



Employee Handbook

McLeod Lake Indian Band

McLeod Lake, BC

Date: April 2016

Approved by:



Introduction

Welcome to McLeod Lake Indian Band. Our business is dependent on good planning, competent workers, qualified supervision and supportive management.

Your health and safety is important to us. Please read this Employee Handbook and discuss any concerns with your supervisor. Copies of company policies and safe work procedures (SWPs) can be requested and are available through your supervisor.

Please remember that a well-executed program aims to benefit safety, quality, production and the environment. Good safety means good business.

This Employee Handbook contains information which as an employee you need to know, and as a company we will support. We will communicate changes to the program to you.

Our expectation is that everyone will participate in making and maintaining a productive, healthy and safe workplace.

Welcome to our company,

McLeod Lake Indian Band



Table of Contents

Introduction	2
Health and Safety	8
Basic Safety Rules	8
Right to Refuse Unsafe Work	11
Worker Safety Representative	11
Company Safety Meetings.....	11
Orientation	11
Orientation of Young or New Workers.....	11
Orientation of Others.....	11
Worker Assessment.....	12
Training and Certification.....	12
First Aid Equipment and Services	12
Injury Management/Return to Work.....	12
Workplace Bullying and/or Harassment (Zero Tolerance Policy)	13
Personal Protective Equipment (PPE) Requirements	13
Discipline	Error! Bookmark not defined.
Progressive Discipline	14
Serious Infractions	14
Impairment: Drugs, Alcohol and Fatigue	15
Emergency Response	15
Close Call & Hazard Reporting	15
Incident Investigation	16
Working Alone or in Isolation	16
Workplace Site Inspection	16
Mobile Equipment	16
Vehicles including Crew Transport.....	16



Light Mobile Equipment (e.g. ATVs, snowmobiles, boats, etc.).....	17
Commercial Vehicles	17
Equipment Maintenance.....	17
Pre-Work Hazard and Risk Assessment.....	17
Records, Confidentiality and Statistics.....	18
Workplace Hazardous Materials Information System (WHMIS).....	18
Safe Work Procedures (SWPs)	19
Summary	20



Company Information

Address: _____

Phone: _____ Cell: _____

Fax: _____

Email (office): _____

Email (supervisor): _____

Payroll Information

Cheques are issued _____

Direct deposit can be arranged. Contact _____ for more information.

What to do if you are sick or otherwise not able to come into work?

Overtime:

Vacation:



Health, Safety & Environment Mission and Policy

Our Mission

By focusing on those activities central to our success and by adhering to our goal of “Achieving and maintaining incident and injury free operations”, MLIB and its group of companies will lead the way in being the service provider of choice. Our vision is to grow our business safely.

Guiding Principles

The following rules will be strictly enforced to ensure the safety of our employees, our clients and the public:

- Work will not be conducted without a pre-job risk assessment and safety discussion appropriate for the level of risk;
- All persons will be trained and competent in the work they conduct;
- Personal Protective Equipment will be worn as per risk assessment and minimal Site Requirements; and
- Emergency Response Plans, developed from a review of potential emergency scenarios, will be in place before the commencement of work.

Our HSE Policy

McLeod Lake Indian Band (MLIB) and its group of companies are committed to achieving, maintaining and exceeding excellence in managing all of the health, safety and environmental (HSE) aspects of our operations. We steadfastly believe that this is the basis for reaching our vision of: “Being recognized and valued by industry and the communities in which we operate as Best in Class in Health, Safety and Environmental performance”.

Furthermore, we will not only achieve our goals, but we will constantly monitor and improve our efforts and set new industry standards.

It is the responsibility of all employees, management, and sub-contractors, to ensure that all operations are performed in a safe manner and to comply with all set policies, procedures and guidelines. In addition, it is management’s responsibility to ensure that the Health, Safety and Environmental program is reviewed on an ongoing basis and updated as required.

Our goal is simple – “Achieving and maintaining incident and injury free operations”



McLeod Lake Indian Band (MLIB) is committed to:

- Complying with all relevant legislation, regulation and industry standards;
- Continual improvement to drive down the HSE impacts of our operations by identifying all HSE aspects and impacts with appropriate controls and steps to improve them;
- Safety by believing all injuries are preventable;
- Protecting the land where we operate;
- Working with others – our customers, sub-contractors, competitors and regulators to raise the HSE standards of our industry;
- Recognizing those who contribute to improved HSE performance; and
- Openly reporting our HSE performance, not only taking record of the positives but also constructive detailing of the negatives.

Management and employees are all committed to meeting this policy, now and in the future.



Health and Safety

The theme for our safety program is clear and so are the rules. Combining our collective knowledge, key risks and expectations of our clients, MLIB has identified 9 universal Rules in Safety. We expect everyone who works for MLIB and its group of companies, regular staff and sub-contractors alike, to read, learn and follow these basic rules without exception. Non-compliance of these rules in the past has resulted in severe injury and death in our industry. By providing these “Rules in Safety” and strictly enforcing them, we will minimize the potential for serious injury in the workplace.

Basic Safety Rules

- Take reasonable care to protect health and safety of yourself and your co-workers.
- Follow safe work procedures.
- Report to work physically and mentally fit to perform your jobs.
- Do not show up for work impaired by alcohol, drugs or other causes.
- Refuse unsafe work. Contact your supervisor immediately if you have a concern.
- Complete a start of shift inspection on your vehicle or equipment.
- Use your Personal Protection Equipment (PPE) as required for your job and the workplace.
- Do not engage in any behavior, including horseplay that may endanger yourself or your co-workers.
- Do not wear (music) ear buds on the worksite (in or out of equipment).
- Do not text while in the workplace unless a safe area is determined by your supervisor.
- Do not use cell phones for calls or texting while driving.
- Always have the training and qualifications for all tasks you are assigned. If unsure, check with your supervisor.
- Report to your supervisor/company any contravention of WorkSafeBC Regulation.
- Report all newly encountered hazards, unsafe conditions, (or acts of others), and close calls to your supervisor as soon as possible.



MLIB's Rules in Safety

- The Rules in safety are not new.
- The Rules in safety apply to all employees and sub-contractors.
- The goal of the “Rules in Safety” is to keep everyone SAFE.
- Noncompliance of the rules will not be tolerated.
 - MLIB’s OHS Corrective Action Policy will take effect for those that choose to break the rules.
- They focus on those activities that carry the greatest risk on our operations.
- The rules are supported by company policy, procedures and practices.
- The expectation is that the rules are adhered to at all times without exception.

Employee Responsibility

- Know the Rules in Safety – purpose, procedures and application.
- Use the rules on a daily basis at MLIB worksites.
- Clearly understand there will be consequences for non-compliance.



Worker Responsibilities and Conduct



Permit to Work



Energy Isolation



Working at Heights



Confined Space Entry



Lifting Operations



Vehicle Safety



Journey Management



Substance Abuse





Everyone at MLIB has the right to be safe and also an obligation to ensure others are safe. Employees are encouraged to stop and call a “Time Out for safety” if they believe work endangers themselves or others. They should alert the department manager in order for a Time Out.

Anyone Can and Should Call Time Out When:

- There is uncertainty about what is happening.
- There is concern about the safety of the operation.
- Job plans change significantly from the original plan.
- When someone is uncomfortable with the way the job is progressing.



When Time Out is Called:

- Discuss why with the job-site supervisor and the site team.
- Resolve the issue and make the job site safe.
- Evaluate and reassess to ensure the risk was resolved.
- Plan and prepare.
- Restart the job when everyone agrees it is safe to do so.

Remember:

- To be effective, all employees must realize they have the right to call “Time Out for Safety” if they believe the situation demands it. As a supervisor, you need to ensure this right is understood and freely practiced by all workers.



Right to Refuse Unsafe Work

A worker must refuse work if they believe it to be unsafe to themselves or their co-workers. The process to follow when a Right to Refuse Unsafe Work is exercised and is found in WorkSafeBC Regulation 3.12. You are encouraged to report hazardous acts or conditions to your supervisor so that a safe means to complete work is cooperatively determined.

Worker Safety Representative

If there are 10 to 19 people in the company, a Worker Safety Representative is required. The worker representative will be asked, when practicable, to participate in activities such as assessments, inspections and investigations.

Company Safety Meetings

Communication is a key to our business success. We will use various types of meetings to maintain our required quality, environmental, safety and production outcomes. The meetings provide an opportunity to keep workers informed, and to record concerns or improvement suggestions. We encourage you to actively participate in meetings.

Orientation

Orientation of Young or New Workers

Before starting work, young or new workers will be oriented by the supervisor to ensure that they understand the company's policies, safe work procedures and other information.

Orientation of Others

All persons entering the workplace will receive an orientation. If you see someone who looks like they do not belong on the site, send them to the supervisor.



Worker Assessment

All workers and particularly new workers will receive regular assessments from their supervisor to confirm the worker is doing their job according to company requirements. This assessment will address safety, quality, environment and production. At least once per year this will be done formally in writing.

Training and Certification

It is our company's responsibility to ensure that you are properly trained and supervised. To ensure this commitment, we will collect a copy of all your training certificates and make a list of who has what training. If you get extra training you are responsible for telling your supervisor about it if they did not send you. You are NOT permitted to perform any job that you have not been trained for.

Your training record is confidential. Other workers do not have access to it. Management and other agencies might view your training record when bidding on work, reviewing work, investigating incidents, auditing systems and/or other similar purposes. If you believe that you need additional education or training for an assigned job, you must immediately tell your supervisor.

First Aid Equipment and Services

Should you come in contact with someone else's blood or bodily fluids, always treat an exposure as potentially infectious. Wash with warm water and soap. Report the exposure to the supervisor as soon as possible.

The designated first aid attendant(s) and location of first aid equipment, supplies and facilities for each workplace will be reviewed in a pre-work meeting or initial safety meeting for each workplace. This information will also be included on the site emergency response plan (ERP).

Please report any concerns with the condition of equipment, supplies or facilities to your supervisor or to the designated first aid attendant.

Injury Management/Return to Work

Report any injury to your supervisor as soon as possible. Seek medical attention for your injury. Be sure to tell your doctor that your injury is work related. Report your injury to WorkSafeBC as soon as possible.



We will support your effort to Stay at Work and/or Return to Work. There may be suitable Stay at Work and/or modified work if you are unable to perform your regular duties. Timely medical intervention results in better care and faster recovery. Prompt therapy including return to work as soon as possible has the best long-term health benefits.

Workplace Bullying and/or Harassment (Zero Tolerance Policy)

Bullying and harassment is not acceptable or tolerated in this workplace. All workers will be treated in a fair and respectful manner.

Workers must:

- not bully or harass other people
- report if bullying or harassment is observed or experienced
- follow the company's policies and procedures on avoiding bullying and harassment.

Bullying and harassment:

(a) includes any inappropriate conduct or comment by a person towards a worker that the person knew or reasonably ought to have known would cause that worker to be humiliated or intimidated, but

(b) excludes any reasonable action taken by an employer or supervisor relating to the management and direction of workers or the place of employment.

The policy applies to all workers including supervisors and management. It applies to conversations, images, written and electronic communications, such as email.

Personal Protective Equipment (PPE) Requirements

[The minimum requirement when on a worksite is hi-vis vest, hard hat and safety footwear.]

An employee is responsible for providing:

- clothing needed for protection against the natural elements,
- general purpose work gloves and appropriate footwear including safety footwear, and
- safety headgear.

All employees when they are hired will be provided with the following additional required PPE, and instructed on its proper use and care.

- hi vis clothing



- safety headgear (if not provided above)
- safety glasses
- bear spray

Company safe work procedures (SWPs) will indicate PPE requirements for specific jobs. Workers are responsible for keeping all PPE in good working condition and notifying their supervisor if any PPE no longer meets safe standards.

All PPE must meet regulatory and Canadian Standards Association (CSA) standards.

Corrective Action

Each worker is expected to conduct themselves in a manner which conforms to generally accepted standards of workplace behaviour and conduct.

If corrective action is needed, or after coaching or education was unsuccessful, management will apply a system of progressive steps, with the expectation that the worker's performance, behaviour or conduct will improve to meet acceptable standards. Management will keep records of all discipline steps.

Should there be a serious infraction, the company retains the right to bypass the progressive discipline steps and apply an appropriate disciplinary action, up to and including termination.

Progressive Discipline

Step 1 – *Verbal Warning*

Step 2 – *Documented Warning* and Letter of Reprimand and/or Suspension

Step 3 – *Termination*

Serious Infractions

Some infractions are of such a serious nature that a single incident may be grounds for immediate termination. Examples are:

- Falsification of employment applications, production reports, timesheets or other records.
- Possessing, using or being under the influence of intoxicants or narcotics on the job.
- Theft of property.
- Causing damage to employee, company, client or contractor property or reputation.



- Engaging in conduct that endangers fellow employees.
- Gross insubordination.
- Major safety violations.
- Flagrant violations of the law or regulation

Impairment: Drugs, Alcohol and Fatigue

Impairment is commonly thought to refer to only drugs and alcohol. However, impairment can also result from prescription drugs, fatigue and health issues. Talk with your supervisor if you are not feeling well (prescription drugs or mental stress caused by a significant life event) or that you observe another person on site who could be appears unable to focus or perform a task safely.

Emergency Response

There are two versions of the emergency response plan. The first is a field version and contains “need to know” information including: response steps; site contact information; and specific instruction (example heli landing location) for the current work site.

The second is a detailed plan for emergency response to: forest fire, equipment fire, injury, fatality, severe weather, environmental spill. The detailed plan is located [*in the supervisor’s binder*].

Please report supplies or equipment in need of repair/replacement to your supervisor.

A drill will be held at least once in a season. Know what to do before an emergency occurs.

Close Call & Hazard Reporting

Report all close calls or hazards including equipment damage to your supervisor and to others according to the urgency and potential severity of the hazard. Possible means of communication include: radio contact; email, daily tailgate topic; equipment operator log book entry; equipment tag out; or flagging off an area if safe to do so. Write it down on something handy like an equipment log and tell your supervisor. Depending on the circumstance, you may need to communicate the hazard with others first (i.e. the people that the angry bear is closest to), then with your supervisor.



A close call is something that you talked about when you headed home and said “You won’t believe what happened today. Thankfully no one was hurt.”

Incident Investigation

All incidents involving injury, close calls/near misses and property damage must be reported as soon as possible to your supervisor. Your supervisor will determine the depth of investigation required.

The “hazard, close call/near miss, equipment damage, injury reporting” form can be used and is included in [*equipment binders*].

The purpose of an investigation is NOT to assign blame. We are investigating to try to find a way to reduce the risk of a repeat incident. You may be asked to participate in an incident investigation.

Working Alone or in Isolation

“To work alone or in isolation” means to work in circumstances where assistance would not be readily available to you

- a. in case of an emergency, or
- b. in case you are injured or are ill.

There are times when a worker (this includes managers) could be on their own. In this event, with your assistance we will complete a working alone plan using our [*Working Alone or in Isolation form*].

Workplace Safety Inspection

You may be asked to participate in an inspection, or inspections may be part of your job requirement. Inspections may include:

Mobile Equipment

Operators must complete a start of work shift inspection on equipment, and record findings in the log book.

Vehicles including Crew Transport

Drivers must ensure the vehicle has been inspected by a qualified person before first use on a work shift. The inspection must be recorded using the log book and any deficiencies reported to a



company supervisor. If you are not the first person to use the vehicle, check the log for notes about vehicle condition.

Note: Reasonable measures must be taken to evaluate road, weather and traffic conditions. The driver is responsible to ensure everyone in the vehicle is correctly wearing their seatbelts. Do not drive unless everyone is buckled up.

Light Mobile Equipment (e.g. ATVs, snowmobiles, boats, etc.)

Daily inspections are required before each trip, and are recorded on the log book.

Commercial Vehicles

Operators will complete inspection as required to meet Commercial Vehicle Safety and Enforcement (CVSE) and other requirements.

Equipment Maintenance

Report to your manager all equipment maintenance issues by *writing in the equipment logbook and contacting your manager.*

If defective equipment must be left unattended be sure to clearly show that the equipment is down and not to be used by [*hang an equipment DO NOT USE tag and take keys with you*].

Pre-Work Hazard and Risk Assessment

There are many hazards which cannot be eliminated from the workplace. Some ways to deal with hazards include identifying safe work procedures, establishing physical controls (like machine guards), and wearing personal protective equipment. Even with controls in place, workers may still be at risk, and are expected to assess all tasks for hazards. Use an assessment process that makes sense to you such as “recognize, evaluate, control” or use the RADAR process:

Remember to refuse any unsafe work. Talk with your supervisor if you have concerns.

RADAR the process



Recognize the Risk
Assess the situation – stop and think
Develop a safe solution
Act safely to fix the problem
Report and record the upset condition



Records, Confidentiality and Statistics









The company has a regulatory requirement to keep records on its employees including training, discipline and injuries. The records are used to ensure: we have qualified workers and supervisors (e.g. training and certifications are current); we meet due diligence requirements in the workplace (e.g. orientations, assessments, investigations); and we meet regulatory requirements (e.g. first aid records).

You must respect the privacy of others in the workplace. We will protect worker confidentiality by way of secure storage of employee personal information. First aid records, once completed by a first aid attendant, will be stored securely and the injury or health concern treated as confidential information. After 10 years, they are destroyed.

Workplace Hazardous Materials Information System (WHMIS)

The Workplace Hazardous Materials Information System (WHMIS) is a hazard communication system, which includes labelling, material safety data sheets (MSDS), education and training. The system's purpose is to reduce injury and disease resulting from exposure to hazardous materials. If you will be working with controlled products or potentially be exposed to these products there is basic information to know.



<p>All employees must be familiar with the WHMIS symbols:</p> <p>There are four basic questions a person needs to ask:</p> <ol style="list-style-type: none"> 1. How can this product hurt me? 2. How do I protect myself? 3. What should I do in an emergency? 4. Where do I get more information? <p>WHMIS education will be provided [<i>as part of a worker's orientation</i>]. An annual review will be included in [<i>our start-up meeting</i>].</p> <p>WHMIS training will be provided by a supervisor or other qualified person for workers required to use, or potentially be exposed to, controlled products.</p>	<p>CLASS A</p>  <p>Compressed Gas</p>	<p>CLASS B</p>  <p>Flammable and Combustible Material</p>	<p>CLASS C</p>  <p>Oxidizing Material</p>	
	<p>CLASS D</p>  <p>1. Materials Causing Immediate and Serious Toxic Effects</p>	<p>CLASS D</p>  <p>2. Materials Causing Other Toxic Effects</p>	<p>CLASS D</p>  <p>3. Biohazardous Infectious Materials</p>	
	<p>CLASS E</p>  <p>Corrosive Material</p>	<p>CLASS F</p>  <p>Dangerously Reactive Material</p>		

You may have heard about the *Globally Harmonized System of Classification and Labeling of Chemicals* (GHS). GHS will change WHMIS. Your supervisor will make sure you receive education and training on the revised WHMIS once it is implemented in Canada.

Safe Work Procedures (SWPs)

Following Safe Work Procedures will reduce the risk of personal injury, damage to the forest environment, and equipment downtime. Safe work procedures explain hazards of the job (e.g. chainsaw kickback), ways to control a potential hazard (e.g. chain brake), and required personal protective equipment (e.g. hard hat and face guard).

Safe work procedures applicable to your job will be reviewed with you prior to beginning work. If you have questions – ask your supervisor for further explanation.



Copies of safe work procedures are available to you by asking your manager *or getting a copy from the office*. Equipment specific safe work procedures are included in all *equipment binders*. The safe work procedures applicable to your job will be reviewed as part of your orientation and before commencing the work.

Summary

"We all want to make it home safely." These are simple words, but they take a lot of work, dedication and determination to achieve. This is not just doing the right thing when the "safety guy" is around. We all need to work together every minute, every hour, every day of the year. It is said that safety is what you do when no one is watching.

As the Chief of McLeod Lake Indian Band, I want you to know that your opinion counts. This handbook focuses on safety, however doing the job safely means doing the job right. Good planning, knowledgeable qualified people, and well maintained equipment means less downtime, less equipment damage, less environmental damage, and fewer injuries.

Mussi,

*Chief Derek Orr
McLeod Lake Indian Band*