who are exposed to average noise levels in excess of 80 db shall enter the Hearing Conservation Program which shall include educational sessions and audiometric testing.
- B. Employees who are exposed to average noise levels in excess of 85 db shall be provided with hearing protection at their request.
- C. Hearing protection shall be worn by all employees while they are exposed to noise levels in excess of 90 db.
- D. Areas in excess of 90 db shall be posted with signs declaring them to be "Hearing Protection Required" areas.
- E. Employees who are issued hearing protection subject to Section B or C shall wear the protection as directed and shall not modify the hearing protector in any way that might alter its effectiveness.
- F. Departments shall undertake to decrease high noise levels to as low as is practical via engineering or administrative controls prior to or in conjunction with the use of hearing protection.
- G. Supervisory staff shall ensure that employees are adequately trained in the use and fitting of hearing protection.
- H. Requests for sound level measurements on equipment of work areas shall be directed to WERInc. Safety Branch.

18.2 Manual Lifting

- A. Supervisors shall ensure that employees who are required to perform lifting operations are adequately trained in the proper lifting techniques.
- B. Employees shall not attempt to lift loads beyond their capabilities.
- C. All manual lifts shall be planned and safe lifting practices followed.
- D. Before attempting a lift, check the surrounding area for unsafe conditions which could result in slips, trips, or falls.

Seven Steps to Safe Lifting

- 1. Face the object to be lifted. Position your feet so that one is slightly in front of and to the side of the other.
- 2. Bend your knees and keep your back straight (not necessarily vertical).

3. Grip the object with the whole hand and tuck elbows and arms in.
4. Lift with your legs after carefully testing the weight of the object.
5. Keep the object close to your body with your body weight directly over your feet.
6. Move your feet first when changing directions – Do not twist your back.
7. Get help if the object is heavy or awkward.

18.3 Chemical Safety (For specific information in this Section, contact E.O.S.H.)

- A. Hazardous materials shall be stored, used, mixed, and transported as per manufacturer's recommendations and all other relevant legislation, codes, and policies.

Note: A more concentrated solution than recommended is not necessarily a more efficient product. Many products cannot be mixed without producing potentially dangerous compounds. (ALWAYS USE CARE AND CAUTION WHEN USING HAZARDOUS MATERIALS. IF YOU ARE NOT SURE THEN CONSULT E.O.S.H.)

- B. No hazardous materials shall be dispensed into a container unless that container is approved for the type of material.
- C. Containers previously used for edible products shall not be used to hold any chemical products or hazardous materials.
- D. Hazardous materials shall only be used for their intended purpose as recommended by the manufacturer. (e.g. gasoline is a fuel and shall not be used as a solvent or cleaning agent).
- E. Appropriate clothing and personal protective equipment shall be worn when using or mixing hazardous materials as required to ensure there is no body contact with the material.
- F. Material Safety Data Sheets (M.S.D.S.) shall be provided for all hazardous materials and shall be made available to employees exposed to the materials. Employees shall use and implement the information provided by the M.S.D.S.
- G. Employees shall read the labels of all hazardous materials before use and shall follow whatever instructions are recommended thereon.
- H. No employees shall eat, drink, or smoke while handling and using hazardous materials.
- I. Containers holding hazardous materials shall be opened in a well ventilated area using personal protective equipment, if necessary.
- J. Containers holding hazardous materials shall be tightly sealed when not in use unless otherwise specified by the label and/or M.S.D.S.

- K. Work practices shall be employed to minimize employee exposure to hazardous materials during use, storage, and transport of the material.
- L. Container Labeling:
1. All hazardous materials shall be adequately labeled for identification purposes as per W.H.M.I.S. legislation.
 2. Whenever a container is to be used for another product, the container shall be cleaned of any residue as per manufacturer's instructions and re-labeled as per Section L1 above.
 3. TDG labels shall be affixed to all containers of dangerous goods which are transported unless exempted by the legislation.
 4. Whenever an employee transfers a hazardous product from its original container, that employee shall be responsible for labeling the new container with the relevant information from the manufacturer's label as per W.H.M.I.S. and T.D.G. legislation.
- M. A complete inventory of all hazardous materials shall be maintained at the workplace.
- N. Employees using hazardous materials shall be adequately trained in the handling, use and transportation of these materials.
- O. All new hazardous materials shall be evaluated and approved by E.O.S.H. prior to their use within a workplace.
- P. Propane and other compressed gases shall be used, stored, and transported in compliance with WERInc. Policy "Propane and Other Compressed Gases".

SECTION W19

FIRST AID

ARTIFICIAL RESPIRATION MOUTH-TO-MOUTH METHOD

1. Position a non-breathing casualty on her back, open the airway, using the head tilt – chin tilt maneuver.
2. Reassess breathing.
3. If no breathing, give two breaths (take 1 to 1 ½ seconds to give each breath). Look, listen and feel for air movement between breaths.
4. Assess the pulse. Check carotid pulse (5 to 10 seconds). If pulse is present, continue artificial respiration at a rate of one breath every five seconds.
5. Reassess pulse after one minute and every few minute thereafter.

BURNS AND SCALDS

The size, location and depth determine how serious a burn is and whether the person's life is in danger. Burns on infants and the elderly are always serious.

What to do:

- immerse the burn area in cold water to relieve pain;

- cover the burn with dry, sterile dressings (no ointments) and bandage lightly;
- monitor breathing when the burns are around the face;
- transport to medical aid.

WOUNDS AND BLEEDING

- **DIRECT PRESSURE**
to stop blood flow.
- **ELEVATION** to reduce
blood flow.
- **REST** to slow the
circulation.
- Apply direct pressure with the hand over a dressing if available. If the dressing becomes blood soaked, do not remove it; add another and continue pressure. When bleeding is controlled, maintain pressure and secure dressing with bandages. Maintain elevation and immobilize the injured limb.

UNCONSCIOUSNESS

Loss of consciousness may threaten life if the person is on his back and the tongue has dropped to the back of the throat, blocking the airway. Make certain that the person is breathing before looking for the cause of unconsciousness. If the injuries permit, place the casualty in the recovery position with the neck extended. Never give anything by mouth to an unconscious casualty.
The recovery position.

POISONING

Poisoning most commonly occurs from chemicals taken by mouth:

- try to determine **WHAT** has been swallowed. **HOW MUCH** has been taken and **HOW LONG** since it was taken;
- contact the Poison Information Centre and follow their advice on treatment;
- if they cannot be reached and if the casualty is conscious, dilute the poison by giving several glasses of water to drink;
- if the poison is not a corrosive (it did not burn the lips and mouth) or is not a petroleum product (fuel oil, gasoline, furniture oil, etc.), hold the person's head low and try to make him vomit to remove as much poison as possible;
- take the casualty to medical aid urgently.

EYE INJURIES

Do not attempt to remove particles on the pupil or stuck to the eyeball. Other loose particles should be removed with care.

- Remove with a moistened corner of a tissue.

If this fails, cover the eye lightly with a dressing, cover the other eye to prevent movement and transport to medical aid.

FRACTURES

Injuries to bones and joints can be recognized by pain, swelling, inability to use a limb and the irregular shape of the limb or joint. The best first aid for such injuries is to hold the limb steadily and prevent movement until medical aid arrives.

CHOKING

If a choking person:

- can speak, breathe or cough **STAND BY –DO NOT INTERFERE**
- can't speak, breathe or cough
 - wrap your arms around the waist and locate the tip of the xiphoid and the umbilicus. Make a fist just above the umbilicus and grasp it with the other hand to give quick upward thrusts.
- Becomes unconscious
 - ease the person to the ground, open the mouth and remove any loose matter (finger sweep)
 - open the airway and try to ventilate the lungs
 - kneel astride the legs, place the heels of the hands just above the umbilicus and well below the tip of the xiphoid. Give 6 to 10 upward thrusts in rapid succession
 - if the obstruction is not relieved, finger sweep the mouth, attempt to ventilate the lungs, and repeat 6 to 10 abdominal thrusts.
- Call for medical aid as soon as the person becomes unconscious and continue rescue attempts until the obstruction is relieved or help arrives.

APPENDIX A

NOTICE #1 – POLICY RE SAFETY IN THE WORKPLACE (Alcohol or any Mood Altering Drug in the Workplace)

This policy applies to the workplace, which is defined as follows:

- (a) any building, site, workshop, structure, mine, mobile vehicle, or any other premises, or locations, whether indoors or outdoors, in which one or more workers or self-employed persons are engaged in work or have worked;
- (b) any vehicle owned privately or by WERInc. and used during the course of work;
- (c) any equipment of clothing, whether privately owned or owned by WERInc., which is taken or worn into any workplace as defined in (a).

Any employee found in violation of the following will be subject to discipline which will be administered, where applicable, in accordance with the respective collective agreement. Such discipline may include immediate suspension from duty without pay and termination of employment.

WERInc POLICY RE SAFETY IN THE WORKPLACE (Alcohol or any mood or mind altering drug in the workplace.)

POLICY:

The following is WERInc. Policy with regard to the possession of alcohol (liquor/alcoholic beverage) or any illegal substance, mood or mind altering drug in the workplace. This policy does not replace individual departmental policies, which include dealing with performance-related problems, but is supplemented to any such policies.

A. POLICY ON POSSESSION:

It is the policy of WERInc. to prohibit the possession of alcohol or any illegal substance, mood or mind altering drug in the workplace, unless an employee has permission from his/her department head or the department head's designate for such purpose.

B. POLICY ON INGESTION:

It is the policy of WERInc. to prohibit the ingestion or use of alcohol or any illegal substance, mood or mind altering drug in the workplace.

C. POLICY ON EMPLOYEES WHO COME IN CONTACT WITH PUBLIC

It is the policy of WERInc. to remove workers from the workplace who have public contact and who smell of alcohol.

D. POLICY ON WERInc. EMPLOYEES IN THE WORKPLACE

It is the policy of WERInc. to remove employees from the workplace whenever they smell of alcohol where such employees perform jobs which involve risk to themselves, fellow employees or the public and without limiting the generality of the foregoing, such jobs include the following:

- (a) driving any private or WERInc. vehicle or equipment during the course of their work hours;
- (b) working in a sewer or excavation work site;
- (c) working on boulevards or roadways of WERInc.;

- (d) operating power equipment such as grinder saws, jack hammers, lawnmowers, etc.;
- (e) operating stationary equipment or vehicles;
- (f) working with or around electricity;
- (g) working in any shop or garage operated by WERInc.;
- (h) handling toxic chemicals or being exposed to situations where precautions must be taken to avoid toxic environments or conditions in the course of their work.

E. GENERAL POWER OF WERInc. IN THE WORKPLACE

Nothing provided above shall be deemed to limit the power of WERInc. to remove any employee from the workplace where, in the opinion of WERInc., such employee is in a condition where he/she is deemed to be until to continue to work.

APPENDIX B

NOTICE #2 – POLICY RE SAFETY IN THE WORKPLACE (The Prevention of Employees Driving with Prohibited or Suspended Licenses)

In this policy, “vehicle” means a vehicle that is drawn, propelled or driven by any means other than muscular power. This would include any piece of equipment that is motor-powered, including vehicles such as tractors, sidewalk plows and motor graders, but does not include motor-powered equipment that is designed such that the operator does not ride on the equipment.

Any employee found in violation of the following will be subject to discipline including dismissal which will be administered, where applicable in accordance with the respective collective agreement.

WERInc. POLICY RE SAFETY IN THE WORKPLACE (The Prevention of Employees Driving with Prohibited or Suspended Licenses)

POLICY:

The following is WERInc. Policy with regard to The Prevention of Employee Driving with Prohibited or Suspended Licenses.

A. POLICY ON POSSESSION OF REQUIRED LICENSE

(For WERInc. employees who are required to operate vehicles in the course of their employment with WERInc.)

It is the policy of WERInc. that persons in all positions which require driving a vehicle will possess a valid driver's license as issued by the Motor Vehicles Branch, Department of Highways, and Province of Manitoba.

It is the policy of WERInc. to prohibit driving where a legal and subsisting prohibition or suspension has been imposed under the Criminal Code of Canada and/or the Highway Traffic Act of Manitoba.

It is the policy of WERInc. to hold the employee responsible for maintaining his/her drivers license in good standing and for providing a driver's abstract at WERInc's cost: when applying for a position with WERInc. and on a yearly basis thereafter; when new to an operator classification; and when WERInc. has cause to require one.

It is the policy of WERInc. to hold the employee responsible for advising management immediately (before next working shift) when he/she has been suspended or prohibited from driving.

B. POLICY ON TESTING TO DETERMINE SKILLS AND ABILITIES

It is the policy of WERInc. to require a heavy equipment operator to possess a current “operator's proficiency card” appropriate to the equipment to be operated. Such a card will be issued by WERInc. upon successful completion of a test to measure the operator's skill and ability to operate the equipment in a safe and efficient manner.

C. POLICY ON DRIVING WHILE UNDER PROHIBITION WITHOUT APPEAL
(Prohibited as a result of convictions pursuant to c.19 Criminal Code of Canada)

It is the policy of WERInc. to prohibit all drivers under legal prohibition of their driving privileges from operating WERInc.-owned vehicles or operating their own vehicles on behalf of WERInc. while under such prohibition.

NOTE: Once the mandatory period of prohibition under c.19 has been served there is always a concurrent suspension of longer duration imposed under the Highway Traffic Act where appeals to the License Suspension Appeal Board can be made, and the following policies refer to that appeal process.

D. SUSPENSION WITH APPEAL
(Suspension of drivers licenses under The Highway Traffic Act)

It is the policy of WERInc. to prohibit all drivers whose license has been suspended from operating WERInc.-owned vehicles or operating their own vehicles on behalf of WERInc.

It is the policy of WERInc. that employees must obtain a conditional license before they will be reassigned to positions in which driving a vehicle is required as any part of their job description.

It is the policy of WERInc. that only designated senior management shall provide employment status reports to the License Suspension Appeal Board. Management will provide a list of signing authorities for such reports to the License Suspension Appeal Board yearly.

It is the policy of WERInc. to provide a report to the License Appeal Board by the employer when then employee is required to substantiate job-related driving. The report will outline:

- (a) the employee's normal job classification, whether those duties require driving, the class of vehicles involved, and the hours of work;
- (b) the employee's current employment status and classification, if any;
- (c) a statement that, in providing the above information, WERInc. is not endorsing the employee's appeal.

EMPLOYMENT STATUS OF EMPLOYEES WITH PROHIBITED OR SUSPENDED DRIVER'S LICENSES

WERInc. will not guarantee a person's employment in the event his/her license is suspended, although it will make reasonable accommodation that may include the use of holiday time, banked time, leave without pay and/or assignment to alternate duties. This will not apply where the employee is unavailable for redeployment by reason of being in prison.

First-time offenders of c.19 Criminal Code of Canada may be voluntary referred to the Employer Assistance program. Second-time offenders who maintain employment will be formally referred to the Employee Assistance Program.

