

2011

Workplace Safety Booklet FORESTRY WORKERS



KITIGAN ZIBI ANISHINABEG

MORE INFORMATION REGARDING THE CONTENTS OF THIS BOOKLET CAN BE FOUND IN THE *KITIGAN ZIBI ANISHINABEG WORKPLACE SAFETY PREVENTION PLAN*. PLEASE CONTACT YOUR DIRECTOR IF YOU WISH TO CONSULT THE MANUAL.

**KITIGAN ZIBI ANISHINABEG WORKPLACE SAFETY BOOKLET
FORESTRY WORKERS 2011.**

The following document was prepared for the Kitigan Zibi Anishinabeg by Deborah Decontie. This document has been adapted to meet the needs of the Kitigan Zibi Anishinabeg based on the Canada Labour Code and Federal and Provincial regulations with regards to Work Place Safety. Unless otherwise stated, references made in this document are from *An Act Respecting Occupational Health and Safety*. This current document has incorporated existing material from the *Brush-cutting Health and Safety Plan* prepared for the Kitigan Zibi Anishinabeg by Linda Dwyer-Commando. In addition, I wish to acknowledge RexForet in granting permission to the Community to use certain sections, particularly pertaining to Forestry, within this booklet.

Introduction

This booklet is intended for people who work as Forestry Workers within the the Kitigan Zibi Anishinabeg.

This includes:

- General Forestry Workers
- Skidder Operators
- Technical Employees
- Truck Drivers
- Bus/Minibus Drivers

This booklet addresses:

- rights and responsibilities of KZA Anishinabeg and its employees
- KZA safety disciplinary policy
- safety measures for forestry workers
- personal protective equipment
- first aid
- accident follow-up



Responsibilities of the Kitigan Zibi Anishinabeg as an Employer

Safe Workplace Environment

A safe workplace environment is everyone's right and responsibility, regardless of his/her role or position within the Kitigan Zibi Anishinabeg. The KZA has an obligation to ensure that the health and safety of its employees are protected while they are working. This includes the proper installation and/or regular maintenance of:

- (1) All KZA buildings and structures (including guards, guard rails, barricades and fences);
- (2) All protective devices, machinery, equipment, tools, vehicles, and mobile equipment that is property of the KZA;
- (3) Heating, ventilation and air conditioning systems within KZA buildings.
- (4) In accordance with the Workplace Hazardous Materials Information System (WHMIS), the KZA will ensure that all hazardous substances are appropriately labeled. Material Safety Data Sheets (MSDS) will also be available to all employees who may be exposed to particular substances.
- (5) Overall, the Kitigan Zibi Anishinabeg will ensure to provide:
 - (i) Safe entry and exits to and from workplaces specifically during regular hours of work;
 - (ii) First-aid facilities and health services, sanitary and personal facilities, and safe drinking water;
 - (iii) Employees with information, instruction, training and supervision to ensure their health and safety at work;
 - (iv) Occupational health and safety training for Safety Committee members;
 - (v) Responses to employees who have reported hazardous circumstances for those circulating within the workplace;
 - (vi) The necessary resources required for Safety Committees.

Safety Measures

Kitigan Zibi Anishinabeg will ensure to:

- (1) Investigate, record, and report all accidents, occupational diseases, and other hazardous occurrences as well as keeping and maintaining accurate health and safety records.
- (2) Adopt and implement prescribed safety codes and standards relating to fire safety and emergency measures.
- (3) Adopt and implement measures to protect against violence in the workplace, from both internal and external sources.
- (4) Ensure that the activities of every person granted access to the workplace do not endanger the health and safety of employees.
- (5) Ensure that the Safety Officer conducts monthly inspections of all or part of the workplace so that the entire workplace is inspected at least once a year.
- (6) Comply with oral and written direction by the Safety Officer.
- (7) Respond in writing to the Safety Officer's direction or report when requested to do so.

Project Managers of Forestry Operations Employees

In addition to adhering to the safety measures for all employees, it is my responsibility to:

- (1) Supervise the tasks given to my management personnel within the program.
- (2) Be involved in any modifications made to the program selected.
- (3) Meet with employees with the objective of informing, training and consulting.
- (4) Apply an orientation and integration program with new employees.
- (5) Be involved in creating training programs for workplace health and safety.
- (6) Evaluate the performance of personnel under my responsibility in the area of prevention.
- (7) Inform the Director of risk areas that cannot be corrected.
- (8) Ensure that the contractors are registered and in conformity with the CSST before giving a contract, and at the end of a contract.
- (9) Ensure that the contractors and their employees know, conform to and respect the laws and regulations of the government, the contractor's program and the one put in place by Kitigan Zibi Anishinabeg.
- (10) Ensure that corrective measures will be taken for all non-compliance of laws and regulations.
- (11) Take measures to ensure that no employee works alone, unless a reliable and efficient method of surveillance has been applied. This method must establish at least one visual or verbal contact with the isolated employee, per half-day of work, and at the end of the worker's shift.

Responsibilities of Supervisors

In addition to adhering to the safety measures for all employees, it is my responsibility to:

- (1) Ensure that the foremen responsible for the follow-up of projects under my responsibility are applying the program at their level and assuming their responsibilities;
- (2) Ensure that the rules and regulations of different ministries are respected, as well as the regulations and safety measures of the employer;
- (3) Evaluate the performance of employees under my authority in terms of prevention;
- (4) Participate in the orientation and integration program for new employees;
- (5) Actively participate in campaigns advocating health and safety;
- (6) Ensure that the inspections at the operations level are done continuously;
- (7) Ensure that the analyses and the investigations of accidents are executed, and changes or corrections are made if necessary;
- (8) Ensure the program is respected;
- (9) Ensure that the contractors and their employees know, conform to and respect the laws and regulations of the government, the contractor's program and the one put in place by Kitigan Zibi Anishinabeg;
- (10) Through inspection, ensure compliance of the prevention program;
- (11) Apply corrective measures at my level;
- (12) Inform the Director or Assistant Director of any risks that I cannot correct myself;
- (13) Take measures to ensure that no employee performs his/her work alone, unless a reliable and efficient method of surveillance has been applied;
- (14) Have protective equipment available in the case of a fire (e.g., fire extinguisher, shovel) when working in the field.

Employee Rights

Under the Canada Labour Code, employees have three key rights: the right to know, the right to participate, and the right to refuse dangerous work.

The Right to Know

Employees have the right to know about foreseeable hazards within a work area and be provided with necessary information, instructions, training and supervision to protect their health and safety. Employees may also be granted access to employer reports pertaining to work and health place safety through the Health and Safety Committee or the Safety Officer.

The Right to Participate

Employees have the right to participate in identifying and/or correcting concerns in the workplace that may be hazardous to themselves or other employees.

The Right to Refuse Dangerous Work

Employees have the right to refuse work if there is a reasonable cause that harm could come to themselves or other employees because of:

- (i) A dangerous workplace environment;
- (ii) Using a machine or apparatus that may present a danger;
- (iii) Performing an activity that constitutes a danger.

Employee Responsibilities

Responsibilities of All Employees

For my protection, and the protection of my co-workers, it is my responsibility to:

- (1) Become aware of the safety regulations. I must respect these regulations as well as all health and safety procedures that have the ultimate goal of preventing accidents;
- (2) Wear any individual protective equipment or clothing required for my job, and/or use any safety materials, equipment, or devices provided to protect me;
- (3) Refrain from bringing family members to work with me, to ensure their safety and the safety of my co-workers.
- (4) NOT consume or have in my possession any alcoholic beverages on the job site or while driving a vehicle, and to never arrive to work under the influence of alcohol or drugs;
- (5) Pay close attention to fire hazards at all times;
- (6) Use protective fire equipment and alarms that are installed in the case of a fire only;
- (7) Keep my work area and environment clean and orderly;
- (8) Avoid using tools, equipment or other objects that would put myself or my co-workers in danger;
- (9) Realize that any person not respecting safety regulations may have disciplinary measures brought against him/her;
- (10) Inform my supervisor immediately of any accidents that may or may not have caused an injury or damages to any equipment;
- (11) Submit a medical certificate to my supervisor authorizing me to return to work following an injury or sick leave;
- (12) Cooperate with management and other employees in an attempt to eliminate injuries;
- (13) Report any injury, illness or property damage to the immediate supervisor as soon as possible;

- (14) Report hazardous conditions or unsafe work practices to the supervisor;
- (15) Know the location of all first aid equipment on the job;
- (16) Refrain from horseplay, fighting or practical jokes while working;
- (17) Operate only the equipment for which you are trained and authorized;
- (18) Follow proper lifting procedures. (Back straight, knees bent, load close to body);
- (19) Attend safety meetings when appropriate.

Responsibilities of Forestry Employees

In addition to adhering to the safety measures for all employees, it is my responsibility to:

- (1) Park my vehicle at designated spaces only;
- (2) Circulate on forest roads with the automobile lights on;
- (3) Respect the speed limit and road signs, and will adjust my driving to weather and road conditions;
- (4) Turn off the engine when fueling a vehicle, and refrain from smoking
- (5) Respect the communication plan, which I always bring when traveling in the forest.
- (6) Respect the policy for employees working alone in the forest;
- (7) Inspect my vehicle, tools, mechanical equipment and individual protective equipment regularly, and advise my supervisor if they are faulty;
- (8) Ride as a passenger on equipment or vehicles only if it is equipped with a rider's seat.



Safety Disciplinary Policy

Health and Safety Requirements are enforced to protect all workers from injury and illness. A safety disciplinary policy is in place to provide a mechanism for disciplining employees who repeatedly violate health and safety rules and guidelines. The Kitigan Zibi Anishinabeg believes that in order to maintain a safe and healthful workplace, employees must be cognizant and aware of all KZA, Provincial and Federal safety and health regulations as they apply to the specific job duties required.

Failure of employees to comply with rules and regulations regarding Workplace Safety will lead to disciplinary consequences as outlined in the *Kitigan Zibi Human Resources Policy*.

Forestry

NOTE: All protective equipment mentioned in this section must be approved by the Association Canadienne de Normalisation (ACNOR) and/or Le Bureau de normalisation du Québec (BNQ) See the *Section V – Personal Protective Equipment* for more details.

General Safety Rules for Forestry Workers

Forestry Supervisors and Directors

As a member of the management team (supervisor or director) when I am on the site where the employer is operating it is my responsibility to:

- (1) Wear a safety hat with a bandage and padding on the inside.
- (2) Wear glasses or a visor when there is a risk of injury.
- (3) Provide all visitors with a safety hat when they appear on the site of operations
- (4) Wear safety shoes with an anti-skid sole.
- (5) Identify the work zones with signs during hunting periods.
- (6) Provide each employee going into the forest during hunting periods with a number.
- (7) Ensure that my vehicle is equipped with:
 - (i) A first-aid kit that corresponds to the regulations of article 5 of the First-Aid Minimum Standards Regulation.
 - (ii) A fire extinguisher that is type ABC: car 1 kg, truck 1 kg
 - (iii) A good system of communication (if this exists).
 - (iv) Three signaling rockets and/or triangle flares.
- (8) Respect the communication plan, and always make contact on my whereabouts when I go out to the forest.
- (9) Ensure that there are never more than 3 passengers in the seats of my vehicle (pickup truck), and never allow a passenger to sit in the back of the pickup.

- (10) Never permit any passengers who are not workers of the employer or designated people ride along with me.
- (11) Fasten my seat belt, and ensure that the other passengers have fastened their seat belts before the vehicle starts moving
- (12) Enforce the regulations fairly.
- (13) Have a valid driver's license.
- (14) Take measures that ensure that no employee works alone, unless a reliable and efficient method of surveillance has been applied. This method must establish at least one visual or verbal contact with the isolated employee, per half-day of work, and at the end of the worker's shift.

Forestry Worker: Brush Saw

As a forestry worker, it is my responsibility to:

- (1) Wear:
 - (i) A safety hat with a bandage/padding on the inside;
 - (ii) Safety shoes with anti-skid soles;
 - (iii) Mittens of gloves with a palm and fingers in leather;
 - (iv) A facial protector/glasses;
 - (v) Ear protectors in conformity with norm CAN/CSA Z942-94;
 - (vi) Pants with nylon protection in the front.
 - (vii) *Note: If the chain saw is a tool used, or if there are other cutting tools used, boots with protective nylon, as well as pants with protection in the front and behind become obligatory in conformity with the following norms CAN/CSA Z195-02 or FEN342-2 class 1, 2 or 3 for the boots and norm CAN BNQ1923-M91 category A for the pants.*
- (2) Take necessary measures to protect my health, safety and physical integrity and not to endanger the health and safety of my co-workers.

- (3) Take measures that ensure that no employee works alone, unless a reliable and efficient method of surveillance has been applied. This method must establish at least one visual or verbal contact with the isolated employee, per half-day of work and at the end of the worker's shift.
- (4) Have a trimmer equipped with an anti-vibration system, a throttle gas lock, a protector for the cutting tool, a sparks guard and a protective casing, all in good condition.
- (5) Adjust the harness straps in a matter in which the weight is divided among the parts of the body it was designated for. In addition, the fastening clip must have a safety clip. This harness must also have a way of detaching it rapidly.
- (6) Stabilize the trimmer (tank empty) so that the blade is about 15 cm from the ground.
- (7) Use the appropriate blade, according to the type of vegetation that needs to be cut (blade with soft teeth, coppice knife, weed cutter), according to the recommendations given by the manufacturer.
- (8) Ensure that the blade must be sharpened according to the norms of the manufacturer.
- (9) When sharpening or maneuvering the blade, I must always wear gloves or mittens with leather palms.
- (10) Since the blade used must be controlled many times per day. If it shows any signs of cracks or severing, it must be discarded.
- (11) Ensure that when replacing the blade, the driving shaft must be locked.
- (12) See to it that the adjustments of the clutch and the screw for the idle be done in a matter where the blade does not turn by itself.

- (13) Ensure that the trimmer must not be used without a safety guard, and no modification to this will be tolerated.
- (14) Stop the motor when there is: (1) operation at the level of the blade, (2) tuning of the security guard, (3) hand cleaning (branch stuck between guard and blade).
- (15) Ensure that the blade is removed or covered with a blade protector when transported.
- (16) Clean the motor of all dirt.
- (17) Keep the spark guards in good condition.
- (18) Check under the trimmer to verify that it is not lacking grease.
- (19) Not smoke when filling gas.
- (20) Start the trimmer at least 3 meters from the area where the gas was pumped
- (21) Have a 225 ml ABC powder extinguisher on hand or any other device capable of extinguishing the beginning of a fire.
- (22) Ensure that no person comes closer than 15 meters from the trimmer in operation.

Note: If the height of the stems exceeds 7.5 m, this distance must be at least 2 times the height of the trees.
- (23) Apply the directional cutting methods recommended on all the stems.

Note: Stems that are 10 centimeters and more must be cut with greater attention.
- (24) Will never leave a tree where the cutting was started.
- (25) During clearing, carefully monitor the stumps or dead trees and respect the directions (Safe method of clearing in the presence of stumps).
- (26) Apply preventive measures associated with certain physical strains that can cause physical difficulties.

- (27) Use the ergonomically positions and the methods of work permitting a decrease in physical exertion.
- (28) Maintain all accessible paths to the work area.
- (29) Always have a bandage on hand to stop bleeding in case of injury.
- (30) Inform the supervisor immediately of anything faulty that cannot be corrected.
- (31) Inform the supervisor immediately of any accident that has cause an injury or damages to materials or equipment.
- (32) Submit a medical certificate signed by a doctor authorizing a return to work following an injury.

Forestry Worker: Felling, Sawing and Delimbing

For my protection, as well as for my co-workers, it is my responsibility to:

- (1) Wear:
 - (i) a safety hat with a bandage and padding inside;
 - (ii) safety shoes for users of chain saws in conformity with norm CAN/CSA Z195-02, or norm NFEN 342-2, class 1, 2 and 3;
 - (iii) gloves or mittens with the palm of the hand and fingers are covered with leather;
 - (iv) a facial protector / protective glasses (when required);
 - (v) ear protectors in conformity with norm CAN/CSA Z 942-94;
 - (vi) pants with protective nylon in the front and behind in conformity with standard CAN/BNQ 1923-450-M91, category A.
- (2) Take necessary measures to protect my health, safety and physical integrity and to not endanger the health and safety of my co-workers.
- (3) Make sure no employee works alone unless a reliable and efficient method of surveillance has been applied. This method must establish at least one visual or verbal contact with the isolated employee, per half-day of work and at the end of the worker's shift.
- (4) Have a chainsaw equipped with a safety lock for the gas throttle, a safety stirrup, a safety brake, an anti-vibration system, chain guard, a spark protector, and a handle with protection for the right hand.
- (5) Equip my chainsaw with a chain that will delimb.
- (6) Will sharpen my chain according to the manufacturer's recommendations, and wear safety gloves or mittens during the time I am sharpening, and when I am handling the chain.

- (7) Keep the spark protectors in good condition.
- (8) Always keep good tension on the chain.
- (9) Always stop the motor to change or tune the chain.
- (10) Not smoke when filling the gas tank or when walking in the forest.
- (11) Place my saw in operation at least 3 meters from the place where the gas was dispensed.
- (12) Have in my hand or within reach of the gas tank, an extinguisher with ABC powder of 225 ml or any other device capable of handling the onset of a fire.
- (13) Start the chain saw according to the recommended methods, either on cold ground, between your knees in heat, and in both cases, always have two points that are supporting the machine. Application of the brake is obligatory.
- (14) Not use my chain higher than my shoulders.
- (15) Not use the upper part of the chain guard end when cutting to prevent kickbacks.
- (16) Apply the brakes of the chain as soon as the distance of the worker has exceeded the normal distance between two trees, or he/she has removed his/her hand from the front handle of the chain saw.
- (17) Transport my mechanical saw with the blade facing backwards.
- (18) Clear a path for the work area.
- (19) Keep a distance of at least 45 meters with any other worker cutting trees.
- (20) Establish a tree-felling plan that is safe while using a safety code for the cutter, DLEThF.
- (21) Establish and look at the perimeter of the felling and delimbing zone, and ensure that no one is in this zone during operations.

The felling zone represents a space corresponding to a 90 degree angle on each side of the direction where the tree falls, as long as the length of the tree, and never less than 22.5 meters.

- (22) Fell all small trees situated in the felling zone applying the procedure defined above.
- (23) Not fell a tree in the direction of another tree.
- (24) Before felling, will clean around the tree, and clear a path to back diagonally at 45° in function of the direction the tree will fall, with a minimal distance of 2 meters.
- (25) Make a notch to direct the fall of the tree. This notch must have a depth of $\frac{1}{3}$ of its diameter and must be done to each tree that is more than 15 centimeters in diameter.
- (26) Make the groove at least 2.5 cm above the directional notch, keep a width of $\frac{1}{10}$ of the diameter of the tree, depending on the type of tree and the resistance of the wood's fiber.
- (27) Never leave a tree standing when the groove or notch has been started. In the case where a tree is falling, take every safe means of helping it fall to the ground. If this is impossible, restrict the zone with ribbon.
- (28) When there is a mechanical means at my disposal, will always free the tree that has been felled, yet is halted, using the cables of the skidder or any other mechanical means.
- (29) Never fell a tree that holds another tree, or a tree that is snagged on another tree and never work where trees are lodged.
- (30) Delimb trees with care and attention, using appropriate methods.
- (31) Place myself on the highest side of the tree that is being limbed.

- (32) Place myself on the left side of the trunk of the tree that is being limbed.
- (33) Not walk on the trunk of the tree that is being limbed.
- (34) Not cut towards myself, and do not use the extreme end of the chain when delimbing.
- (35) Always will have a compress/bandage on me to be able to stop bleeding in case of an injury.
- (36) Have in my possession a cutting lever or a cutting corner, to avoid having to push a tree while it is falling.
- (37) Apply preventive measures associated with certain physical strains that could affect a person's physical condition. (i.e., rain, heat, mosquitoes, cold, snow).
- (38) Use the ergonomic positions and methods of work that permit me to limit physical exertion.
- (39) Inform my supervisor of anything that is faulty, that I cannot correct myself.
- (40) Inform my supervisor of any accident that has caused injury and/or damage to equipment and/or materials.
- (41) Present my supervisor with a signed medical certificate authorizing me to come back to work following an injury.

Forestry Worker: Skidder Operator

- (1) The skidder operator must be provided with:
 - (i) A protective structure in case it turns upside down.
 - (ii) A functional parking brake.
 - (iii) A cab with a protective device against the intrusion of wood products and doors on each side.
 - (iv) Handles and step must be anti-skid.
 - (v) An exhaust system that is in good condition.
 - (vi) A 2 kg extinguisher for categories of fire A, B and C.
 - (vii) A cable cutter and a sledgehammer for a skidder.
 - (viii) A first-aid kit in conformity with article 5 of the First-aid Minimum Standards Regulation.
 - (ix) Chains on the four wheels.
 - (x) *Note: All of the tools and equipment that are kept in the cabin must be attached well to avoid any collisions with the employee in the case that it is turned upside down.*
- (2) As a skidder operator, it is my responsibility to:
- (3) Wear:
 - (xi) A safety hat (not obligatory inside a closed cab).
 - (xii) Safety shoes with anti-skid soles. When using a chain saw, wear shoes in conformity with norm CAN/CSA Z195-02 or norm NFEN 342-2 SBE class 1, 2 et 3.
 - (xiii) Gloves or mittens made for maneuvering steel cables, if necessary.
 - (xiv) Facial protection / protective glasses (when required).
 - (xv) Ear protectors.
 - (xvi) Pants with protective nylon in the front and behind in conformity with norm CAN/CSA 1923-450-M91, category A when a chain saw is used.

- (4) Take necessary measures to protect my health, safety and physical integrity and to not endanger the health and safety of my co-workers.
- (5) Take measures that ensure that no employee works alone, unless a reliable and efficient method of surveillance has been applied. This method must establish at least one visual or verbal contact with the isolated employee, per half-day of work and at the end of the worker's shift.
- (6) During repairs or maintenance, apply locking procedures in accordance with sections 185 - 186 - RSST and provide training for operators and mechanics
- (7) Check hydraulic system, transfer case, motor and for any oil leaks.
- (8) Check cab, handles, steps, grids, doors etc.
- (9) Check safety equipment, cab, fire extinguisher and first-aid kit. Ensure all equipment manuals and tools are in good working order.
- (10) After starting the motor, I will:
 - (i) Check skidder mechanics daily before working, and immediately report and repair any mechanical failure .
 - (ii) Check the brakes.
 - (iii) Check the emergency brake.
 - (iv) Check the functioning of the hydraulic system.
 - (v) While in operation, I will:
 - (vi) Not take any passengers.
 - (vii) Get on and off the skidder facing it and use all three steps.
 - (viii) Not do any maintenance, cleaning, fill up, nor repair while the motor is running.
 - (ix) Before using the winch, align the machine with the timber hauling cable.

- (x) Communicate with the forest worker(s) and agree in a "danger zone" on how to proceed, taking into consideration the terrain and climate.
- (11) During the winching and skidding, I
- (i) Must ensure that workers are clear from the longest log on the point of attachment. This distance can be reduced if a screen of trees offers protection against the projections and if workers stop their activities during the skidding.
 - (ii) Maneuver the machine while in a sitting position only.
 - (iii) Apply the emergency brake and put the blade on the ground with the hydraulic pressure each time I get out of the machine or when it is not in use.
 - (iv) Take care to roll the cable of the winch before any movement is made with the machine.
 - (v) Cut in the axis of the slope. .
 - (vi) Do not attach my slings more than 24 inches from the foot of the tree.
- (12) During Maintenance and Repair, I will
- (vii) Apply locking procedures for unclogging, maintenance and repair work.
 - (viii) Inform my supervisor of anything that is faulty that I cannot correct myself.
- (13) In case of accident or injury, I will:
- (ix) Inform my supervisor of any accident that has caused an injury or damage to equipment or materials.
 - (x) Submit a medical certificate signed by a doctor authorizing me to return to work following an injury.

Forestry Worker: Technical Employee

As a member of the technical team, it is my responsibility to:

- (1) Wear a safety hat with a bandage and padding on the inside.
- (2) Wear glasses or a visor when there is a risk of an injury.
- (3) Wear safety shoes with anti-skid soles;

Note 1: The personal protective equipment must be approved by CAN/BNQ.

Note 2: When the work is done with a chain saw or a trimmer, the personal protective equipment required is indicated in Section 4.13.C.1.

- (4) Take necessary measures to protect my health, safety and physical integrity and to not endanger the health and safety of my co-workers.
- (5) Take measures that ensure that no employee works alone, unless a reliable and efficient method of surveillance has been applied. This method must establish at least one visual or verbal contact with the isolated employee, per half-day of work and at the end of the worker's shift.
- (6) Wear a number during hunting periods when circulating in the forest.
- (7) Possess a valid driver's license when driving a vehicle.
- (8) Ensure that my vehicle is equipped with:
 - (i) A first-aid kit responding to the demands of article 5 of the First-Aid Minimum Standards Regulation.
 - (ii) An ABC extinguisher: Car 1 kg, Pickup truck 1 kg.
 - (iii) A system of communication in working order (efficient)
 - (iv) Three rocket signals and/or triangle and/or triangle flares.
- (9) Turn off the engine when fueling a vehicle, refrain from smoking, and not perform other tasks (in order to prevent spills.)
- (10) May not take any passengers other than employees and designated people.

- (11) Must ensure that there are never more than 3 people in the truck, and never land anyone sit in the bed of the pickup truck.
- (12) Fasten my seatbelt and will ensure that others fasten their seatbelts before putting the vehicle in movement.
- (13) Travel in the forest with the lights on.
- (14) Always respect road signs and speed limits on forestry and numbered roads, on forestry operation sites and in mill yards.
- (15) Adjust my driving to atmospheric and road conditions.
- (16) Before circulating behind a forestry machine that is turned on I must:
 - (i) Immobilize the vehicle at least 30 meters away;
 - (ii) Make sure that the operator has seen me;
 - (iii) Wait until the machine is immobilized before starting it.
- (17) At the beginning and at the end of the day, and for each change in work area, inform the designated office person
- (18) Evaluate and take the appropriate safety measures before taking on a new task or before exerting myself physically.
- (19) Always park my car in designated parking spaces while ensuring that the road is left clear.
- (20) Keep my work environment and my vehicle clear of any trash (keep these in a bag: bottles, cans, paper etc.).
- (21) Keep the windshield, windows, doors, back window and headlights clean.
- (22) Have the vehicle serviced periodically.
- (23) Not consume or have in my possession any alcoholic beverages or drugs during working hours.
- (24) Not have any firearms or weapons in my possession at any time during working hours.
- (25) Look out for signs of fire dangers at all times.

- (26) Respect health and safety in all of the projects I am responsible for.
- (27) Enforce and respect all WHMIS regulations:
 - (iv) Information
 - (v) Training
 - (vi) Labels
 - (vii) Inventory
- (28) Inform my supervisor of any situation that may have risks for my safety or that of my co-workers.
- (29) Inform my supervisor of any accident that has caused an injury or damage to the equipment or materials.

Truck Driver

As a truck driver, I will:

- (1) Have on hand the following personal protection equipment (PPE):
 - (i) safety hat;
 - (ii) safety boots;
 - (iii) safety glasses;
 - (iv) gloves;
 - (v) any other appropriate PPE.
- (2) Have a valid driver's license with the appropriate classification.
- (3) Take necessary measures to protect my health, safety and physical integrity and not endanger the health and safety of my co-workers.
- (4) Report any danger or unusual risk observed during my round to my supervisor.
- (5) Conduct a visual inspection to ensure the vehicle is in good condition, by:
 - (i) Examining tires (air pressure, ensure they are suitable for the season and for road conditions);
 - (ii) Ensuring transported objects and tools are well stowed;
 - (iii) Ensuring my load does not exceed the maximum load capacity of the vehicle;
 - (iv) Checking liquid and fluid levels (e.g., motor and transmission oil, anti-freeze, windshield washer fluid).
 - (v) Ensuring that lights work properly, horn and brakes are in good condition and there is enough fuel for the planned trip.
 - (vi) Ensuring that the vehicle has a communication system, and that it is in good working order.



- (6) Keep the vehicle clean inside and out, and regularly remove any wood debris, branches, oily rags, loose tools, etc.
- (7) Respect SOPFEU standards, including having appropriate fire extinguishers that are in good working condition.
- (8) Have on hand a first-aid kit and an EpiPen (if applicable)
- (9) Collaborate with the company's periodic and systematic inspection.
- (10) Follow the manufacturer's preventive maintenance program and all related recommendations.
- (11) When fueling a vehicle, stop the motor, refrain from smoking or using a cellphone and not perform other tasks at the same time (to prevent accidental spills).
- (12) Not to text, take or make any calls on my cellphone while driving. If absolutely necessary, pull over in a safe location to use a cellphone.
- (13) Follow the Operation Safety Procedures
 - (i) Drive the vehicle according to the manufacturer's recommendations.
 - (ii) Check the vehicle daily before using it, and immediately report and fix all mechanical defects.
 - (iii) Get in and out of cab facing it, using all available supports.
 - (iv) Before leaving, turn vehicle headlights on and adjust seat and mirrors.
 - (v) Before driving in reverse, make sure that nothing or no one is behind my vehicle.
 - (vi) Fasten my safety belt and make sure all passengers fasten theirs.
 - (vii) Respect all speed limits allowed and always drive on the right lane.
 - (viii) Respect the Highway Safety Code and road signs.

- (ix) Never transport a passenger outside the cab.
- (x) Always have a valid reason for using radio communication systems.
- (xi) Be attentive to all dashboard indicators and aware of all knob functions, watch for abrupt slopes, soft or hard potholes and shoulders to avoid accidents while driving.
- (xii) Report my presence, position and direction using mileposts (km).
- (14) In potentially dangerous driving conditions, I will:
 - (i) Always adapt my driving and speed for changing road conditions (e.g., ruts, crevasses, ice, presence of animals, etc.) and climate conditions.
 - (ii) Maintain a reasonable distance between my vehicle and any vehicle in front of me. I will increase this distance when there is low visibility (dust, snow, fog, etc.) or when driving on an icy road.
 - (iii) On roads with hills, slopes, curves or other risky areas, drive on the right hand lane as much as possible.
 - (iv) In narrow or winding roads, pull over if possible to let loaded trucks by.
 - (v) Respect the speed limit and report my position according the communications directives of my sector.
 - (vi) Remain 50 m away from any heavy machinery, and wait for approval from the operator (e.g., sign, radio authorization, etc.) before approaching.
 - (vii) Be aware of dangers, risks and preventive measures related to:
 1. Driving on forestry roads;
 2. Transporting diesel;
 3. Transporting a trailer.

Forestry Worker: Bus or Minibus Driver

- (1) As a bus/minibus driver, I will:
 - (2) Make sure to wear (or have, depending on the case) the following personal protection equipment (PPE) :
 - (i) safety hat;
 - (ii) safety boots;
 - (iii) safety glasses;
 - (iv) gloves;
 - (v) safety vest with reflective bands;
 - (vi) any other appropriate PPE suited to the nature of the work.
 - (3) Hold a valid license and have it with me.
 - (4) Never drive a vehicle under the influence of alcohol or drugs.
 - (5) Conduct the verification before the departure and note my observations on the verification report.
 - (6) Ensure that tools are well fastened and placed in a compartment, not in the walkway, if they are inside the vehicle.
 - (7) Ensure that fuel containers meet regulations and are well fastened. I will not allow any presence of fuel inside the vehicle.
 - (8) Check for the presence of required tools: jack, cross or torsion bar, axe, windshield washer, spare tire, etc.
 - (9) Check for the presence of all necessary emergency equipment (e.g., fire extinguisher, portable radio communication system, first-aid kit, triangles, etc.) and ensure that they are in working order.
 - (10) Always have all documents required by law with me in the vehicle

- (11) When fueling a vehicle, stop the motor, refrain from smoking or using a cellphone and not perform other tasks at the same time (to prevent accidental spills).
- (12) Not to text, take or make any calls on your cellphone while driving. If absolutely necessary, pull over in a safe location to use a cellphone.
- (13) Drive the vehicle according to manufacturer recommendations.
- (14) Follow the manufacturer preventive maintenance program and all related recommendations.
- (15) Refer to the SAAQ Driving Heavy Machinery, 7th Edition Guide, as the case arises.
- (16) When in transit to the forest, I will:
 - (i) Wear my safety belt at all times.
 - (ii) Make sure the lane is clear.
 - (iii) Turn on headlights when driving.
 - (iv) Respect the Highway Safety Code (e.g., speed limit of 70 km/h on a gravel road, road signs, driving on the right lane, etc.).
 - (v) Reduce speed or adapt to road conditions (e.g., rocks, sand, potholes, bumpy road, muddy terrain, machinery tracks), be attentive to other drivers (e.g., trucks, vacationers), the weather (e.g., rain, snow, fog) and the time of day (e.g., at dusk).
 - (vi) Adjust driving according to the load on the vehicle. It may tend to skid off the road more easily in curves or on a bumpy surface if it is empty.
 - (vii) Stop at railway crossings, at a distance of 5m at least.
 - (viii) Always maintain a reasonable distance with the vehicle in front of the bus (2 second rule or 1 km on dusty roads).

- (ix) On dusty roads, slow down but do not stop. The vehicle following the bus may run into you.
 - (x) Never pass a logging truck without approval from the driver.
 - (xi) Report my presence by radio at all mileposts, bridges, dangerous areas or places agreed upon, according to established standards. The supervisor must be informed of the frequency used in the sector and have it installed on the radio of the vehicle.
- (17) When the bus meets another vehicle:
- always slow down, whether the vehicle is moving or parked on the side of the road, even if it is large, to prevent rocks from breaking the vehicles or causing injury.
 - On narrow roads, place myself in an appropriate place if possible;



- (18) When the bus encounters a logging truck on a narrow road or a bridge:
 - (i) Always wait at an appropriate place (encounter) to cross paths with a loaded truck.
 - (ii) Recognize that a loaded truck always has the right of way, unless there is a radio agreement or if a driver cannot place himself completely on the right, due to the risk of overturning.
- (19) When the bus encounters a logging truck on a wide road:
 - (i) Slow down, but do not stop, and place yourself as much as possible on the right, but watch out for soft shoulders;
 - (ii) On dusty roads, slow down but do not stop, because the vehicle following the bus may run into it;
 - 1. The supervisor should be aware of transportation occurring in the sector and find an alternative route, if possible, to avoid this traffic.
- (20) When the bus encounters a forestry machine that is in operation (delimber, feller, loader, gravel truck, etc. :
 - (i) Remain 50 m from the machine and wait for the signal from the operator to pass.
- (21) When the bus follows or passes a road grader that leaves a bank:
 - (i) Remain on the right of the bank, if possible, as long as the bus follows the road grader;
 - (ii) Ensure that the operator has seen the bus before passing the road grader;
 - (iii) Ensure that no vehicle is coming in the opposite direction;
 - (iv) Pass over the bank slowly to not damage the vehicle;
 - (v) Pass over the bank one tire at the time while maintaining contact of the other three tires on the road surface.
- (22) In the case of an emergency stop:

- (i) Choose an appropriate place on the shoulder where you can be well seen in both directions;
 - (ii) Report your stop by radio and activate your emergency brake;
 - (iii) Turn off your headlights and turn on your marker lights (at night);
 - (iv) Make sure that passengers are in a safe place if they must get out of the vehicle;
 - (v) Place triangles if need be (dangerous areas, stop for a long period, etc.).
- (23) When there is water on the road (i.e. beaver dams), get out of the vehicle and check the depth of the water before passing through it.
- (24) Always be wary of unexpected obstacles, and slow down if I see an animal (realizing it is also hazard for the vehicle following the bus.) If there is no danger of hitting it, drive past the animal while maintaining good control of the vehicle.
- (25) Notify other users by radio of the presence of obstacles, debris, road hazards or a bridge, a service vehicle, etc.
- (26) In case of fatigue, I will:
- (i) Analyze the situation and try to postpone the trip until the next day.
 - (ii) Ensure that I am accompanied by someone when I must drive at night;
 - (iii) In case of drowsiness, park on the side of the road and have a short nap.
- (27) When dropping off passengers, stop the vehicle and choose a safe and firm place;
- (28) Activate the emergency brake when tools are taken out of the vehicle, take tools and containers out myself and make sure

unused tools remain well stowed. If this task is assigned to someone else, the latter must make this verification.

- (29) Always park my vehicle in reverse, even in the forest.
- (30) Clean inside the vehicle after the trip.
- (31) In danger zones:
 - (i) Pick up or let passengers out at a safe place.
 - (ii) Maintain a distance of 50 meters from any forestry machines
 - (iii) Before approaching any forestry machine, first communicate with the operator.
- (32) Repair and Maintenance Work
 - (i) Follow the preventive manufacturer maintenance program and all related recommendations.
 - (ii) Apply the following specific procedures during the «motor on» verifications:
 1. Place myself on flat terrain and block wheels with wheel locks.
 2. Secure the work (i.e.: lock wheels, block casing, etc.);
 3. In the presence of two workers or more : the driver is at the wheel and mechanics remain at least 3 m away from the dangerous zone, in sight of the driver;
 4. Warn other people concerned;
 5. Remain in sight of the driver and use hand signals.
 6. Follow the preventive maintenance program (PMP) and the verification guide of the SAAQ .

Personnel Residing at the Camps

In order to maintain a healthy and orderly environment at the camps, as an employee, I will:

- (1) Maintain order and cleanliness in my room, in the rooms available for my use, and around the camp.
- (2) Refrain from making loud noises and screaming.
- (3) Not consume, nor have in my possession, any drugs or alcoholic beverages during working hours.
- (4) Not have any weapons in my possession when I'm within the camp or on the job site, during working hours.
- (5) Watch for signs of fire at all times (i.e., check smoke detectors)
- (6) Never smoke in bed.
- (7) Use fire protection equipment only in an emergency.
- (8) Exit the building immediately if an alarm sounds.
- (9) Always park my car in the designated parking spaces.
- (10) Place trash in the designated containers only.

We wish to acknowledge the contribution of Rexforet for granting permission to the Kitigan Zibi Anishinabeg to use portions of their Prevention Manual as a guide for this section.

SOURCE: Rexforet Prevention Manual 2010

Forest Fire Prevention

The following minimum prevention standards include and satisfy the regulations from the *Loi et règlement sur la protection des forêts*, the *Normes et directives du ministère des Ressources naturelles et de la Faune* (MRNF) and the *Règlement sur les travaux forestiers*. They also contain chemical extinguisher requirements from the CSST's publication *Règlement sur les produits et équipements forestiers*.

Power-Driven Machinery

- (1) Any power-driven or mechanical piece of machinery used in the forest must be equipped with a dry chemical ABC portable extinguisher, which must be:
 - (i) In good working order
 - (ii) In sight
 - (iii) Easily accessible
 - (iv) Secured with an appropriate support (ideally horizontally)

Note: in the case of extinguishers required as per the "*Règlement sur les produits et équipements pétroliers*" and the Transportation of dangerous goods regulations, the capacity is in the extinguishing value (BC) and not in weight of powder.

Capacity of Extinguishers for Vehicles and Other Equipment

- (1) 225 ml: Chainsaw, slash cutter, portable mechanical tools and others.
- (2) 1 kg: Foreman's vehicle and all-terrain vehicle.
- (3) 2 kg: Skidder, forwarder, carrier, grader, vehicles used for carrying wood, gravel or plants, stationary equipment including chainsaws and generators with a capacity under 75 kW.

Power-Driven and Mechanic Equipment

- (1) All protection plates mounted under the engine must be secured in such way as to allow the draining of combustible liquids that could accumulate.
- (2) All operators must:
 - (i) Switch off electric circuits when not in use.
 - (ii) Clear their equipment from any debris or dirt that could trigger a fire.
 - (iii) Allow inspections by the fire ranger or his representative.
 - (iv) Make sure that the exhaust system is in good condition and equipped with a muffler with spark-arrestor walls.
 - (v) Avoid using in the forest a piece of equipment that could trigger a fire.

Chainsaws, Slash-Cutters, Portable Mechanical Tools and Other

- (1) Must have a 225 ml extinguisher secured to the belt or at the fuel tank and no further than 30 m from the worker.
- (2) Refueling must be done with a CSA-approved fuel tank with a nozzle. Smoking is prohibited during this operation.
- (3) Muffler must be in good condition and equipped with a spark arrestor grille.
- (4) Refueling when the equipment is hot is prohibited.
- (5) The equipment must be started at least 3 m away from the area where refueling was done.

Reforestation Activities

- (1) During reforestation activities, there must be a full spray tank and two shovels, or a 2 kg dry chemical ABC extinguisher and two shovels for each group of 10 workers.

- (2) When applying prevention measures, the foreman shall complete the form *Avis d'inspection lors des mesures préventives – Travaux de reboisement avec protocoles d'entente* on a daily basis.

Smoking

- (1) Smoking or using fire in a 15-meter radius from a fuel storage/handling area is strictly prohibited.
- (2) From April 1st to November 25th, smoking is prohibited in/near the forest when working or moving, except in a closed building or vehicle.

Cooking Fires

- (1) Cooking fires are prohibited from April 1st to November 15th



State of Alert

- (1) When forest operations stop due to a risk of fire, members will be asked to perform a special ground patrol covering the work areas (but may not be compensated for their time, depending on the circumstances).
- (2) In the event of a forest fire, KZA is committed to informing the SOPFEU, and work with them to analyze the facts and develop an action and follow-up plan to prevent reoccurrences of the same type of event.

Equipment Inspection in the Forest

- (1) During operations, the inspections shall occur at least once per month.
- (2) Inspections will be performed by KZA Supervisor, who shall follow-up on the discrepancies observes. The Supervisor will use the KZA's inspection form *Rapport de visite* for this purpose, and will keep it on file.
- (3) Equipment operators must be present during inspections to operate machinery and make any necessary changes.
- (4) The equipment operator's signature or initials are required on every individual inspection on a given project.

For more details, please refer to:

SOPFEU's document titled *Prévention des incendies de forêt lors des activités d'aménagement et d'approvisionnement forestier sur le territoire des membres de la Société* (November 2008);

CHECKLIST FOR PREVENTING FOREST FIRES

Capacity of Extinguisher(s) for Vehicles and Other Equipment

<input type="checkbox"/>	225 ml	Chainsaws, slash-cutters, portable mechanical tools and others
<input type="checkbox"/>	1kg	Foreman's vehicle and all-terrain vehicle
<input type="checkbox"/>	2kg	Skidder, forwarder, carrier, grader, vehicles used for carrying wood, gravel or plants, stationary equipment including chainsaws and generators with capacity under 75 kW
<input type="checkbox"/>	4kg	Bulldozer, hydraulic shovel, loader on wheels, stationary equipment including chainsaws and generators with a capacity over 75kW
<input type="checkbox"/>	9kg	Tree feller, delimeter, and other multifunction machines
<input type="checkbox"/>	Two 9kg	Workshop truck used in the forest for machinery maintenance
<input type="checkbox"/>	Two 40BC	Fuel distribution unit (pump) and mechanical workshop on a forest job site

- ☐ At least 2 extinguishers with a total extinguishing power of at least 20 BC. One extinguisher must be at less than 10 m, measured horizontally, from the distribution areas.
- ☐ 2 x 40 BC or 1 x 40 BC and 1 x 5BC : (BC=extinguishing power)
- ☐ Tank trunk or vehicle carrying fuel for forest machinery
- ☐ The 40 BC, or 2 x 20 BC, must be placed near the tank body or the removable tank
- ☐ The 5 BC in its bracket must be well in sight in the truck's cabin or secured outside the cabin

MAIN ITEMS TO CHECK:

Chemical extinguisher:

- ☐ Minimal required capacity; location and accessibility
- ☐ Securing position, ideally horizontally
- ☐ With dial: shake to avoid compaction; check dial and maintenance card
- ☐ 225ml: state of container; shake it; check powder quality

Muffler:

- ☐ Well secured, good condition, compliant spark arrestor

Condition of equipment:

- ☐ Cleanliness (oil; wood substance accumulation)
- ☐ All protection plates mounted under the engine must be secured in such way as to allow the draining of combustible liquids that could accumulate
- ☐ Uncovered or dirty (oily) wires and spark plugs

Fuel tank:

- ☐ ULC or CSA-approved container, cap, air vent, nozzle; leaks
- ☐ Chainsaws must be started at least 3 meters from the area where refueling was done

Smoking is prohibited:

- ☐ In/near the forest when working or moving, except in a closed building or vehicle
- ☐ During refueling of equipment
- ☐ In a 15-meter radius from a fuel storage/handling area.
- ☐ Smoking and cooking fires prohibited from April 1st to November 15th

Reforestation activities:

- ☐ During reforestation activities, there has to be a full spray tank and two shovels, or a 2 kg dry chemical ABC extinguisher and two shovels for each group of 10 workers or less.
- ☐ This equipment must follow the last plant distribution centers or a group of workers.
- ☐ Foreman to complete appropriate forms on a daily basis

State of Alert

- ☐ Members shall, at their own expense, perform a special ground patrol (foreman) covering the work areas.

Thunderstorm Safety



Lightning poses a real threat to forest workers. When it falls on a tree, it can be split in two, or explode into thousands of little pieces that fly in every direction. Workers can also be electrocuted by a discharge that goes through their body.

Protecting Yourself in a Thunderstorm

- (1) Never stay under an isolated tree, along a deforested clearing, is a thinning or on the top of a hill.
- (2) Remain clear of all high structures such as posts, masts, cranes and other metallic structures.
- (3) Stay away from any electricity conductor, such as metallic fences.
- (4) As soon as a thunderstorm is brewing, find shelter in a safe place such as a vehicle, building or if need be in a cave or under a cliff.
- (5) In the forest, seek shelter under dense vegetation formed by bushes or small trees.
- (6) If lightning strikes before you are in a safe place, bend down with your forehead on your knees, making sure that your hands and clothes are not in contact with the ground. Contrary to popular belief, you should not lie on the ground; doing so would increase the contact surface with charges send through the humid soil.
- (7) Take caution even if the thunderstorm is not above you; lightning can strike several kilometers from the main cloud.

Reaction time: the 30-30 rule

- (1) If there is a 30-second-or-less interval between lightning and thunder, you must seek shelter. It is recommended to stay in that shelter for 30 minutes after thunder has stopped.
- (2) If there is less than 5 seconds between lightning and thunder, seek shelter immediately.
- (3) If your hair is rising, bend down immediately, forehead on your knees, as this means that the lightning will strike shortly.

Bear Safety

The black bear population is estimated at about 60,000 in Quebec's forests alone. It is the only bear species that you would encounter. Greedy and generally fearsome, black bears tend to run away when they hear sounds and detect human smells. But on very rare occasions, black bears can become suddenly aggressive and even dangerous. The following safety tips are recommended by the Minister of Natural Resource and Wildlife.

Keeping black bears at a distance

- (1) Never feed a bear (or any wild animal)
- (2) Store food and waste out of their reach.
- (3) Keep food and waste in air-tight containers to eliminate the smell as much as possible.

If you encounter a black bear

- (1) Remain calm and consider the situation.
- (2) Do not shout or make abrupt movements, speak to the bear softly.
- (3) Give the bear lots of room, and a way to escape. Do not back him in to a corner. Leave him enough space to turn around.

- (4) Do not run away, except if you can quickly reach a safe place. Running may encourage the bear to follow you and see you as prey.
- (5) Do not look at the bear in the eyes, as it might be seen as a threat.
- (6) To know your position, slowly back-up while keeping it in sight.
- (7) If it moves forward, throw objects to try and distract it.
- (8) Climbing on a tree may be a solution, as most adult bears don't climb on trees spontaneously, except to feed themselves during the Fall.
- (9) Playing dead is NOT recommended with black bears. You should remain cautious and be ready to face it in case of an attack.
- (10) If the bear attacks, defend yourself with anything you can find: rocks, sticks, oar, axe, etc. You need to scare him by raising your voice, screaming and waving.



KZA Personal Protection Equipment Policy

During operations, any personal protection equipment (PPE) needed for the various tasks will be purchased and paid for by the Kitigan Zibi Anishinabeg. The KZA equipment is chosen based on the regulatory requirements of the *Loi sur la santé et la sécurité du travail* (Occupational Health and Safety Act), as well as existing conditions at KZA job sites.

Each employee is responsible to wear the employer-provided equipment at all times while working. S/he is also responsible for maintaining the equipment and ensuring that all items are in good working order before using it. Damaged equipment is NEVER to be used/worn at KZA job sites.

If a piece of equipment is damaged, no longer effective or no longer compliant, the KZA will provide the employee a replacement item (once the damaged piece is returned). The employee's signature is required each time a piece of equipment is provided.

At the end of employment with the KZA, individuals must return all of the equipment s/he has been provided with. If an individual chooses not to return the equipment, s/he agrees to have the *amortized value of the equipment* deducted from his/her final paycheck (see below).

Seasonal workers are responsible for returning their equipment at the end of their employment term. The equipment will be checked and noted so that he/she can use it again upon their return on the following year.

The Safety Officer will keep an up-to-date register of equipment supplied to each employee. The Safety Officer will calculate a daily amortization value for PPE based on the employee's position. The total amortized value of each piece of equipment will be calculated as:

$$\begin{aligned} &\text{Number of days worked + number of days lost following a job related accident} \\ &\quad \text{multiplied by} \\ &\text{Daily amortization value of equipment based on employee position} \end{aligned}$$

If the total original value of provided equipment is higher than the amortized amount, the difference will be deducted from the employee's last paycheck. However, this deduction will be cancelled if the employee returns all of the equipment he/she has been provided with.

Pieces of individual protection equipment that become non-compliant due to a job-related accident causing injury will be replaced. In such cases, pieces of equipment will be noted on the employee's register but not counted.

After having been informed and having reviewed the KZA Personal Protective Equipment Policy, I accept the conditions and hereby authorize the Kitigan Zibi Anishinabeg to deduct the residual value of the complimentary equipment that will have been provided to me for the duration of my job from my final paycheck, should I choose not to return the equipment.

Employee's Signature

Date (year/month/day)

Safety Officer's Signature

Date (year/month/day)

List of Positions and Equipment Amortization Values

Amortization values will be calculated in the following manner:

- (1) for each position requiring safety equipment, the Safety Officer will obtain prices as of the March 31st of each year.
- (2) This amount for each job position will then be calculated over the average employment durations.

POSITION	AMORTIZATION VALUE PER DAY
Supervisor	\$ xxxxx
Forest Worker: Brush Saw	\$ xxxxx
Heavy Equipment Operator	\$ xxxxx
Summer Crew	\$ xxxxx

List of IPE Provided According to the Job Classification

	Helmet	Ear Protectors	Face Shield	Gloves or Mittens	Safety Boots	Safety Pants
Field Supervisors	X	X	X	X	X	
Technical Workers	X	X	X	X	X	
Project Managers	X	X	X	X	X	
Brushsaw Operators	X	X	X	X	X	X

Personal Protective Equipment

- (1) Helmet
 - (i) This helmet shall be Category B and compliant with the ANSI Z89.1-1986 or CAN/CSA Z94.1-92 standard.
 - (ii) The fixed-crown suspension shall be correctly adjusted and ideally replaced every 2 years.
- (2) Ear Cups
 - (i) Compliant with the CAN/CSA Z94.2-94 standard.
 - (ii) Various models available on the market.
 - (iii) Must be compatible with the type of helmet.
- (3) Ear plugs
 - (i) Compliant with the CAN/CSA Z94.2-94 standard.
 - (ii) Disposable models shall be replaced every day. However, reusable plugs must be washed with hot water and soft soap every day.
- (4) Glasses
 - (i) Clear and screened glasses are available at many distributors and are compliant.
 - (ii) NOTE: Prescription glasses must be classified as safety glasses by an optometrist.
- (5) Screened visor (face shield)
 - (i) Various visor models are available on the market; they shall be compliant and compatible with the helmet used.
- (6) Gloves or mittens
 - (i) Gloves or mittens with leather-covered palm and fingers.
- (7) Pants
 - (i) Unmodified safety forest pants, with front projection protection and with a protection surface equal to category B of the CAN/BNQ 1923-450-M91 standard.
- (8) Safety Boots/Shoes

- (i) Safety shoes compliant with the CAN/CSA-Z195-M92 standard (safety toecap and forest-type non-skid sole).
- (ii) NOTE: When choosing boots, don't let the price be the only criteria, but also comfort, weight and anti-skid sole of the product.
- (iii) Once the selection process is over, a fitting session wearing two pairs of wool socks or one pair with Bama boot socks is strongly recommended.

Safety Equipment and Machinery

Protocol for Safety Equipment and Machinery Verification

- (1) To ensure that the equipment conforms to applicable standards and being used correctly by the workers (LSSY, ART.51), random field tests of the employees will be in effect. In addition, the brush saw will also be checked to ensure good working order and that it has not been modified.
- (2) A minimum of twice per season, the supervisor or foremen will verify that each employee's equipment is in good order and compliant with the current standards. The verification form will include:
 - (i) Date
 - (ii) Time
 - (iii) Name of Supervisor/Foreman
 - (iv) Name of Employee
 - (v) Checklist of Individual Protection Equipment
 - (vi) Checklist of Brush Saw
- (3) If any part of the employee's equipment is deemed to be non-compliant, s/he must stop work immediately. The employee will only be allowed to work once the issue is addressed.
- (4) If an employee is not using any machinery properly, s/he will not be allowed to work unless properly trained and complies with the correct method of using such machinery.

Adaptation to Standards Program

Nature of Element	Location	Corrective Measures	Timeframe
Danger Signal	Forestry vehicles	Carry 3 reflective triangles in each vehicle. In case of breakdown, place: <ul style="list-style-type: none"> • 2 on traffic lanes: 1 3-meters in front of vehicle, 1 3meters in back of vehicle • Other triangles in middle of occupied lane, 30 meters in front, and 30 meters behind. 	Immediate
First Aid Services	Employee (inside of safety hat)	Compressing dressing for all employees.	Immediate
First Aid Services	Location of operations	First Aid Kit for worksite	Immediate
First Aid Services	Forestry Vehicles	First Aid Kit for a maximum of 5 workers	Immediate
Qualified employee (Safety Attendant)	All activities	Training and/or First Aid Refresher Course	Spring 2011
Backboard or rigid stretcher and 2 blankets	Location of operations	Permanent	Immediate
First Aid Registry	Office	Keep a First Aid Registry	Immediate
Noise	All equipment that generates over 85 decibels	Supply hearing protection to exposed employees	Immediate
Signposting	Zone of Operation	Post information signs that are easy to read and visible day and night	Start of Project
Working alone in the forest	All sectors of operations	Ensure control procedure is followed	Immediate
Evacuation Plan for injured persons in case of fire	Forest	Training and information of workers.	Upon hiring
Using cutting tools	All activities	Training and information for workers	Upon hiring
Particles in eyes	All activities	Training and information for workers	Upon hiring
WHIMIS labels	All tanks; gas and other trans-filled chemical products	Training and information for workers. Affix a label on concerned CSA-compliant containers, for mixed gas- write product name with large felt-tip marker	Upon hiring
Transportation of Workers	For some work operations	Inform drivers of rules in effect.	Immediate

Preventative Maintenance and Monitoring Measures for Workers

(1) Brushcutter

Daily	<ul style="list-style-type: none"> • Verify condition and adjustment of harness; • Verify condition of the safety lock • Verify condition of switch; • Make sure blade does not turn when the engine RPM is at low speed; • Verify condition of blade protector and replace it if need be; • Verify condition of blade (cracks, warping), replace it if needed and sharpen it with appropriate tools; • Verify tightness of blade bolt and replace it if needed; • Apply good working methods and techniques.
Weekly	<ul style="list-style-type: none"> • Make sure shock absorbers are not damaged; • Clean or replace muffler spark shield cover; • Make sure grease level of log reducer meets manufacturer standards.

(2) Chainsaw

Daily	<ul style="list-style-type: none"> • Control chain tension, make sure sharpening is appropriate and correct if need be in compliance with standards by using appropriate sharpening tools; • Verify condition of switch • Apply good methods and working techniques.
Weekly	<ul style="list-style-type: none"> • Make sure shock absorbers are not damaged;
Monthly	<ul style="list-style-type: none"> • Verify tools and accessories recommended to facilitate different types of operations and make sure they are compliant • Verify condition of security organs joined to gas controls • Clean chain lock and make sure it is in good condition. Ensure chain catcher pin is in good condition, replace if necessary. • Inspect the level of wear and tear on the break band.

Preventative Maintenance and Monitoring Measures for Supervisors


(1) Manual Tools

Daily	<ul style="list-style-type: none">• Verify tools and make sure that they are compliant and in good working order
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(2) Personal Protective Equipment

Daily	<ul style="list-style-type: none">• Verify condition of equipment
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(3) Fire Extinguisher

<p>Monthly</p> 	<ul style="list-style-type: none">• Ensure that fire extinguishers are located in the designated place with a bracket, positioned at a height no higher than 4 feet, and is visible with signage.• Examine for obvious physical damage, corrosion, leakage or clogged nozzle, and that operating instructions on the nameplate are legible• Ensure that safety seals and tamper indicators are not broken or missing.• Ensure that the pressure gauge indicator is in the operable range.• Ensure that the fire protection company service tag is attached, signed and dated. If it is longer than a year since it was last inspected, inform Safety Officer to arrange for an annual inspection.• If an inspection reveals a problem, contact the Safety Officer immediately so that corrective action may be taken.• Indicate the name of the person who performed the monthly inspection, and the date inspected.
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(4) **First Aid Kit**

Monthly	<ul style="list-style-type: none">• Ensure that First Aid kits are kept clean, fully equipped, and in good condition. Partially used sterile material should be discarded.• Ensure that the expiry dates of the contents have not passed, and replace any items as required.• Indicate the name of the person who performed the monthly inspection, and the date inspected.
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First Aid Kits







The Kitigan Zibi Anishinabeg will ensure that:

- (1) Each building and/or construction site within the Kitigan Zibi Anishinabeg will be equipped with an adequate number of first aid kits.
- (2) The kits must be readily accessible, transportable and available at all times.
- (3) It does not take more than five minutes to access a kit. If this is the case, the KZA will remedy the situation by adding additional kits to their buildings or construction sites.
- (4) First Aid kits are kept clean, fully equipped, and in good condition.
- (5) The expiry dates of the contents are checked regularly and replaced as required.
- (6) Partially used sterile material will be discarded.



First Aid Kit Contents

- (1) In addition to the standard items (see chart on next page), it is strongly recommended that these items be added to the first aid kit:
 - (i) Pocket mask;
 - (ii) Disposable gloves;
 - (iii) Antiseptic soap
- (2) The kit must not contain any medication. First aiders in the workplace are not authorized to give medication in any form whatsoever, unless they have received additional training to administer oxygen or adrenaline.

Standard Items	Description	Notes
First Aid Manual	First Aid Manual and Guide	Must be a CSST approved manual
1 pair of Bandage Scissors 	Metal scissors with a rounded tip used to cut gauze strips or adhesive tape.	Disinfect with alcohol (or with another disinfectant solution) before and after use. Thoroughly wash and dry before storing. Make sure the scissors are sturdy and of good quality.
 Splinter Forceps	Pointed forceps used to remove small foreign bodies such as splinters.	Disinfect with alcohol (or with another disinfectant solution) before and after use. Thoroughly wash and dry before storing. Make sure that the forceps are sturdy and of good quality.
12 Safety Pins of Assorted Sizes	Useful for fastening triangular bandages, gauze bandages, etc.	
25 sterile bandages, individually wrapped	Useful for protecting a wound	Avoid touching the surface of the gauze so as to prevent contamination. Avoid fastening the bandage too tightly when applying it to an extremity. Discard any bandage that is not in an airtight wrapper or that has been damaged by water or moisture.
 Sterile Gauze Squares (25) (4 in. x 4 in.) (Individually wrapped)	Useful for covering larger wounds or applying pressure to an area that is bleeding.	Open the envelope where indicated and remove the gauze by holding onto one corner so as not to contaminate the square. Always avoid touching the gauze surface that covers the wound.
Rolls of Sterile Gauze Bandage (4) 50 mm x 9 m (2 in. x 30 ft.) (Individually wrapped) Rolls of Sterile Gauze Bandage (4) 101.6 mm X 9 m (4 in. x 30 ft.) (Individually wrapped)	 Strips of sterile gauze or cotton bandage used to hold sterile gauze squares in place.	Always apply from the bottom of the injury to the top.
 Triangular Bandages (6)	Used to immobilize a limb or stabilize a limb	
Sterile Bandage Compresses (Pressure Dressings) (4) 101.6 mm x 101.6 mm (4 in. x 4 in.) (Individually wrapped)	Bandages consisting of several layers of sterile gauze, filled with cotton batting and fastened using strips of gauze. Used to apply fast, effective pressure in case of profuse bleeding.	When opening, be careful not to touch the gauze; apply directly over the wound. Wrap the gauze strip firmly around the injured limb so as to reduce or stop bleeding. Make sure that the bandages and compresses applied directly over the wound are sterile.
Roll of Adhesive Tape (1)	Adhesive tape used to fasten bandages or protective dressings.	Avoid using in case of allergies (an anti-allergic tape is available on the market). Never apply directly on the face.
Alcohol Swabs (25)	Small swabs filled with an antiseptic solution and packaged in sealed envelopes.	

SOURCE: First Aid in the Workplace, 6th Edition, prepared by the Commission de la santé et de sécurité du travail du Québec.

3.2 First Aiders

Depending on the type of work activity being carried out, a minimum number of people qualified to provide first aid must be present.

NUMBER OF FIRST AIDERS:	NUMBER OF WORKERS ASSIGNED TO A GIVEN SHIFT	MINIMUM NUMBER OF FIRST AIDERS REQUIRED FOR THIS SHIFT
At an Establishment	50 or less	1 first aider
	51-150	2 first aiders
	151 or more	Starting with this number, add 1 first aider for every additional 100 workers or fraction thereof assigned to the shift.
At a Construction Site:	10-50	1 first aider
	51-100	2 first aiders
	151 or more	Starting with this number, add 1 first aider for every additional 100 workers or fraction thereof assigned to the shift.
NOTE: <i>At a construction site, all first aiders must identify themselves by wearing a hard hat bearing a cross.</i>		
At a Forestry Enterprise	5 or less	1 first aider
	6-10	2 first aiders
	11 or more	Starting with this number, add 1 first aider for every group or portion of a group of 5 workers.

Forestry First Aid

To ensure the safety of workers at all forestry sites (remote, fly-in, with or without camps), the KZA shall adhere to the following procedures:

Personnel

- (1) As per the First Aid Minimum Standards Regulation, KZA shall:
 - (i) Have at least one on-site person responsible for all workers;
 - (ii) Have the number of first-aiders required for the project (Ratio 1 first aider to 5 workers);
 - (iii) Never let an employee work alone in the forest unless there is a safe surveillance system. Control will be done at least once per half-day and at the end of the day;
 - (iv) Ensure that each employee carries an individually wrapped, sterile bandage compress in his/her safety hat.
 - (v) Ensure that all workers are aware of established first aid devices.

Equipment

- (1) A complete first-aid kit (that complies to current legislative standards) shall be located in an easy-to-reach place on the work site and available at all times;
- (2) A back board or stretcher with two blankets

Communications

- (1) Efficient radio communication system, in good working order, and available at all times to contact the office or to call for help;
- (2) A list of emergency service contact numbers (ambulance, health centre, etc.) posted near the radio or telephone.

Poster or Information Board

- (3) The poster or information board shall:
 - (i) Be in clear view of all workers;
 - (ii) Display first & last names of all employees, their workplace and duties;
 - (iii) Clearly identify the location of first aid equipment;
 - (iv) Display a list of first-aiders;
 - (v) Display the evacuation plan known by all workers;
 - (vi) Display the localization card (see Localization Card Procedure);

Localization Card Procedure

- (1) For each contract awarded by KZA to a contractor and/or for every day labour contracts, the manager or his/her supervisor shall complete a localization card with all the necessary information.
- (2) The localization card shall:
 - (i) Identify the number and name of the project, the contractor, location and type of operation;
 - (ii) Identify telephone numbers for all services essential for evacuating injured persons: health centers, physician, paramedic service, SOPFEU, police, air carrier (helicopter), etc.
 - (iii) Identify a GPS meeting point (clearly identified on the field and on an attached map). This location should be known by the project manager and first-aiders, and must be easily found on the field to avoid unnecessary loss of time.
 - (iv) Contain a 1/250 000 map locating the project sites, identifying the meeting point
- (3) A copy of the localization card will be:

- (i) Be inserted in each first-aid kit on site
 - (ii) Be placed on the poster or information board on site;
 - (iii) Given to the place of business;
 - (iv) Given to the foreman or KZA technician in charge in the field;
 - (v) Given to the contractor (who will send copies to the foreman if needed);
 - (vi) Provided to the Human Resource Officer or Safety Officer;
 - (vii) Left in clear view of all workers on sites with camps.
- (4) The localization card and map identifying the projects and meeting points will be given to:
- (i) The KZA place of business;
 - (ii) The Human Resource Officer or Safety Officer.

Ambulance Service

- (1) The Human Resources Officer or Safety Officer shall provide the localization cards and maps for each project to the regional ambulance service. Being familiar with the evacuation procedures and meeting points will help paramedics get to the injured person quickly and minimize loss of time.
- (2) Upon arrival, the paramedics will take over from the first-aiders, and conduct the evacuation to a nearby health centre.

Emergency Forest/Field Evacuation Procedure

The emergency evacuation procedure for injured persons falls under the responsibility of the Project Manager, who shall:

- (3) Assess the seriousness of injuries;
- (4) Determine the means of transportation;
- (5) Contact ground or air emergency evacuation services;
- (6) Supervise first aid;
- (7) Dispatch a representative at the meeting point;
- (8) Keep a constant link with emergency personnel if possible.

Generally, emergency evacuations are for serious injuries involving individuals who need immediate medical attention. While waiting for emergency medical personnel to arrive, each person/team on site has roles and responsibilities:

Co-worker	<ul style="list-style-type: none">• Advises the nearest team to get help;• Returns to injured person.
Nearest team	<ul style="list-style-type: none">• Informs the nearest first aid worker, and guides him/her to the injured person;• Informs the foreman;• Waits for the ambulance at the agreed site;• Guides paramedics to the injured person.
Trained first aid personnel	<ul style="list-style-type: none">• Provides first aid to injured persons until paramedics arrive on the scene;• Contacts the health center where injured persons will be sent;• Provides information on the:<ul style="list-style-type: none">○ State of injured person;○ Type of injury;○ Estimated time of arrival
Foreman	<ul style="list-style-type: none">• Contacts the office immediately and tells them where the ambulance is expected;• Goes to the accident scene;• Assesses risks (fire, trees falling, etc.);• In case of persistent dangers:<ul style="list-style-type: none">○ Alert public services (fire and police departments, etc.);○ Has the site evacuated if needed;• Supervises the evacuation process
Office	<ul style="list-style-type: none">• The person who gets the call from the foreman must contact ambulance services immediately;• S/he gives all the relevant details to guide ambulance services;• S/he then contacts the hospital to warn them that a serious case is on the way.

Procedure for Treating Severe Allergic Reactions

Anaphylaxis is a severe, life-threatening type of allergic reaction that occurs when a person's body reacts to an allergen (sometimes called a "trigger"). Food is the most common trigger, but insect stings, medicine, latex or even exercise can also cause a reaction. Within minutes, an allergic reaction may turn into a life-threatening situation for a severely allergic person.

The two most common symptoms of anaphylaxis include:

- Hives
- Swelling, especially around the throat, lips and tongue

Other symptoms include:

- Difficulty breathing or swallowing
- Metallic taste or itching in the mouth
- General redness or itching of the skin
- Stomach cramps, nausea, vomiting or diarrhea
- Increased heart rate
- Sudden drop in blood pressure
- Paleness
- Sudden feeling of weakness
- Anxiety or an overwhelming sense of doom.

In a severe allergic emergency, quick symptom recognition and IMMEDIATE TREATMENT are vital. Any delay can be FATAL.

EpiPen Injector

Epinephrine (i.e., adrenaline) can be used to treat anaphylaxis. The EpiPen is an auto-injection device that administers a pre-measured dose of epinephrine.

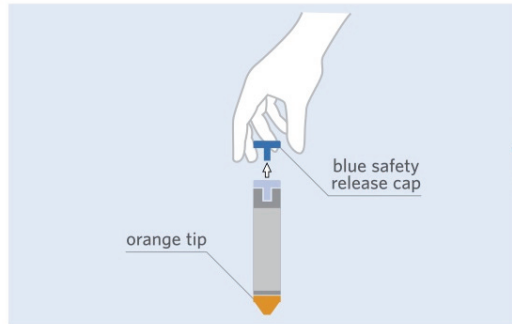
The EpiPen works by relaxing the muscles in a person's airways to make breathing easier, helps to reverse the rapid and dangerous decrease in blood pressure, and relaxes the muscles in the stomach, intestines and bladder.

The EpiPen is designed to be used immediately in an emergency, to treat an allergic reaction fast and give you time to get to a hospital or medical center. It is not a substitute for emergency medical treatment. **Use the EpiPen as soon as the first signs and symptoms of anaphylaxis appear.**

How to Use the EpiPen

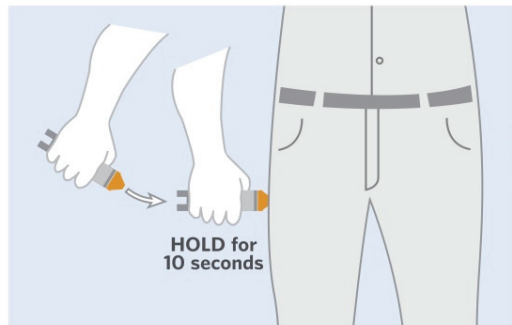
EpiPEN®
(Epinephrine) Auto-Injectors 0.3/0.15mg

userguide



1

Pull off the blue safety release cap.



2

Swing and firmly push the orange tip against the outer thigh so it 'clicks.' HOLD on thigh for approximately 10 seconds to deliver the drug.

Please note: As soon as you release pressure from the thigh, the protective cover will extend.

Each EpiPen Auto-Injector contains a single dose of a medicine called epinephrine, which you inject into your outer thigh. **DO NOT INJECT INTRAVENOUSLY. DO NOT INJECT INTO YOUR BUTTOCK,** as this may not be effective for a severe allergic reaction. In case of accidental injection, please seek immediate medical treatment.

Call 911

3

Seek immediate emergency medical attention and be sure to take the EpiPen Auto-Injector with you to the emergency room.

To view an instructional video demonstrating how to use an EpiPen Auto-Injector, please visit epipen.com.

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After Using the EpiPen

- (1) Call 911. Seek immediate emergency attention.
- (2) The majority of the solution (1.7 ml) will remain in the injector after activation. This is normal.
- (3) If no signs of improvement are noticed after 5 minutes, proceed with a second injection of adrenalin if needed, using the same procedure.
- (4) Perform cardiopulmonary resuscitation if needed, until help arrives
- (5) If practical, take the person to the nearest emergency clinic. Bring the used EpiPen and informing the physician that the person has received the intramuscular shot of adrenalin.

Important Safety Information

- (1) The EpiPen should be ready at all times;
- (2) Read the directions carefully before an emergency occurs.
- (3) Do not remove the safety cap until the device must be used. The injected quantity is only 0.3 ml.
- (4) Protect from light and extreme heat.
- (5) Always keep the unit in its tube;
- (6) Replace before expiration;
- (7) Replace injectors with brownish solution containing solids.
- (8) Replace unit if solution isn't transparent.
- (9) Keep in a dark, cool environment (15° - 30° C / 59° - 86° F)
- (10) DO NOT REFRIGERATE.

Insect Stings

Non Allergic Person

- (1) When an insect such as a bee or a wasp stings a person, his/her body releases a chemical called *histamine* into the skin. In a non-allergic person, the histamine will simply cause redness, itching and a ring or bump at the site of the sting. In such cases, it would be helpful to:
 - (i) Remove the stinger as soon as possible, if it has been left in the skin:
 1. The best way is to scrape the skin with a thin dull edge (e.g., credit card, table knife, fingernail) to remove the stinger, and avoid turning it or pushing it in.
 2. Avoid using tweezers if possible, as this may release some of the poison into the wound. However, use the tweezers if it is the quickest way to remove it, as speedy removal is what matters most in reducing the risk of infection.
 - (ii) Wash the affected area with soap and water.
 - (iii) Apply a cold compress (e.g., an instant cooling bag) to decrease swelling.
 - (iv) If available, apply a sodium bicarbonate compress (paste of baking soda and water).
 - (v) Ensure the person stays warm and avoids exertion.
 - (vi) Monitor the person's condition; if he/she develops red spots or major swelling, but can still breathe normally, see a physician.

Major Reactions

- (1) When someone is severely allergic to insect stings, histamine may also be released into the airways, lungs and other vital organs. This is a VERY DANGEROUS situation, as it causes tissues to swell and can close the airways, causing breathing to stop.
- (2) If you see any part of the person's face swelling and s/he has trouble breathing or is exhibiting other symptoms of anaphylaxis, USE THE EPIPEN IMMEDIATELY as per the procedures outlined earlier.
- (3) Call 911 and seek immediate medical attention.



Responsibilities

Responsibilities of Employees

- (1) Each employee with a specific health issue or allergy is responsible for informing his/her supervisor about the situation, and should carry/wear a Medic-Alert card or bracelet at all times while working.,
- (2) An EpiPen must be prescribed by a physician, and shall only be used by individuals with allergic hypersensitivity. An employee prone to allergic reactions should always have the EpiPen with him/her, and be prepared to manage an unexpected reaction.

Responsibilities of the Employer

- (1) For remote areas, the Collège des médecins published a directive for the use of adrenalin (EpiPen) by first-aiders in the forestry sector. The College allows its administration in certain cases..
- (2) The KZA shall take precautions by informing workers that they will be exposed to bee stings and to health risks if they are allergic to such stings.
- (3) If the KZA decides to provide EpiPen in first-aid kits, it will provide training for all first-aiders on adrenalin administration and compliance with appropriate reporting procedures.

Heat Exhaustion

Forestry workers can experience heat related health problems during the summer season, especially during heat waves. Two of these are heat exhaustion and heat stroke.

Heat *exhaustion* is rarely life threatening (unless it is ignored), but heat *stroke* is a **real medical emergency** that if not immediately and properly treated, could be fatal.

On a hot day, all employees should pay attention to themselves and to their co-workers for signs of heat exhaustion and heat stroke. Immediately contact a first-aider or a supervisor if a worker is showing any of the symptoms listed below.

Symptoms of Heat Exhaustion

The symptoms of heat *exhaustion* and heat *stroke* are quite different.

- (1) A person suffering from heat exhaustion will usually be ***sweating profusely*** to try to rid his/her body of excessive heat. In addition, the person may also exhibit some of the following symptoms:
 - Moderately high core body temperature
 - Muscular cramps – shivering – nausea
 - Stomach ache – dizziness, vertigo – headache
 - Unusual fatigue or general discomfort
 - Possible fainting, but can be revived.
- (2) If this is the case,
 - Take the affected worker to a shady and/or cool place.
 - Loosen work clothing;
 - Have him/her drink plenty of water.
 - Someone should remain with the person until s/he has recovered.
- (3) ***If the symptoms of heat exhaustion last for more than an hour, or if the symptoms worsen, seek immediate medical attention.***

Heat Stroke

How Heat Stroke Occurs

A body's core temperature should be about 37 °C in order to function properly. As the body heat increases during hot weather or during physical activity, so does the need to lose that heat. Drinking plenty of liquids on a hot day helps the body to cool down by producing sweat. A person can lose large amounts of body fluid through sweat without noticing any effects.

However, at a certain point, the body will stop sweating in order to divert the remaining fluid to vital functions. At this point, the person starts to suffer from heat stroke. The body cannot cool itself down: its core temperature can rapidly shoot up to more than 40°C. The high core temperature starts to damage the internal organs and can also produce dangerously low blood pressure.

**Heat stroke is a real, life-threatening emergency
that must be treated immediately.**

Recognizing Signs and Symptoms of Heat Stroke

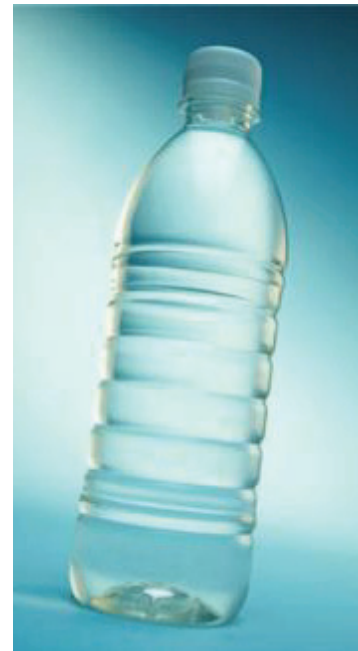
- (1) Someone with a heat stroke has usually ***stopped sweating***.
- (2) He/she may exhibit symptoms such as:
 - Extremely high core body temperature
 - Hot, red/purple-ish dry skin
 - Hyperventilation – rapid, shallow breathing
 - Rapid pulse
 - Confusion – incoherent remarks;
 - Aggression, strange behavior (as if under the influence of drugs);
 - Loss of consciousness

First-Aid Intervention:

- (1) The affected worker needs to see a doctor as soon as possible. But in the meantime, the priority is to get the person's core temperature under control.
- (2) Get the attention of a first-aider, have someone call 911 and start the procedure for evacuating and transporting injured persons;
- (3) Carry the worker to a shady and/or cool place;
- (4) Remove his/her working clothes;
- (5) Splash the body with cool water;
- (6) Fan the person to increase air flow to promote sweating;
- (7) Place ice packs around the person, especially at the neck, armpits and groin;
- (8) Have the worker drink small amounts of cool water if s/he is conscious and lucid.
- (9) Stay with the person until emergency help arrives.

Heat Stroke Prevention

- (1) The most important way to prevent heat stroke is to ***stay hydrated***. Drink plenty of fluids such as water or sports drinks, but avoid caffeine (coffee, tea, soft drinks) and alcohol, which may lead to dehydration.
- (2) If you have to perform vigorous, physical activity in hot or humid weather, be sure to:
 - Keep well hydrated, and replenish your electrolytes (sports drinks are a good source);



- Pace yourself, and take plenty of breaks;
- Wear clothing that allows sweat to evaporate;
- Educate yourself on the dangers and the prevention measures to take when working in a hot environment;
- Know the signs and symptoms of heat exhaustion and heat stroke.

Risk Increasing Factors

- (1) The risk of heat stroke increases in hot and humid weather, and when workers are totally exposed to the sun for long periods of time in absence of clouds or wind.
- (2) In addition, clothing that prevents sweat from evaporating (e.g., heavy clothing, rain coat, cotton overalls) can also increase the risk.
- (3) People with the following health issues are especially prone to heat stroke:
 - Alcoholism
 - Chronic illnesses like heart disease, diabetes;
 - Obesity, not being physically active;
 - Some skin conditions;
 - Recent health problems (diarrhea, fever, vomiting);
 - Certain medications and drugs;
 - Lack of sleep;
 - Workers who are not used to working in a hot environment.

Employees with any of the above conditions should be especially careful when working in hot and humid weather.

Workplace Accident Follow-Up

Obligations of the Employer

The *Workplace Health and Safety Act* directs that the Health and Safety Committee must keep records of all workplace injuries and accidents, including “near misses” or events that could have caused injuries.

Obligation of the First-Aider

- (1) At a minimum, the worker who gives first aid to an injured worker is obliged to fill in an Accident Report.
- (2) The details regarding the accident, even if it appears to be a small event, should be recorded if a worker performed first aid.

Procedure for Reporting Accidents and Incidents

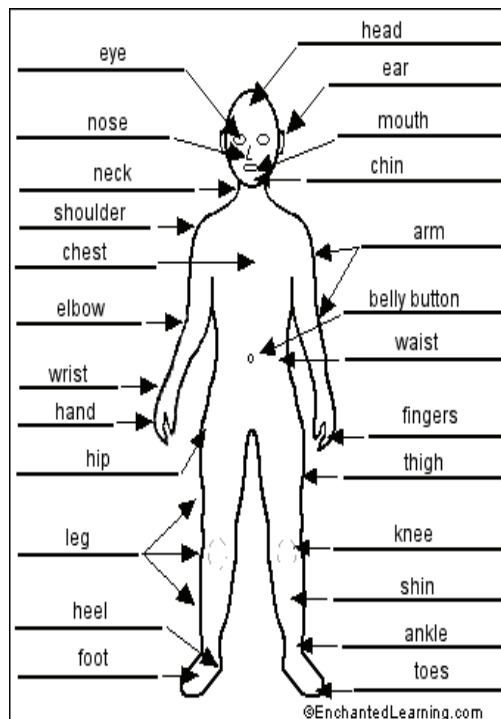
For incidents with a loss of 14 calendar days or less, and for incidents requiring a medical consultation (even if there is no loss of time):

- (1) The Supervisor/Foreman is responsible for:
 - Organizing the transportation of the victim to the nearest health care institution;
 - Collecting all the necessary information to complete his/her reports;
 - Completing the Follow-Up to an Accident Report
 - Obtaining the medical certificate from the accident victim;
 - Submit the medical certificate and the Accident Report to the supervisor who will study the information and complete the analysis. S/he will then send the documents to the Safety Officer.

- (2) The Safety Officer has the responsibility to:
- Open a file and insert all the documentation received to date;
 - Fill in the date of the incident, the date the incident was reported, the date of incapacity, the date of return to work, salary compensation paid out, and the number of days corresponding to this amount;
 - Supply missing information, specifically the:
 - Code for the nature of the injury;
 - Type of contact;
 - Immediate and fundamental causes;
 - Description of the incident;
 - Signature of the employer and worker;
 - Health care institution visited the day of the incident;
 - Name and address of the attending physician.
- (3) Within 48 hours of the victim's return to work, the person responsible for maintaining files must send to the Safety Officer:
- The Accident Report and Medical Certificate;
 - Any other document that has a direct relation with the incident;
 - Keep photocopies of all documents sent to the Safety Officer.
- (4) The Safety Officer will:
- Create a file for the incident and the worker;
 - Create a medical report;
 - Create an investigative and analysis file;
 - Transmit the information by electronic means to the CSST.

How to Complete the Accident Report

- (1) The first aid worker who administers first aid must complete all parts of the accident report as clearly and precisely as possible;
- (2) The accident report requires the full name of the injured worker, the date, time and location of the accident (as detailed as possible), and a detailed description of the accident/incident. The report must also contain a description of the injury/sickness, as well as the nature of first aid administered;
- (3) Both the first aid worker and the injured employee must sign and date the report. It is an official record that can be later referenced, especially if any health complications develop;
- (4) Any correct actions taken following the accident/incident should be detailed on the Accident Report as well;
- (5) When describing any injury, be precise as to which part of the body is involved:



First-Aid Registry Definitions

The following definitions can help you to fill out an Accident Report accurately.

Injury	Description	Include on the report:
Wounds	Cut: caused by an edged object (e.g., knife)	Specify length and depth of the wound, and area affected
	Tear: irregular cut caused by metal, plastic, etc.	
	Scratch: surface wound of the skin that bleeds little	
	Contusion: wound caused by a pressure or shock	
	Puncture: caused by a pointed object (e.g., nail, needle)	Specify the affected area. If the object is still located in skin, do not pull it out.
Burns	Thermic: caused by flames, vapours, hot water, hot objects	Specify the extent of the burn and the affected region
	Chemical: caused by acid, basic or caustic products	
	Electric: caused by electric shock or uncontrolled short circuit	
	Radiation: caused by ultraviolet rays or infra-red laser beams	
Foreign body	An unwanted object originating outside the body, e.g., dust, shards of glass, wood particles or metal	Specify the place where it is foreign body is lodged.
Crushing	Caused by forceful compression between objects/surfaces	Specify the area affected.
Wrenching	Trauma of an extremity (e.g., wrist, finger, ankle)	
Amputation	Cutting of a limb	Specify if cut is complete or partial, and if limb is located.
Fainting	Temporary loss of consciousness, followed by a return to full wakefulness.	Details of events surrounding the fainting spell.
Intoxication	Absorption of a toxic substance (by the lungs, skin or mouth), causing breathing or digestion disorders, or loss of consciousness.	Details of substances that person was exposed to, and events surrounding the intoxication.
Skin Irritation	Unusual itching, puffiness, swelling, dryness, cracks, redness or bumps, caused by exposure to a substance	Specify area and substances that person was exposed to.
Incident	An unexpected event that could have caused injury, “near misses”, e.g., falling objects, particle projection, equipment malfunction, etc.	Detailed account of event, including any corrective measures taken.



KITIGAN ZIBI ANISHINABEG

BOX 309

MANIWAKI, QUEBEC

J9E 3C9