

Vehicle & Equipment Policy

Subject: Safety Program

Ref: Equipment & Supplies

Code: 16

Date Approved: February 9, 2016 Motion No. 1219/09/02/16 Replaces: 946/14/12/04

The County of Northern Lights believes in providing safe operating equipment for its employees by incorporating and enforcing regular maintenance/conditions and practices toward its fleet of licensed equipment.

The County of Northern Lights proposes to do this by giving equipment maintenance primary importance in planning and operating municipal activities in order to protect employees and the public against hardship and suffering caused by incidents due to maintenance practices, and to protect the municipality against unnecessary financial burden, liability and reduced efficiency.

Signed *B. Anderson*
Chief Elected Official

Signed *Van Oort*
Chief Administrative Officer

PROCEDURE

1. Every employee is entitled to operate the safest possible vehicle & equipment, and every reasonable effort shall be made to provide for the maintenance of vehicles & equipment to eliminate hazards or mechanical deficiencies that could cause injury to workers/public or damage to property, vehicles or equipment.
2. Management is responsible for the promotion of the vehicle & equipment maintenance safety programs and the education of all employees.
3. Each individual employee is responsible for the success of the vehicle & equipment maintenance safety program and will cooperate with supervisors to this end.

A safe equipment operating and maintenance environment is a goal everyone shares. For that reason the Canadian National Safety Code (NSC) is an important piece of legislation, which was passed to protect employer, management and workers. The code provides minimum standards within which the County, Management, Supervisors and Employees must work together to keep the work site safe and free from unsafe hazards.

All employees shall adhere to the guidelines defined in the County Safety Program.

The County will be proactive to ensure that there is no contradictions between policies and procedures

ROLES AND RESPONSIBILITIES OF: COUNCIL, MANAGEMENT, SUPERVISORS, EMPLOYEES AND THE SAFETY COMMITTEE

COUNCIL

To encourage a healthy and safe work place by:

- providing the necessary funding for the vehicle & equipment maintenance safety program.
- approving the appropriate vehicle & equipment maintenance policies.

MANAGEMENT

To provide information, instructions and assistance to all supervisory staff in order to protect the health and safety of all employees by:

- providing all supervisory staff with an understanding of relevant vehicle & equipment maintenance safety program information.
- ensuring employees have proper well-maintained, vehicles, equipment and tools, plus any special devices/programs, which may be required.
- approving ongoing staff training in vehicle & equipment maintenance education programs.
- monitoring departments maintenance program and holding them accountable for their individual maintenance performance.
- acting as a liaison between employees, supervisors, the Safety Committee and the County Council.

SUPERVISORS

To understand and enforce the County Vehicle & Equipment Policy and the National/Provincial Safety Codes legislation by:

- ensuring all workers have the skill and training necessary to perform vehicle & equipment inspections.
- ensuring all employees are trained to work in a safe manner and use all procedures required by the municipality and by legislation to ensure vehicles & equipment are safe to operate.
- advising employees of any potential dangers and how to isolate, prevent and remove them.
- ensuring all workers are aware of their vehicle & equipment maintenance obligations.
- reporting all incidents/accidents and maintenance requirements immediately and then investigating all incidents/accidents and maintenance faults fully and advising management on how to prevent similar occurrences in the future.
- carrying out regular inspections of the vehicles & equipment to ensure that a healthy environment is being maintained.
- cooperating with Department Of Transport (DOT) authorities and providing any information requested during an investigation.
- preparing applicable reports and maintaining applicable vehicle/driver files as required by the National Safety Code standards.

EMPLOYEES

To comply with the County's Vehicle & Equipment Policy, and the National Safety Code standards by:

- reading and referencing the National Safety Code standards
- filling out the equipment DAILY LOG BOOKS as required.
- notifying supervisors/management if a questionable or dangerous condition exists.
- reporting all incidents/accidents or near misses in writing to their supervisor as soon as possible.
- taking precautions to protect the safety of other workers/public and themselves.
- refusing to operate a vehicle or equipment that they believe may present imminent danger to themselves or others, and
 - i. immediately notify supervisor,
 - ii. explain reason,
 - iii. if supervisor does not agree, contact management.

SAFETY COMMITTEE

To provide group input and coordination of a 'safe work place' by:

- encouraging the County and all its employees to work together in the identification and maintenance of vehicles & equipment.
- recommending solutions to rectify unsafe maintenance situations, and
- maintaining and reviewing, as needed, the Maintenance Program Directive and Vehicle Safety safe work practise (County Safety Manual No.7.14 and No.2.17) along with other safe work practises that may apply in relation to this Vehicle & Equipment Maintenance Policy.

For the Safety Committee, also known as Joint Health and Safety Committee (J.H.S.C.); it is recommended that at least one of the members be an accredited National Safety Code trained person. This committee should meet quarterly, hold meetings open to all employees and management; prominently file and post minutes as required by legislation; and report to the County's Chief Administrative Officer.

SAFETY CODE OF PRACTICE

GENERAL SAFETY

1. No employee shall start a job until they have thoroughly inspected their vehicle/equipment prior to commencement of vehicle/equipment operation.
2. Each employee is expected to aid in keeping his or her vehicle/equipment clean and maintained.
3. All vehicles and equipment should be inspected before operating and anything considered to be unsafe is to be repaired or reported to the supervisor.
4. No equipment or vehicles shall be cleaned, adjusted, oiled or refuelled while running.
5. Safety devices/procedures must be in place before a piece of equipment is put into operation.
6. Hard hats are required to be worn when there is potential for head injury.
7. Hearing protection is provided and shall be worn whenever noise levels are excessive (as described in Occupational Health & Safety Act, Regulation, and Code 2009, under Code Part 16, Noise Exposure).
8. Horseplay around vehicles and equipment will not be tolerated.
9. Approved safety footwear must be worn when work conditions dictate.
10. If an incident/accident occurs, notify Supervisor immediately, giving details and request assistance as required; (i.e. ambulance, police, or fire) and then fill out the appropriate report.