

# Health & Safety Manual

## 2015





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## PURPOSE

This Health & Safety Manual documents policies and procedures that enable The Links at Brunello to implement an effective Safety Program, and has been developed to accomplish the following:

- Protect and promote the health and safety of Employees and others that may be affected by our activities.
- Comply with all pertinent regulatory obligations.
- Assure that safety issues are addressed in each department and are given the proper priority and attention, while achieving the required results.
- Coordinate safety activities among all departments while maintaining consistency in procedures and the required level of performance.

## PHILOSOPHY

The Links at Brunello is committed to promoting a safe and healthy workplace for its Employees while establishing the maintenance of safe working practices through proper procedures and policies. Safety is everyone's responsibility. It rests with all levels of management and each Employee. Should any worker experience an injury or illness, every effort will be made to accommodate that worker to ensure their attendance at work through the company's Health and Safety Program.

This policy does not supersede either the provincial requirements of the Workers' Compensation Board of Nova Scotia (WCB) or the Nova Scotia Occupational Health and Safety Act (NSOHS), but is meant to supplement these regulations while providing specific guidelines.

All Links at Brunello management and staff have a responsibility for their own health and safety, and for the health and safety of others. Everyone has a duty to report, as soon as possible, all hazardous conditions, injuries, illnesses and near misses related to the workplace. Everyone is encouraged to offer suggestions or ideas to improve health and safety.

Managers and supervisors are directly responsible for maintaining a safe workplace and for ensuring that the Employees under their supervision comply with our health and safety policy. Managers, supervisors, and all Employees must take all reasonable care to ensure the safety of all staff, guests, and others who enter the Brunello community.

To ensure that we maintain a safe and healthy work environment, The Links at Brunello commits to working in a spirit of consultation and cooperation with all Employees, through our Health and Safety Committee. The HSC plays a critical role in our health and safety success.



## **POLICY**

### ***Management***

It is the responsibility of Senior Management to establish and maintain adequate standards, policies, procedures, work practices and maintenance of buildings and equipment to provide a safe working environment and ensure that risk management is integrated into all aspects of planning and decision making.

### ***Supervising Staff***

Managers and Supervisors are responsible to provide Employees with instruction and training in safe work practices and to promote the implementation and adherence of the policies, procedures and work practices contained within the Health & Safety Manual.

### ***Employees***

It is the responsibility of every Employee to observe WCB and NSOHSR regulations and The Links at Brunello's policies and procedures, to work in a prudent and safe manner, and to report any real or potential safety or health hazard to their Manager or the Health & Safety Committee.

### ***Contractors***

Contractors are responsible for working in a prudent and safe manner, and meeting the same high workplace safety standards as all Employees of The Links at Brunello. All Contractors will have the same responsibility as The Links at Brunello Employees, and must report any real or potential safety or health hazard immediately to the General Manager of The Links at Brunello.

### ***Health & Safety Committee Members***

It is the responsibility of committee members to promote safe work practices and conditions and to assist in creating a safe place of work by recommending actions to improve the effectiveness of the health and safety program.

## **ASSIGNMENT OF RESPONSIBILITY**

### ***Management***

- Provide health and safety policy direction and planning through the development of policies, procedures and best practices.
- Maintain an up-to-date working knowledge of health and safety regulations as mandated locally, provincially and federally.
- Liaise with government agencies to ensure workplace health and safety compliance.
- Ensure that resources are allocated and governed properly to achieve the health and safety requirements of Employees, and that policies comply with The Links at Brunello legal obligations.
- Foster a culture of safety in the workplace, with appropriate leadership.



- Review the efficacy of policies and any injury or illness trends on an annual basis, identify problem areas and revise where necessary.
- Ensure Safety meetings are conducted.

### *Supervising Staff*

- Be accountable for the health and safety of workers under their supervision.
- Ensure that machinery and equipment are safe and that Employees work in compliance with established safe work practices and procedures.
- Ensure that Employees receive adequate training in their specific work tasks to protect their health and safety.
- Implement and enforce the policies and procedures of the Links at Brunello health and safety program.
- Take any corrective action mandated by governmental agencies, consultants, or the safety committee.
- Ensure health and safety risk management is integrated into all aspects of planning and decision-making within their respective departments, which includes that risk assessments are performed for all activities which have actual or potential hazards.
- Review all incident reports under their jurisdiction.
- Coordinate, conduct and/or assist with health and safety inspections, and follow up to ensure the completion of necessary corrective actions.
- Design and develop accident / incident reports and investigation procedures.
- Continually promote health and safety awareness through instruction, information, training and supervision to ensure the safe performance of Employees.
- Ensure representation at health and safety meetings.
- Maintain good working knowledge of applicable health and safety regulations.
- Provide recommendations on health and safety issues for the Health & Safety Committee to review / propose for implementation.
- Promote a hazard-free workplace.
- Conduct and/or assist with health and safety inspections of workplace/work areas to identify and control any and all hazards to Employees, and ensure that necessary risk control and emergency response measures are identified, documented, communicated and implemented promptly.
- Ensure occurrences (including incidents and near-misses) are investigated to identify any changes necessary to prevent reoccurrences.
- Maintain first aid supplies and secure prompt medical attention for injured Employees.
- Notify the Health & Safety Committee of all accidents involving injury, possibility of injury or damage to public or company property.
- Employee orientation and training including:
  - ⇒ Informing Employees of their rights and responsibilities in the workplace
  - ⇒ Familiarization and training of job duties, equipment and procedures.





- ⇒ Recognition of potential hazards with relation to the activity, equipment and environment.
- ⇒ Correct use of personal protective equipment (PPE).
- ⇒ Machine operations, repairs, guards and protective devices.
- ⇒ Emergency procedures.
- ⇒ Location and correct use of First Aid kits, MSDS sheets, etc..
- Follow-up to assure Employees are performing in safe manner.

## **Employees**

- Protect the Employee's own health and safety by working in compliance with the law, and with safe work practices and procedures established by the company.
- Learn the posted emergency plan detailing procedures pertaining to: fire, weather, or medical emergency.
- Use all personal protective equipment (PPE) provided and take every reasonable precaution in the circumstances to ensure that protective devices, equipment or clothing required by the employer, the Act or the regulations are used or worn.
- Use only machinery and equipment for which training and authorization to operate has been received.
- Perform duties in a manner conducive to a safe workplace, following all safety practices and procedures.
- Co-operate with the employer, the Health & Safety Committee and fellow Employees to protect the Employee's own health and safety and that of other persons at or near the workplace.
- Make suggestions to improve safety conditions.
- Promptly report any injury.
- Report all unsafe conditions immediately to the Manager/Supervisor or the Health & Safety Committee, remembering that the employee has the right to refuse work that can be reasonably believed to endanger the Employee's health or safety or the health or safety of any other person.
- Not work while impaired by alcohol, drugs or suffering from fatigue.



## HEALTH & SAFETY COMMITTEE

### *Objective*

The Health & Safety Committee will assist management in establishing and maintaining a safe and efficient workplace environment.

- Reducing the frequency and/or severity of accidents.
- Increasing productive output (quality and quantity).
- Improving the use of equipment.
- Reducing material waste.
- Enhancing Employee satisfaction.
- Facilitating Employee loyalty, cooperation and contribution.

### *Activity & Duties*

The Health & Safety Committee shall meet on a monthly basis to review and action any items needing addressing.

The HSC shall also discuss past accidents, near accidents, new training requirements, Employee suggestions or complaints, future educational needs as they relate to safety and submit recommendations for improvement.

Other actions should include:

- Investigation of accidents as prescribed by WCB regulations. (i.e. Any accidents requiring medical aid, time lost, and serious accidents or potential for serious accidents).
- Reviewing accidents or incidents, analyzing trends, and recommending appropriate action where necessary.
- Reviewing Employee safety suggestions.
- Record and post meeting minutes.
- Establishing and/or conducting a safety inspection program and safe work procedures.
- Developing or revising safety rules and procedures.
- Making recommendations on health and safety issues.
- Providing or arranging special safety training programs.
- Developing and implementing specific accident prevention activities.
- Ensure all relevant information related to health and safety is accessible and posted where appropriate.
- Carry out inspections, investigations, and refer worker safety concerns to the appropriate person(s).
- Ensure any corrective actions have been implemented



## WORKPLACE INSPECTIONS

The Links at Brunello workplace inspection and monitoring program is implemented for the detection and control of workplace hazards. All buildings, structures, grounds, tools, equipment, machinery, work methods and practices used at this place of business shall be inspected as directed in this program, which includes:

### *Planned Inspections*

Formal workplace inspections shall be conducted as per WCB regulations. These inspections shall include both the observation of work practices and conditions of the workplace. The inspections will be held once a quarter and will be conducted prior to a Health & Safety Committee meeting. This allows for the correction of minor housekeeping items before the meeting in order that the Health & Safety Committee can concern itself with items of more significance. If the corrective action is not to the satisfaction of the committee, then the item should be discussed at the next meeting.

Before conducting the inspection, the Health & Safety Committee will review the previous inspection report to ensure that follow-up corrective action has taken place.

The Links at Brunello Health & Safety Committee will use the **Workplace Inspection Checklist** for reference while performing inspections. The **Inspection Report Form** will be filled out and signed by the committee member(s) conducting the inspection. Every identified hazard will be prioritized with an appropriate Hazard Rating.

### *Hazard Ratings*

- A** = Requires immediate corrective action as it is an imminent hazard. Activity must be discontinued immediately.
- B** = Requires attention as soon as possible.
- C** = Not an emergency but needs to be corrected.

### *Equipment Inspections*

The Links at Brunello is committed to training each Employee in the safe use and operation of machinery used in the operation of the business. Each worker will only operate equipment they have been authorized to use. Before operating any equipment or machinery, each user shall ensure that all safeguards are in place and functioning, and that putting the machinery or equipment into operation shall endanger no person.

Workers will use the safe work procedures established by The Links at Brunello, and/or equipment manufacturer, and shall conform to the pertinent section of the WCB Regulation. Records of all Equipment Inspections will be kept on file for three years.

### *Special Inspections*

The Links at Brunello will ensure special inspections are performed when required by malfunction, accident or when required to facilitate a worker's return after injury. Records of these special inspections will be kept on file for three years.



### **Unscheduled Workplace Inspections**

All Links at Brunello Employees are responsible to inspect their work area daily, correct hazards if possible and report any hazard corrected or not corrected to their Supervisor as soon as possible. An Employee is only to correct a hazard if he/she has received the training to do so.

## **ACCIDENT INVESTIGATIONS**

The Links at Brunello's goal is to prevent reoccurrence of accidents or incidents by conducting accident investigations. These investigations are not conducted to place any blame, but are done in a spirit of continuous improvement; to measure the effectiveness of the Health & Safety Program and discover if and how the Health & Safety Program was compromised, and how to rectify it.

It is essential that workplace incident or accident investigations are conducted as soon as possible after the occurrence, to determine the cause. Management and Supervising Staff ensure recommended changes in job procedures or physical conditions are implemented quickly, to prevent recurrence of a similar incident or accident.

A Manager and worker representative must investigate any injury that requires medical treatment, accident resulting in death or any near misses or incidents that held potential to cause serious injury or death.

The purpose of workplace investigations of incidents/accidents is to:

- Determine the primary and secondary cause(s).
- Identify any unsafe conditions or unsafe acts.
- Identify unsafe job procedures that contributed to the result.
- Develop and implement corrective action to prevent a recurrence.

Information must be recorded on the **Accident Investigation Report** and presented to the Health & Safety Committee.

The General Manager and the Prevention Division of the WCB must be notified immediately of any accident resulting in serious injury or death or any accident resulting from a major structural failure or release of a toxic or hazardous substance.

### **Injured Worker Responsibility**

Any injured Employee is responsible to follow the **Employee Accident Reporting Procedures** outlined in their Employee handbook. The First Aid Attendant will inform the worker's supervisor and Health & Safety Committee to initiate an accident investigation once the injured worker is sent, or taken, for medical treatment.

### **Purpose**

Management will ensure that members of the Health & Safety Committee receive adequate training (i.e. Nova Scotia Safety Council) to conduct effective investigations. This training will



include:

- Definition of incidents and accidents.
- Who, what, when, where and why to investigate.
- Conducting investigation interviews.
- Completing the **Accident Investigation Report**.
- Recommending corrective action.

The safety committee will review each accident/incident investigation for the purpose of:

- Making further recommendations.
- Ensuring department talks are conducted.
- Reviewing accident trends.

Management will review all completed accident investigation reports to:

- Make further recommendations if necessary.
- Immediately respond to recommended corrective action.
- Assign responsibility for the determination of the safety subject(s) to discuss during staff meetings.
- Allocate financial resources for repair or replacement of equipment, training, etc.

### **Accident And Incident Reports**

- It is the responsibility of every Employee to complete an **Accident and Incident Report** in the event of a health or safety violation that the Employee has either caused or witnessed.
- **Accident and Incident Reports** should be filled out and submitted to management promptly to ensure the safety of other Employees, and to rectify the problem as quickly as possible.

### **Summary**

- Investigate any accident / incident where:
  - There is a fatality;
  - A worker sustains an injury requiring medical treatment;
  - There is a structural collapse or major release of a harmful substance;
  - No injury occurred, but there was a possibility of a serious injury.
- Investigate as soon as possible after occurrence.
- Accidents/ Incidents should be investigated by two people, at least one of who is familiar with the work process being carried out at time of occurrence.
- Accident investigations are conducted to determine what caused the accident in order that corrective action can be taken to prevent similar accidents.

### **Procedure**

Accident investigations will answer the questions:

**Who, What, When, Where, Why and How.**



- **Who:** injured worker
- **Where:** location of accident/incident
- **When:** date and time of accident/incident
- **What:** (for example...)
  - ⇒ What was worker doing at time of accident (give brief description)?
  - ⇒ What was nature of worker's injury?
  - ⇒ Was it their regular job? Yes/No
  - ⇒ Are there safe work procedures available? Yes/No
  - ⇒ Were safe work procedures being followed? Yes/No
  - ⇒ Was worker trained? Yes/No
  - ⇒ Was appropriate personal protective equipment being worn? Yes/No
- **Why:** From the "What's" the investigators should be able to identify the hazard that the worker was exposed to which will answer the question of "Why" the accident/incident occurred.
- **How:** From information obtained through this investigation, the investigators should now be able to determine ways to prevent this accident/incident from happening again. For example:
  - ⇒ Supervision/training
  - ⇒ Conducting equipment/workplace inspections
  - ⇒ Regular equipment maintenance
  - ⇒ Development/change in work procedures
  - ⇒ Change in physical layout, guarding, lighting, etc.



## MANAGEMENT MEETINGS

The senior management of The Links at Brunello will establish, maintain and supervise appropriate administrative structures and programs to support the Health & Safety Policy and outlined responsibilities.

Senior management will meet regularly to review health and safety activities and accident trends, and to determine any necessary course of action for the prevention of injuries and industrial diseases.

Management will also ensure supervisors are conducting new Employee safety training, workplace inspections, the maintenance of supervisors' records, and staff safety talks.

## ORIENTATION

### *Objective*

To ensure that all new Employees receive applicable training for tasks to be performed.

### *Scope*

All Employees at the beginning of the season and any new Employees hired during the year.

### *References*

- **The Links at Brunello Health & Safety Handbook.**
- Workers' Compensation Board guidelines.

### *Responsibility*

- Department head and/or Manager/Supervisors will conduct required training.
- Employee and Trainer shall sign the checklist.
- Department head will forward completed checklist to HR/designate.
- HR/designate will review and file in Employee's personnel file.

### *Procedure*

Inform the Employee of the following:

- Required personal protective equipment and where and when it is to be used.
- General hazards and job specific hazards.



- Safety rules.
- **Employee Handbook.**
- Hazard Communication Program:
  - a. What chemicals they will use.
  - b. How to handle those chemicals.
  - c. The type of protective required.
  - d. How exposure is possible.
  - e. Indicators of exposure (i.e. smell).
  - f. What to do if exposed.
  - g. Location and How to use Material Safety Data Sheets (MSDS).

## TRAINING

### *Objective*

To provide training to all Employees.

### *Scope*

All affected Employees.

### *References*

- The Links at Brunello **Health and Safety Handbook.**
- Workers' Compensation Board guidelines.
- Employee Handbook
- Any Specific Departmental Training Manuals

### *Responsibility*

- The General Manager shall assure that appropriate training material is developed and provided to managers and supervisors.
- Training material will be presented to Employees.
- Signed documentation, consisting specifically what was taught, who attended and who did the teaching shall be forwarded to the HR department/designate upon completion. All attendees and the instructor shall sign and date the form
- This documentation will be stored in the Employees personnel file.





### ***Training Requirements***

Every employer must ensure the adequate direction and instruction of workers in the safe performance of their duties. Every supervisor is responsible for the proper instruction of workers under the supervisor's direction and control, and for ensuring their work is performed without undue risk.

- Accident Prevention Program.
- Emergency Action Plans.
- Fire Prevention.
- Personal Protective Devices.
- Medical Services and First Aid.
- Hand tools for qualified workers.
- Motorized machines.
- Hearing conservation.
- Hazard communication.
- Emergency response.
- Changing and charging storage batteries.

### ***Required Documentation***

- **Date.**
- **Location** (building, etc...) where the meeting was held.
- **Time** meeting started and ended.
- A listing of **topics** reviewed or discussed (meeting agenda).
- The **instructor** (for each topic, if more than one instructor was involved).
- The name of each person attending, as well as those required to receive the training involved who were not present. (This can be accomplished by circulating a previously prepared **attendance** sheet during the course of the meeting, and having each person present sign next to his/her name)
- A list of any matters that were found to require some type of **follow-up or further action**. (This includes the training of those who were unable to attend)
- The **source** document or audio-visual presentation should be identified.

### ***Training Material Information Sources***

- Safety Rules
- Workers' Compensation Board guidelines.



- Equipment Suppliers and Manufacturers
- Industry Associations (i.e. GCSAA, CGSA)

## SUPERVISION

The Links at Brunello will provide all Employees with fair and unbiased supervision in regards to Health and Safety policies and procedures.

Management and Supervisors are responsible to instruct workers under their direction and control, to ensure that work is carried out in accordance with safe work procedures and that their work is performed without undue risk.

### *Management*

Review and confirm that:

- Worker orientation is conducted.
- Formal and informal workplace inspections are performed.
- Specific job instruction is given to all workers and supervisors.
- Work procedures are examined and revised as required.
- Department talks are given as scheduled and when results of accident investigations are known.
- Employee training records are maintained.
- Safety committee members receive a minimum of 8 hours of related safety training each year.

### *Management Responsibility*

- Hold meetings to review Health and Safety activities and trends.
- Record what is discussed at these meetings.
- Make recommendations to improve Health and Safety performance.
- Coordinate on site work activities and ensure that every effort is made to accommodate and ensure the early return to work of workers who are absent due to injury or illness.

### *Supervisors*

- Conduct orientation of new and transferred Employees.
- Use the **Orientation Checklist**.
- Conduct workplace and task specific worker training and refer to safe work procedures



where they apply.

- Conduct department talks when required. Record and date activity.
- Follow up on worker training to ensure worker comprehension and consistency.
- Participate in formal workplace inspections in conjunction with Health & Safety Committee members.
- Conduct daily informal workplace inspections, and take immediate action to correct any unsafe condition or work practice that you observe.
- Initiate a workplace accident investigation when any worker suffers a medical treatment or time loss injury.
- Maintain training records for each worker, signed and dated by the trainer and the trainee.
- Perform planned job observations to:
  - ⇒ Confirm that workers use safe work procedures.
  - ⇒ Determine that the safe work procedures remain valid.
  - ⇒ Maintain accurate records of all worker instruction and training.
  - ⇒ Correct workers on the job, and apply disciplinary actions as required for breaches of safety rules and procedures.



## FIRST AID

The Links at Brunello is committed to providing and maintaining the appropriate first aid services and equipment as required by the Nova Scotia Occupational Health and Safety Regulations of the WCB. It is critical that workers know where to go for first aid in case they suffer an injury or illness.

### *Management Responsibility*

- Ensure that there are sufficient first aid attendants to cover all shifts and eventualities (e.g. vacation, sick, etc.) and their certification is current.
- Provide sufficient time for first aid attendants to treat, record and follow-up on injuries.
- Train First Aid attendants to effectively perform their first aid tasks, including recording observations in the First Aid Record book, completing WCB Injury Report and any other duties that are applicable to ensuring workers receive prompt first aid service and treatment follow-up.
- Monitor and inspect the **First Aid Record Book** to ensure that all entries are complete and legible.
- Review first aid entries to ensure that an accident report is completed for all injuries referred to medical attention.
- Signs showing the location of first aid supplies and services must be posted in conspicuous areas of the workplace.
- Ensure that the appropriate number of workers hold valid emergency, standard, or advanced First Aid certificates from recognized training agencies.
- Keep a record of all injuries, even minor ones, and note any First Aid care that was given.
- Ensure that First Aid service is accessible to all workers during all working hours.
- Ensure that transportation is available at all times to transport an injured worker.
- Ensure your workers are aware of:
  - ⇒ The location of first aid kits and first aid rooms, if any.
  - ⇒ Names and locations of certified first aid attendants.
  - ⇒ Emergency procedures.
  - ⇒ Emergency phone numbers.
  - ⇒ Post this information in a conspicuous area such as break room, cafeteria or restrooms, and follow up with verbal communication as often as is necessary.
- Department head will assign responsibility to a qualified first aid person to be the First Aid Attendant.



### ***First Aid Attendant***

- Keep first aid supplies in a clean and tidy condition, ready for use.
- Make available to the safety committee a record of all workplace injuries occurring since the previous meeting, their type and disposition.
- Ensure that observations pertinent to the injury treated are accurately recorded;
- Ensure that all sections of the first aid record book are complete.
- Ensure that a first aid attendant attends Safety Committee meetings as a resource person.
- Ensure that all WCB paperwork is filed and completed.
- Maintain current required Occupational First Aid Certification for the worksite.
- Promptly provide workers with a level of care based on regulations and within the scope of the First Aid Attendants training.
- Objectively record observed signs and symptoms of injuries and illnesses in **the First Aid Record Book**.
- Refer injuries and illnesses recognized as being serious or beyond the scope of the attendant for medical attention.
- Follow-up on all injuries reported to them.
- Inform the worker's Supervisor or the Health & Safety Committee if a worker is sent to medical treatment to ensure that an accident investigation is started.
- Liaise with the Safety Committee.

### ***Records And Forms To Be Made Available***

- **First Aid Record Book.**
- **WCB Injury Report.**
- **Incident Report**

### ***Documentation***

- **Date** and **time** the injury/illness occurred and when it was reported.
- **Location** where the injury occurred.
- Names of any **witnesses**.
- The **cause** of the injury/illness.
- The worker's full **name, age, and position**.
- A brief **description** of the injury/illness and first aid rendered (if any).
- Transportation arrangements made (if any) to treat the worker.
- Name and signature of the **First Aid Attendant**.



## RECORD KEEPING

### *Objective*

To provide guidelines for record keeping practices.

### *Scope*

All records mandated by federal, provincial and local regulations.

### *References*

- **The Links at Brunello Health & Safety Handbook.**
- **Workers' Compensation Board guidelines.**

### *Responsibilities*

#### **Human Resources**

Human Resources or designate shall maintain Employee medical records, Employee exposure records, and first aid records for a term of seven years.

The HR department/designate shall maintain an accident file, which shall include copies of:

- Employers' first report of injury.
- Employee's report of injury.
- Documentation that the Employee's report of injury was given to the Employer within 24 hours of an injury.
- Supervisor's accident investigation.
- Any other claim supporting documentation.

#### **General Manager**

- The General Manager shall maintain copies of inspections for three years.
- The General Manager shall maintain safety committee minutes for one year.

#### **Department Heads/Supervisors**

- Department managers shall maintain copies of all maintenance records for their departments for three years.
- Department managers shall maintain records of self-inspection for three years.
- The department managers shall maintain a record of all training classes.
- A copy of the training record for each individual Employee shall be kept in his or her personnel file for the term of his or her employment.



## HAZARDOUS MATERIALS

The Workplace Hazardous Materials Information System (WHMIS) requires suppliers to provide information in the form of labels and material safety data sheets (MSDS) for all controlled products.

### *Management Responsibilities*

- A complete chemical inventory for products used or stored on site is available.
- All controlled products on site are identified with supplier or workplace labels.
- Material Safety Data Sheets (MSDS) for all the products are made readily available to workers and updated every 3 years.
- All tanks, piping systems or other storage containers are labeled or identified as to contents, hazards and precautions for handling.
- All workers will receive education and training to safely store, handle, use or dispose of these products.
- Where necessary, emergency spill clean-up procedures will be developed and posted. Workers will be trained in their use.

### *The Links At Brunello Commitment*

- Where possible, substituting non-hazardous products for controlled products, and investigating and employing effective methods to minimize or isolate worker contact with controlled products.
- Employing the use of personal protective equipment where administrative and engineering controls are not practicable or feasible.

### *Training*

- Ensuring that workers receive appropriate training on how to work safely around controlled products. This applies to workers who work directly with these products as well as those who work in proximity to the products.
- Providing a general WHMIS training course to inform workers of the hazards and symbols of controlled products,
- Additional WHMIS hands-on training will also include controlled products items specific to each individual workplace.
- Providing information to workers on the wide range of hazardous substances that may be encountered in the course of their work, including:
  - ⇒ Fuel, oil and grease.
  - ⇒ Pesticides, fertilizers.
  - ⇒ Cleaning materials and disinfectants.



- ⇒ Paint and wood preservatives.
- ⇒ Dust and vapours.
- ⇒ Fumes, from engine exhausts, battery charging and welding.
- ⇒ Contact with dead animals or animal waste.
- ⇒ Contact with poisonous plants.
- Training on the possible adverse effects of exposure which may include skin irritation, asthma, cancer, infection, and loss of consciousness.

At the end of the education and training program, a worker should have the ability to answer four general questions:

**1. Where can I get hazard information?**

- ⇒ Workers should demonstrate that they know how to get the information provided by the labels and MSDSs.
- ⇒ They should know about the supplier and workplace labels and other ways used to identify the products and what these labels mean.
- ⇒ They must also know how to get the MSDS (either by the binder location or by accessing a computer) so that they have a way to obtain information significant to his or her health and safety.

**2. What are the hazards of the controlled product?**

- ⇒ The worker should be able to read and understand the label and MSDS as well as be aware of any possible harmful effects of the material in question.

**3. How am I protected from those hazards?**

- ⇒ An understanding of the controls used in the workplace is necessary whether these controls are accomplished by means of the engineering, administration, or by personal protective equipment.

**4. What do I do in the case of an emergency?**

- ⇒ Understanding the procedures to follow in the event of a spill, release, fire or poisoning involving a controlled product is required. Included in the understanding is the use of personal protective equipment that may be necessary only in the case of emergency.





## ***Personal Protective Equipment***

The Links at Brunello will ensure workers are well protected determining the correct Personal Protective Equipment (PPE) to be worn for each task when it is impossible to entirely eliminate a hazard (this is always the desired course of action). It is then the worker's responsibility to follow the employer's directive and wear the required PPE.

Examples of PPE include:

- ⇒ Hearing protection.
- ⇒ Eye/face protection.
- ⇒ Head protection.
- ⇒ Hand and foot protection.
- ⇒ Respiratory protection.

## ***PPE General Guidelines***

- Workers using PPE must be given pre-job instruction by the employer to understand its use, limitations, and its maintenance requirements. Always refer to the operator's manual for equipment and machinery to be sure.
- Workers wearing or using PPE need to test/inspect the equipment before each use, and must not wear it if it is defective.
- Properly fitting, long- or short-sleeved shirts and long pants are best to prevent injury from the sun as well as scratches and bites.
- High-top, lace-up shoes and boots with traction soles and steel-reinforced toes provide support and protection to the workers' toes, feet and ankles.
- Face shields or goggles protect eyes from dust and flying particles when using chainsaws or brush cutters.
- Wraparound sunglasses with UVA and UVB protection to reduce the risk of cataracts from sun exposure.
- Appropriate hearing protection devices (ear muffs, ear plugs) provide protection from noise produced by equipment.
- Proper respiratory protection may be necessary in extremely dusty conditions or when working with or around chemicals.
- Appropriate head protection is indicated when working under low branches or where there may be a hazard from falling objects (i.e. Cages around mowing equipment to protect from airborne golf balls)
- Gloves should be selected based upon the task to be performed. Various glove styles provide hand protection from hazards such as cuts, scrapes, chemical / thermal burns and vibrating equipment.



## *Hearing Conservation*

According to the World Health Organization, noise-induced hearing impairment is the most common irreversible (and preventable) occupational hazard world-wide. Additionally, noise creates other safety concerns. It interferes with communication, can mask the sound of alarms (i.e. back-up alarms, smoke alarms), and can increase fatigue and decrease mental alertness especially during prolonged exposure.

If The Links at Brunello cannot eliminate the noise hazard entirely, efforts will first be made to reduce the hazard as much as possible and then providing CSA-approved hearing protection to exposed workers. Additionally, workers will be trained on the proper use and care of PPE and appropriately supervised to ensure PPE is being properly used.

The hearing conservation program must consider:

1. How noise levels will be measured.
2. How workers will be educated and trained in the program and safe work procedures.
3. What types of engineering control are considered and/or used.
4. What areas in the workplace are at risk and therefore require warning signs.
5. Annual hearing tests for workers at risk and how it will be administered and by whom.
6. An annual review of the program for changes/updates.
7. What workers can expect
  - a. Workers have the right to know about the hazards in their workplace. If they may be exposed to excess noise levels at work, they need to be informed.
  - b. Where hearing protection is required, workers are required to wear it properly.
  - c. Also, workers who are exposed to excessive noise are required to have their hearing tested annually.



## ***Environmental Conditions***

Working outdoors may expose a worker to serious hazards that are not normally considered in an indoor work area.

### **Heat Stress**

Although the human body is very resilient and adaptable, working in a hot work environment can be dangerous. Heat, humidity, and physical exertion are factors that, when combined, can create a hazard to workers. Heat cramps, heat exhaustion, and heat stroke can result.

### **Sun Safety**

Workers need to protect themselves from sunburn and possible skin cancer by covering up with lightweight clothing and using sunscreen. Also wearing sunglasses with UVA/UVB protection is important.

### **Bites And Stings**

Working outdoors in the summer months introduces exposure to bees, wasps, stinging ants, mosquitoes and other pests. While most of these creatures can be simply a nuisance, a few are capable of delivering painful and even fatal stings or bites. As a precaution, staff should wear protective clothing and consider using insect repellent. All incidents must be reported, no matter the severity of a worker's reaction.

Additionally, there are biological hazards that exist for workers who come in contact with animals. Animal bites or attacks can cause injury and transfer bacteria from the animal to a worker. If a worker is required to remove a dead animal or bird from the workplace, the employer must ensure that safe and non-hazardous removal procedures are in place and that they are properly followed.

### **Lightning**

Severe weather can be a safety risk to workers who work outdoors. When you see lightning, or think a thunderstorm is on the way, get indoors. If you can't get inside a building quickly enough, find a low spot and crouch down. Never take shelter under a tall tree.

Victims struck by lightning get a bad electrical shock and maybe burns, but they carry no electrical charge and can be moved safely. A person struck by lightning can often be revived by prompt administration of CPR (Cardio Pulmonary Resuscitation) and oxygen.



## THE LINKS AT BRUNELLO SAFETY RULES

### *Objective*

To provide all Employees with rules for safety.

### *Scope*

All Employees.

### *Responsibilities*

- All management personnel shall fairly and consistently enforce these rules.
- Employees shall report any infractions of these rules to supervisory personnel.

### *SAFETY RULES - General*

1. All injuries are to be reported immediately to the supervisor.
2. Proper footwear and clothing shall be worn at all times in appropriate areas.
3. Report any unsafe conditions to a supervisor.
4. Employees on the Golf Course must always be aware of the play of golf. Golf balls can seriously injure a person if hit.
5. Mobile equipment has many moving parts. Keep all body parts away from moving pieces. (I.e. Reels, blades and wheels.)
6. Do not wear loose clothing, jewelry or keep long hair in a down position where there is danger of catching such articles in moving machinery.
7. Horseplay, running, fighting or any activity that may result in injury or waste will not be tolerated.
8. All Employees will wear, as required, the Personal Protective Equipment (PPE) assigned to them as per WCB requirements defined for each work assignment.
9. Do not operate any machine you are not familiar with.
10. Any defects in materials, machinery, tools and equipment must be reported immediately to a supervisor, taken out of service, and tagged to identify the piece of machinery is out of service.
11. Do not leave tools, materials or other objects on the floor, which might cause others to trip and fall.
12. Do not block exits, fire doors, aisles, fire extinguishers, gas meters, electrical panels or traffic lanes.
13. Avoid risk of rupture, internal injury or back injury attempting to lift or push excessive loads. If any object is too heavy to move with strain, ASK FOR HELP!
14. Observe the correct position for lifting. Stand with your feet slightly apart, assume a squatting position with knees bent and tuck your chin. Tilt head forward, grasp the load with both hands and gradually push up with your legs, keeping your back straight and avoid any abrupt movement.



15. Do not distract others while working. When approaching a machine operator for any purpose, do so from the front or side in a way that he or she will see you coming and will not be shocked or surprised. If conversation is necessary, first make sure the machine is turned off.
16. Do not allow oil, wax, water, or any other material to remain on the floor where you or others may slip. Report any spills to your supervisor or clean immediately.
17. When handling hazardous materials ensure you follow prescribed safety procedures and use required safety equipment. When using secondary containers filled by others, ensure that they are labeled as to their contents and hazards in accordance with WCB regulations.
18. Use or possession of, intoxicating or unlawful substances by any Employee during working hours is forbidden and any violation will be sufficient cause for dismissal. Any Employees reporting for work while under the influence of intoxicating or unlawful substances shall not be allowed to assume their duties.
19. Employees shall keep all working areas clear of debris and trash.
20. Employees must keep supervisory personnel aware of their work location. They may enter unauthorized areas only with their supervisor's permission. They should never work alone in an isolated area until arrangements have been made for periodic contact with another Employee or supervisor.
21. Riding on equipment by anyone other than the authorized operator is strictly forbidden. No passengers allowed. T
22. Tool rest on bench grinder must be kept adjusted to within one-eighth of an inch wheel at all times. There can be no exceptions.
23. All hand tools, both company and personally owned, used while on the workplace premises shall be kept in good repair.
24. Tanks will always be transported in the approved hand truck designed for that purpose.
25. All tanks not in use, full or empty, will be chained in the upright position in a designated tank storage area.
26. Approved safety valves are always to be in place on both torch and regulator ends to prevent flashback.
27. Use full-face shield when cutting and/or welding.
28. Employees welding will wear approved goggles to protect against flash burns.
29. Safety platforms will be used when welding or cutting off ground level.
30. A fully charged fire extinguisher must always be near work area.
31. All hand grinders will be equipped with unaltered wheel guards.
32. Cutting wheels for grinders must be properly matched to the RPM of the grinder. Never mount a wheel that has a lower RPM rating than the actual grinder on which it is to be used.
33. Speeding or operating any company equipment in an erratic or dangerous manner is forbidden.
34. Check out all machinery safety devices to ensure they are operating properly. Do not operate a machine that is not operating safely. Report any safety hazards to your



- supervisor.
35. People working with chemicals must wear required personal protection equipment.
  36. No one except authorized personnel shall operate any main electrical switches.
  37. There shall be no tampering or altering firefighting equipment such as extinguishers, hoses or emergency equipment.
  38. Gloves must be worn to protect hands exposed to hazardous substances, cuts or burns.
  39. Employees must wear respirators when exposed to dust, fumes or paint spray or pesticides.
  40. Safety showers and eyewash fountains must be maintained with clearance around them and with easy access to them. They must be tested daily to ensure that there is always sufficient water to use in an emergency. This equipment must not be used for any purpose other than to wash chemical splashes.
  41. When working on equipment, the switches must be tagged and locked in the off position by all persons working on the project.
  42. Only authorized personnel are to perform any type of maintenance on equipment or machinery.
  43. By passing any safety device or procedure will not be tolerated and is cause for disciplinary action, including discharge.
  44. Carelessness or negligent behavior jeopardizes everyone's safety and cannot be allowed. Repeated or flagrant disregard of any safe practice or standard is cause or discipline up to and including discharge.
  45. Safety glasses are to be worn on all jobs where there is danger of flying chips or other materials, which may injure the eye.
  46. No operator is to remove any guard from any machine or operate a machine without the proper guards in place.
  47. Care must be taken in the stacking of materials and parts in boxes, cartons, bins or pallets to avoid dumping or spilling items on the floor. Items dropped will be picked or cleaned up immediately.
  48. There is to be clear space around all fire extinguishers, so they are easily accessible.
  49. Waste materials of any kind, paper, lunch scraps, etc. are to be deposited in proper containers, provided for that purpose.
  50. No one is to give issued safety equipment to another Employee to use. There is danger of spreading infection by using such personal equipment.
  51. All machinery must be turned off when the operator is not present.
  52. Material containers are not to be stacked or placed on worktables or in storage areas in an unstable manner.
  53. Hearing protection is to be worn where required.



### **SAFETY RULES - Store Rooms**

1. Remove nails whenever a box is opened.
2. Heavy objects are not to be stacked in high places.
3. Use a ladder to reach high shelves.
4. Follow the rules for safe lifting.
5. Do not overload trucks.
6. Insist on safe practices by everyone who comes into your department.
7. Put trucks, tools, and equipment away where no one can trip over them.
8. Do not let debris accumulate in the store room area.
9. Use tools to open boxes – do not try to do it with your hands.
10. Flammable materials must be stored in proper containers in designated areas.
11. Canned and bottled goods should be kept away from hot pipes or hot walls.
12. Inspect all merchandise when received and reject decayed, diseased or rotted fruits, meats and vegetables.
13. Follow correct storage procedure to avoid contamination of foods.
14. Authorized personnel are only to repair machines, trucks or tools.
15. Horseplay and practical jokes are not permitted in any department.

### **SAFETY RULES - Food & Beverage**

1. Clean up everything you spill.
2. Walk – Do not run.
3. Follow the traffic pattern in the kitchen and dining rooms to avoid collision.
4. Go through doors cautiously.
5. Do not overload trays, carts or bus boxes, stack carefully.
6. Glasses are not to be mixed with china or silverware. This causes breakage and is dangerous to unload.
7. Carry trays on the shoulder to avoid strain, do not pass trays over the heads of Employees or guests.
8. Clean up broken glass or china immediately. Use gloves, broom and dustpan and dispose of properly.
9. Do not put heavy objects, sharp tools or breakable containers on high shelves.
10. Wear CSA approved shoes and the uniform provided.
11. Keep objects off the floor.
12. Keep trucks out of traffic ways.
13. Lead trucks through doors – do not push them.
14. Wear gloves when sorting empty bottles for recycling.
15. Keep stairways and stair landings clear of tools, buckets and debris.
16. Inspect bar stools and dining room chairs for broken or unsafe stools and chairs.



17. Do not handle electrical tools, cords or switches with wet hands.
18. Keep knives and sharp tools in drawers provided for them, clearly labeling contents of drawer.
19. Remove broken glass from sinks immediately. Drain the sink and pick up glass wearing gloves.
20. If machinery is defective, call supervisor. Do not try to repair it yourself.

### **SAFETY RULES - Housekeeping**

1. Mops, buckets and other equipment should be placed where no one can fall over them.
2. Put trucks, dollies, etc. out of the way when you are through with them.
3. Tools with defective electrical cords or plugs are not to be used.
4. Wear rubber gloves and eye protection when using strong solutions for cleaning toilets or urinals.
5. To avoid infection, keep your hands away from your face.
6. Never load a truck so high that you cannot see over the load.
7. When moving tall trucks or tall pieces of furniture pull them – do not push.
8. Tools or equipment which are not working properly should be reported immediately to the supervisor and tagged “Do Not Use” until repaired.
9. When your hands are wet or you are standing on a damp floor – do not touch light switches or electrical equipment.
10. Use a ladder to reach high places, do not climb on furniture or fixtures.
11. Walk – do not run. When going up or down stairs, grasp the handrail securely.
12. Be alert to things, which may cause accidents. Remove them when possible or report them to the supervisor.
13. Observe the rules for lifting safely.
14. Do not try to repair machines or equipment, call the supervisor.
15. Do not run hands along surfaces that you have not checked for razor blades, broken glass, etc.
16. Hold wastebaskets by the sides and empty over a newspaper or open refuse bag. Never plunge hands into the basket.

### **SAFETY RULES - Administration**

1. Use caution when handling, lifting or moving heavy boxes or packages.
2. Use caution when walking around the desk, through the office and through the back office to avoid tripping on boxes or mats.
3. Always keep aisles and walkways clear of boxes or other materials.
4. Properly store all boxes out of the main walkways.
5. Make sure your work station fits comfortably to your body size.





### **SAFETY RULES - Working Alone**

1. Any Employee required to work alone must be provided with a communication plan involving check-in times with supervisor and / or designated individuals and a plan to follow in case of an emergency.

### **SAFETY RULES - Golf Shop**

1. Use caution and proper lifting procedures when moving heavy boxes and packages around the Golf Shop.
2. Use caution when using ladders for cleaning, displaying merchandise, or moving items out of the storage.
3. Use caution when using any electrical appliances (for cleaning or other purposes).
4. Use caution when opening boxes with a razor blade knife. Cut away from your body and make sure the blade is closed when not in use.
5. Use proper lifting techniques when moving clothing fixtures for cleaning.

### **SAFETY RULES - Bag Storage**

1. Observe the correct position for lifting. Stand with your feet slightly apart, assume a squatting position with knees bent and tuck your chin. Tilt head forward, grasp the load with both hands and gradually push up with your legs, keeping your back straight and avoiding any abrupt movement.
2. Do not operate any equipment you are unfamiliar with. Contact your supervisor for instructions.
3. If you are required to use a golf cart, please exercise caution when operating.
4. When charging batteries for electric golf carts, ensure Manufacturer's method is followed for use and storage.

### **SAFETY RULES - Practice Facility**

1. Always wear a hard hat when shagging balls (unless riding in a caged tractor).
2. Be sure to stay behind the line where players are practicing.
3. Use caution to avoid injury when lifting and carrying buckets of balls.
4. Use caution when operating ball washing machine. If machinery is in need of repair, call the supervisor. Do not attempt to repair the machine yourself.

### **SAFETY RULES - Golf Course Player Assistants**

1. Always use caution when operating golf carts.
2. Always use caution and follow proper procedures when approaching guest and members.
3. Report all unsafe/insecure areas and hazards to your department supervisor.



4. At all times, keep security radio and cell phone at hearing level in case of an emergency.
5. Hard hats are to worn at all times while on the course.

### **ADDITIONAL SAFETY NOTES - Golf Course Maintenance**

Golf course and groundskeeper workers may use a wide range of equipment in the course of work, including golf carts, commercial mowing equipment, push mowers, leaf blowers, edgers, trimmers, chainsaws, aeration and irrigation equipment, powered and non-powered tools.

Powered machinery and equipment is often designed to move fast and be powerful enough to cut, crush and alter many kinds of materials. Naturally, the human body is no match for this type of machinery and equipment. Workers need to know the hazards and be trained to recognize and avoid the dangers for each piece of equipment and machinery.

#### **Seatbelts**

Additionally, any vehicles or equipment in the workplace that is required to have ROPS must also be equipped with seatbelts for operators and passengers that meet the recommendations of the Society of Automotive Engineers (s. 33.8[1]), and seatbelts are required to be worn. This further ensures that operators and passengers are fully protected in the event of a rollover.

#### **Rops**

ROPS (Rollover Protective Structure) is a cab or frame that provides a safe environment for the driver of a vehicle or other powered mobile equipment

#### **Cages**

When workers are exposed to the danger of being struck by airborne golf balls, the employer is required to provide appropriate protective equipment. Oftentimes, the most appropriate protective equipment is a caged barrier around the operator of equipment that is being used. The cage must be designed so that a speeding golf ball will not pass through, yet without affecting the operator's visibility.

#### **Chainsaws**

Chainsaws are responsible for many serious injuries and fatalities. Give chainsaws the respect they deserve. Here are some things to consider before picking up a chainsaw:

1. Have you received formal training for safe chainsaw use?
2. Have you received workplace-specific instructions on how to use the chain saw safely?
3. Is it clean and in good repair?
4. Are you wearing PPE such as gloves, hard-hat with shield, chainsaw pants, neck guard, chainsaw boots and ear protection?
5. Have you visually inspected the chainsaw for defects before and after each use?
6. Have you tested the saw before actually cutting anything?
7. Is it in a stable position for starting?
8. Are you familiar with chainsaw kickback and how to maintain control when this happens?
9. Are other workers protected from flying debris?



10. Are other workers nearby in case you get injured?

If you answer 'no' to any of those questions, do not operate the chain saw until you can answer 'yes', and then only after you have been properly trained by The Links at Brunello.

***Employers Questions:***

1. Are workers aware of hazards of all equipment and machinery they are using?
2. Is all equipment and machinery maintained in safe working condition? Are all safety features working properly?
3. Do workers inspect the tools, equipment, or machinery before each use?
4. Do I have safe work procedures in place? Are they being followed and enforced?
5. Are workers trained in the safe operation of the equipment and machinery? Can they demonstrate their knowledge?
6. Do workers report any concerns regarding defective or unsafe tools, equipment or machinery?



## **RISK ASSESSMENTS**

The Links at Brunello Senior Management is committed to provide all Employees with the pertinent information for all risks related to their job function. Managers are responsible to ensure supervisors and workers are involved in all risk assessments, and that all information is readily available for review.

Forms and documents for reporting incidents of Risk Assessment hazards will be available to all Employees, and kept on file for review by the Health & Safety Committee and Senior Management. All reported incidents of Risk Assessment Hazards will be investigated and corrective measures implemented when practicable.

Identified Risk Assessment Hazards will be reviewed annually for an evaluation of their effectiveness.

## **HEALTH AND SAFETY PROGRAM EVALUATION**

The Links at Brunello requires a Health & Safety Program Evaluation is conducted annually to measure the effectiveness of the Health and Safety Program, to identify any deficiencies and increase the effectiveness of the Program.

The senior management of The Links at Brunello will initiate the safety program evaluation. Management or their designate will develop a written report, analyze and evaluate the data collected and develop and implement any corrective action required. Employees will be notified of program evaluation results and subsequent follow-up action.

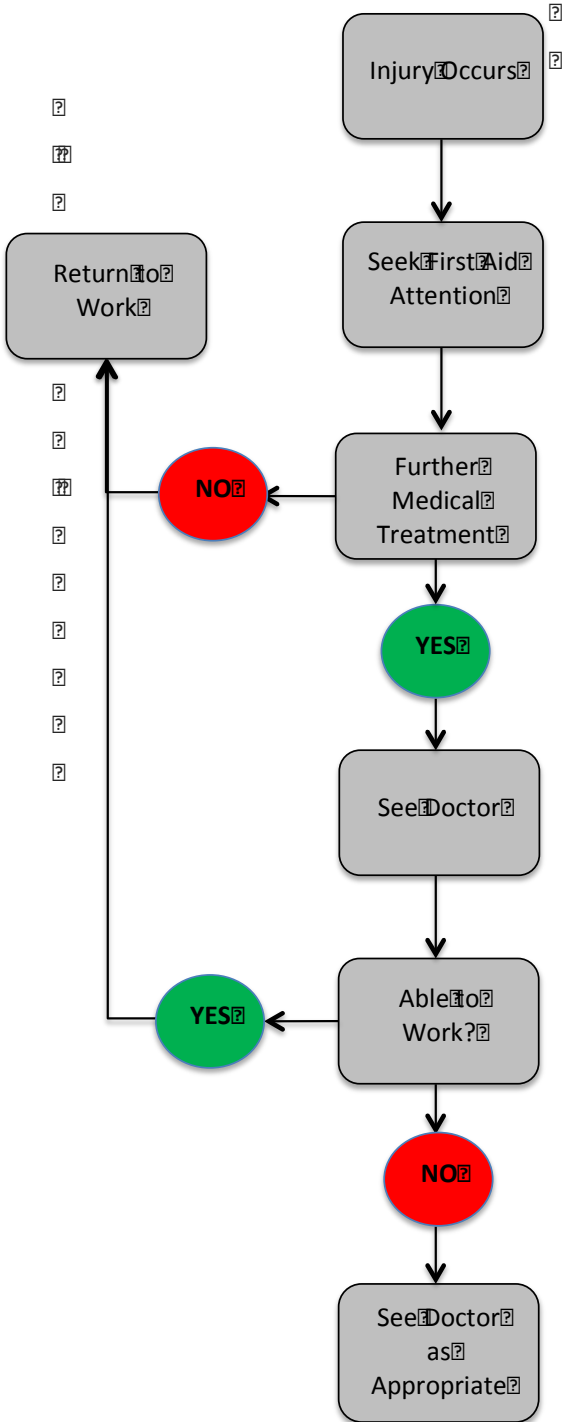
The Health and Safety Committee will be responsible to coordinate activities, gather information and develop a written report. This report will be forwarded to senior management for review and follow-up.

Employees assigned to conducting the program evaluation will use the appropriate worksheets (document and interview) to ensure consistency in information gathering and reporting.

## **APPENDICES**

- I. Injury Reporting Process**
- II. Workplace Inspection**
  - a. Golf Course Maintenance
  - b. Generic Workplace Inspection Form - Template
- III. Employee Orientation Checklist**
- IV. Accident/Incident Investigation Form**
- V. Guide to Accident / Incident Investigations**
- VI. Risk Assessment Guidelines**
- VII. Mobile Equipment Operation**
- VIII. Ergonomics in the Workplace**
- IX. Emergency Preparedness**
  - a. Emergency Cascade Tree
  - b. Medical Emergencies
  - c. Emergency Phone Numbers
  - d. Personal Emergency Procedures
  - e. Preparedness & Evacuation
  - f. Evacuation of Persons with a Disability
  - g. Fire & Fire Types
  - h. Fire Extinguishers
  - i. Fire Prevention
  - j. Earthquake
  - k. Power Failure
  - l. Personal Safety Precautions
  - m. Hostage Taking
  - n. Civil Disturbance
  - o. Spills
  - p. Robbery
  - q. Bomb Threat
- X. Hearing Conservation Program**
- XI. WCB Injury Report Form**
- XII. Additional Resources**
- XIII. Acknowledgement and Employee Agreement**

**I. INJURY REPORTING PROCESS**



**Employee** – get first aid attention.  
**First Aid Attendant** – provide first aid treatment and notify supervisor.

**First Aid Attendant** – fills out First Aid Book  
**Supervisor** – reviews situation, conducts Accident Investigation and fills out and submits WCB Injury Report Form  
**Employee and Supervisor** – appropriately sign WSB Injury Report Form.

**Employee** – Communicate status with supervisor.  
**Supervisor** – reviews situation and determines if lighter duties available.

## II. WORKPLACE INSPECTION

### Golf Course Maintenance

	<i>am</i> <i>pm</i>	
Date (YR/MTH/DAY)	Time of Inspection	Inspection Team Member (Print & Sign Name)
<b>A) Mechanical Shop</b>	Acceptable	Not Acceptable
Clean & Organized		
Clean & Dry Floor		
Electrical Cords OK		
Safety Guards in Place		
Lockout Procedures		
Labels on Controlled Products		
Lighting & Ventilation		
Fire Extinguisher		
Welding Equipment		
Miscellaneous		
<b>B) Equipment Storage</b>	Acceptable	Not Acceptable
Clean & Organized		
Clean & Dry Floor		
Tools Stored Properly		
Lighting & Ventilation		
Miscellaneous		
<b>C) Lunch Room / Bathrooms</b>	Acceptable	Not Acceptable
First Aid Kit		
Clean & Organized		
Lighting & Ventilation		
Garbage Emptied Daily		
Miscellaneous		
<b>D) Field Operations</b>	Acceptable	Not Acceptable
Operator Safety		
Hardhats		
Hearing Protection		
Seatbelts		
Safety Devices in Operation		
Eye Protection		
First Aid Attendant on Duty		
Worker Identified Concerns		
Miscellaneous		
<b>E) Fertilizer / Pesticide / Fuel Storage</b>	Acceptable	Not Acceptable
Warning Signs on Doors		
No Smoking Signs		
Ventilation		
Labels on Controlled Products		
Organized and Clean		
Lighting		
MSDS		
Miscellaneous		
<b>E) General</b>	Acceptable	Not Acceptable
Fire Extinguishers		
Doorways Clear		
Yard Area Inspected		
Safety Committee Minutes Posted		
Safe Lifting Procedures		
<b>G) Other Conditions Observed</b>	Acceptable	Not Acceptable
<b>G) Employee Concerns</b>	Acceptable	Not Acceptable

### III. WORKPLACE INSPECTION

#### Generic Template

	<i>am</i> <i>pm</i>	
<i>Date (YR/MTH/DAY)</i>	<i>Time of Inspection</i>	<i>Inspection Team Member (Print &amp; Sign Name)</i>
<b>A) Mechanical Shop</b>	<b>Acceptable</b>	<b>Not Acceptable</b>
Clean & Organized		
Clean & Dry Floor		
Electrical Cords OK		
Safety Guards in Place		
Lockout Procedures		
Labels on Controlled Products		
Lighting & Ventilation		
Fire Extinguisher		
Welding Equipment		
Miscellaneous		
<b>B) Equipment Storage</b>	<b>Acceptable</b>	<b>Not Acceptable</b>
Clean & Organized		
Clean & Dry Floor		
Tools Stored Properly		
Lighting & Ventilation		
Miscellaneous		
<b>C) Lunch Room / Bathrooms</b>	<b>Acceptable</b>	<b>Not Acceptable</b>
First Aid Kit		
Clean & Organized		
Lighting & Ventilation		
Garbage Emptied Daily		
Miscellaneous		
<b>D) Field Operations</b>	<b>Acceptable</b>	<b>Not Acceptable</b>
Operator Safety		
Hardhats		
Hearing Protection		
Seatbelts		
Safety Devices in Operation		
Eye Protection		
First Aid Attendant on Duty		
Worker Identified Concerns		
Miscellaneous		
<b>E) Fertilizer / Pesticide / Fuel Storage</b>	<b>Acceptable</b>	<b>Not Acceptable</b>
Warning Signs on Doors		
No Smoking Signs		
Ventilation		
Labels on Controlled Products		
Organized and Clean		
Lighting		
MSDS		
Miscellaneous		
<b>E) General</b>	<b>Acceptable</b>	<b>Not Acceptable</b>
Fire Extinguishers		
Doorways Clear		
Yard Area Inspected		
Safety Committee Minutes Posted		
Safe Lifting Procedures		
<b>G) Other Conditions Observed</b>	<b>Acceptable</b>	<b>Not Acceptable</b>
<b>G) Employee Concerns</b>	<b>Acceptable</b>	<b>Not Acceptable</b>







**V. ACCIDENT/INCIDENT INVESTIGATION FORM**

Injured Worker Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

Accident Location: \_\_\_\_\_

Accident Date: \_\_\_\_\_ Accident Time: \_\_\_\_\_

Reported Date: \_\_\_\_\_ Date recorded in First Aid Record Book: \_\_\_\_\_

What was the worker doing when this accident occurred?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Why did this accident/incident happen (primary cause)?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What other factors contributed to this accident?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What corrective action is necessary to prevent a future accident of this type?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



What corrective action was taken?

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Date of Corrective Action: \_\_\_\_\_ Crew Talk (circle): Yes No  
Crew Talk Date: \_\_\_\_\_ Topic: \_\_\_\_\_

Injury Type (circle all that apply):

*Muscle Strain Broken Limb Puncture Cut Respiratory Other (explain):*

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What Body Part? \_\_\_\_\_

Investigated By: \_\_\_\_\_

Health & Safety Committee Review Date: \_\_\_\_\_

Recommendations: \_\_\_\_\_

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Management Review by: \_\_\_\_\_



## VI. RISK ASSESSMENT GUIDELINES

The following are guidelines that can be applied to all hazards to aid Risk Assessments.

1. **Identification:** what are the hazards of the task?
2. **Consequences:** what are the worst probable results of an accident due to the hazard?
3. **Exposure:** how often workers are exposed to the hazard?
4. **Probability:** what is the likelihood that the hazard will lead to an undesired consequence?

**Who completes a Risk Assessment?** Someone who is:

- a. Experienced working with the firm as a whole.
- b. Familiar with the task being assessed.
- c. Familiar with risk assessment methods.

**What is Assessed?**

- a. Degree of risk to worker.
- b. Availability and suitability of control measures.
- c. Frequency and duration for which tasks containing risk factors are performed.
- d. Cost/benefit of controlling risk.

When a risk is identified, 5 steps to controlling the hazard must be followed and applied:

### 1. Elimination

Consider:

Can the task be avoided?

- ⇒ Does the task need to be done to achieve the desired result?
- ⇒ Can it be done in a way so workers are not exposed to the hazard?

### 2. Substitution

If task cannot be avoided, can part of the process employ other materials or methods? Factors to consider:

- ⇒ Can less hazardous materials be substituted to reduce risk?
- ⇒ Can different work practices be developed to reduce exposure to hazard?

### 3. Engineering Controls

Engineering controls are physical arrangements, designs or alterations of



workstations, equipment, materials, production facilities or other aspects of physical work environment. Consider:

- ⇒ Can workstation / process be redesigned to reduce exposure to the hazard?

#### **4. Administrative Controls**

Provision, use and scheduling of work activities and resources in workplace, including planning, organizing, staffing and coordinating. Consider:

- ⇒ Can work be scheduled to provide regular breaks away from hazard?
- ⇒ Can job be expanded to provide greater range of duties / time away from hazard?
- ⇒ Can task be planned and organized to reduce risk?

#### **5. Personal Protective Equipment (PPE)**

- ⇒ PPE may only be used as a substitute for engineering or administrative controls if it is used in circumstances in which those controls are not practicable.
- ⇒ PPE is only to be used when all other methods of eliminating, reducing or controlling risk are not practicable
- ⇒ PPE includes physical equipment, individual engineering controls and/or specific instruction.

Assessing and controlling risk is not the end of the process itself. Risk assessment and control is a continuous and ongoing procedure.



## **VII. MOBILE EQUIPMENT OPERATION**

Mobile equipment is an integral part of the operation of the Golf Course Maintenance program. Predator Ridge Resort strives to provide Employees with adequate training in the safe operation of any Mobile Equipment an Employee may be required to operate.

The following are the guidelines to be applied by all Employees before operating any mobile equipment:

- Employees are to only operate equipment they have been trained to do so.
- Any damage or operating problems with Mobile Equipment must be reported to the Mechanic immediately.
- Do not operate a vehicle that is not operating properly.
- Do not try and fix any piece of machinery.
- Keep hands and feet away from Reels and Rotary blades. Never use your Hands or Feet to dislodge a stuck Reel or Rotary Blades.
- Reel and Rotary Mowers are dangerous even when the power is shutoff.
- Contact the Supervisor or Mechanic if there is a problem with your machine.
- Employees must know the limitations of each piece of machinery they use. (I.e. Speed, mobility and roll-over potential). Do not use a piece of equipment for purposes other than what it is intended to be used for.
- Be aware of your surroundings. Watch for wet areas, rough terrain and possible rollover situations.



## VIII. ERGONOMICS IN THE WORKPLACE

The Links at Brunello, on a continual basis, will provide health monitoring to determine which workers can perform their duties with no hazard to themselves or other workers. Health monitoring is utilized to identify workers who are likely to develop or have the early signs of an occupational disease. The Links at Brunello will inform workers of occupational health hazards and preventative measures they can follow to decrease exposure to identified risks.

Musculoskeletal injury (MSI) is defined as an injury or disorder of the muscles, tendons, ligaments, joints, nerves, blood vessels or related soft tissues including a sprain, strain and inflammation, that may be caused or aggravated by work.

Department	Risk Assessment	MSI
Administration	Low to Moderate	Risk of muscle strain. Employees are aware of the proper set up of computer work stations and safe lifting techniques. Educated in the prevention of Carpal Tunnel Syndrome.
Course Maintenance	Moderate	Risk of muscle strain. Staff is aware of proper safe lifting techniques for moving equipment and supplies.
Clubhouse Staff	Low to Moderate	Risk of muscle strain. Staff is aware of proper lifting techniques for moving chairs, tables, dishes and using carts and dollies if necessary.
Kitchen	Low to Moderate	Risk of muscle strain. Staff are aware of proper lifting techniques when moving supplies and/or storing supplies.

**IX. EMERGENCY PREPAREDNESS**

Emergency procedures have been developed for all Employee safety and protection. It is the Supervisors responsibility to ensure all Employees are aware of the procedures and the appropriate actions/roles each Employee is responsible for (i.e. First Aid).

**Emergency Cascade Tree**







## **Medical Emergencies**

The Links at Brunello will have the first aid facilities and personnel as specified by the WCB Occupational First Aid Regulations. First Aid Attendant(s) are individually and collectively the front line of first aid for any medical emergency occurring to Employees and guests. The First Aid Attendant is completely in charge of all first aid decisions, unless someone with a higher level of first aid training or medical knowledge is available to take over the situation (I.e. Doctor, Emergency room Nurse or Paramedic). First aid for medical emergency will normally occur at the location of the injured person. The following are the steps to be followed in case of a medical emergency:

- Ensure your safety and the safety of other occupants and guest first. If necessary, remove people for the immediate area.
- Asses the scene determine:
  - ⇒ Number of victims.
  - ⇒ Type and severity of injuries/illness.
  - ⇒ Immediate hazards Assistance required (Ambulance, First Aid, Police, Fire Department).
- Contact Golf Shop on radio **channel 5** or call **902-876-7649**
  - ⇒ Report your name, location, as well as the type of the emergency and your assessment.
- Assist the victim to the degree that you have been trained. Remember to identify yourself and your first aid qualifications.
- Protect the victim by:
  - ⇒ Removing immediate hazards.
  - ⇒ Giving first aid.
  - ⇒ Asking others to assist or stand back.
- Stay with the victim until assistance arrives.
- Provide information to the responding assistance.
- If the victim(s) declares themselves well, ask them to give you their name(s) and addresses(s), if possible.
- Report status to the Manager on duty.
- Complete an Incident Report Form.

## **Emergency Phone Numbers**

Management is responsible to ensure the following telephone numbers are available and updated as needed:

- Fire Department.
- Police Department.
- Ambulance.
- Hospital – Location and directions.



- Poison Control Centre.
- Nova Scotia Hydro and Nova Scotia Gas.
- Any other related numbers.

### ***Personal Emergency Procedures***

The immediate response to any emergency will determine how that emergency is handled. The seven important points to remember are:

1. Remain calm and look after yourself FIRST.
2. Look after other occupants and persons NEXT.
3. Assess the emergency and REMEMBER DETAILS.
4. Notify someone. Include the nature of the emergency, the location, your name and the telephone number where you can be reached.
5. Assist to the degree that you have been trained.
6. Record details.
7. Never risk your own safety or the safety of others trying to save the day.

### ***Preparedness And Evacuation***

Be familiar with your work area and the building. Know exit routes and the locations of stairs and fire extinguishers. Keep necessary personal items such as medications and eyeglasses on hand.

Prepare yourself and coworkers so they will know what to do, where to go and how to cope until the situation is under control.

- Move people to safety if asked. Use a loud, calm, in-control voice to direct people to the nearest exit or other safe location. Ask for assistance from nearby people, if possible.
- Sweep the area for stragglers.
- Proceed to a designated area outside of the building in the parking lot. Be calm and keep people informed who have been evacuated. If assistance is available, assign someone else to do this while evacuation is in progress.
- Verify each Employee is outside and safe by checking with the Supervisor of Employees in each area.
- If you have a radio, do this as soon as possible. If you do not, wait until everyone is removed from danger. Then use any telephone to call 911.



### **Evacuation Of Persons With A Disability**

- Ask persons with a disability that requires help to proceed to a designated Area of Refuge and wait for assistance.
- Report the location of persons in these areas by using any telephone located in that area.
- It is preferable to have a non-ambulatory person wait for assistance in an area of refuge. However, if it is determined that leaving a non-ambulatory person in this area is not safe, ask another person to help.
- If the area has not been cleared when evacuation of your area is complete, proceed there to provide reassurance. If you decide to assist persons with a disability to evacuate, get help from another person.

### **Fire**

The Fire Alarm indicates that a fire emergency is in progress. If a fire is such that evacuation is necessary, normal evacuation procedures will be followed and a fire bell will be heard.

- Ensure your safety and the safety of other occupants and guests first. If necessary, remove people from the immediate area.
- Assess the scene and remember:
  - ⇒ What is the source?
  - ⇒ Is smoke and/or flame present?
  - ⇒ Are the sprinklers working?
  - ⇒ Will the fire spread?
  - ⇒ What area and how many people are affected?
- Notify the Golf Shop.
- Report your name and location as well as the type of emergency and your assessment.
- If it is safe to do so, use an extinguisher to control the fire.
- Await further instructions from your supervisor, manager or emergency response team.
- Complete an Incident Report.

### **Fire Types**

- Paper, wood, cloth, rubbish, etc.
- Flammable gas/liquid (gas, grease, paint)
- Electrical
- Combustible metals



### **Fire Extinguishers**

- Pull the pin.
- Aim the nozzle low.
- Squeeze the handle.
- Sweep the nozzle over the fire from side to side.

### **Fire Prevention**

- Keep combustible materials away from heat sources such as chimneys, water heaters, radiators, etc.
- Store combustible materials away from stairways and walkways as they could block your exit.
- Clean ovens, range tops and exhaust fans to keep them clear of grease.
- Replace worn or frayed cords, plugs or wiring immediately and never overload circuits.
- Inspect chimneys and flues regularly to be sure they are in working order.
- Never leave an open flame unattended. Quench fireplace and barbecue fire completely if leaving area.
- Never empty ashtrays into a wastebasket. Never smoke when drowsy.
- Install at least one smoke detector on each floor. Vacuum monthly to keep detectors dust free.
- Inspect detectors monthly to ensure batteries and light work properly.
- Keep a multi-purpose fire extinguisher on each level and learn how to use it.
- If your clothing should catch fire: Stop, Drop and Roll.

### **Power Failure**

The lights going off indicate a power failure has happened or is about to happen.

- When the power goes out, there will be a short delay until the **emergency lighting** comes on. Stay where you are and remain calm.
- Ensure your safety and the safety of other occupants and guests first.
- Assess the scene looking for injuries, degree of outage and other concerns.
- Report your name and location as well as the type of emergency and your assessment.
- Turn off computer equipment and any other electrical equipment in your area.
- Await further instructions from your supervisor or manager.
- Unplug all electrical equipment, TV sets, computers, etc. and turn off any unnecessary light switches. When power is restored, there may be a surge causing damage to electrical and computer equipment.



## **Personal Safety Precautions**

### **Walking:**

- Before walking, know your route. Keep to well-lit, busy areas. Avoid using parks, alleys and vacant lots.
- Avoid carrying large or heavy articles. Try to keep at least one hand free. Be prepared to drop items if you need to run.
- Be aware of your body language. Walk with awareness and determination.
- Be alert and aware all the time.
- If you think you are being followed, head for a store, gas station, or a home that is occupied and telephone police.

### **Public transit:**

- Avoid bus stops that are inadequately lit or isolated.
- When on the bus, sit near the driver. If anyone bothers you, tell the driver immediately.
- When stepping off the bus, look to see if you are followed. If you think you are being followed head for a store, gas station or a home that is occupied and telephone the police.

### **Driving:**

- When you approach your vehicle, have your keys ready. Check the floors and back seat for intruders before you open the door.
- Before driving, know your route. Stay to well-lit streets. Avoid alleys and vacant parking lots.
- Always keep the windows rolled up and the doors locked.
- If someone tries to get into your vehicle, drive away and telephone police. If this is not possible, draw attention to yourself by using the horn.
- If your car is in trouble, turn on the flashers and, if possible, raise the hood of the car. Remain in the locked vehicle until help arrives. If someone comes by to offer assistance, unroll the window only slightly and ask the person to call for help.

## **Spills**

Any spilled substance left un-cleared can become hazardous due to slips and falls. If you encounter a spilled non-hazardous substance, clean it up immediately or guard the area and obtain assistance.

- If you encounter a spill and are not sure as to its identity, consider the spilled substance to be potentially hazardous.
- Avoid contact with the spilled substance.
- Clear people from the immediate area.



- Assess the scene:
  - ⇒ Identify the substance – if possible without contact, read the label on the piping, container or equipment and the WHMIS symbol.
  - ⇒ Immediate risk – if fire hazard exists, remove adjacent ignition sources. If fumes are extreme, evacuate the affected area.
  - ⇒ Injuries – provide or obtain first aid if necessary.
- Notify the Golf Shop. Report location, the identity or type of substance, the extent of the spill, injuries and our action so far.
- Prevent access to the affected area. If necessary, obtain assistance from nearby staff to post a temporary guard,
- Remain in the area (removed from danger) until arrival of assistance or the emergency response.
- Provide information to the responding persons.
- Complete an Incident Report.

### **Robbery**

If a robbery were to occur, any attempt to interfere with or apprehend a suspect is fully the responsibility of the Police.

- Prevention of a robbery can be accomplished by:
  - Keeping the areas clean, tidy and well lit.
  - Do not leave valuable items accessible.
  - Keeping active and alert – do not let yourself be a target.
  - Acknowledge everyone by making eye contact and asking if you can be of assistance.
  - Take extra precautions after dark and during slow periods.
- Consider all robbery suspects DANGEROUS.
- Co-operate fully with all demands. Follow; do not exceed orders – only hand over what is demanded.
- Do not attempt to interfere with or stop a suspect.
- Tell the robbers if you must reach for something or move your hands.
- Memorize the appearance of the suspect, especially any unusual features. Do this without being obvious.
- Guard any evidence carefully. Avoid handling evidence unnecessarily.
- Note the suspect's direction and means of escape.
- Once the suspect has left, notify the Police.
- Write down all that you observed.
- Ask witnesses to remain at the scene until Police arrive. Ask to record their names, Addresses, and contact numbers.
- To avoid encouraging further robbery attempts, do not discuss events or amounts of stolen property with anyone other than Supervisors or Police.
- Complete the incident report as soon as possible.



## ***Bomb Threat***

A bomb threat is an emergency in which a person(s) threatens to use an explosive device to harm people or property. Most bomb threats are made by callers who want to create an atmosphere of general anxiety and panic.

Perpetrators of bomb threats sometimes watch the reaction to the threat from within the building. Calm and discreet action will rob them of any satisfaction that might be gained from a panic response and will therefore discourage further attempts.

If requested to survey an area, remember:

- When entering a room or area to be searched, stand quietly and listen carefully.
- Pinpoint any unusual sound and investigate carefully.
- Divide the room or area into three general areas by height.
- Do not disturb displays, curtains, blinds, pictures or other objects without investigating the possibility that this may disturb the device.
- Look for unusual containers, boxes, parcels, briefcases, bags or equipment that is not normally in an area.
- Be Careful. Homemade bombs are not reliable and may not perform as intended.

### ***Fellow Staff Member alerts you to a Bomb Threat***

- Ensure the person receiving the bomb threat has the detail report and a pen or pencil.
- Go to a telephone out of hearing of the person receiving the bomb threat and notify the Golf Shop.
- Return to the vicinity of the person receiving the call and assist them as requested.
- Remain at the scene until released by a supervisor, manager or emergency response member.
- To minimize unnecessary alarm, avoid informing non-involved persons.

### ***Written Bomb Threat or Suspicious Package***

- Do not touch an unusual package or object. If picked up, put it down gently and do not handle it further.
- Warn others to stay clear. If necessary, remove people from the immediate area.
- Notify the Golf Shop. Give all relevant information including:
  - ⇒ How the note or package was delivered or found?
  - ⇒ What gives the impression it is a bomb?
  - ⇒ Any observations about person(s) delivering or placing the note or package?
  - ⇒ Who and how many people are in the immediate area?
- Await further instructions.
- Do not leave until released by a supervisor or Police.



## **X. HEARING CONSERVATION PROGRAM**

The Links at Brunello must ensure that all Employees working in or around noise levels above the allowable limits for noise exposure are given the proper hearing training and protection. In the long term, continuous exposure to 85 decibels of sound will cause permanent hearing loss. The Links at Brunello must also ensure that notices warning Employees of noise hazards and identifying the proper hearing protection to be worn are clearly posted.

The Links at Brunello is responsible for noise measurements if a worker is or may be exposed to potentially harmful levels of noise, or if information indicates that a worker may be exposed above 82 dB.

It is the duty of the employer/supervisor to inform Employees exposed to daily levels of noise over 82 dB about the:

- Risks of hearing loss due to excessive noise exposure
- Significance of those results to the results of hearing loss, and
- The purpose of hearing protection and need for testing

If a worker is exposed to noise levels above exposure limits outlined The Links at Brunello will:

- Investigate options for noise control.
- When practicable, implement options to reduce worker exposure to or below exposure limit.

If it is not practicable to reduce noise levels to or below the exposure limits, The Links at Brunello will:

- Reduce noise exposure to the lowest level practicable.
- Provide and maintain hearing protection to all workers in accordance with CSA standards.
- Provide hearing protection, and ensure that all hearing protection is worn effectively.

It is the responsibility of the workers to wear hearing protection when exposed to decibel levels above accepted levels or where a noise hazard has been indicated. It is also a requirement that workers must periodically replace damaged ear protection and properly clear earplugs or earmuffs to maximize its life span.

If it is not practicable to reduce noise levels to or below the exposure limits, The Links at Brunello will:

- A) Post and maintain clearly worded signage that warns individuals they are entering an area where dangerously high levels of noise exists
- B) Supply all workers in such an area with appropriate hearing protection based on





- the worker's eight-hour exposure
- C) Ensure that all workers in such areas are wearing hearing protection at all times.

It is the responsibility of the Employees to wear hearing protection in all posted noise hazard areas in accordance with the instructions received by the supervisor or manager.

The Links at Brunello will provide hearing tests to all on site Employees exposed to noise levels exceeding 85 dB as follows:

1. Hearing tests are to be conducted by a WCB recognized tester on an annual basis to effectively monitor the hearing of noise-exposed workers.
2. A copy of the test results will be given and explained to the Employee after the test is complete. A record of the results will be kept on file as well as at the employer's head office for the duration of the Employee's tenure.
3. Test records must be maintained in a manner acceptable to the board and kept as long as the worker is employed and treated as confidential, not to be released without written permission of the worker.
4. Maintenance of hearing protection must be available to the worker.

It is the responsibility of the Employee to maintain hearing protection in a manner that provides maximum protection.

The Links at Brunello must review the noise control and hearing conservation program annually to ensure its effectiveness. The review will address the following:

- The need for further noise measurement.
- Education and training of workers regarding noise exposure.
- Adequate noise control measures.
- Selection and use of hearing protection.
- Hearing testing and information on the rate and extent of occupational hearing loss.
- Health and Safety Committee review of program.







**WORK SAFE. FOR LIFE.**  
WORKERS' COMPENSATION BOARD OF NOVA SCOTIA

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Sydney, Nova Scotia B1P 1E2  
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Toll Free: 1-800-880-0003

<b>SOCIAL INSURANCE NUMBER</b>
<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
<b>WCB Claim No.</b>
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## WCB INJURY REPORT

<b>EARNINGS / EMPLOYMENT INFORMATION (Please TYPE required information.)</b> <small>If you answered YES to either time loss or earnings loss in question 5, please complete this section.</small>	
<p>The earnings information provided will normally be used to establish the benefit amount. We may request additional earnings information from both the employer and the worker to determine a more accurate benefit amount. Benefits provided by the Canada Pension Plan may affect the amount WCB pays.</p>	
<p>13. Has the worker been employed with this company for the 12 months preceeding the earnings loss?    YES    NO</p> <p>14. Indicate the worker's employment type:</p> <p>A. <input type="checkbox"/> Permanent    <input type="checkbox"/> Casual/Temporary    <input type="checkbox"/> Seasonal/Irregular</p> <p>B. <input type="checkbox"/> Sub-contractor    <input type="checkbox"/> Vehicle Owner/Operator    <input type="checkbox"/> Courier Service</p> <p style="padding-left: 20px;"><input type="checkbox"/> Logging/Chain Saw Operator    <input type="checkbox"/> Self-employed</p> <p style="padding-left: 20px;"><input type="checkbox"/> Other: _____</p> <p style="font-size: small;">Note: if you check any box in B above, the worker must submit a detailed income and expense statement. If this information is not readily available, the WCB will estimate the worker's employment expenses.</p>	<p>17. Usual number of hours/days worked:</p> <p>_____ <input type="checkbox"/> Hours    <input type="checkbox"/> Days</p> <p style="padding-left: 20px;"><input type="checkbox"/> Per Day    <input type="checkbox"/> Per Week</p> <p style="padding-left: 20px;"><input type="checkbox"/> Other: _____</p> <p>Show usual days of work:</p> <p style="padding-left: 20px;"><input type="checkbox"/> S    <input type="checkbox"/> M    <input type="checkbox"/> T    <input type="checkbox"/> W    <input type="checkbox"/> Th    <input type="checkbox"/> F    <input type="checkbox"/> S</p> <p style="font-size: x-small;">If shift or casual worker, please attach the first three weeks of schedule after the earnings loss began. If the worker works on a fixed rotation schedule, please attach a sample of the rotation schedule.</p>
<p>15. If the worker is part-time, seasonal, or casual, please indicate the date the <b>original</b> employment began: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p> <p style="text-align: center; font-size: x-small;">DATE (dd/mm/yyyy)</p>	<p>18. Indicate the worker's tax deduction (TD) code: _____</p>
<p>16. A. Worker's normal gross earnings at the time of the injury: \$ _____</p> <p style="padding-left: 40px;">per hour    per day    per week    bi-weekly</p> <p style="padding-left: 40px;">per month    other (please specify): _____</p> <p style="font-size: x-small;">Note: complete B only if you are unable to complete A, above. (Usually applies to seasonal, irregular or casual workers).</p> <p>B. Gross earnings for the period of one year or less: \$ _____</p> <p style="padding-left: 20px;">From: (12 months or less prior) <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p> <p style="padding-left: 20px;">To: (Date before injury) <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p> <p style="text-align: center; font-size: x-small;">DATE (dd/mm/yyyy)</p>	<p>19. Number of hours <b>scheduled</b> on day time/earnings loss began: _____</p> <p style="padding-left: 20px;">Number of hours <b>worked</b> on day time/earnings loss began: _____</p> <p style="padding-left: 20px;">Number of hours <b>paid</b> on day time/earnings loss began: _____</p>
<p>20. Did the worker return to work after the injury or onset of symptoms?</p> <p style="padding-left: 40px;">YES    NO</p> <p>If yes, give the date and time:</p> <p style="padding-left: 20px;"><input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p> <p style="text-align: center; font-size: x-small;">DATE (dd/mm/yyyy)    TIME    AM    PM</p> <p>Did the worker return to <b>regular</b> duties?    YES    NO</p> <p>If yes, give the date and time:</p> <p style="padding-left: 20px;"><input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p> <p style="text-align: center; font-size: x-small;">DATE (dd/mm/yyyy)    TIME    AM    PM</p>	<p>21. Will you be making any payments to the worker while the worker is off work due to the injury or illness?</p> <p style="padding-left: 40px;">YES    NO</p> <p>If yes, type of benefit paid: _____</p> <p>How long will payments continue? _____</p>
<p>Please provide any additional injury/illness information that you feel is relevant:</p>          	



## **XII. ADDITIONAL RESOURCES**

There are many specific health and safety resources on the WEB. Below are some non-profit sources. They will have references to further information as well..

1. **Canadian Council for Occupational Health and Safety (CCOHS)**  
Phone: 1-800-263-8466 Fax: 906-572-4500 [www.ccohs.ca/](http://www.ccohs.ca/)
2. **Industrial Accident Prevention Association (IAPA)**  
[www.iapa.on.ca/](http://www.iapa.on.ca/)
3. **National Institute for Occupational Safety and Health (NIOSH)**  
[www.cdc.gov/niosh/](http://www.cdc.gov/niosh/)
4. **Workers Compensation Board of Nova Scotia**  
Phone: 902-491-3331 <http://www.wcb.ns.ca> <http://worksafeforlife.ca>
5. **OH&S Nova Scotia**  
Phone: 902-424-5400 <http://novascotia.ca/lae/healthandsafety/>

Work safe bulletins provide health and safety details for different sectors:

6. **Canada's National Occupational Health and Safety website**  
<http://www.canoshweb.org/en/topics.html>
7. **Guide to Workplace Safety for Golf Courses and Groundskeeping**  
[www.wcb.pe.ca](http://www.wcb.pe.ca)
8. **Guide for Determining Hazards at Work**  
<http://www.iapa.ca/Main/documents/pdf/SIGHAZWEB.pdf>
9. **Glossary of terms**  
[http://www.iapa.ca/Main/documents/pdf/iapa\\_glossary.pdf](http://www.iapa.ca/Main/documents/pdf/iapa_glossary.pdf)



### **XIII. IT STARTS WITH YOU**

This Health and Safety Manual and Nova Scotia OHS Legislation are founded on the **Internal Responsibility System** (or **IRS**). Under the IRS, everyone in the workplace shares in the responsibility for health and safety. The IRS is based on the following six points:

- I. Every individual in our workplace has the responsibility to participate in identifying OHS problems and seek solutions.
- II. Everyone, at every level, is involved and included in the IRS.
- III. Everyone's goal must be the same: the protection of life and Health, and the elimination of accidental loss to facilities, equipment, and other aspects of our work environment.
- IV. Open communication is essential. There must be no secrets when it comes to health and safety!
- V. Rather than wait until injuries and illnesses occur, everyone should proactively seek to identify hazards and take appropriate action to prevent losses.
- VI. For the IRS to function effectively, everyone must be held accountable.
- VII. The IRS is the "people framework" within this OHS System. For the system to be successful, the IRS must work like a problem-solving machine. Each person's mission is to identify hazards and opportunities for safety improvement.

Health & Safety Committee (HSC) members assist in managing health and safety by recommending, advising, and monitoring the effectiveness of this OHS system. HSC members must not be viewed as Safety Cops! Safety is everyone's job, and everyone has individual responsibilities.

Employees have the right to know about hazards in the workplace and to be provided with the information, instruction, and training necessary to protect their health and safety. This openness is essential, so that people can do a better job identifying problems and opportunities for improvement.

Employees have the right to refuse dangerous work, where the employee has reasonable grounds for believing that the act is likely to endanger the employee's health or safety or the health or safety of any other person.

Most safety concerns should be resolved through open communications. The Links at Brunello encourages open communication on health and safety issues. It is essential to providing an injury-free and productive work environment.

Employees are encouraged to inform their Supervisor or Manager of any matter they perceive to be an actual or potential workplace hazard. Communication can be written or oral, and may be submitted anonymously, if desired.

Contractors are important partners in providing and maintaining services on our golf course. Contractors are responsible for working safely and meeting the same high standards for OHS that we set for ourselves.



#### ***XIV. ACKNOWLEDGMENT AND AGREEMENT***

I, [ \_\_\_\_\_ ] , acknowledge that I have read and understand The Links at Brunello Health & Safety Handbook. I agree to adhere to this agreement in its entirety and will ensure that Employees working under my direction adhere to this Policy.

I understand that if I fail to comply with information contained in The Links at Brunello Health & Safety Handbook, or engage in conduct which creates risk for an Employee, contractor, customer or visitor, will result in disciplinary action up to, and including termination. The Links at Brunello considers the failure to report health or safety violations as gross negligence, and reserves the right to pursue legal, and punitive damages.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness Signature: \_\_\_\_\_