



Hamilton

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CITY OF HAMILTON - CORPORATE SAFETY PROCEDURE

DEVELOPED BY: CORPORATE WORKPLACE SAFETY SECTION Procedure # COH-RQ-WI-002
DATE: 2002-10-01 APPROVED BY: Corporate Management Team
REVIEWED: 2005-21-12

GENERAL HEALTH AND SAFETY RULES

I. PURPOSE:

This procedure provides some general guidelines for the creation and maintenance of a safe working environment. The following rules are intended as a guide and are by no means complete nor do they cover all situations encountered in our multifaceted corporation.

II. SCOPE AND RESPONSIBILITY:

This procedure applies to all City of Hamilton workers and work locations.

Corporate Workplace Safety Section:

Will provide information and assistance regarding available regulations and acceptable industrial safety practices to allow line departments to initiate and maintain proper procedures, thereby ensuring worker health and safety and compliance with applicable legislation.

Departments:

1. The employee is responsible for following the Safety Rules.
2. The supervisor is responsible for ensuring the [policy](#) is adhered to and for enforcing the rules outline herein.

III. PROCEDURE:

A. General Rules:

1. [Personal protective equipment](#), as determined by the City, through consultation with the Joint Health and Safety Committee must be worn when and where required.
2. Report **ALL** injuries to your supervisor immediately.
3. [Report any unsafe conditions](#), including someone under the influence or in possession of drugs or alcohol, or hazards, which may allow an injury to occur to you or to a fellow worker.
4. Report any property damage, regardless of how minor.

5. Follow all procedural instructions when using or handling [hazardous materials](#) and ensure that all containers of hazardous materials are properly labelled and stored in designated areas.
6. Obey all posted signs and notices.
7. Always use the correct posture when [lifting](#) and get assistance if the weight is excessive.
8. Always be aware of the location of the Health and Safety Bulletin Board and the posted Occupational Health and Safety Act.

B. Housekeeping:

1. Aisles are to be kept clear at all times.
2. Individual work areas are to be kept clean and tidy.
3. All materials, tools, products and equipment are to be kept in their designated areas.
4. Liquid spills are to be cleaned up immediately to prevent slips and falls.

C. Fire Prevention:

1. Become familiar with all department [Emergency Plans](#) including the location of fire alarm "PULL STATIONS", fire extinguishers and emergency exits. When activated, follow all required procedures as outlined in the Emergency Plan/s.
2. Ensure aisles and exits are not blocked at any time.
3. Anytime a fire extinguisher is used, report it immediately to your supervisor, so that it can be recharged.

D. Equipment Operation:

1. Equipment must not be repaired, adjusted or operated unless by a "competent person" who understand the safe operating procedures.
2. Always be aware of the use and location of the "**EMERGENCY STOP**" button, if equipment is so equipped, before using the equipment.
3. Loose clothing, jewellery and long hair must be secured to prevent becoming entangled with equipment.
4. The Operator must check all safety devices on equipment before operation.
5. All equipment must be turned off and the appropriate ["lock-out" procedure](#) followed, prior to repairs, cleaning, adjustment or lubrication.
6. Radio/Walkman/I-pod Head phones are not allowed to be worn during regular work operations.

Each individual Department is required to develop specific health and safety rules and regulations for its own specific hazardous situations. Please consult with your supervisor should you have any doubts or questions about a certain operation.

NOTE:

Workers and their supervisors shall be held accountable for violations of health and safety rules, regulations, and procedures. Disciplinary action, where necessary, will be dictated by the City of Hamilton disciplinary procedure and will be based on the merits of the specific case.

Prior to disciplinary measures being taken, management is advised to consult with Labour Relations.