CORPORATION OF THE MUNICIPALITY OF MORRIS-TURNBERRY

BY-LAW NO. 78-2019

Being a By-law to adopt a ‘Revised’ Health and Safety Policy

WHEREAS, Section 224 of the Municipal Act, 2001 as amended, states “It is the role of Council to (b) to develop and evaluate the policies and programs of the municipality”.

AND WHEREAS, Section 8 of the Municipal Act, 2001 states – Powers of a Natural Person “A municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act”.

THEREFORE, THE COUNCIL OF THE MUNICIPALITY OF MORRIS-TURNBERRY hereby enacts as follows:

1) That the amendments of the Municipal Health and Safety Policy of the Municipality of Morris-Turnberry are hereby adopted and attached hereto as Schedule ‘A’;

2) That the Mayor and Clerk are hereby empowered to sign and execute all documents necessary to empower this by-law;

3) That annually, the Joint Health and Safety Committee will review the Health and Safety Policy and make such changes to its appendices as are considered appropriate to keep the plan current;

4) That other By-laws or resolutions or parts of By-laws or resolutions relating to the Municipal Health and Safety Policy inconsistent with this By-law are hereby repealed;

5) That this by-law comes into force on the final passing thereof.

Read a FIRST and SECOND time this 17th day of September 2019

Read a THIRD time and FINALLY PASSED this 17th day of September 2019

Mayor, Jamie Heffer

Clerk, Trevor Haltam
INTRODUCTION:

Why Do We Need a Health and Safety Policy?
The Occupational Health and Safety Act, 1990, prescribes that everyone – employers, supervisors, and workers – are charged with a responsibility to ensure that our workplaces are safe and healthy. The Policy is the framework of principles and objectives, and a statement of Council’s commitment to fulfill the requirements of Health and Safety legislation to protect Municipal employees in their workplace.

What is a Health and Safety Program?
The Health and Safety Program specifies the standards and procedures used to implement the policy, and delineates the responsibilities of all involved. The program identifies and outlines what is to be done and why, and gives direction as to where, when, how and by whom it is to be done.

PURPOSE:

To provide a guideline which outlines the health and safety responsibilities of various workplace parties.

The elected officials and management of the Municipality of Morris-Turnberry are vitally interested in the health and safety of all its employees. Protection of employees from injury or occupational disease is a continuing objective. The Municipality of Morris-Turnberry will make every effort to provide a safe, healthy work environment. All supervisors and workers must be dedicated to the continuing objective of reducing the risk of injury.

The Municipality of Morris-Turnberry as an employer is ultimately responsible for worker health and safety. The Council and Management will take every precaution reasonable for the protection of a worker.

Supervisors are accountable for the health and safety of workers under their supervision. Supervisors are responsible to ensure that equipment and machinery is safe and that the workers comply with established safe work practices and Guidelines. Workers must receive adequate training in their specified work tasks to protect their health and safety.

Every worker must protect his or her own safety by working in compliance with the law and safe work practices and Guidelines established by the Municipality.
It is in the best interest of all parties to consider health and safety in every activity. The Municipality of Morris-Turnberry is committed in that a policy of health and safety form an integral part of its vision and everyone from the Mayor to the Worker endorses this policy.

**STATEMENT:**

Council of the Corporation of the Municipality of Morris-Turnberry is committed to ensure the integration of health and safety practices into all workplaces and occupational activities and the establishment and maintenance of a safe and healthy environment for, and by, all employees of the Municipality of Morris-Turnberry.

To that end, it is the Policy of the Council of the Municipality of Morris-Turnberry that:

- Employees are directed and required to work at all times within the requirements of the *Occupational Health and Safety Act* and the *Regulations*, and to adhere to the Municipality’s *Health and Safety Program* adopted by Council.

- Supervisory Staff will be knowledgeable about the *Act* and *Regulations*, and the Municipality’s *Program*, and will ensure that the premises and works under their control are in compliance.

- Council will provide adequate funding for, and will ensure that employees are informed about and trained in health and safety practices and procedures, and that workplaces and employees are equipped with proper protection devices, safety equipment and hazard information.

- Health and Safety will be a paramount concern in the performance of duties and will not be sacrificed in favour of expediency. Failure to adhere to health and safety requirements is unacceptable and will not be tolerated.

- Any contractors employed by the Municipality must ensure that they and their employees comply with the *Occupational Health and Safety Act* and *Regulations*.

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Trevor Hallam, CAO/Clerk
Policy No.: MTHS 2
Description: INDIVIDUAL RESPONSIBILITIES
Effective Date: November 16, 2010 – updated September, 2019

PURPOSE

To provide a guideline which outlines the health and safety responsibilities of various workplace parties.

RESPONSIBILITY

1. The Municipality of Morris-Turnberry in its capacity as the employer is responsible for carrying out the responsibilities and duties outlined through the delegation of these functions to individuals in the corporation.

2. All individuals in the workforce, at all levels and functions, are responsible for understanding and carrying out the responsibilities and duties outlined.

PROCEDURE

A. General

1. Responsibility is defined as an individual's obligation to carry out assigned duties.

2. Responsibility and authority can be delegated to subordinates, giving them the right to act for their supervisors.

3. The supervisor remains accountable for seeing that they are carried out.

4. Prescribed refers to a section of the Occupational Health and Safety Act and Regulations for Industrial Establishments, Construction Projects or Mines and Mining Plants.

B. Corporation

1. Ensure that:
   (a) Equipment, materials and protective devices as prescribed are provided.
   (b) Equipment, materials and protective devices are maintained in good condition.
   (c) Prescribed measures and procedures are carried out.
   (d) Equipment, materials and protective devices are used as prescribed.
   (e) All areas of the workplace capable of supporting all loads to which it may be subjected without causing the materials therein to be stressed beyond the allowable unit stresses established under The Building Code Act.
   (f) Provide information, instruction and supervision to a worker to protect the health and safety of the worker.
(g) When appointing a supervisor, appoint a competent person.
(h) Acquaint a worker, or person in authority over a worker with any hazard in the work and in the handling, storage, use, disposal and transport of any article, device, equipment or a biological, chemical or physical agent.
(i) Afford assistance and co-operation to a committee and a health and safety representative in the carrying out by the committee and the health and safety representative of any of their functions.
(j) Only employ in or about the workplace a person over such age as may be employed.
(k) Not knowingly permit a person who is under such age as may be prescribed in or about a workplace.
(l) Take every precaution reasonable in the circumstances for worker protection.
(m) Post in the workplace, a copy of the Occupational Health and Safety Act and any explanatory material prepared by the Ministry, both in English and the majority language of the workplace, outlining the rights, responsibilities and duties of workers.
(n) Establish an occupational health service for workers as prescribed.
(o) Where an occupational health service is established, maintain the same according to the standards prescribed.
(p) Keep and maintain accurate records of the handling, storage, use and disposal of biological, chemical or physical agents as prescribed.
(q) Accurately keep and maintain and make available to the worker affected such records of the exposure of a worker to biological, chemical or physical agents as may be prescribed.
(r) Notify a director of the use or introduction into a workplace of such biological, chemical or physical agents as may be prescribed.
(s) Monitor at such time or times or at such an interval or intervals the levels of biological, chemical or physical agents in the workplace and keep and post accurate records thereof as prescribed.
(t) Comply with a standard limiting the exposure of a worker to biological, chemical or physical agents as prescribed.
(u) Where so prescribed, only permit a worker to work or be in a workplace that has undergone such medical examinations, tests or x-rays as prescribed and who is found to be physically fit to do the work in the workplace.
(v) Where so prescribed, provide a worker with written instructions as to the methods and procedures to be taken for protection of the worker.

C. Management

1. This level of the organization includes the CAO and the Department Heads.

2. The health and safety responsibilities attached to this level include the following:

   (a) Ensure the working environment is maintained in a healthy and safe condition.
   (b) Establish and maintain a written health and safety program, with objectives and standards consistent with applicable legislation as a minimum.
(c) Provide ongoing safety education through training and safety meetings, including but not restricted to WHMIS and First Aid.
(d) Provide standard operating procedures that include safe work practices.
(e) Evaluate the health and safety performance of subordinates and divisions.
(f) Provide first aid facilities as required.
(g) Ensure that personal protective equipment, where required is provided and used.
(h) Investigate and report accidents/cases of occupational disease to appropriate authority.
(i) Investigate and report incidents to appropriate authority.
(j) Responsible for ensuring that workplace inspections are performed apart from those conducted by JHSC/HSR Reps.
(k) Responsible for correcting substandard acts or conditions.
(l) Responsible for commending good health and safety performance.
(m) Responsible for performing employee safety observations.
(n) Responsible for conducting safety meetings.
(o) Accountable for health and safety and that employees are to be reviewed annually (i.e. performance appraisals)
(p) Responsible for performing regular crew visits.
(q) Set a good example by always wearing the appropriate PPE when required.
(r) Ensure that all senior management, departmental, or labour/management meetings have health and safety as a topic on the agenda.
(s) Ensure that managers regularly attend staff meeting where Health and Safety is on the agenda.
(t) Ensure that health and safety reference materials readily available to supervisors and workers.
(u) Ensure that safety is a component of your hiring criteria.
(v) Ensure that physical capabilities are evaluated for new or transferring employees.
(w) Ensure that a pre-placement medical is required for new hires, where required.
(x) Ensure that a contract administrator is assigned to larger projects.
(y) Ensure that there is a progressive discipline system that includes health and safety infractions.

D. Supervisors

1. This level of the organization includes all those individuals who supervise the work of other employees, from the front line supervisor up and could include the department heads and or directors. Supervisors will receive special training on how to perform crew visit observations effectively.

2. The health and safety responsibilities attached to this level include the following:

(a) Taking care of the occupational health and safety of the employees within their respective area.
(b) Be familiar with the applicable requirements of the Occupational Health and Safety Act and the Regulations, and ensure compliance.
(c) Understand and enforce the Municipality of Morris-Turnberry Health & Safety Policies and Procedures.
(d) Responsible for ensuring that workplace inspections are performed apart from those conducted by the JHSC/H/S rep.
(e) Ensure that employees wear the appropriate personal protective equipment.
(f) Advise each worker of the existence of any potential or actual danger to the health and safety of the worker, of which the supervisor is aware.
(g) Investigate and determine the causes of all incidents/accidents and initiate or recommend corrective action.
(h) Take every precaution reasonable in the circumstance for the protection of a worker.
(i) Ensure workers receive proper instruction and training, through safety meetings prior to the commencement of work.
(j) Identify and inform superiors of occupational health and safety concerns.
(k) Responsible for correcting substandard acts or conditions.
(l) Responsible for commending good health and safety work conditions and performance.
(m) Responsible for performing employee safety observations.
(n) Responsible for conducting Safety Meetings
(o) Responsible for performing regular crew visits.
(p) Maintain a log of the crew visits including good and bad observations
(q) Set a good example by always wearing the appropriate PPE when required.
(r) Regularly attend safety meetings.
(s) Ensure that health and safety reference materials readily available to and workers.
(t) Ensure that safety is a component of your hiring criteria.
(u) Accountable for Health and Safety and that the performance is to be reviewed annually.
(v) Responsible for ensuring new policies and procedures are distributed and discussed at safety meetings.

E. Workers, Contract/Temporary Workers

1. This level of the organization includes all workers in the workplace, up to and including the CAO, as well as those individuals on the Municipal payroll on a contract basis.

2. The health and safety responsibilities attached to this level include the following:

(a) Learning, understanding and practicing standard operating procedures.
(b) Held accountable for their health and safety performance.
(c) Responsible to work safely, work in compliance with the Act, wear PPE, report hazards, not remove guards and not engage in pranks or other dangerous conduct.
(d) Comply with Municipality of Morris-Turnberry health and safety policies and procedures
(e) Take every possible precaution to protect themselves and fellow workers from health and safety hazards and unsafe situations.
(f) Report unsafe acts or conditions to their supervisor, health and safety committee, or health and safety representative.
(g) Report any near-miss incident or loss immediately to their supervisor.
(h) Report any occupational injury or illness immediately to their supervisor.
(i) Use personal protective equipment, where required.
(j) Report any contraventions of the Occupational Health and Safety Act or Regulations to their supervisor or employer.
(k) Participate in annual performance appraisals that include health and safety.
(l) Recognised for ongoing initiatives to improve safety performance.
(m) Included as part of special study teams to review tool design and new or existing work procedures.
(n) Included in the development of new policies and procedures.
(o) Understand that there is a progressive discipline system for Health and Safety infractions.
(p) New employees will be assigned to a long term employee volunteer for mentoring.

F. Contractors and Sub-Contractors

1. This classification is external to the Municipality of Morris-Turnberry and includes all those individuals or organizations working on a contract for the Municipality of Morris-Turnberry.

2. The Municipal Health and Safety policy shall be distributed to Contractors.

3. The health and safety responsibilities attached to this classification include the following:

   (a) Demonstrate the establishment and maintenance of a health and safety program, with objectives and standards and will provide qualified workers and meet all applicable legislation as well as Municipality of Morris-Turnberry health and safety policy and procedures

   (b) Are held accountable for their health and safety performance

   (c) Provide a WSIB clearance certificate or equivalent insurance

   (d) Provide qualified workers and will meet all applicable legislation.

   (e) Ensure the workers in their employ are aware of the hazardous substances that may be in use at the workplace and wear the appropriate personal protective equipment required for the area

4. This section will be included in all contracts tendered and proof of the above may be required by the municipality at any time from tendering to project completion.
APPENDIX 3
Revised February, 2018
Updated September, 2019

HEALTH AND SAFETY COMMITTEE MEMBERS:

Management:
CAO/Clerk – Trevor Hallam
Director of Public Works – Mike Alcock

Workers:
Building Inspector Garret Cleghorn
Office Sean Brophy
Roads Department - Nick Campbell

WORKPLACE INSPECTION LOCATIONS:

Municipal Office
Municipal Landfill
Morris Works Garage
Turnberry Works Garage
Bluevale Community Hall
First Aid Certificates for the Municipality of Morris-Turnberry

First Aid must be recertified every THREE (3) years.
CPR must be recertified ANNUALLY

Certified Office Staff:
Sean Brophy
Kim Johnston
Heidi McClure
Jelly Tiffin

Certified Landfill Staff:
Ross Goll
Donna Haugh

Certified Building Staff:
Kirk Livingston
Garret Cloghern
Dale McFarlan

Certified Roads Department Staff:
Mike Alcock
Barry Shaw
Nick Campbell
Ken Higgins
Brian McArtor
Ryan Shaw
Lloyd Michie
Brian White
Emergency Plan

Morris-Turnberry Municipal Offices

September 2010
Updated – June, 2013
Updated – September, 2019
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**Introduction**  
- updated September, 2019

The purpose of this document is to aid in the prevention of hazardous events in or around this structure and it is also to provide measures to be followed in the event of an emergency occurring in or around this structure. It has been done in accordance with the Health and Safety policy of the Municipality of Morris-Turnberry with provisions take from Division B Section 2.8 of the Ontario Fire Code.

This document has been prepared by:

Municipality of Morris-Turnberry  
41342 Morris Road  
Brussels, ON  N0G 1H0  
Work – 519-887-6137  
mail@morristurnberry.ca
Emergency and Building Contact Information
- updated September, 2019

Morris-Tumberry Municipal Offices
Morris Ward Public Works Shop
41342 Morris Road
Brussels, Ontario
N0G 1H0

Emergency Contacts:

**Trevor Hallam**
CAO/Clerk
Work – 519-887-6137
Cell – 226-376-1961

Morris-Tumberry
Health & Safety Committee
C/o **Kim Johnston**
Work – 519-887-6137

kjohnston@morristumberry.ca
**Emergencies Requiring Evacuation**

Events that would require an evacuation of the building(s)/facility:
- Fire
- Explosion
- Natural Gas/Propane leak
- Carbon monoxide saturation
- Structural collapse
- Natural Disaster

**Evacuation Routes** can be seen on the schematic at the end of this document.
Staff Responsibilities
- Updated September, 2019

Evacuation Coordinator: The person assigned to this position will be responsible for evacuation accountability, relaying this and other pertinent information to emergency responders and will be responsible for ensuring that all staff members have read the emergency plan and know their roles. This will be the staff command role in the event of an emergency.

The Evacuation Coordinator for this building/facility is: Trevor Hallam
The alternate Evacuation Coordinator is: Kim Johnston

The evacuation gathering point is: At the roadside mailbox

All other staff members: The other staff members within the building/facility will ensure that they have read and understood this emergency plan. In the event of an emergency, all staff members will exit the building/facility as safely and efficiently as possible, following any instruction given by the evacuation coordinator. They will also assist in the evacuation of any non-staff occupants from the building/facility if it is safe for them to do so.

If an emergency occurs outside of normal operating hours, the lead emergency contact or alternate for the building/facility shall be on hand to assist emergency responders with their needs.
Emergency Evacuation Procedures

If you witness a reason for evacuation:

1. Remain calm. Alert fellow employees and others to the situation only if your personal safety is maintained.
2. Close all doors behind you as you exit the building.
3. Report to the designated meeting place outside of the building.
   Primary meeting place: At the roadside mailbox.
4. Notify proper authorities using the 911 system. Address:

   Morris-Turnberry Municipal Office
   41342 Morris Road

5. Give any information to emergency responders that will aid them.
6. Do not reenter the building for any reason until you are told it is safe to do so by the evacuation coordinator or other authority.

If you are ordered to evacuate:

1. Remain calm. Proceed to the nearest safe exit.
2. Close all doors behind you as you exit the building.
3. Report to the designated meeting place outside of the building.
   Primary meeting place:
   Secondary meeting place:
4. Inform the evacuation coordinator that you have safely exited the building.
5. Give any information you have of the situation to the evacuation coordinator to aid emergency responders.
6. Do not reenter the building/facility until you are told it is safe to do so by the evacuation coordinator or other authority.
Emergency Equipment
& Instructions
(Municipal Offices)

Fire Extinguishers – There are 3 fire extinguishers located within the municipal offices. Fire extinguisher locations within the building are shown on the schematics at the end of this document.
To operate a fire extinguisher: Pull the pin
Aim the hose at the base of the fire
Squeeze the handle
Sweep the fire until it is extinguished

First Aid Kit – There are first aid supplies located in a marked cupboard in the kitchen area of the municipal offices. Personnel trained in first aid should be aware of its location and its contents.
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Introduction

The purpose of this document is to aid in the prevention of hazardous events in and around this structure/facility and it is also to provide measures to be followed in the event of an emergency occurring in or around this structure/facility. It has been done in accordance with the Health and Safety policy of the Municipality of Morris-Turnberry with provisions taken from Division B Section 2.8 of the Ontario Fire Code.

This document has been prepared by:

Municipality of Morris-Turnberry
41342 Morris Road
Brussels, ON N0G 1H0
Work – 519-887-6137
mail@morristurnberry.ca
Emergency and Building Contacts

Morris-Turnberry Landfill Site
85047 Clyde Line

Emergency Contacts:

**Mike Alcock**
Director of Public Works
Work – 519-887-6137
Cell – 519-357-6332

**Trevor Hallam**
CAO/ Clerk
Work – 519-887-6137
Cellular – 226-376-1961
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Emergencies Requiring Evacuation

Events that would require the evacuation of the building/facility:
- Fire
- Explosion
- Dangerous Substance Entering Landfill
- Accumulation of Noxious Gases

Evacuation Routes can be seen on the schematics at the end of this document.
Staff Responsibilities
- Updated September, 2019

Evacuation Coordinator: The person assigned to this position will be responsible for evacuation accountability, relaying this and other pertinent information to emergency responders and will be responsible for ensuring that all staff members have read the emergency plan and know their roles. This will be the staff command role in the event of an emergency.

The Evacuation Coordinator for this building/facility is: Ross Goll
The alternate Evacuation Coordinator is: Donna Haugh
The evacuation gathering point is: At the main gate

All other staff: The other members within the building/facility will ensure that they have read and understood this emergency plan. In the event of an emergency, all staff members will exit the building/facility as safely and efficiently as possible, following any instructions given by the evacuation coordinator. They will also assist in the evacuation of any non-staff occupants from the building/facility if it is safe for them to do so.

If an emergency occurs outside or normal operating hours, the lead emergency contact or alternate for the building/facility shall be on hand to assist emergency responders with their needs.
Emergency Evacuation Procedures

If you witness a reason for evacuation:

1. Remain calm. Alert fellow employees and others to the situation, only if your personal safety is maintained.
2. Close all doors behind you as you exit the building.
3. Report to the designated meeting place outside of the building.
   Primary meeting place: Main Gate.
4. Notify the proper authorities using the 911 system. Address:
   Morris-Turnberry
   Landfill Site
   85047 Clyde Line
5. Give any information to emergency responders that will aid them.
6. Do not reenter the building/facility until you are told that it is safe to do so by the evacuation coordinator or other authority.

If you are ordered to evacuate:

1. Remain calm. Proceed to your nearest safe exit.
2. Close all doors behind you as you exit the building.
3. Report to the designated meeting place outside of the building.
   Primary meeting place:
   Secondary meeting place:
4. Inform the evacuation coordinator that you have safely exited the building.
5. Give any information you have of the situation to the evacuation coordinator to aid emergency responders.
6. Do not reenter the building/facility until you are told it is safe to do so by the evacuation coordinator or other authority.
Emergency Equipment
& Instructions

Fire Extinguishers – There are fire extinguishers located within the supervisor’s trailer and on the crusher and loader equipment. Locations of the fire extinguishers are shown on the schematics at the end of this document.
To operate a fire extinguisher: Pull the pin
   Aim the hose at the base of the fire
   Squeeze the handle
   Sweep the fire until it is extinguished

First Aid Kit – The first aid kit is located within the landfill operators trailer.
Emergency Plan

Morris Ward Works Garage

September 2010
- Updated June, 2013
- Updated September, 2019
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Introduction

The purpose of this document is to aid in the prevention of hazardous events in or around this structure and it is also to provide measures to be followed in the event of an emergency occurring in or around this structure. It has been done in accordance with the Health and Safety policy of the Municipality of Morris-Turnberry with provisions take from Division B Section 2.8 of the Ontario Fire Code.

This document has been prepared by:

Municipality of Morris-Turnberry
41342 Morris Road
Brussels, ON N0G 1H0
Work – 519-887-6137
mail@morristurnberry.ca
Emergency and Building Contact

Information
- Updated September, 2019

Morris-Turnberry Municipal Offices
Morris Ward Public Works Shop
41342 Morris Road
Brussels, Ontario N0G 1H0

Emergency Contacts:

Trevor Hallam
CAO/ Clerk
Work – 519-887-6137
Cellular – 226-376-1961

Mike Alcock
Director of Public Works
Work – 519-887-6137
Cell: 519-357-6332

Morris-Turnberry
Health & Safety Committee
C/o Kim Johnston
Work – 519-887-6137
**Emergencies Requiring Evacuation**

Events that would require an evacuation of the building(s)/facility:
- Fire
- Explosion
- Natural Gas/Propane leak
- Carbon monoxide saturation
- Structural collapse
- Natural Disaster

**Evacuation Routes** can be seen on the schematic at the end of this document.
Staff Responsibilities
- Updated September, 2019

Evacuation Coordinator: The person assigned to this position will be responsible for evacuation accountability, relaying this and other pertinent information to emergency responders and will be responsible for ensuring that all staff members have read the emergency plan and know their roles. This will be the staff command role in the event of an emergency.

The Evacuation Coordinator for this building/facility is: Mike Alecock
The alternate Evacuation Coordinator is: Barry Shaw
The evacuation gathering point is: At the roadside mailbox

All other staff members: The other staff members within the building/facility will ensure that they have read and understood this emergency plan. In the event of an emergency, all staff members will exit the building/facility as safely and efficiently as possible, following any instruction given by the evacuation coordinator. They will also assist in the evacuation of any non-staff occupants from the building/facility if it is safe for them to do so.

If an emergency occurs outside of normal operating hours, the lead emergency contact or alternate for the building/facility shall be on hand to assist emergency responders with their needs.
Emergency Evacuation Procedures

If you witness a reason for evacuation:

7. Remain calm. Alert fellow employees and others to the situation only if your personal safety is maintained.
8. Close all doors behind you as you exit the building.
9. Report to the designated meeting place outside of the building.
   Primary meeting place: At the roadside mailbox.
10. Notify proper authorities using the 911 system. Address:
    Morris-Turnberry Municipal Office
    41342 Morris Road

11. Give any information to emergency responders that will aid them.
12. Do not reenter the building for any reason until you are told it is safe to do so by the evacuation coordinator or other authority.

If you are ordered to evacuate:

7. Remain calm. Proceed to the nearest safe exit.
8. Close all doors behind you as you exit the building.
9. Report to the designated meeting place outside of the building.
   Primary meeting place:
   Secondary meeting place:
10. Inform the evacuation coordinator that you have safely exited the building.
11. Give any information you have of the situation to the evacuation coordinator to aid emergency responders.
12. Do not reenter the building/facility until you are told it is safe to do so by the evacuation coordinator or other authority.
Emergency Equipment
& Instructions

Fire Extinguishers – There are 8 fire extinguishers located along the walls of the works shed. There are also extinguishers in all of the township vehicles. Fire extinguisher locations within the building are shown on the schematics at the end of this document.

To operate a fire extinguisher: Pull the pin

   Aim the hose at the base of the fire
   Squeeze the handle
   Sweep the fire until it is extinguished

First Aid Kit – There is first aid kit located on the stairs leading to the mezzanine level. Personnel trained in standard first aid should be aware of its location and know of its contents. There are also first aid kits in all township vehicles and equipment. The exact location of the first aid kit is shown in the schematics at the end of this document.

Eyewash/ Emergency Shower Station – In case of eye or bodily contamination there is an eyewash/shower station located at the centre of the north wall in the works garage. It is operated by either pulling the overhead chain and handle or by pushing the lever just below the basin. Seek immediate medical attention for eye contamination as the eyewash is not a suitable substitute for a physician’s care. The exact location of the eyewash station is shown in the schematics at the end of this document.
Turnberry Ward
Works Garage

September 2010
- Revised March, 2013
- Updated September, 2019
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Introduction

The purpose of this document is to aid in the prevention of hazardous events in and around this structure and it is also to provide measures to be followed in the event of an emergency occurring in or around this structure. It has been done in accordance with the Health and Safety policy of the Municipality of Morris-Turnberry with provisions take from Division B Section 2.8 of the Ontario Fire Code.

This document has been prepared by:

Municipality of Morris-Turnberry
41342 Morris Road
Brussels, ON N0G 1H0
Work – 519-887-6137
mail@morristurnberry.ca
Emergency and Building Contacts

Turnberry Ward Works Shed
65 B- Line Road
Wingham, ON
519-357-4100

Emergency Contacts:

Mike Alcock
Director of Public Works
Work – 519-887-6137
Cell: 519-357-6332

Barry Shaw
Work – 519-887-6137
Cell: 519-357-5855

Trevor Hallam
CAO/ Clerk
Work – 519-887-6137
Cellular – 226-376-1961
Emergencies Requiring Evacuation

Events that would require and evacuation of the building/facility:
- Fire
- Explosion
- Natural Gas leak
- Carbon Monoxide saturation
- Structural collapse
- Natural Disaster

Evacuation Routes can be seen on the schematics at the end of this document.
Staff Responsibilities
Updated September, 2019

Evacuation Coordinator: The person assigned to this position will be responsible for evacuation accountability, relaying this and other pertinent information to emergency responders and will be responsible for ensuring that all staff members have read the emergency plan and know their roles. This will be the staff command role in the event of an emergency.

The Evacuation Coordinator for this building/facility is: Mike Alcock
The alternate Evacuation Coordinator is: Barry Shaw
The evacuation gathering point is: At the road/end of the driveway

All other staff: The other staff members within the building/facility will ensure that they have read and understood this emergency plan. In the event of an emergency, all staff members will exit the building as safely and efficiently as possible, following any instructions given by the evacuation coordinator. They will also assist in the evacuation of any non-staff occupants from the building/facility if it is safe for them to do so.

If an emergency occurs outside of normal operating hours, the lead emergency contact or alternate for the building/facility shall be on hand to assist emergency responders with their needs.
Emergency Evacuation Procedures

If you witness a reason for evacuation:

1. Remain calm. Alert fellow employees and others to the situation, only if your safety is maintained.
2. Close all doors behind you as you exit the building.
3. Report to the designated meeting place outside of the building.
   Primary meeting place: At road/end of driveway.
4. Notify the proper authorities using the 911 system. Address:
   Morris-Turnberry Works Shed
   65 B Line Road
   RR#1 Wingham, ON
5. Give any information to emergency responders that will aid them.
6. Do not reenter the building/facility until you are told it is safe to do so by the evacuation coordinator or other authority.

If you are ordered to evacuate:

1. Remain calm. Proceed to the nearest safe exit.
2. Close all doors behind you as you exit the building.
3. Report to the designated meeting place outside of the building.
   Primary meeting place:
   Secondary meeting place:
4. Inform the evacuation coordinator that you have safely exited the building.
5. Give any information you have of the situation to the evacuation coordinator to aid emergency responders.
6. Do not reenter the building/facility until you are told it is safe to do so by the evacuation coordinator or other authority.
Emergency Equipment & Instructions

Fire Extinguishers – There are 7 fire extinguishers located along the walls of the works shed. There are also extinguishers in all of the township vehicles. Locations of the fire extinguishers within the building are shown on the schematic at the end of this document.

To operate a fire extinguisher: Pull the pin
                        Aim the hose at the base of the fire
                        Squeeze the handle
                        Sweep the fire until it is extinguished

First Aid Kits – There is a first aid kit located between the lunchroom and bathroom of the works garage. Its exact location is shown on the schematic at the end of this document. Employees trained in first aid should be aware of its location and contents.

Eyewash/Emergency Shower Station – In case of eye or bodily contamination there is an eyewash/shower located at the centre of the north wall in the works garage. It is operated by pulling the overhead chain or depressing the handle at the basin. Seek immediate medical attention for eye and bodily contamination as the wash station is not a substitute for a physician’s care. The exact location of the eyewash/shower is shown on the schematic at the end of this document.
FIRE SAFETY PLAN

BLUEVALE COMMUNITY HALL

32 CLYDE STREET
BLUEVALE, ONTARIO

March 30, 2010,
- Updated June, 2013
- Updated September, 2019
Introduction
Updated September, 2019

The purpose of this document is to provide measures to be followed in the event of an emergency occurring in this building. It has been done in accordance with Division B Section 2.8 of the Ontario Fire Code.
This document has been prepared by:

Municipality of Morris-Turnberry
41342 Morris Road
Brussels, ON  N0G 1H0
Work – 519-887-6137
mail@morristurnberry.ca
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Emergency Contact Information
(Audit of Human Resources)
- Updated September, 2019

Bluevale Community Hall
32 Clyde Street
Bluevale, Ontario
N0G 1G0

Emergency Contacts:

Municipality of Morris-Turnberry
41342 Morris Road
Brussels, Ontario
N0G 1H0

Trevor Hallam
CAO/ Clerk

Municipal office – 519-887-6137
Cellular – 226-376-1961

Morris-Turnberry
Health & Safety Committee
c/o Kim Johnston

Municipal office – 519-887-6137
Emergency Procedures For Occupants

If you discover a fire:

1. Remain calm. Leave area of fire, closing any doors behind you, alert any other occupants in your area.
2. Evacuate the building via the nearest safe exit.
3. Call 911 to alert the fire department. Address:
   Bluevale Community Hall
   32 Clyde Street
   Bluevale, Ontario

4. DO NOT reenter the building.
5. Follow fire department instructions upon their arrival and relay any important information to them.

If you hear the smoke alarm:

1. Remain calm. Leave the building via the nearest safe exit, closing any doors behind you.
2. Call 911 to alert the fire department. Address:
   Bluevale Community Hall
   32 Clyde Street
   Bluevale, Ontario

3. DO NOT reenter the building.
4. Follow fire department instructions upon their arrival and relay any important information to them.

FIRE ALARM NOT CONNECTED TO FIRE DEPARTMENT
**Fire Extinguisher**
**Operating Instructions**

If you discover a fire in your area and you choose to suppress it with a fire extinguisher, these are the steps to follow when discharging the contents of the extinguisher.

**Pull the pin**

**Aim the hose at the base of the fire**

**Squeeze the handle**

**Sweep the fire until it is extinguished**

Never turn your back on a fire when using an extinguisher, and it is recommended that a fire extinguisher only be used as a means to gain exit from the building.
Audit of Building Resources

Occupancy Type – Assembly

Occupant Load – Non-fixed seating – 278 persons
   Chairs and Tables (Dining) – 220 persons
   Chairs and Table with Alcohol – 189 persons

Access and Water Supply

No designated fire route. Access can be made by the fire department from James Street on the north side and Clyde Street on the east side.

No municipal water supply and no private hydrants.

Building Services and Equipment
Heating - Natural Gas and Electric

Main Gas Shut Off – North side of building, off of James Street. Near the centre of the wall.

Main Electrical Shut Off – At main entrance, off of Clyde Street, just inside the doors.

Emergency Lighting – Locations: Lower Hall over wheelchair ramp
   Main Entrance at the bottom of the stairs
   Upstairs stairwell door
   Inside west stairwell

Generator – Unleaded gas powered, provides power to all building services. Located exterior south side of building, will need to be refueled if power outage is prolonged.

Transfer switch location – Main electrical panel in front entry way.
**Fire Protection Equipment**

**Smoke Alarms** – The smoke alarms are interconnected and are not connected to any outside monitoring agency or fire department, they are an independent system. They are located in the second storey hall and the basement hall. Their locations are also indicated on the schematic diagram of the building.

**Fire Extinguishers** – These are located throughout the building. Their exact locations are indicated on the schematic diagram of the building.

**Carbon Monoxide Detectors** – There are two carbon monoxide detectors in the building. One is located in the lower hall area and the other the upper hall area. Their exact locations are indicated on the schematic diagram of the building.

**Fire Hazards**

There are no hazards that exist within this building over and above what would be commonly found in a structure of its type and usage.