

**AGENDA**  
**COUNCIL COMMITTEE MEETING**  
**MUNICIPAL DISTRICT OF PINCHER CREEK**  
**December 10, 2019**  
**9:00 am**

1. Approval of Agenda
2. Safety Program & CORE Audit Review
3. Closed Session:
  - a. C-PW-003 Winter Maintenance of Municipal Roads and Airport Services – FOIP Section 23
  - b. ICF Town of Pincher Creek – FOIP Section 21
  - c. ICF MD of Willow Creek – FOIP Section 21
  - d. ICF Cardston County – FOIP Section 21
4. Adjournment

# Executive Summary

## Alberta Municipal Health and Safety Association

**Standard:** Partnerships 2018

**Tool Version:** 1.01.04

**Audit Type:** COR Maintenance

**Organization:** M.D of Pincher Creek No.9

**WCB Account:** 272680

**Industry Code:** 95102 (MDs and Counties)

**Employees:** 41

**Interviewed:** 21

**Total Sites:** 4

**Sites Visited:** 4

**Lead Auditor:** Brian Millis

**Email:** [Mdsafety@mdpincercreek.ab.ca](mailto:Mdsafety@mdpincercreek.ab.ca)

**Start Date:** November 4, 2019

**End Date:** November 8, 2019

**Submitted:** November 20, 2019

**Element 1** 96/105 (91%)

**Element 2** 155/160 (97%)

**Element 3** 135/150 (90%)

**Element 4** 80/90 (89%)

**Element 5** 79/100 (79%)

**Element 6** 44/70 (63%)

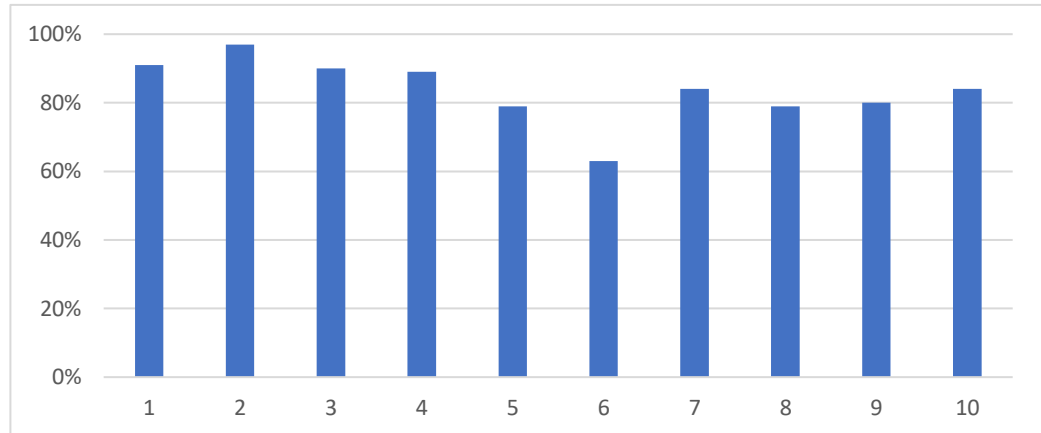
**Element 7** 59/70 (84%)

**Element 8** 59/75 (79%)

**Element 9** 80/100 (80%)

**Element 10** 59/70 (84%)

**Overall** 846/990 (85%)



**Pass - Audit meets scoring requirements.**

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## Contact Information

**Organization:** M.D of Pincher Creek No.9  
**Address:** Box 279 1037 Herron Avenue  
**Municipality:** Pincher Creek  
**Province:** Alberta  
**Postal Code:** T0K 1W0

**Org. Contact:** Brian Millis  
**Phone:** 403-563-7333  
**Email:** MDSafety@mdpincercreek.ab.ca

**Lead Auditor:** Brian Millis  
**Certification:** 17-109  
**Organization:** MD of Pincher Creek  
**Phone:** 403-563-7333  
**Email:** Mdsafety@mdpincercreek.ab.ca

### Lead Auditor Code of Ethics and Participation

*Yes, I have read, understood, and agree to abide by the Code of Ethics and Disclaimer Statement.*

*Yes, I have participated in all aspects of the audit.*

**Audit Team:** Katarina Oczkowski, Patrick "Mike" Elliott

**CP:** Alberta Municipal Health and Safety Association  
**Contact:** Shannon Thomas  
**Phone:** 1.800.267.9764  
**Email:** shannon@amhsa.net  
**Website:** www.amhsa.net

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## Executive Summary

**Note:** Due to differences in scoring calculation, percentages noted in text may not be reflected in the final score.

**Introduction** *The M.D. of Pincher Creek No.9 is located in the southwest corner of Alberta. It is home to over 3000 residents. The primary function of the M.D. is to provide services to all residents. This includes the provision of agricultural and environmental services, water distribution, waste water collection and treatment, public works and infrastructure, and general administration. The guiding principles for the M.D. are based on the Code of the West and a vision to that is community driven and manages growth and support for their western heritage while preserving the natural environment.*

### **Element 1 Management Leadership and Organizational Commitment 96/105 (91%)**

Management commitment and leadership is the essential foundation for a successful occupational health and safety management system (OHSMS). Management and employees working cooperatively together is required for a health and safety system to succeed.

- 1.01** *(Strength) MD's Health and Safety policy has been written to meet all the requirements, and signed by the current CAO. The health and safety policy is the foundation of the health and safety management system. By keeping the policy current, this demonstrates to all employees the M.D.'s commitment to ensuring that everyone goes home healthy and safe at the end of the day.*
- 1.03** *(SFI) Ensure that managers and supervisors communicate the health and safety policy to all workers in the organization. This will help create awareness of the policy contents, and responsibilities. Communication can be through new hire orientations, and meetings.*
- 1.04** *(SFI) Ensure everyone in the organization is aware of the health and safety policy contents. Awareness of the policy could be at monthly safety / staff meetings, ensuring employees are aware of the locations, and provided copies of the policy to all employees to read and review. Ensuring everyone is aware of the policy contents will help increase awareness health and safety awareness in the organization.*
- 1.08** *(SFI) Employee evaluations are important for employees in the organization. Evaluations will help employees to stay engaged with the health and safety program at the MD.*
- 1.12** *(Strength) Management actively and visibly participates in a variety of meetings where health and safety is discussed. This exemplifies leading by example and serves to inspire other employees in aligning with a culture of safety.*

**Comment** *All levels of the organization are engaged in their own health and safety and that for others around them. Health and Safety appears to be an important part of their culture.*

### **Element 2 Hazard Assessment 155/160 (97%)**

A formal hazard assessment takes a close look at the overall operations of an organization to identify hazards, measure risk (to help prioritize hazards), and develop, implement and monitor related controls. Worker jobs or types of work are broken down into separate tasks. Formal hazard assessments are detailed, can involve many people, and will require time to complete.

A site-specific hazard assessment (also called field-level) is performed before work starts at a site and at a site where conditions change or when non-routine work is added. This flags hazards identified at the location (e.g., overhead powerlines, poor lighting, wet surfaces, extreme temperatures, the presence of wildlife), or introduced by a change at the work site (e.g., scaffolding, unfamiliar chemicals, introduction of new equipment). Any hazards identified are to be eliminated or controlled right away, before work begins or continues.

- 2.01** *(Strength) An accurate representation of all M.D. jobs have been inventoried for formal hazard assessments. This will provide a solid foundation to identify hazards specific to the individual positions and the controls necessary to protect employees from harm.*

**2.1** *(SFI) Ensure that there is a clear system for reviewing formal hazard assessments including a revision history. Regularly reviewing hazard assessments is essential to the identification of emerging hazards and identifying appropriate control measures.*

**Comment** *Evidence suggests that there were significant improvements made to the identification of hazards for all employees through the formal hazard assessment process. Continue to build on the hazard assessments.*

**Element 3 Hazard Control 135/150 (90%)**

If an identified hazard cannot be eliminated, controls are implemented to reduce the risk of the hazard.

Implementation of hazard controls will result in the reduction of incidents. Three methods of control are: Engineering (i.e., elimination, substitution, guards, ventilation, sound barriers, etc.); Administrative (i.e., safe work practices, job procedures, job rotation, training, etc.); Personal Protective Equipment (i.e., eye protection, hearing protection, gloves, fire retardant coveralls, etc.).

**3.01** *(SFI) Once hazards are identified, it is important to ensure appropriate controls are put into place to reduce the risk level to employees. Having the right controls in place helps to improve the health and safety to all affected workers and aids in reducing injury and illness.*

**3.03** *(SFI) Ensure that the administrative controls that are identified through formal hazard assessments are provided to and available for employees. This ensures that the continuous improvement cycle of can/do/check/act is functioning to protect workers.*

**3.07** *(SFI) The Alberta OHS Act Section 4 requires that every supervisor shall ensure that every worker under the supervisor's supervision uses all hazard controls. The M.D. will benefit from setting clear expectations and enforcing the use of established hazard controls.*

**3.13** *(Strength) Training in violence and harassment prevention occurred throughout July and August, 2019. In addition to the formal procedures, the M.D. added a GUT check challenge that provided all employees a way to self evaluate their own behaviour and to monitor the behaviour of co-workers. The GUT check provides a way for co-workers to discuss behaviours that may not be appropriate in the workplace. The M.D. has set clear expectations for behaviour in the workplace that is free of harassment and violence which will serve to create an atmosphere of working together in a respectful way and maintaining compliance with the OHS Act and Regulations.*

**Comment** *None entered.*

**Element 4 Joint Work Site Health and Safety Committees and Health and Safety Representatives 80/90 (89%)**

Joint Work Site Health and Safety Committees are a key element of the internal responsibility system. It brings work site parties together to work on topics such as hazard identification and control, investigation of health and safety incidents, and responding to reports of dangerous work. If the employer has 1-4 employees as determined through the audit scope, this element may be marked not applicable.

**4.01** *(Strength) The Joint Health and Safety Committee Terms of Reference document has been updated to meet legislative requirements. This will benefit the organization by setting out clear roles and responsibilities for the members of the JHSC and defining the training requirements for all members.*

**4.08** *(Strength) Joint Health and Safety Committee members are participating in health and safety activities. Activities help keep members engaged and helps promote and health and safety culture in the entire organization.*

**4.11** *(SFI) Ensure a process is in place for the Joint Health and Safety Committee members to make recommendations to management regarding health and safety concerns. A process can include a directive, and educating the committee members on how the process is to take place. By having a process in place will ensure recommendations that need to be addressed are happening.*

**4.12** *(SFI) Ensure there is a system to monitor concerns arising from employees and that they are resolved in a timely manner. Having a system in place to monitor safety concerns/complaints will ensure that they are being resolved in a timely manner, and this will help ensure that they are completed. To help this happen a timeline could be set on the item, and once it is completed, have it signed off by the Health and Safety Coordinator or a manager.*

**4.15** *(SFI) A health and safety board at the Water Treatment Facility will help keep the employee, and the contractor up to date on the MD's health and safety information, and aware of the Joint Health and Safety Committee members and how they can be contacted. Having a board will also benefit the contractor to have the access to the organizations information.*

**Comment** *None entered.*

**Element 5** **Qualifications, Orientation, and Training 79/100 (79%)**

Qualifications, orientations, and training are essential to ensure employees perform their job tasks in a safe and healthy manner. An employer is responsible to ensure the employee is competent.

**5.02** *(Strength) The new employee orientation was updated for 2019 and covered critical health and safety information prior to them starting work. This process serves as a baseline for setting expectations for all new workers and sets a high bar for the health and safety culture.*

**5.03** *(SFI) Orientation is a critical control to educate new workers the Health and Safety systems for the M.D. By ensuring that all new employees complete a Health and Safety orientation prior to starting work activities, they will understand what the hazards are in their workplace, what the appropriate controls are and who to contact if they require assistance.*

**5.04** *(SFI) Supporting frontline supervisors and managers with training related to their specific duties is critical to ensure that supervisors are competent to supervise others. Training in incident investigation, supervisor's role, hazard assessment and control are some examples of training that increases the skills required for supervisors.*

**5.08** *(SFI) Competency assessments are a critical control in the health and safety management system to ensure that supervisors are competent and that workers are adequately trained to perform their job functions. Ensure that there is a system in place to evaluate employees for competencies specific to their duties. By doing so, workers, supervisors and managers will understand their roles and responsibilities in conducting their work.*

**5.09** *(SFI) Up to date training keeps employees aware of current legislation and best practices in industry. Ensure that there is a way for supervisors and the training coordinator know when refresher training is required.*

**Comment** *The organization would benefit from implementing a department specific orientation for newly hired workers and workers moving to other departments.*

**Element 6** **Other Parties at or in the Vicinity of the Work Site 44/70 (63%)**

Other employers, and/or self-employed persons, visitors, and external worksite parties must be included in the employer's health and safety management system.

**6.02** *(Strength) Having a clear process in place for selecting contractors provides key guidelines to assist in the selection process. Requiring contractors working on projects exceeding \$75000 require COR certification which exemplifies the M.D.'s commitment to health and safety for other workers.*

**6.03** *(SFI) It is important for supervisors and managers to understand the process to ensure that other contractors, visitors, or other persons working on the M.D.s behalf are conducting their work in a safe manner. Recommendation to have a process or check sheet that supervisors and managers can use when following up with others performing work on their behalf.*

**6.04** *(SFI) Conducting orientations for visitors and other employers when they visit M.D. sites is important to ensure that they know critical information pertaining to their health and safety. Ensure that the standard for conducting orientations is known and followed as well as some form of information delivered to visitors, vendors and contractors when visiting the office complexes.*

**6.06** *(SFI) Supervisors are responsible to make sure that others working in the area are aware of the M.D.'s health and safety requirements. A recommendation is to educate frontline supervisors in the importance of conducting orientations and who is responsible to deliver them.*

**6.08** *(SFI) Identifying and correcting non-conformances observed for contractors is critical to ensuring the health and safety of contracted workers. Ensure that there is a system in place to document appropriately when there is a contractor health and safety non-conformance, the results of any investigations and the corrective actions that were agreed upon between the contracting employer and the contractor.*

**Comment** *While there are some components of the contractor management process in place, the M.D. would benefit from clarifying roles and responsibilities, how they select smaller contractors and establishing a form of orientations for both visitors and vendors.*

**Element 7 Inspections 59/70 (84%)**

The formal inspection process can proactively identify new potential hazards, as well as confirm the effectiveness of controls already in place.

**7.02** *(SFI) Ensure a form or checklist is customized for the different departments that are required to have formal inspections. Creating custom checklist will serve as an aid to identify specific items for inspection of different work areas.*

**7.03** *(Strength) Joint Health and Safety Committee members and the Health and Safety Coordinator have been trained in formal inspections. This training is critical to guide employees in what hazards are and potential corrections that can be made to reduce the risk of harm arising from unsafe conditions and acts.*

**7.05** *(SFI) Ensure there is a system in place to correct deficiencies identified through formal inspections. Having a system in place will help with ensuring deficiencies are corrected in a timely manner. Once a system is in place communicate the process back to employees about the process.*

**Comment** *None entered.*

**Element 8 Emergency Response 59/75 (79%)**

An emergency response plan helps ensure appropriate and efficient actions will take place in the event of an emergency or disaster.

**8.02** *(SFI) Ensure that emergency response plans are current and updated regularly. This will increase the effectiveness of the response to emergencies when time is of the essence.*

**8.06** *(SFI) The MD will benefit from all corrective actions being completed in a timely manner after deficiencies are identified, this will ensure that staff will be prepared for a real emergency.*

**8.08** *(SFI) Emergency first aid training helps everyone know what to do in the event of a medical or injury related event. Ensure that legislated first aid training requirements are reviewed annually and certifications are up to date.*

**8.09** *(Strength) All areas of M.D. facilities and vehicles have or exceed the legislated requirements for first aid equipment and supplies. Having adequate first aid supplies will aid substantially if there is an emergency that requires immediate first aid response.*

**Comment** *None entered.*

**Element 9 Incident Investigation 80/100 (80%)**

Investigations determine the cause(s) of an incident, and the corrective action(s) required to prevent a recurrence.

**9.01** *(SFI) Properly reporting and documented work refusals is a critical component in the health and safety management system as they serve to proactively identify high risk hazardous conditions or potential acts. Ensure that a process exists to report work refusals that also documents the process as per legislative requirements.*

**9.05** *(SFI) Ensure that the incident investigation process includes items such as a way to report both occupational illness and work refusals. Including all forms of incidents will aid in identifying a broader variety of hazards and methods to control the health and safety risks.*

**9.06** *(SFI) Investigations require specific skills and abilities to collect evidence, synthesize data and conduct root cause analysis. Ensure that all investigators are trained in current incident investigation methodology.*

- 9.08** *(SFI) Worker participation in investigations increase worker buy in with the investigatory process, place value on workers as subject matter experts, and serves to increase worker knowledge surrounding causation. Ensure that the selection process for the investigation team for higher level incidents includes workers and members of the JHSC.*
- 9.09** *(Strength) Potentially serious incidents identified in 2019 identified contributing factors and root causes in addition to corrective action plans with assigned responsible persons. Following a process for causation and tracking corrective actions to completion aids in the continuous improvement cycle to reduce incidents of injury and illness in the workplace.*
- 9.11** *(SFI) Incident prevention is part of the investigation rationale. Recommendation to identify investigation timelines for incidents for different categories, for example minor property damage - 1 week, potentially serious incident 3 weeks.*
- 9.12** *(SFI) Ensuring corrective actions and completeness will benefit the organization by improving, by correcting gaps that have previously existed that lead to an incident. This will help prevent incidents from happening in the future.*
- Comment** *None entered.*
- Element 10** **System Administration 59/70 (84%)**  
System administration provides an evaluation of the overall effectiveness of the occupational health and safety management system (OHSMS).
- 10.02** *(Strength) Health and Safety information is made available to all employees in the organization. Having the information available helps keep the safety culture in the organization going.*
- 10.04** *(SFI) Ensure that the managers in the organization have a system in place to be held accountable for the implementation of the OHSMS. Plan, do, check, act will benefit the organization in the continuous improvement towards a workplace of excellence.*
- 10.08** *(SFI) Ensure that audit action plan items are continuing to be worked on and implemented for the MD's health and safety system. By completing the action items, the M.D. will continue to implement measures to improve overall health and safety for employees, contractors, visitors, vendors and members of council.*
- Comment** *None entered.*
- Conclusion** *We would like to thank the M.D. of Pincher Creek for supporting the audit team throughout the 2019 COR audit process. It is evident that there is a commitment from all levels of the organization towards health and safety. Of note, all interviewees selected for the audit were engaged and positive when discussing their individual roles related to health and safety.*
- Continue building on the foundation of hazard assessment and control and employee engagement.*



