CFGA Health and Safety Manual

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Philosophy of the CFGA Health and Safety Program

The CFGA *Health and Safety Manual* is designed to provide members and volunteers with necessary information and assist the organization with the implementation of a coordinated Health and Safety Program. Board is committed to ensuring that the policies, practices, and procedures contained in this manual are reviewed on a regular basis, are adhered to by all members and volunteers, and are integrated into all aspects of the daily operations and management of the organization. To accomplish these objectives, CFGA will:

- Comply with all existing and current provincial employment standards, federal labor laws, human rights codes, and provincial occupational health and safety legislation.
- Consider legislation the minimum standard for association policies and procedures.
- Develop and implement clear and concise health and safety policies, practices and procedures on an ongoing basis and in consultation with members and volunteers, particularly where specific concerns have been identified.
- Maintain a safe workplace at all times, both in the field and in the office.
- Ensure vehicles and equipment are in proper working condition and members and volunteers operate them safely.
- Provide health and safety training as required.
- Address all concerns and incidents without unnecessary delay. This includes conducting investigations, and recording, reporting and implementing corrective actions as soon as possible.
- Never make assumptions regarding health and safety and to obtain information from reliable sources when uncertain about any health and safety issue.
- Support open and honest health and safety dialogue among all members and volunteers.
- Support the application of good judgment and due diligence by members and volunteers in health and safety matters.
- The success of the CFGA Health and Safety Program will be the result of members and volunteers and the board continually working together to maintain a healthy and safe environment. Consequently, the program will continue to evolve and improve such that CFGA remains in compliance with the constantly changing requirements of legislation and the changing needs of members and volunteers and the association.

Policy Statement

CFGA at all levels is accountable for the organization's health and safety performance. Active participation by everyone is necessary to achieve the highest level of safety excellence.

Enforcement

Failure to comply with the CFGA Health and Safety Program (policies, rules, etc.) will result in disciplinary action. Violations will be handled in a fair and objective, but firm manner. Discipline will be at the board's discretion and will take into consideration the individual(s) , circumstances, violation type and severity.

Disciplinary actions will range from:

- verbal warning
- suspension from the event
- written warning
- suspension or expulsion from the association

Any measure or combination of measures deemed appropriate to the circumstance may be used, as determined appropriate by the project lead or the board.

CFGA Health and Safety Rules

Note: *'Members' references all CFGA members as well as, where applicable, other types of workers associated with CFGA projects (volunteers, visitors, contractors, etc.).*

- Members will comply with all aspects of the CFGA Health and Safety Program and all existing and current provincial occupational health and safety legislation. Failure to comply will result in disciplinary action.
- Discrimination against members and volunteers who voice health and safety concerns will not be tolerated.
- Any activity or action, or lack of activity or action that causes injury, damage to CFGA equipment, or jeopardizes confidentiality or security, is prohibited.
- Arriving for work or remaining at work when ability to perform the job safely is impaired, is prohibited (i.e. fatigue, medications, alcohol, drugs).
- Report all unsafe situations to the appropriate personnel. If it is safe to do so, must rectify any unsafe situations that they may encounter.
- All members and volunteers must be familiar with emergency response plans and procedures and be aware of their responsibilities and the location and use of emergency supplies.
- All members and volunteers must participate in health and safety training and meetings as required (i.e. health and safety orientation, fresh start meetings, tailgate meetings, etc.)
- Vehicles, tools and equipment are only to be used for their designated purpose.

- Only vehicles, tools and equipment that are in good repair, with all guards and safety devices in place, shall be used; unsafe tools, vehicles, equipment or those which have been taken out of service must be reported.
- Appropriate personal protective equipment (PPE) must be worn/used and maintained by members and volunteers whenever PPE is required and/or lessens the likelihood of work-related injury or illness.
- Vehicle operation must adhere with all aspects of the CFGA Health and Safety Program and all existing and current provincial occupational health and safety legislation, the Alberta Traffic Safety Act and other applicable legislation such as Transportation of Dangerous Goods, etc.

Signed by President: _____ **Dated:** _____

Hazard Assessment Process

A **hazard** is something that has the potential to cause harm to CFGA workers and/or damage to CFGA equipment/property associated with tasks.

A **hazard assessment** is an examination of an activity and its tasks for the purpose of identifying actual and potential hazards, evaluating the degree of risk, and listing appropriate actions to control the hazard(s). The process is ongoing and is updated regularly, or when changes to facilities, equipment, materials or procedures occur, or when a related incident occurs.

- I**nformal hazard assessments (Worksite Hazard Assessment)** are done as part of the Tailgate Meeting, by members on site, prior to starting work each day.
- Critical activities are identified and discussed at tailgate meetings at the beginning of each event.

A wide variety of activities are undertaken by CFGA. These activities range from, building a fence, to operating an ATV, mowing grass, operating a hammer and everything in between. Due to the extensive and varied types of activities, hazards must be identified on a situation-by-situation basis. A predetermined list is not feasible, as a result the hazards at each situation must be identified as they are encountered. Tailgate meetings and fresh start meetings discussed below form the foundation of the hazard assessment portion of the CFGA health and safety policy.

Hazard Control Measures are actions or procedures designed to eliminate or minimize the hazards identified. These measures are determined as required on a situation by situation basis.

Fresh Start Meetings

Fresh Start Meetings are held annually at the beginning of a new project or annually reoccurring project and are an opportunity for all members to review the contents of the CFGA *Health and Safety Manual*. In addition, during this meeting specific health and safety topics are presented and discussed.

Work Site Hazard Assessments

Every work site consists of people, environmental factors, materials and equipment/tools which can create hazards and therefore, must be evaluated on a continual basis. Therefore, prior to starting work each day, Project Leads and workers must evaluate the work area for potential hazards. Once the hazards have been identified, they must be controlled or minimized to an acceptable level.

Tailgate Meetings

Tailgate Meetings (TGMs) provide an opportunity for a member or crew to review the tasks for that field day and to ensure health and safety issues are identified and addressed. They occur every day in the field before work starts and are led by the crew leader, Project Lead or a designate. TGMs are documented daily. This meeting includes all crew members belonging to the specific project. Each TGM takes between 10-30 minutes. The meetings are to:

- Take place in the field.

- Stay strictly to safety topics.
- Follow an agenda.
- Allow for worker contributions.
- Have a sign-up sheet where all participants acknowledge attending the meeting.

A typical agenda for a TGM may contain the following:

- Specific hazards relevant to the work site that day and how to control them.
- Other issues relevant to the work to be done that day, including the *Emergency Response Plan* (ERP).
- Review of incidents, including near misses submitted since the last meeting, including status of corrective action recommended and/or taken.
- Comments and new concerns of workers, and any corrective action that needs to be taken.
- Any near misses and/or incidents are to be reported to the project lead who will document the occurrence.

A daily TGM must still be held when repetitive work is being performed even if the crew members, hazards and tasks remain the same

Working Alone

All safety measures have been put in place to ensure working alone, when necessary, is safe. In these cases, the situation must be appropriately assessed, reasoning for working alone given, and all necessary precautions taken. If working alone, scheduled call-ins are strongly recommended.

EMERGENCY RESPONSE PLAN

Field Emergencies

The Project Lead is responsible for the emergency response plan in the field.

Potential field related emergencies include:

- fire or explosion
- equipment operation related injuries/damage (ATV, tractor, snowmobile, firearms, knives, etc.)
- allergic reaction (insect sting/bite, airborne allergen, food, etc.)
- medical issue
- cold related
- falling though ice/falling into water (drowning)
- heat related
- stranded or lost
- wildlife encounter/attack

Emergency Procedures:

- Keep calm.
- Assess the hazards and ensure the area and person(s) involved are safe without endangering yourself.
- Immediately inform and/ involve the project lead.
- If the situation is life-threatening and emergency services are urgently needed, **immediately call 911 or SOS on remote satellite devices.**
- If the situation is not urgent, alert your Project Lead to discuss next steps.
- Perform basic first aid if needed.
- Perform specialized emergency techniques as required (e.g., ice rescue).
- If someone is injured, do not leave the patient(s) until help arrives (someone with equal or higher safety training) unless your personal safety is at risk.
- Ensure that other members in your party are safe until help arrives.

Members Who Need Help (Emergency Situation)

If you require help and the communication connection or device has failed, move to a safe open area if possible so you can be spotted easily. If the open area is not close to your vehicle or is not safe, determine if it is better to stay close to your vehicle or equipment. If you feel it is better to be in a safe open area, leave a note in/on your vehicle indicating where you can be found.

Communication

Every member and volunteer must know how to summon assistance when an injury, accident or fire occurs in the field. Ensure you are familiar with the communication device(s) available prior to going out into a field situation. Also ensure that you have the correct contact information.

Verbal Instructions

Tailgate meetings at each unique event should address the specific emergency response measures unique to that site>

INCIDENT RESPONSE, REPORTING AND INVESTIGATING

An incident is any unplanned and unwanted event that results in damage or injury or which could have resulted in damage or injury. Calgary Fish & Game Association (CFGA) utilizes the following two basic categories of incidents:

- **Near Miss:** An incident resulting in no injury or damage, but which could have given slightly different circumstances. Near misses are reported and when warranted will require an investigation.
- **Accident:** An incident resulting in injury to people, damage to property, or loss to process. Accidents include minor injuries (first aid or medical aid), major injuries (medical aid), fatalities, equipment or property damage, vehicle accidents and spills or releases of hazardous materials. All accidents are reported and investigated.

Accidents

An accident is a type of incident that results in harm/injury to people, damage to property, or loss to process. Accidents include minor injuries (first aid or medical aid), major injuries (medical aid), fatalities, equipment or property damage, vehicle accidents and spills or releases of hazardous materials. All accidents are reported, and nearly all are investigated (minor injuries requiring only first aid are typically not investigated) according to specific situations as presented in this chapter.

Near Misses

A near miss is a type of incident that resulted in no visible injury or damage but could have caused an injury or property damage under slightly different circumstances. Members must promptly report near miss incidents and submit an *Incident Report* form to the project lead. If members are unsure whether a situation is a near miss, consult with your Project Lead,
Project Leads will add any comments and provide the completed form to the board for review and recommendations. An investigation, when warranted, may be required and the Project Lead and the board may take corrective actions as necessary.

Property Damage

If an incident occurs such that property becomes damaged (e.g. office building, warehouse, storage shed, etc.), members must promptly report the incident to their Project Lead and complete and submit an *Incident Report* form to their Project Lead. The same process as described under *Near Misses* is then

followed. If injuries occur as a result of the incident, follow the appropriate procedures as outlined earlier in this chapter.

Equipment Damage

If an incident occurs such that equipment becomes damaged (e.g. ATVs, snowmobiles, boats, post pounders, etc. (excludes highway vehicles)), members must promptly report the incident to their Project Lead and complete and submit an *Incident Report* form to their Project Lead. The same process as described under *Near Misses* is then followed. If injuries occur as a result of the incident, follow the appropriate procedures as outlined earlier in this chapter. If damage to off-road vehicles is sustained, an *Incident Report* must be completed.

Vehicle Damage

If an incident occurs such that a vehicle becomes damaged (e.g. truck, car or van), members must promptly report the incident to their Project Lead and complete and submit an *Incident Report* form to their Project Lead. The same process as described under *Near Misses* is then followed. If injuries occur as a result of the incident, follow the appropriate procedures as outlined earlier in this chapter.

Minor Injury (+/-First Aid)

If a member sustains a minor injury, such as a small cut, and requires first aid treatment only (i.e. no hospital or doctor visit is required):

- Administer first aid treatment to the injured individual.
- Complete a *First Aid Report* form and *Incident Report* form and submit it to the project lead.
- Inform the injured member's project lead that first aid was required.
- Minor injuries that only require first aid are typically not investigated.

Recordable Injury

If a member sustains an injury requiring more than first aid treatment (i.e. a non-emergency injury requiring professional medical assistance (e.g. a doctor or hospital visit)):

- Administer first aid treatment to the injured individual before going to a medical facility.
- Report the incident to the project lead.
- The project lead or designate accompanies the injured member to a physician or medical facility.
- Complete a *First Aid Report* form and *Incident Report* form and submit it to the project lead.
- Inform the injured member's project lead that first aid was required.
- Indicate any items used from the first aid kit on the first aid supply check sheet.
- Notify search and rescue if the situation deems it necessary.

HARASSMENT AND VIOLENCE

Harassment Prevention Policy

The board of CFGA is committed to providing a work environment in which all volunteers are treated with respect and dignity. Harassment will not be tolerated from anyone including: CFGA board, club members, visitors to events, and outside contractors or suppliers.

CFGA is committed to eliminating or, if that is not reasonably practicable, controlling the hazard of harassment. Everyone must uphold this policy and work together to prevent workplace harassment.

Workplace harassment means any single incident or repeated incidents of objectionable or unwelcome conduct, comment, bullying or action by a person that the person knows to cause offence or humiliation to a worker, or adversely affects the worker's health and safety.

Reasonable action taken by the board or supervisor relating to the management and direction of volunteers or a work site is not workplace harassment.

In support of this policy, we have put in place workplace harassment prevention procedures. These include measures and procedures to protect volunteers from the hazard of harassment and a process for workers to report incidents or raise concerns.

The board will ensure this policy, and the supporting procedures are implemented and maintained.

Every volunteer and supervisor must work in compliance with this policy and the supporting procedures. All volunteers are required to raise any concerns about harassment and to report any incidents to the appropriate person.

The board will investigate and take appropriate corrective actions to address all incidents and complaints of workplace harassment in a fair, respectful and timely manner.

The board pledges to respect the privacy of all concerned as much as possible. The board will not disclose the circumstances related to an incident of harassment, or the names of the parties involved (including the complainant, the person alleged to have committed the harassment, and any witnesses) except where necessary to:

- investigate the incident or to take corrective action,
- inform the parties involved in the incident of the results of the investigation and any corrective actions taken, or
- comply with other legal requirements.

No volunteers can be penalized, reprimanded or in any way criticized when following this policy and the supporting procedures for addressing situations involving harassment.

This harassment prevention policy does not discourage a worker from exercising the worker's right under any other law, including the Alberta Human Rights Act.

Harassment Prevention Procedures

Harassment reporting procedures:

The affected person will immediately report the incident to the event supervisor, committee chairperson, or executive member. Initially the report can be done verbally but is to be followed up in writing.

CFGA's procedures for documenting, investigating and preventing harassment:

The CFGA executive and board will meet to gather information and form an action plan to address each specific incident in a manner applicable to that incident.

How CFGA will inform involved parties about harassment investigation results, and the corrective actions (if any) taken to address the incident:

Following the investigation and determination of required action, all involved parties will be informed of the results and actions in a confidential manner.

Violence Prevention Policy

The board of CFGA is committed to preventing workplace violence and is ultimately responsible for volunteer health and safety. We will take whatever steps are reasonable to protect our volunteers from the potential hazards associated with workplace violence. Violent behaviour or threat of violence in the workplace is unacceptable from anyone. This policy applies to: CFGA board, club members, visitors to events and outside contractors or suppliers.

CFGA is committed to eliminating or, if that is not reasonably practicable, controlling the hazard of violence. Everyone must uphold this policy and work together to prevent workplace violence.

Violence, whether at a work site or work-related, is the threatened, attempted or actual conduct of a person that causes or is likely to cause physical or psychological injury or harm and includes domestic or sexual violence.

In support of this policy, we have put in place workplace violence prevention procedures. These include measures and procedures to protect workers from workplace violence, a means of summoning immediate assistance, and a process for workers to report incidents or raise concerns.

The board will ensure this policy, and the supporting procedures are implemented and maintained.

Supervisors will adhere to this policy and the supporting procedures. Supervisors are responsible for ensuring that measures and procedures are followed by volunteers and that volunteers have the information they need to protect themselves.

Every supervisor and volunteer must work in compliance with this policy and the supporting procedures. All volunteers are required to raise any concerns about workplace violence and to report any violent incidents or threats.

The board will investigate and take appropriate corrective actions to address all incidents and complaints of workplace violence in a fair and timely manner.

The board pledges to respect the privacy of all concerned as much as possible. The board will not disclose the circumstances related to an incident of violence or the names of the complainant, the individual alleged to have committed the violence, and any witnesses, except where necessary to:

- investigate the incident or to take corrective action,
- inform the parties involved in the incident of the results of the investigation and any corrective actions taken,
- inform workers of a specific or general threat of violence or potential violence, or
- comply with other legal requirements.

The Board will disclose only the minimum amount of personal information required that is necessary to inform workers of a specific or general threat of violence or potential violence.

No volunteer can be penalized, reprimanded or in any way criticized when following this policy and the supporting procedures for addressing situations involving workplace violence. This violence prevention policy does not discourage a worker from exercising the volunteers right under any other law.

Signed by President: _____ Date: _____

Violence prevention procedures

How to get immediate help if there is violence in the workplace:

The affected person will immediately report the incident to the event supervisor, committee chairperson, or executive member.

Initially the report can be done verbally but is to be followed up in writing.

CFGA's procedures for evaluating the nature and extent of violence hazards (including specific, general or potential threats) at the work site:

The CFGA executive and board will meet to gather information and form an action plan to address each specific incident in a manner applicable to that incident.

CFGA's procedures for documenting, investigating, communicating and implementing corrective action:

Following the investigation and determination of required action, all involved parties will be informed of the results and actions in a confidential manner.

Appendix

Tailgate Safety Meeting Form
Incident Reporting Form

** Use back of the form page to include more information as necessary

TAILGATE SAFETY MEETING FORM

Instructions

To be completed by project lead prior to beginning of new job, when changes in work procedures occur, or when additional hazards are present.

NAME, TYPE, LOCATION OF PROJECT OR WORK ACTIVITY:

TOPICS/HAZARDS DISCUSSED:

INFORMAL TRAINING CONDUCTED (Name, topics):

NAMES OF ATENDEES: (use back of page if necessary)

Printed Name	Signature

I understand that in signing this document I agree to not pursue legal action against CFGA or any of its members and that it constitutes a release of liability and indemnity for all claims

Lead Signature/Date:

_____ _____

Incident Reporting Form

Health and safety incident report form 2

The affected person		
Worker ☐ other: (i.e., visitor, contractor) ☐	Name	
Address	Date of birth	
Email—work:	Email—home	
Employer's name if other than worker	Address	Phone
Witness details		
Names(s) and contact information	Names(s) and contact information	
First aid		
First aid provided: Yes ☐ No ☐ N/A ☐	Time of attendance:	
By whom:	Contact information:	
Details of provision:		

Post incident
Where did the person involved in the incident go next?
To the hospital ☐ home ☐ returned to work ☐ other ☐
Was a member of the joint health and safety committee notified of the incident? Yes ☐ No ☐
Name:

Additional notes: