

EMRA Health & Safety Manual

EMRA Document No.: P-ED-11

Adoption Date:

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Document Revision: 0

1. SMOKE-FREE ENVIRONMENT

The Fort Edmonton Freight shed is a smoke free environment. This includes vaping. Per City of Edmonton bylaws, smoking is not permitted within 10 metres of doorways, windows and air intakes of buildings.

2. EMRA RESPONSIBILITY AND ACCOUNTABILITY

The EMRA is responsible for ensuring that all their members comply with all applicable Alberta Occupational Health and Safety legislation.

The EMRA shall enforce all applicable safety rules and regulations to all individuals who will be on their site.

The EMRA shall be responsible for:

1. Following the guidelines as outlined in the Contract Agreement.
2. Ensuring compliance with Alberta OH&S Legislation
3. Ensuring substandard conditions are corrected.
4. Reporting any incidents immediately to the FEMCo Representative in charge of their area.
5. Providing Material Safety Data Sheets for any controlled products brought to or used on site.
6. Ensuring all equipment brought on site is in good safe operating condition and properly maintained.

3. CHEMICAL HAZARDS

The EMRA shall ensure that all hazardous products which are brought onto the site as part of a project are stored, used and handled in accordance with manufacturer's recommendations and WHMIS requirements.

1. Material Safety Data Sheets (MSDS)

The EMRA shall have all Material Safety Data Sheets (MSDS) accessible to all members at the work site for hazardous products brought onto the site for a project. The EMRA shall be able provide copies of the MSDS to the FEMCo contract manager or Health and Safety upon request.

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2. Use and Storage of Flammable Substances

The EMRA shall ensure that the hazards associated with the use of any flammable substance are clearly evaluated and procedures put in place to ensure the safety of members, materials and equipment at the site. Flammable substances shall be stored in approved containers and rags contaminated with flammable substances shall be stored in suitable metal containers with adequate covers. Sparks from “hot work” operation shall be controlled in a manner which prevents fire or member injury.

3. WHMIS Labels

The EMRA shall ensure that all hazardous products present are identified with either WHMIS approved supplier or workplace labels.

4. DRIVING ON SITE

EMRA members shall obey all posted speed limits and traffic control signage on site.

Speed limits on roadways within Fort Edmonton Park are posted as such:

1. 25 km/h on the service road, and
2. 15 km/h on all other roadways and in parking lots.

Members shall also take into account and heed any barricades conveying restricted access, and be aware of rules regarding inaccessible areas while driving modern vehicles on site, especially during normal Park operating hours.

No parking is allowed on grass areas, boulevards, sidewalks, or any other area not designated for parking, unless written permission has been obtained from FEMCo.

Blocking emergency access routes is strictly prohibited. Contractors are not permitted to park in “Emergency Zones” unless written permission has been obtained from FEMCo.

5. EQUIPMENT USE, MAINTENANCE AND REPAIR

The EMRA shall ensure that all equipment used, will not compromise health and safety, is maintained in good operating condition, and is only used in accordance with the manufacturer’s recommendations. Equipment shall not be modified without the manufacturer’s written approval and all equipment shall be inspected prior to use.

6. HAND AND POWER TOOLS

The EMRA shall ensure that power and hand tools are properly used and maintained in

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accordance with the manufacturer's instructions and that all applicable guards and handles are in place.

7. HOUSEKEEPING

The EMRA shall ensure that the site is kept clean and free from the accumulation of debris and other hazards that may endanger members or other parties or restrict safe access or egress, including the proper storage of equipment and material.

8. MUSTER POINT

In case of emergency, a Muster Point has been established. It is the furthest lamp post north of the freight shed.

9. PUBLIC SAFETY

The EMRA shall ensure that access or movement at or adjacent to the work site is controlled to ensure that the public or other members are not exposed to hazards present at the site at any time, including during lunch and coffee breaks. This may involve the use of barricading, barrier tape, signage, or other means as appropriate.

10. SITE SECURITY

The EMRA shall adhere to any security control system (ie: key/access control) established by FEMCo.

11. GENERAL INCIDENT REPORTING

The EMRA shall report to FEMCo any incident resulting in damage to Fort Edmonton Park property.