



LOCAL 76

CREW SAFETY REP HANDBOOK

Introduction

Thank you for becoming a Local 76 safety rep; it is very important that you understand that UNIFOR local 76 decides who are the local 76 safety reps and that although you are expected to ensure the safety of all personnel on the site you are representatives of our local. You are the link between the members, the Safety Committee (Area/JHS), and Management. You have an important role in getting safety concerns dealt with. The purpose of this handbook is to help you become an effective safety rep which includes but is not limited to Safety Tours and Safety Meetings. We hope that you find this booklet a useful tool that will be an evergreen document changing with new ideas from you and others. It is important to look at the safety issues that arise with an open mind and ensure that the concerns brought to your attention are dealt with seriously.

The Crew Safety Representatives Will:

- 1) Lead by example
- 2) Participate in the monthly worksite inspections/audits of the department. The worksite inspections/audits are to include both a review of the physical conditions to identify potential hazards (inspection), as well as conducting observations of employees for the purpose of recognizing safe work practices and correcting unsafe work practices (audit).
- 3) Participate in cross-departmental worksite inspections.

- 4) Participate in incident investigations as per Incident Investigation Policy AP06 whenever possible.
- 5) Initiate any “near miss” investigations that may come to his/her attention.
- 6) Be involved in the preparation of any new job safety analyses (JSA’s) or standard operating procedures (SOP’s), as well as assisting with the review of existing JSA’s/SOP’s.
- 7) Correct any unsafe work practices by other individuals.
- 8) Correct immediately or bring forward any unsafe conditions that they may encounter.
- 9) Work with the area supervisor, working foreman or lead operator to ensure all required crew meetings are held and to develop agendas and/or chair the meetings where applicable or requested.
- 10) Assist with any safety related training as requested.
- 11) Be knowledgeable in the use of the safety work request system and to assist co-workers with entering safety work requests and following up to ensure the work has been completed in a timely manner.
- 12) Represent and report on his/her crew at the area safety committee meetings.
- 13) Ensuring that Safety supplies are available and Safety & Lock out cabinets are stocked (if applicable)
- 14) Be knowledgeable in the Field Hazard Assessment (FHA) process and teach workmates in the use of FHAs.
- 15) You should start your day by being involved in the tool box talk. If your leader is not in attendance take the initiative and run the meeting. Open up your email and get any information that you need to hold an informative Tool Box meeting. Develop a package. Assign somebody to keep minutes of the meeting, after the meeting have the minutes entered into our safety minutes system under tool box meeting minutes.
- 16) Talk to the Supervisor to get his opinion on current issues and discuss any concerns received from the members of the crew. You should also do a follow up with the Department Manager and convey ongoing concerns to see if he/she can have them resolved or have them brought to the Area or JHS for recommendation. If you have any safety related issues you can contact the Local Safety Director and other Reps.

1) **Lead by example**

As a safety rep you are a leader, people will watch and see what you do and how you do them. You are a safety role model and it is important that you follow the company's safety practises to the best of your ability.

2) **Worksite Inspections/audits**

These are a very important aspect of having a safe worksite and should be performed, at a minimum, once a month.

The policy for theses inspections and audits can be found on our Intranet <http://prsafety/Safety/policiesformspermits/layouts/WordViewer.aspx?id=/Safety/policiesformspermits/Policies/AP10%20-%20Worksite%20Inspections.doc&Source=http%3A%2F%2Fprsafety%2Fsafety%2Fpoliciesformspermits%2Fdefault%2Easpx&DefaultItemOpen=1>

The forms to be filled out can be found on our Intranet (Audits SAF021)

<http://safety/safety/policiesformspermits/layouts/WordViewer.aspx?id=/safety/policiesformspermits/Forms%20%20Permits/SAF021%20Safety%20Audit.docx&Source=http%3A%2F%2Fsafety%2Fsafety%2Fpoliciesformspermits%2FForms%2520%2520Permits%2FForms%2FAllItems%2Easpx%3FGroupString%3D%253B%2523Corporate%253B%2523%26lsGroupRender%3DTRUE&DefaultItemOpen=1>

and (Inspections SAF029)

<http://safety/safety/policiesformspermits/layouts/WordViewer.aspx?id=/safety/policiesformspermits/Forms%20%20Permits/SAF029%20Workplace%20Inspection.docx&Source=http%3A%2F%2Fsafety%2Fsafety%2Fpoliciesformspermits%2FForms%2520%2520Permits%2FForms%2FAllItems%2Easpx%3FGroupString%3D%253B%2523Powell%2520River%253B%2523%26lsGroupRender%3DTRUE&DefaultItemOpen=1>

3) **Cross-departmental worksite inspections.**

As above

4) **Incident Investigations**

Conducting an effective Incident investigation is not complex or mysterious. All that is needed is an understanding of basic problem solving techniques.

An Incident investigation follows these steps:

1. Something must happen that would be defined as an accident or significant incident. The Incident investigation team must be assembled.
2. Gather information. This can include visiting the site, recording observations, taking pictures, interviewing victims, witnesses, experts, and others. Written work procedures, engineering drawings, maintenance records, purchasing specifications and training records may also be relevant.
3. Follow Catalyst Paper Powell River division's Investigation process AP06.
4. Analyze the data to try to find the causes of the Incident (there could be more than one).
5. Decide what must be done to prevent the Incident from occurring in the future, or at least mitigate the outcome if it does. Be as specific as possible. Consider short term measures and longer term prevention if appropriate.
6. Make sure the preventive measures are implemented. Follow up to see that they are.
7. The purpose of all investigations must be to obtain and analyze **the facts** pertinent to the incident, and to find **root cause** in order to prevent recurrence of similar incidents in the future. In addition, the investigation process must be used to facilitate understanding and acceptance of our core safety values and beliefs. This will require a structured discussion to occur.
8. The incident investigation process must never be used to affix blame to an individual.

The Incident Investigation process **will not** be used as a vehicle to address performance issues. No discipline will arise from a formal incident investigation. A separate, formal fact finding investigation will be held for any incident where discipline is being considered.

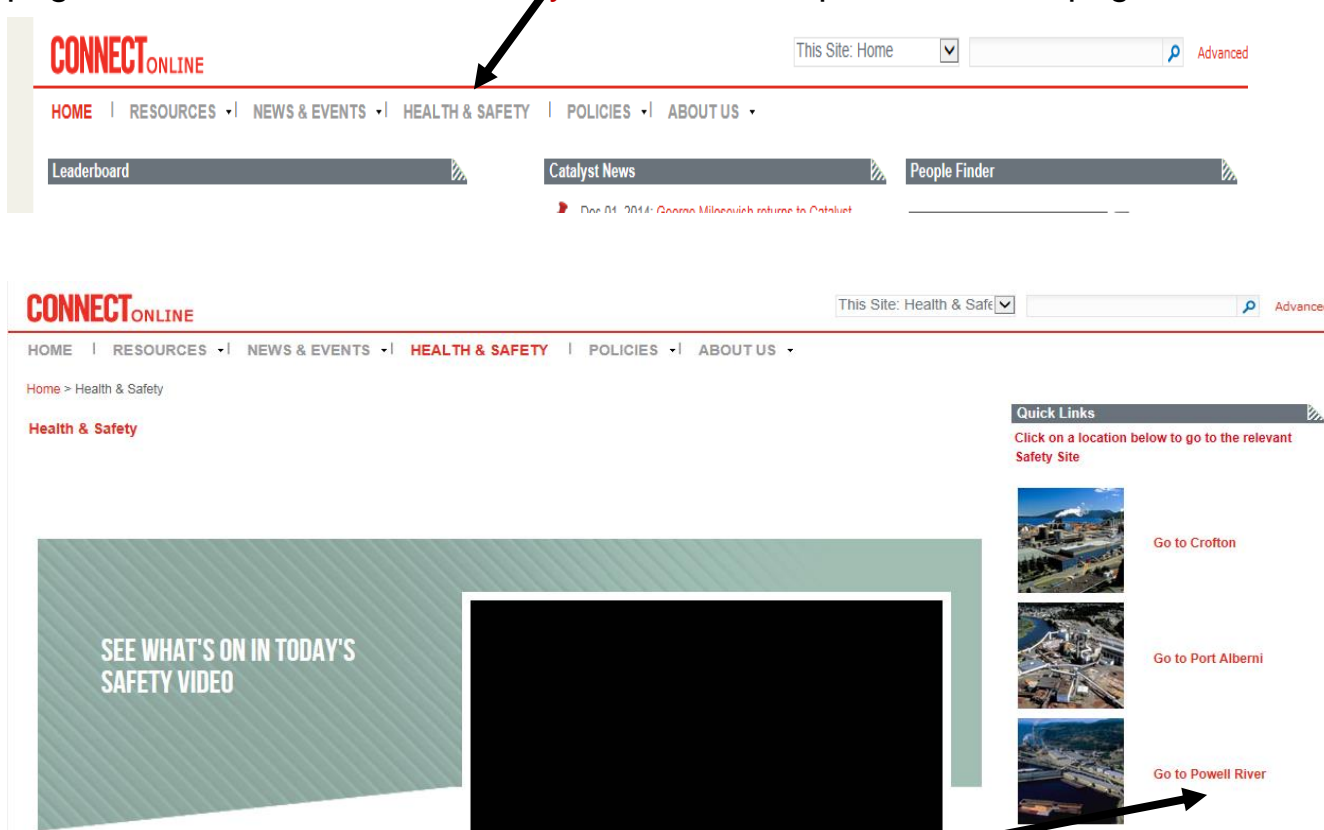
The incident investigations must be done with the person(s) involved in the incident, the Supervisor, and you, the Safety Rep. The quality of the investigations are the key in ensuring that the incidents are not repeated. It is important that the investigation committee have a clear view of what happened and how it happened to determine the Root Cause(s).

This is why it is important that you go to the “scene of the incident” and get the details explained by the person(s) involved. After the facts are clear in the minds of the investigators then you can go back and sit down to discuss the events. It is important to take your time and get all of the facts down on how this incident occurred and all the contributing factors in the incident.

If in doubt please contact another safety rep or one of the Local 76 safety directors to assist you.

Health and Safety Incident Tracking System

The Health and Safety Incident tracking system is a web based system located on the Intranet, all safety items can be found on the Connect Online safety page; click on the **Health & Safety** tab near the top center of the page.










Go to Powell River on the middle of the right side of the page will take you directly to the **PRSAFETY** page.

On the left hand side half way down select Policies, Forms and Permits.

- Hazard Analysis and Assessment
- Health and Safety Committees
 - Powell River
 - CGC Terms Of Reference
 - Safety Improvement Team
- Health and Safety Program Review
 - Program Review Archive (Secured)
- Incident Investigations
 - Incident Investigations Archive
- Next Steps
- Policies, Forms & Permits
 - Archive (Secured)
 - Emergency Response
- Prevention & Awareness
 - Confined Space

Under Forms and Permits on the right side of the page select **Incident Investigation Guide Only (Must Enter into Incident Investigation System)**. This is the guide that will lead you through the investigation process. Print this out and have a copy for each of the investigation committee or have them follow on an overhead projector if available.

Forms & Permits	
Type	Name
	Aerial Work Platform Inspection
	ALTERED LOCK OUT FORM 1
	Asbestos Hazard Identification and Risk Assessment
	Boomlift Inspection
	Confined Space Entry Log
	Electrical Hazard Information Form
	Fall Protection Plan
	Incident Investigation Guide Only (Must Enter into Incident Investigation System)

Start the investigation by beginning at the top left hand side of the guideline filling in information as you go.

AREA – The general area of the incident (ie PB19)

Incident Location – More specific (ie 3rd floor)

Type of Incident – check off one of the selection boxes (if applicable).

FA Report # - # on the first aid report from protection (if applicable).

Investigation # - Will be filled in automatically when inputting the data on the final form.

Supervisor – The employee's direct Supervisor's name.

Area Manager – The employee's direct Manager's name.

Reviewed/Approved by – The employee's direct Manager or above or Safety Manager or Safety Director's name chosen from a drop down box on the final form. This must be filled in or you will not be permitted to save the investigation.

Date Aprv'd – The date of you inputting the data.

Preliminary or Formal – Are all parties present? If not check preliminary. If needed you may go back and change from Formal to preliminary if through the investigation it is felt more information or more people are required.

Date of Incident – date incident occurred.

Time of incident – time incident occurred (not critical).

Date of investigation – date investigation was held. If the preliminary and formal were held on separate dates then ensure it is noted in the comments section.

Job Safety Procedure – select Yes, No or N/A.

Description of Incident – The description of incident must clearly describe the event to a non-participant.

Other – If the type of incident was not a First aid, ME, MI or LT then select one or more from this column. If it was one of the above this column does not need to be used.

Basic Cause – Go through the options and see if any fit the incident. There may be more than one or perhaps none.

Cause Group (People Related) - Go through the options and see if any fit the incident. There may be more than one or perhaps none.

Cause Group (Work Related) - Go through the options and see if any fit the incident. There may be more than one or perhaps none.

Please note that it is not a democracy when selecting causes through the group columns. If one person feels that a cause should be selected then it should be selected.

Root Cause – From the causes selected find the root cause and any contributing causes.

Action Already Taken to Prevent Recurrence – what was done prior to this incident investigation to prevent recurrence.

Distribution List – Safety Manager, Area Manager, Safety Director(s) and others you feel would benefit from receiving the report.

Investigation Committee – names of all persons involved in the investigation other than the injured employee (if applicable). Just enter Injured Employee.

Action Items – Document all action items that come out of the investigation including

Date to Complete – Pick a reasonable time to complete the action

Completion Date – Will be filled out when the action is complete

Action By – Who is taking on the action (Should be someone at the investigation).

There should be at least one action item for every cause selected in the cause groups.

This the checklist found on the back of the incident investigation form. Please use it **during** the investigation to aid you.

INVESTIGATION GUIDELINES/CHECKLIST

THIS INVESTIGATION IS HELD TO PREVENT RECURRENCE NOT TO PLACE BLAME

- ☐ Are all parties involved present? If not, then this will be considered a "Preliminary" investigation.
- ☐ Was the site visited? Should the investigation group visit the site? Has the scene been left intact?
- ☐ Was proper personal protective equipment being used?
- ☐ Are there Ergonomic issues related to this incident?
- ☐ Does the "Description of the Incident" clearly describe the event to a non-participant?
- ☐ Have the people related issues been discussed thoroughly?
- ☐ Are the recommendations practical?
- ☐ Do the preventative recommendations address the causes?
- ☐ Can the recommendations be completed in a reasonable amount of time?
- ☐ The recommendations must identify WHO from the investigation committee will do WHAT by WHEN.
- ☐ If a safety work order is required, the notification number should be in the action items section.
- ☐ Has the investigation process been used to facilitate understanding of our Core Safety Values (listed below)?









- ❖ All Injuries can be prevented
- ❖ Safety has over-riding priority
- ❖ Involvement in Safety is essential
- ❖ Safety is a line responsibility
- ❖ Safety is built-in to every job
- ❖ Success in Safety is contagious.

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Once completed and all parties are satisfied the investigation is over, it is now time to input the information gathered into the computer data base. Close the guidelines page on the computer.

Entering Incident Investigations

Under Forms and Permits on the right side of the page select **Incident Investigation System (Must Enter all new Incident Investigations here)**. This is the guide that will lead you through the investigation process. Print this out and have a copy for each of the investigation committee or have them follow on an overhead projector if available.

Forms & Permits <input type="checkbox"/>	
Type	Name
	Aerial Work Platform Inspection
	ALTERED LOCK OUT FORM 1
	Asbestos Hazard Identification and Risk Assessment
	Boomlift Inspection
	Confined Space Entry Log
	Electrical Hazard Information Form
	Fall Protection Plan
	Incident Investigation Guide Only (Must Enter into Incident Investigation System)
	Incident Investigation System (Must Enter All New Incident Investigations Here)

1. Once you have accessed the system you would click on 'Add a New Report' in the top right corner.
2. Enter in all the information, starting at Area, which you determined from the investigation and wrote on the guideline form.
3. Enter the First Aid Report number if you have it, if not don't worry about it.
4. The Investigation Number will be assigned by the computer.

7

<div> Change Selection Reset Print View Email Save </div>				
Area 2	Location of Incident	Type of Incident	First Aid Report No. 3	Investigation No: 4
Supervisor	Area Manager	Reviewed / Approved By	Employee Name 5	Preliminary / Formal
Date of Event	Event Time (optional)	Investigation Date	Is there a Job Safety Procedure	Reporting Area
Property Damage	Procedural / Standards	Cause Group	Medical Type	Loss Potential
Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable - No establi
Date of Event	Event Time (optional)	Investigation Date	Is there a Job Safety Procedure	Reporting Area
Property Damage	Procedural / Standards	Cause Group	Medical Type	Loss Potential
Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable - No establi
Description of Incident (Be Specific)				
Other Causes (Unsafe Acts or Conditions)				
Root Cause of Incident (Refer to investigation guidelines in Help)				
Action Already Taken to Prevent Recurrence (if any)				
Health & Safety Representative(s)				
Union Representative(s)				
Investigation Committee				
Distribution List				
Attachment(s) click here -----> add / remove attachment(s)			Report Status and Closed Date	
			<input type="checkbox"/> Close <input type="text"/>	
			<input checked="" type="checkbox"/> Draft Copy	

Notes

Action Items



Add new action

Delete selected action

5. It is permissible to enter the injured employee's name as it will not show up on the form when distributed.
6. To enter action items, click on the Add Action Items tab at the bottom of the screen. Enter in all of the Action Items, even the completed ones.
7. Once you have all the information entered, click on SAVE at the top right of the screen. This will assign a number to the investigation. Then click on EMAIL. This will send the investigation to all identified in the distribution list.

5) Near Miss Investigations

As per incident investigations.

6) Job Safety Analysis (JSA) and Standard Operating Procedures (SOP)

Both of these are descriptions of how to do tasks safely. JSAs are predominately used by maintenance personnel while the SOPs are mainly operations.

These should be written by people with intimate knowledge of the tasks and preferably by more than one person. The forms are on Connect Online, click on Health and Safety in the middle top of the screen. Click on go to Powell River. Click on Policies, Forms & Permits on the right hand side. About a third of the way down the page on the right hand side under Forms & Permits click on JSA Template. As you fill out the form you may not know the Procedure number, contacting the documentation office will get you the next number.

7) Correct any unsafe work practices by other individuals.

Use coaching methods that you have or will learn in the process of becoming a Local 76 safety rep.

8) Correct immediately or bring forward any unsafe conditions that they may encounter.

When encountering what you deem to be an unsafe condition deal with the problem yourself if you are able, if not secure the area and obtain assistance. This may be in the form of another person, a Supervisor, a Safety Director or Manager or make out a safety work order.

9) Monthly Safety Meetings and Tool Box Talks.

It is advisable to have an agenda for your meeting. Included in this agenda should be the

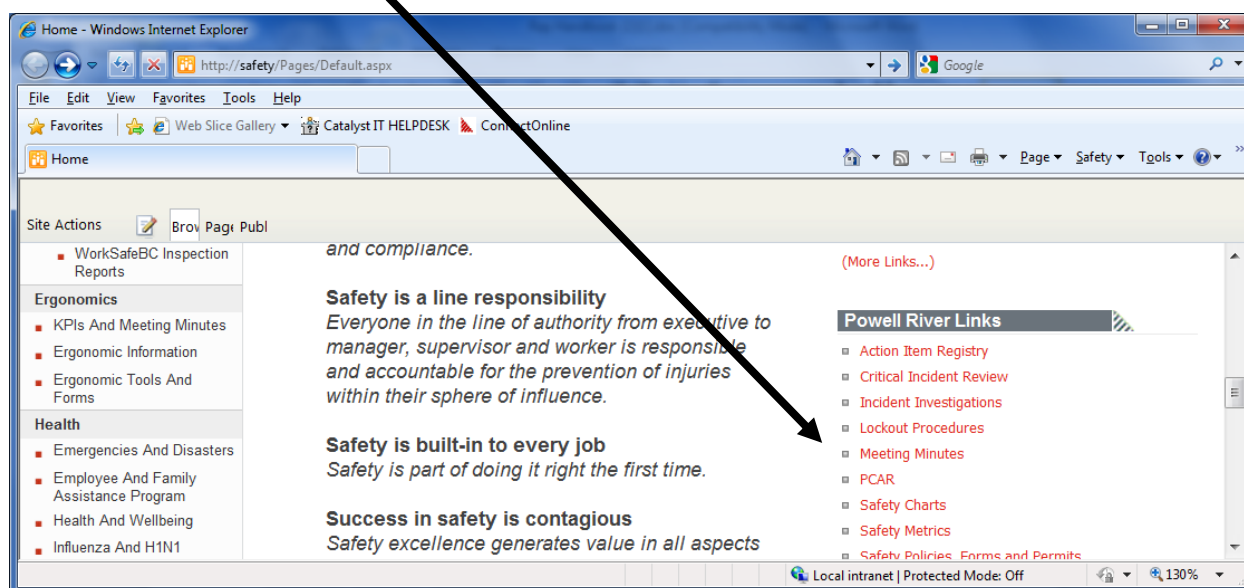
- 1) Theme of the Month
- 2) Crew safety stats
- 3) Crew track compliance
- 4) Review minutes of last month's meeting and other pertinent crews' meeting minutes
- 5) Review the latest JH&S meeting minutes.
- 6) Review your Area monthly meeting minutes
- 7) Pick a Theme or promotion of your choosing that is relevant to the crew.
- 8) Review any pertinent Incident Investigations
- 9) Discuss concerns from the floor or recent tool box talks
- 10) Discussion involving all attendees, ask them if they have any issues or even ideas for future safety meetings.
- 11) It is important to involve everyone.

Meeting Minutes

It is extremely important that you have minutes from the meeting entered in the data entry on the intranet. These will be entered as Crew Safety Minutes or Tool Box Talks. This way the minutes will be available to everyone who would like to see them and all Action Items have a person assigned and they can be reviewed within the Action Item Registry.

On the next couple of pages you will find the sequence to the Data entry for Meeting Minutes.

Again on the Connect Online Safety page you go to the right and use the link to the “Meeting Minutes”.



To add a new report, use the link at the top, “Add New Report”.

The screenshot shows a web browser window titled "Meeting Minutes - Windows Internet Explorer". The address bar shows the URL "http://vanws01/incidenttracking/pr/MeetingMinutes.aspx". The page features the "Catalyst" logo and the title "Meeting Minutes". A blue button labeled "Add New Report" is located in the top right corner, with an arrow pointing to it. Below the header, there are two dropdown menus: "Reporting Area:" and "Type of Meeting:". The "Reporting Area:" dropdown has an arrow pointing to it. Below these, there is a "Report Status:" dropdown with a button labeled "Open & Closed Reports" and a "Meeting No:" input field. A note states: "Note: Only authorized personnel can edit or add meeting minutes". At the bottom right, there are buttons for "Edit Reports" and "View". The status bar at the bottom indicates "Local intranet | Protected Mode: Off" and a zoom level of "130%".

In the “Reporting Area” section on the top left use the drop down arrow to select which area you want. Once selected move to the center top of the page “Type of Meeting” and use the drop down arrow to select either Safety or Tool Box Talk.

Meeting Minutes - Windows Internet Explorer

http://vanws01/incidenttracking/pr/MeetingMinutes.aspx

File Edit View Favorites Tools Help

Meeting Minutes

Change Selection Reset Print View Email Save

Reporting Area Type of Meeting Date of Meeting Time of Meeting

03/24/2014

Administration - Protection Dept
Maintenance - Area 1
Maintenance - C38 40 71
Maintenance - C57EI
Maintenance - C59 77 81
Maintenance - C61M
Maintenance - C63EI
Maintenance - C69EI C70M
Maintenance - C73 76 PM09 & PM10 Mech
Maintenance - C75 PM11 Mtce
Mill Stores/Procurement
Production/Operations - Ops Area III
Production/Operations - Ops Distribution
Production/Operations - Ops Finishing
Production/Operations - Ops PM09 & PM10 A
Production/Operations - Ops PM09 & PM10 B
Production/Operations - Ops PM09 & PM10 C
Production/Operations - Ops PM09 & PM10 D
Production/Operations - Ops PM11 A
Production/Operations - Ops PM11 B
Production/Operations - Ops PM11 C
Production/Operations - Ops PM11 D
Production/Operations - Ops Stock Prep A
Production/Operations - Ops Stock Prep B
Production/Operations - Ops Stock Prep C
Production/Operations - Ops Stock Prep D
Pulp Utilities & Fibre - Area II
Pulp Utilities & Fibre - Fiber A
Pulp Utilities & Fibre - Fiber B

Attendee(s)

Meeting No.

Report Status and Closed Date Draft Recorded By

Close

Document(s)

Done Local intranet | Protected Mode: Off 130%

Next move to the right to “Date of Meeting” click on the arrow and a calendar will appear click on the date of the meeting and it will appear in the box.

Filling in the meeting description, Co-Chairs, Attendees, Reviewed/Approved By, is self explanatory however you must select someone from the Reviewed/Approved by list (usually your Manager) or you will not be permitted to save the minutes. Report status can only be closed once all action items are completed. Leave the minutes in draft until after your Manager has reviewed them and he/she will take them out of draft.

Add Agenda Item

Agenda Item 1

Description of Agenda Item:

Lead Person(s):

Add new action Delete selected action

At the bottom left there will be “Add Agenda Item”, click on this to insert items discussed throughout the meeting. If any of the issues require an action then click on “Add new action”.

It is not advisable to enter this data while conducting the meeting as it can be distracting for all attendees and could result in a lengthy meeting.

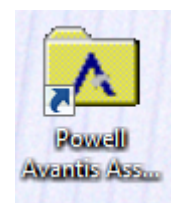
Once completed return to the top right corner and click on Save and then Email. It now sent to your Manager to review and approve and then take it out of draft so it goes into the data base.

10) Safety related training

There will be opportunities for you to be involved in receiving safety related training throughout your tenure and you may be asked to participate in acting as a trainer as well.

11) Safety work requests – MWC - AVANTIS

This system seems quite overwhelming to a first time user and that is to be expected, but it is important to learn some of the basics in order to input Safety Work Requests. The first time that you work on inputting the Work Request you will want to have someone guide you through the process. It is recommended that you sit down with a Safety Rep or Supervisor who will guide you through the system. There are also on line tutorials that you can find on the Intranet. They are located under the “Safety” heading on the left hand side of the Powell River Division Intranet, then click on “Avantis-TruTrack-Traccess” then click on “Avantis How-to”. You will find various demos that will take you step by step through the system and allow you to see how the system works.



1.0 DEFINITION OF A SAFETY WORK REQUEST

Once approved by the front line manager a safety work request will result in a safety work order.

Safety work requests are defined as maintenance, repair and alteration requests which:

Permanently correct a recognized hazard after immediate temporary measures have been taken, or

Refer to a situation in which safety is a primary, rather than an incidental concern, or

Are raised as the result of a recommendation from an incident investigation and meet one of the above criteria.

2.0 IMPLEMENTATION OF A SAFETY WORK REQUEST

Anyone can request safety work to be done. When an unsafe condition is first recognized, the worker will attempt to immediately correct the unsafe condition. Shift maintenance resources should be used when necessary. If it is not possible to permanently correct the hazard, then, the worker, in consultation with the crew safety representative and crew supervisor, must enter a safety work request into the Avantis computer system outlining the problem and suggested solution. If a safety issue cannot be successfully addressed on shift, it is the obligation of the crew supervisor/leader* to ensure that a safety work request has been entered before the end of shift.

The appropriate front line manager will review the safety work request and inform the originator if the intent is to downgrade, delete or postpone the safety work request prior to doing so.

Originators who are dissatisfied with a decision can request a review by the appropriate area safety committee through the originator's crew safety representative. If agreement is not achieved then the decision can be directed to the area manager or the general manager.

Safety work requests created in response to an incident investigation can only be downgraded, with prior consultation with the originator.

Once approved a safety work request will result in a safety work order.

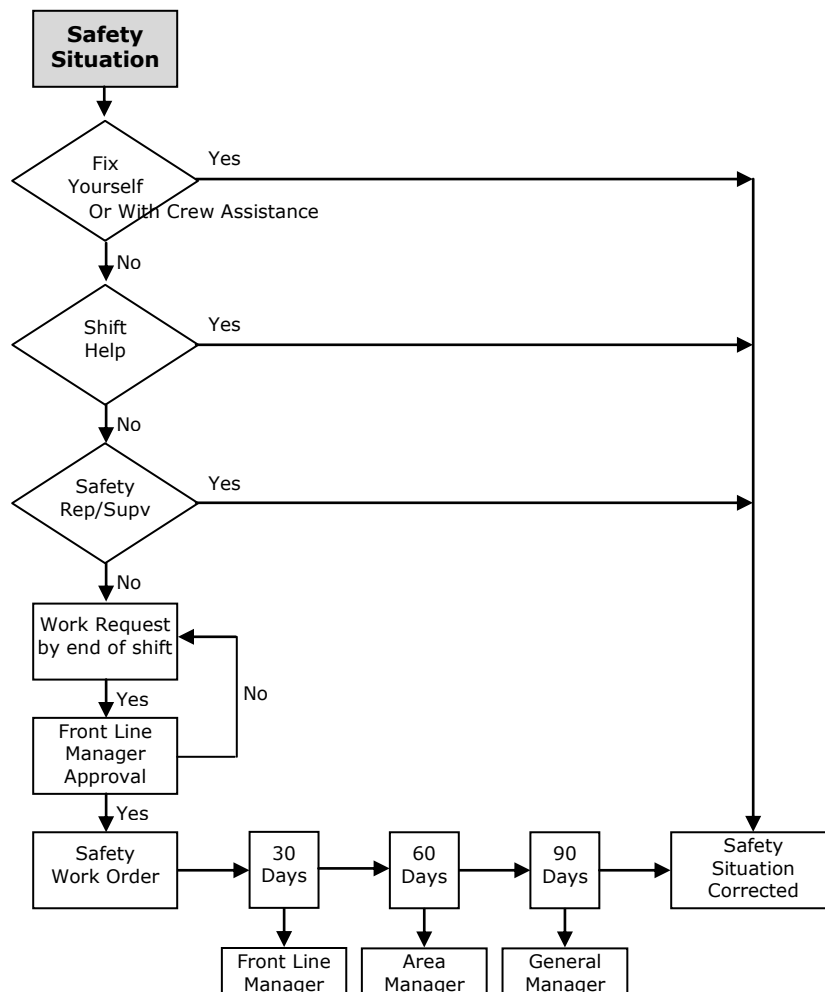
***Crew supervisor definition: Day crew supervisor, shift supervisor, shift engineer, lead operator, working foreman, operations specialist.**

Safety work requests must be approved or downgraded within 14 days.

Safety work orders older than 30 days (from order creation date) will be expedited by the front line manager.

Safety work orders older than 60 days (from order creation date) will be expedited by the operations and maintenance area managers.

Safety work orders older than 90 days (from order creation date) will be expedited by the general manager.



12) Area safety committees and program structure (AP03)

The mill's health and safety program is made up of the following four components:

1. Joint Health and Safety committee
2. Area safety committees (Areas I - III)
3. Crew safety representatives / line management
4. Individual employees

It must be clearly understood that safety is a shared responsibility between all mill employees, throughout all areas of the mill and is an interactive process in which everyone must play an active part.

JOINT HEALTH & SAFETY COMMITTEE (JH&S)

The initial element of the health and safety committee program is the JH&S. This committee will meet monthly and will include the following representation, as a minimum:

- Manager, Health & Safety, General Manager
- Manager, Maintenance, Manager, Paper Operations, Manager, Power, Utilities & Fibre
- Local 1 elected Safety Director, Area III representative (2)
- Local 76 elected Safety Director, Area I – II representatives (2)

Elected safety directors may represent an Area.

Notes:

1. Mill area breakdowns may be adjusted over time. The structure of this committee would be modified under those circumstances to ensure that each area has a representative on the committee.
2. The safety manager is responsible for ensuring the committee meets on a monthly basis and that minutes from the meetings are posted to the mill Intranet.

JH&S Role and Responsibilities:

1. Provide leadership by ensuring our core safety values and beliefs are the foundation of all mill health and safety initiatives.
2. Support and audit the effectiveness of all health and safety programs, policies, and procedures.
3. Monitor and recommend policies, procedures, and programs to improve safety performance.
4. Promote health and safety awareness, education, and training.
5. To resolve mill-wide issues and make recommendations on area specific issues that cannot be resolved at a lower level.
6. Establish goals and objectives annually and monitor results.

AREA SAFETY COMMITTEES

The area safety committees represent logical operational areas within the mill and will meet monthly. The Area Committees are:

- Area I – maintenance, stores
- Area II – utilities, fibre handling, yard, services - mechanical pulping, technical and engineering
- Area III – paper machines, stock preparation, distribution, rail and finishing

Area Committee Role and Responsibilities:

1. Provide leadership by ensuring our core safety values and beliefs guide our area safety performance.
2. Determine area goals and objectives annually and monitor results.
3. Monitor safety performance in the area
4. Monitor and review relevant incident investigations
5. Deal effectively with safety issues that could not be resolved at the departmental level.

13) Safety & Lock out cabinets

It is common for departments and crews to have safety and lock out cabinets (Lock out cabinets more for operations). It is one of the Safety Reps tasks to ensure these are kept stocked and tidy.

14) Field Hazard Assessment (FHA)

It is an expectation that for all non-routine tasks a Field Hazard assessment is completed. This is a simple process that engages workers to think about the many safety aspects of their tasks. The FHA forms can be printed by going to Connect Online, Health & Safety, Go to Powell River, Under Powell River Links click on Safety Policies, Forms and Permits. On the right side of the page scroll down to SAF046 and click. Print it out and together with any other workers working on the particular task fill out the form. If you have not filled out one before have someone help you step through it. The form needs to be filled out on the job site so all of the potential hazards are identified. If at the end where it states "Indicate if all Known Hazards have Been Eliminated or Controlled" if you answer no, the task cannot be started. This completed form should be made available at your worksite on request.

15) Tool Box Talk meetings

Tool Box Talk meetings are the way to start the work day on a positive note, discussing items such as safety, environment, production and work day tasks. You may be asked to lead these meetings.

16) Communication

It is important that you have open dialog with your supervisor and department manager. Communication with them as well as with the Local 76 Safety directors and other safety reps will assist you in fulfilling your role as a safety rep.

Catalyst Health and Safety Policy (as of January 16 2015)

Purpose

At Catalyst, everyone present at our workplace has the right to and shares the responsibility for a safe, healthy and harm-free environment. We expect our managers and leaders to provide a visible, proactive and demonstrated commitment to health and safety so as to sustain a culture where **safety is a prime value that cannot be compromised**. This will happen by means of their actions, attitude, consistency and energy.

Policy

Through consultation with our employees, developing partnerships with our unions and obtaining input and feedback from all our stakeholders (including visitors, communities and the Workers' Compensation Board), we will:

Develop strategic plans

- set objectives and targets for improving health and safety performance
- commit the human, material & financial resources to achieve these objectives and targets

Implement our plans

- build safety into the way we operate
- improve our facilities, equipment and conditions to protect people
- comply with legal requirements for health and safety
- require our managers to carry out their health and safety responsibilities by providing people with adequate programs, resources, information, instruction, training and supervision necessary to ensure the health and safety of everyone
- require supervisors to ensure the health and safety of people under their supervision
- ensure everyone understands their health and safety rights and carries out their health and safety responsibilities, including following prescribed safe work procedures, observing all rules and regulations and cooperating in achieving a safe, healthy and harm-free environment

Monitor our performance

- measure key performance indicators that identify our progress toward our health & safety objectives and targets
- conduct reviews, audits and inspections to verify compliance with health and safety requirements
- hold ourselves accountable to our policies and procedures
- provide mechanisms for feedback, listen to it, and act upon it where appropriate

Continually improve

- act responsibly to correct unsafe conditions and practices
- work to remove the root causes of health and safety problems
- share best practices throughout our company, and with others
- develop detailed policies and procedures at each of our locations, in support of our health and safety philosophy

Catalyst Core Safety Values and Beliefs

All injuries can be prevented

We have to and can do things differently.

Safety has overriding priority

In all our activities, safety is not to be compromised.

Involvement in safety is essential

People's involvement in safety activities is the best way to build safety awareness, ownership, and compliance.

Safety is a line responsibility

Everyone in the line of authority from executive manager, supervisor and worker is responsible and accountable for the prevention of injuries within their spheres of influence.

Safety is built into every job

Safety is part of doing it right the first time.

Success in Safety is contagious

Safety excellence generates value in all aspects of the business, and enhances home and office job safety.