

Interim Policy Document: Occupational Health and Safety Manual for NWT Environmental Health Officers



This document will be used by Environmental Health Officers (EHOs) as an interim policy document that is to be reviewed at minimum yearly by all EHOs. As new information, processes and best practices come to light the document will be updated and approved by the Chief Environmental Health Officer and the Director of Population Health.

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Interim Policy Document
Occupational Health and Safety Manual
for NWT Environmental Health Officers

Table of Contents

1. About this Manual.....	5
Health and Social Services Occupational Health and Safety Program.....	5
2. Rights and Legislative Responsibilities	6
EHO Responsibilities	6
Administrator Responsibilities.....	6
CEHO/Supervisor Responsibilities.....	7
3. Routine and Emergency Contact	8
Emergency Contact	8
Other Important Numbers	8
Check-In/Out Procedures.....	8
Extended Work-Related Absence from Office	9
Cellphones and INReach Spot Devices.....	9
Failure to Check In	9
Immediate Danger	10
4. Planning Ahead and Hazard Assessment	11
Known Hazards or Risks Associated with Select Tasks Performed by EHOs.....	11
5. First Aid and Workplace Violence.....	15
Incident Reporting	15
Workplace Violence	15
Building Emergency Response Plans.....	15
6. Mandatory OHS Training	16
Appendix A: List of Legislation, Policies, Procedures & Resources	18
Appendix B: Hazard Assessment and Control Process.....	19
Appendix C: Further Reading	21

Driving.....	21
Winter Driving.....	21
Remote Travel.....	22
Extreme Weather – Cold Stress	22
Controlling Cold Stress.....	24
Dressing for the Cold.....	25
Confined Space Hazards.....	26
Chlorine.....	26
Appendix D: Maintenance Schedules, Report Requirements and Checklists	29
Maintenance Schedules.....	29
Quick Checklist before Premises Visit.....	31

1. About this Manual

This document is intended to assist Environmental Health Officers (EHOs) in understanding occupational health and safety (OHS) requirements that are unique to their roles and responsibilities. This Occupational Health and Safety Manual (hereafter referred to as “Manual”) references and/or links to existing safety materials that apply to all GNWT employees, and focuses on concerns that are different or specific to occupational requirements for EHOs. **All legislation and GNWT policies must be followed even if they are not explicitly stated in this Manual.**

Key elements covered in the Manual include emergency contact and call-in procedures, legislative responsibilities and rights, hazard assessment, incident management, working alone and emergency responses. With preplanning and extra considerations the goal is to mitigate or minimize injuries or incidents and ensure all employees are safe at work.

The Chief Environmental Health Officer (CEHO) is the direct supervisor of all EHOs, and has a legal requirement to ensure the health and safety of all EHOs and other Environmental Health Unit staff. Procedures described in this Manual that require communications or reporting in to the CEHO also apply to the Acting CEHO for times when the CEHO is absent from office. Procedures that include a role for the Permits/Records Administrator (“Administrator”) reflect a support function to the CEHO and do not fetter or transfer the supervisor’s legal requirement for the health and safety of employees.

This Manual will be reviewed annually by the CEHO and EHOs to ensure content reflects the OHS requirements for EHOs. EHOs have a responsibility to identify improvements to the Manual during the annual review as well as throughout the year as they apply procedures to their daily practices. Prior to approval by the Director of Population Health, the Manual is to be reviewed by the Chair of the HSS OHS Committee.

The Manual is posted on the HSS SharePoint site which houses the HSS OHS program information (see below).

Health and Social Services Occupational Health and Safety Program

The Department of Health and Social Services (HSS) has an OHS program which covers essential information for all HSS employees. This information should be reviewed by all HSS employees, including EHOs, and is found on the HSS SharePoint site:

<http://our.gnwt.ca/dept/hss/employee-orientation/SitePages/Occupational%20Health%20and%20Safety.aspx>

2. Rights and Legislative Responsibilities

*NOTE: Employees and Employers have responsibilities relating to workplace safety. Information summarized below does NOT supersede NWT safety legislation or information provided by the WSCC and the Employer (GNWT and HSS). The CEHO and EHOs are advised to understand their roles and responsibilities through adequate training and orientation. To learn more, see **Appendix A** on safety legislation.*

EHO Responsibilities

Fundamentally, EHOs have the right to refuse work where they have reason to believe that an unusual danger exists (or may be caused to exist). EHOs also have the right to work in a harassment free workplace (see the GNWTs [Harassment Free and Respectful Workplace Policy](#)).

Some examples of unsafe working conditions that EHOs are expected to refuse work would be:

- Active construction sites requiring specialized Personal Protective Equipment (PPE)
- Travel in unapproved conveyance
- Potentially dangerous situations
- Unadvisable road conditions

EHOs are required to know their responsibilities relating to workplace safety as identified by the WSCC and their Employer (HSS). EHOs are responsible for making health and safety a part of their daily routine, ensuring they follow safe work methods, and reporting workplace hazards, near-miss incidents and accidents or injuries while at work. EHOs are also responsible for contributing to corrective action where appropriate and possible.

EHOs are responsible to report potential hazardous work conditions to the CEHO as well as details of circumstances where they refuse work due to potentially unsafe work conditions. In these instances, EHOs must confirm their location and plan of action with the CEHO given that the workplace condition may require a change in work activities or work location. Depending on the nature of the hazard or condition, the CEHO may be required to take actions to eliminate any unusual danger(s). This could require assistance from others, such as the RCMP, other first responders, local by-law or other local professionals with the requisite expertise or training.

Following a near-miss or actual workplace safety incident, the EHO and CEHO must complete assessment and reporting requirements for the WSCC and HSS OHS Committee requirements. The CEHO ensures these steps are taken. Check the HSS OHS Program information on the HSS SharePoint site for more details on requirements and adequate training and awareness requirements are met.

Administrator Responsibilities

The Permit and Records Administrator provides administrative support to business processes within the Environmental Health Unit. As part of these support duties, the Administrator monitors activities of EHOs and notes (as described in this Manual) staff updates on the check-in/out board. The Administrator will also flag OHS issues to the CEHO and ensure rapid notification to the CEHO on emergent or actual health and safety issues in the workspace as they are alerted by staff.

CEHO/Supervisor Responsibilities

The CEHO (and Acting CEHO) is required to know their supervisor responsibilities relating to workplace safety as identified by the WSCC and their Employer (HSS). The CEHO is accountable to ensure all of their employees:

- (1) are trained in approved work procedures;
- (2) receive OHS training for their work environment; and
- (3) work safely while complying with the related legislation and regulations.

The CEHO is responsible for identifying known or potential hazards that EHOs may typically encounter while performing duties, and taking steps to remove or mitigate the hazard to the extent possible. If the hazard cannot be eliminated, the CEHO must ensure adequate training is provided to EHOs in order to ensure duties are performed in as safe an environment as possible so as to remove the potential for injury.

The CEHO is responsible for investigating, without delay, any potential hazard, near-miss, accident or injury reported by the EHO. The CEHO will let the EHO know of the investigation, the outcome and any steps taken to eliminate the unusual hazard(s).

3. Routine and Emergency Contact

Emergency Contact

EHOs are expected to notify their supervisor in the event of a workplace emergency or near miss event. This should be the CEHO or, if not available, the Acting CEHO. Notwithstanding this requirement, EHOs may require emergency assistance from the following (prefix means use the first three numbers of the local area):

RCMP: prefix-1111

Fire Department: prefix-2222

Ambulance: prefix-2222

Poison Control: 1-800-332-1414

NWT Mental Health Help Line: 1-867-920-2121

WSCC: 1-800 661-0792

Other Important Numbers

TSC: 1-866-380-6777 or 920-4408

Fire and Wildlife: 1-877-698-3473

Environment (Hazardous Spill Line): 1-867-920-8130

Numbers for Towing Companies:

24 HR Towing in North Slave:	Yellowknife	DJ's Towing	1-867-445-2500
		Age Towing	1-867-873-5528
	Behchoko	N/A	1-867-392-6811
			1-867-795-5308
Towing in the Beaufort Delta:	Northwind Ltd.	Daytime	1-867-777-4747
			1-867-777-2426
		After Hours	1-867-678-5410
			1-867-620-0026
Towing In:	Hay River	Andy's Auto Service Ltd.	1-867-874-2539
	Ft. Simpson	P.R. Contracting Ltd.	1-867-695-2601
	Ft. Smith	TDC Contracting Ltd.	1-867-872-4567

Check-In/Out Procedures

Over and above standard GNWT employee requirements to advise their supervisor of their absence from work, EHOs are also expected to maintain regular contact with their supervisor given their frequent absences from the office in the course of performing duties. Additionally, EHOs working out of regional offices or on duty travel must take steps to report in daily. This requirement ensures the supervisor is aware of the EHO's work status and can take action if there is an unexplained absence.

The following check-in procedures have been developed to assist in eliminating incidents involving workplace hazards. For employees stationed permanently or temporarily in satellite offices throughout the NWT, daily check-in procedures will mainly be managed via email/telephone communication. Check-in can be met either by sending an email to the generic email, environmental_health@gov.nt.ca, or

phoning the CEHO if email is not available. For those employees working in the Yellowknife Office, there is an in/out board located in the central area of the office that is to be used by ALL employees.

Staff in all offices must check in/out on a twice daily basis. EHOs in the Yellowknife Office can meet this expectation by updating the in/out board directly for their daily activities, and should include expected time of return and location when not at their desk. The Administrator will monitor and update the in/out board for EHOs in satellite offices as well as those from the Yellowknife office that are on duty travel. Any unexpected absences or delays in reporting in by EHOs will be flagged immediately to the CEHO. Employees in the field must be diligent to call in if they have a change in work schedule during the day.

Extended Work-Related Absence from Office

When travelling for extended periods (more than one day), the CEHO should have the following details:

- Destination
- Estimated time of arrival
- Return time and date
- Contact information (hotel/lodging, community contacts, rental car company, etc.)
- Mode of travel (car, plane, public transit, etc.)
- Alternate plans in the event of bad weather, traffic problems, etc.
- Designated time of daily check-in (give or take 30 minutes)

Most of the above information is included in the approved Travel Authorization; however, EHOs are expected to provide remaining information, including alternate plans and designated check-in times, to the CEHO via email the generic email environmental_health@gov.nt.ca. If plans change the EHO informs the CEHO right away of the alternate plans either by email or phone if email is not available.

Cellphones and INReach Spot Devices

When EHOs are away from the main office or work station, their company cell phones should be on their person at all times. For travel in areas where cell coverage is not always available or reliable, EHOs must ensure they have the EH Unit-approved INReach spot device on their person. Before leaving, EHOs must make sure that all devices have sufficient charge and are in working order, and have the necessary charge cables.

Staff must read and refer to the INReach Spot Device Manual for guidance on use. Note that these devices are preprogrammed to contact the CEHO and Administrator.

Failure to Check In

If the EHO does not check-in at their designated time the following procedure will occur:

1. The CEHO or Administrator will make an initial phone call to the employee in the field after they are half an hour late with check in from their expected time of return.
2. If the EHO does not pick up the call, the CEHO or Administrator will try again within 2 minutes, and if there is still no response they will contact the “backup” or someone who is closest in proximity to visually check in on the employee.

Immediate Danger

1. Ensure that code words/phrases are known and used in the event the employee is in trouble. At this time the code phrase is ***“Please clear my schedule for the afternoon”***. If an employee in the field says, “Please clear my schedule for the afternoon” the person at the office knows that the employee is in danger and requires immediate assistance.
2. If the code word/phrase is used the Administrator will notify the CEHO immediately so that emergency services can be contacted to assist as directed.

4. Planning Ahead and Hazard Assessment

Before heading to a site EHOs must consider the risks and hazards they might encounter. Depending on the site there may be different things to consider. EHOs should not enter any site that requires more personal protective equipment (PPE) than what is provided by the operator. EHOs are not required to enter any premises that are considered an active construction site. EHOs are also not to enter any premises that require specialized PPE, training or FIT testing.

Known Hazards or Risks Associated with Select Tasks Performed by EHOs

EHOs are expected to conduct a preliminary hazard/risk assessment before going to any premises. This can be as simple as checking the file before going to the site or reviewing potential hazards based off of professional technical knowledge/experts from the area before entering new premises.

Once EHOs are aware of potential risks they plan accordingly. All worksites will pose a certain amount of risk and contain many potential hazards. The key things to consider are:

- The likelihood of something occurring,
- The magnitude of the consequences if it should happen,
- Preemptive steps that can be taken before entering to mitigate risk,
- Steps to take if something were to go wrong,
- Reflect on whether this is necessary in order to complete your role or is there another way.

If, at any time, an EHO does not feel safe or sees the potential for a dangerous situation to occur they are to contact the CEHO to discuss further options. Below are some potentially hazardous situations that EHOs will encounter while conducting their work. A more in-depth explanation regarding hazards and risk assessment can be found in **Appendix B**. It should be noted that the presence of a potential risk does not mean an EHO cannot do some or all of their duties. Alternate approaches might be possible that remove or reduce the risk. Proper planning and research needs to be addressed before proceeding so the risk is minimized.

i) Working/Traveling Alone

EHOs are required to work and travel alone for a significant portion of their job. They are expected to follow all GNWT policies when in the field. Weather and road conditions, access to cellphone and internet limitations and the transient nature of working with community residence can create certain risks.

EHOs should never proceed with remote travel or working alone for significant periods of time (longer than a day) until the CEHO has been notified of their plans and check-in times have been established. If a location has a particular risk the CEHO needs to be briefed before proceeding. **See check-in procedures on page 8.**

Some best practices when working alone include:

- Ensure you have proper training or briefings for the situations you will encounter.
- Have effective communications systems (cellphone, INReach Spot Device) so that you can contact someone or be found in case of an emergency. Make sure this is on your person and not just next to you in a vehicle.
- Do a risk or hazard assessment such as the one in **Appendix B** or the **checklist in Appendix D**.

- Schedule inspections during regular work hours. Working late decreases the amount of people that will be in a given area.
- Keep client records and ensure other EHOs and the CEHO are aware if a client is known to be aggressive, hostile or potentially violent.
- Keep records of any hazards or near misses you may have encountered and how they have been mitigated or how to avoid.
- Prepare a daily work plan and follow the **check in schedule procedure on page 8**.
- Bring two copies of any written material you may have to provide to a client.
- Carry your identification with you and anything showing you are acting in an official capacity.
- Try not to carry unnecessary items or bags so that you are not over encumbered.

DO NOT

- Enter any situation or location where you feel threatened or unsafe.
- Carry weapons of any type in with you, including pepper spray. Weapons can be easily used against you.

ii) Travel Conveyance

Plane, Helicopter: EHOs will need to fly into communities to conduct regular inspections or respond to complaints. Make sure that proper travel authorization has been approved and the CEHO is aware of your accommodations before leaving. When flying into communities EHOs are expected to plan ahead and have transportation from the airport to their living arrangements. Often there is no taxi in remote areas. In addition, rations and/or snacks are recommended as access to groceries is limited depending on time of arrival and community.

Car: Just like other travel EHOs are expected to get proper authorization and provide details before they leave. EHOs must make sure all preventative maintenance is current and any critical deficiencies are corrected by qualified maintenance personnel prior to departing. For daily use of government vehicles EHOs are expected to inspect their vehicle before entering and complete the inspection log book located in all company owned vehicles. There is also a vehicle safety checklist located in **Appendix D**. If there is something critical to note EHOs are to inform the CEHO and await further instruction before use.

All vehicles must be equipped with the following:

- Up to date and fully equipped first aid kit (to be repurchased upon excessive use or expiry)
- Fire extinguisher
- Roadside kit: flares, collapsible reflective triangles, jumper cables, etc.
- Jack and spare tire
- Survival gear: seatbelt cutter, window breaker, can opener, fire starter, food, safety blanket, winter gear (if applicable), etc.

Boat (including ferry systems): Though not as frequent EHOs may have to board boats to inspect or to travel. EHOs are expected to follow all safety procedures and instructions provided while on the vessel and to wear a life jacket/other PPE as appropriate. Remember to include this mode of transportation in your travel plans that are sent to the CEHO prior to departing. If this is for an inspection make sure the CEHO is aware that you are inspecting a vessel prior to inspection.

Other: All other forms of travel will need to be discussed with the CEHO before proceeding with use. EHOs may need to use unique forms of transportation during an emergency and are expected to let the CEHO know as soon as possible if conveyance has changed. Some examples of other forms of travel are skidoo, motor bike, ATV, skiing, dog sled etc.

iii) Driving Conditions

All EHOs are required to take a defensive driving/winter driving course. EHOs are expected to research weather and road conditions before leaving and use sound judgement when contemplating whether or not a trip should continue or be postponed. If in doubt contact the CEHO for direction. More information regarding driving can be found in **Appendix C**.

Some best practices to follow are:

- Check the weather forecast in both locations (where you are going and where you are coming from) for the next few days.
- Whenever possible plan to travel during daylight hours and when roads are more active.
- Be well rested and stop frequently if you feel fatigue.
- Roll up your windows and do not exit your vehicle when there is larger wildlife around. See **Appendix A** for more details.

iv) Confined Spaces

EHOs may be asked to inspect or enter small spaces not designed or intended for human occupancy. Examples of this are water tanks or some very specific types of walk-in coolers. If at any time an EHO does not feel comfortable entering a work space or they have assessed there are potential risks that they are unable to responsibly mitigate they are required to contact the CEHO where alternatives can be discussed.

Some best practices to follow are:

- Let the business owner enter before you so you are not cornered.
- Have a plan for if you get locked in and make sure you are not alone in the room so that if the door closes someone can open the unit or call for help.

v) Difficult or Violent People

EHOs will have to deliver unpleasant or challenging information to owners. Depending on personalities people may become aggressive or abusive upon receiving information they do not agree with. Under the Collective Agreement the GNWT *“recognize that every employee has a right to freedom from violence in the workplace. Violence refers to any conduct directed towards a staff member that hurts or causes harm through verbal, physical, sexual or psychological means. Workplace violence involves any incidents where an employee is abused, threatened, or assaulted during the course of his/her employment. This includes the application of force, threat with or without a weapon and severe verbal abuse.”* If an EHO feels threatened or that the potential for threatening behaviour could occur they are to contact the CEHO and together develop a strategy to deliver the information needed.

If an EHO requires further training see page 16 for more options.

vi) Weather Extremes

Aside from traveling in extreme weather conditions EHOs will also be expected to inspect vendors at special events or in unique outdoor situations. Some examples of activities include outdoor farmers markets, community gatherings, snow castles, festivals and outdoor food stands.

EHOs are expected to research and dress for the weather. They are also expected to wear any protective clothing or items such as sunscreen to prevent burns from over exposure to sun or freezing from over exposure to cold. See **Appendix C** for first aid information regarding exposure. It is recommended for hot weather to remain hydrated, wear sunscreen and a hat. For cold weather wear proper head, face and hand protection, boots and outerwear that are graded for the forecasted weather. EHOs should not be exposed to extreme temperatures for long and if appropriate may be asked to rotate their duties at the discretion of the CEHO.

vii) Chemicals

EHOs will come into contact with chemicals such as cleaning agents, pesticides and drinking water treatment supplies. They are expected to know WHIMIS pictograms and have a basic understanding of what to do if something is spilled.

Chlorine is a particularly concerning chemical that EHOs will run into in water treatment plants and swimming pools. Mixing chlorine or chlorine compounds with ammonia or other nitrogen compounds creates a poisonous gas. Engineering controls have been put in place by facility owners to address this concern. See **Appendix C** for further information regarding chlorine.

5. First Aid and Workplace Violence

First aid is defined as immediate assistance given in case of an injury until medical aid can be obtained. EHOs are required to carry an up-to-date first aid kit in their vehicles at all times. There should also be a first aid kit in all premises that EHOs enter as well as one in their vehicle. EHOs are expected to report if they or someone else has used an item from their first aid kits so that they may be replenished in a timely manner.

Incident Reporting

If an EHO is injured or a near miss event occurs while on the job the EHO is required to let the CEHO know and follow proper incident management and reporting procedures. See **Appendix A** for links to reporting information.

Workplace Violence

Harassment in any form is unacceptable behaviour and will not be tolerated. The GNWT [Harassment free and respectful workplace policy](#) addresses what harassment is and employee expected responsibilities. The GNWT is also committed to providing quality programs and services in a safe and healthy environment. The GNWT has a Zero Tolerance Policy where any person causing a disturbance or verbally or physically abusing employees (by threatening, searing, shouting, inappropriate contact, etc.) will be requested to leave. Failure to comply with this request will result in the RCMP being summoned.

Building Emergency Response Plans

The GNWT has emergency response plans for each worksite that houses GNWT staff offices. See **Appendix A** for the specific plans for Yellowknife, Inuvik and Hay River sites. The relevant plan needs to be posted at each work station in a central visible space (such as an OHS bulletin board) for ready reference by staff. This documentation should be kept current and reviewed annually. EHOs are expected to know and follow the appropriate procedures and let the CEHO know as soon as possible if an emergency arises. During an emergency the main internal contact or emergency coordinator for EHOs will be the CEHO.

6. Mandatory OHS Training

A few sections in this area are still in development.

Below is a copy of all mandatory OHS related training EHOs are expected to have with brief descriptions of what these are and when refreshers are suggested/required. EHOs are expected to include this information in their performance documents and notify the CEHO when training has been completed or needs to be renewed.

Workplace Hazardous Materials Information System (WHMIS)

All EH unit staff will complete the CCOHS WHMIS training and submit a completion certificate to supervisor. Workers in the Northwest Territories and Nunavut can access free online health and safety education, courtesy of WSCC. This e-course is delivered in partnership with the Canadian Centre for Occupational Health and Safety (CCOHS). Please register at <https://www.ccohs.ca/distributors/wsc-ntnu/>. If the link is not working search through <https://www.ccohs.ca/>.

Renew

Annually

Workplace Safety Awareness – Employees + Supervisors

This training provides GNWT employees with an essential understanding of their safety rights, responsibilities and applicable safety processes and procedures to ensure a safe workplace for all employees.

The employee-based training is for all GNWT employees. There are three modules in this program and they should be completed in order. The modules are 10-15 minutes in length and can be stopped and started as you require. At the end of the third module you will be required to print off and complete a short quiz. Each department is responsible for tracking employee completions so it is important that you review the final quiz with your supervisor.

The supervisor training is required for all GNWT supervisors. This includes the CEHO and Acting CEHO. Acting supervisors should get training prior to assuming Acting responsibilities.

Renew

Take upon hire and renew as per course requirements or (if no course requirement) at the discretion of the CEHO

Defensive/Winter Driving

Need to find simplistic reminder video or short online course that speaks to winter driving safety.

Renew

Every 2 years

EHO OHS Manual Orientation

The CEHO and EHOs are required to review this Manual once a year to refocus their safety habits. EHO are encouraged to provide suggestions and updates to this document as new concerns and challenges affect their job so that everyone will benefit.

Renew

Annually at the start of each fiscal year

Further OHS training opportunities can be found by searching for:

- <https://my.hr.gov.nt.ca/health-safety>
- [GNWT Learning and Development Calendar](#)
- [Northern Safety Association](#)
- [Canadian Centre for Occupational Health and Safety](#)
- [St. John's Ambulance](#)
- [62 Degrees North Training](#)
- [WSCC Training List](#)
- Dealing with difficult people
- Non-violent crisis intervention
- [The Art of Managing Conflict](#)

Appendix A: List of Legislation, Policies, Procedures & Resources

Below is a non-exhaustive list for legislation, policies, procedures and resources EHOs should be aware of. Please report if a link is broken or if information has moved.

Legislation and policies around safety

- [Safety Act](#)
- [Occupational Health and Safety Regulations](#)
- Occupational Health And Safety Policy: [Chapter 3 of the OHS Program](#)
- [Workers' Compensation Act](#)
- [Workers' Compensation General Regulations](#)
- [WSCC Employee Rights](#)
- GNWT Workplace Violence: <https://my.hr.gov.nt.ca/unw-collective-agreement/article-55-violence-workplace>

Reporting and emergency planning

- WSCC Claims for Workers: <http://www.wsccl.ca/claim-services/claims-workers>
- Investigations; Incident Reporting Process: [Chapter 11 of the OHS Program](#)
- HSS Emergency Response Plan – Yellowknife office:
 - [Full Plan](#)
 - [Summary](#)
- HSS Emergency Response Plan Inuvik office:
 - [Full Plan](#)
 - [Summary](#)
- HSS Emergency Response Plan Hay River office:
 - [Full Plan: Confirming information](#)
 - [Summary: Confirming information](#)

Weather and highway conditions

- Local weather conditions: <https://www.theweathernetwork.com/ca>
- Local highway conditions: <http://www.dot.gov.nt.ca/Highways>

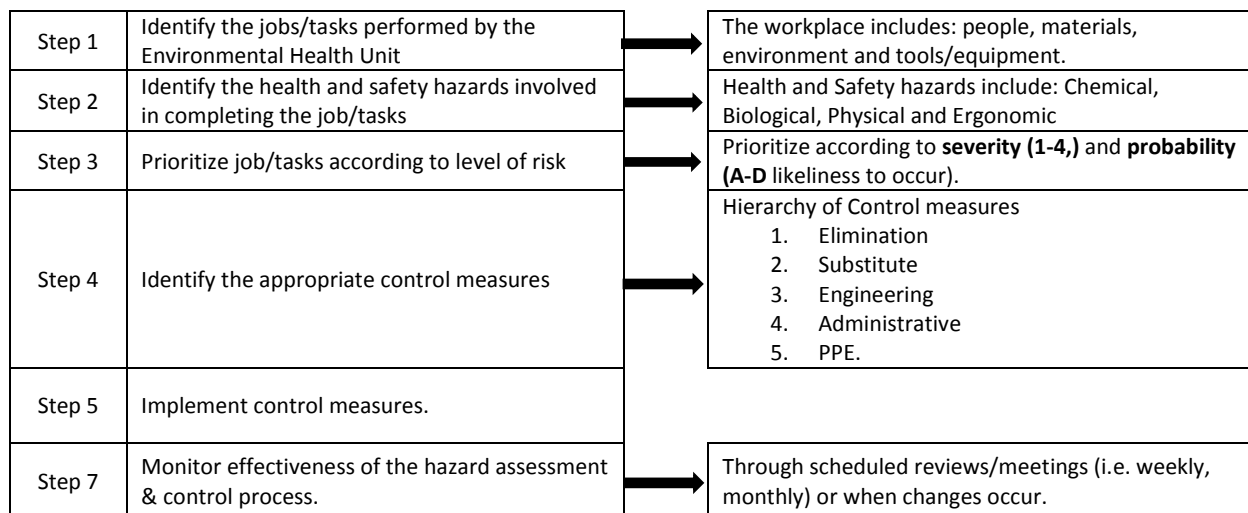
Fire and wildlife resources

- Forest fire real time map: <https://www.enr.gov.nt.ca/en/easymap>
- Forest fire conditions: <https://www.enr.gov.nt.ca/en/services/wildland-fire-update>
- Working in bear country: <http://www.enr.gov.nt.ca/en/services/bear-safety>

Appendix B: Hazard Assessment and Control Process

Figure 1 below outlines the five basic steps to follow in completing hazard assessment at the various levels.

Figure 1 - Hazard Assessment and Control Process



Whenever possible, hazards should be eliminated or controlled at their source – as close to where the problem is created as possible – using engineering solutions. If this is not possible, controls should be placed between the source and the employees. The closer a control is to the source of the hazard the better. If this is not possible, hazards must be controlled at the level of the employee.

Administrative controls and personal protective equipment (PPE) control hazards are implemented at the level of the employee. These control methods reduce the likelihood and severity of employee injury but do not eliminate the hazard. A combination of several hazard control approaches may be necessary in some situations.

Whatever control method is used, it should attack the source of the hazard, not its outward signs e.g. the noise, vibration, fumes, exhaust, etc. that it produces. For example, it is better to replace, redesign, isolate or quiet a noisy machine than it is to provide employees with hearing protection.

For compliance purposes, the Environmental Health Unit in conjunction with its employees will be able to justify the appropriateness of the hazard controls used. All reasonably practicable steps should have been taken to first eliminate the hazard.

Engineering controls provide the highest degree of employee protection because they eliminate or control the hazard at its source. Engineering controls are the preferred method of eliminating or controlling hazards. Engineering controls include the following (and are prioritized in order of preference):

1. Elimination

Getting rid of a hazardous job, tool, process, machine or substance may be the best way of protecting employees. Examples include: using material handling equipment rather than have employee's lift, lower, carry, etc. materials manually or eliminating the need to elevate persons or objects above ground level.

2. Substitution

If elimination is not practical, try substituting or replacing one substance or process with another. Examples include: substituting a safer substance for a more hazardous one, replacing hazardous operations with less hazardous operations.

3. Redesign

Hazards can sometimes be “engineered out” through redesign of the work site, workstations, work processes and jobs. Examples include: providing fail-safe interlocks on equipment, doors, valves, etc., installing guardrails around elevated work areas, providing non-slip working surfaces, controlling traffic to avoid collisions.

4. Isolation

Hazards can sometimes be isolated through containment or enclosure. Examples include: negative-pressure fume hoods in laboratory settings, sound reducing enclosures for noisy equipment.

5. Automation

Some processes can be automated or mechanized. Examples include: spot welding by industrial robots, assembly line operations that require repetitive manual handling by employees.

If engineering controls cannot eliminate or control a hazard, **administrative controls** can be used to control the hazard to a level that is as low as reasonably achievable. Administrative controls are less effective than engineering controls since they do not eliminate the hazards. Examples include: development of safe work practices, job procedures, policies, rules or revising work/rest schedules to reduce employee exposure to hazardous substances or conditions, limiting hours of work, scheduling hazardous work during times when exposure of other employees is limited.

As a last resort, employees may need to use **personal protective equipment** (PPE) to reduce the potentially harmful effects of exposure to a known hazard. PPE must be used properly and consistently to be effective. Awkward or bulky PPE may prevent an employee from working safely. In some cases, PPE can increase the likelihood of hazards such as heat stress and tripping and falling. In order to assess the PPE as a control, it is important to carry out the following steps.

*Information provided by SHORE Consulting (Fall 2016) Field Reference Guide and a Job Hazard Assessment developed for NWT Environmental Health with consultation and input from all EHOs

Appendix C: Further Reading

Driving

The operation of a piece of equipment or motor vehicle must be safely performed in accordance with applicable vehicle codes, traffic laws, company procedures and the manufacturers recommended operating guidelines. See further down for First Aid in adverse weather conditions.

When driving for GNWT business, all employees are expected to:

- Hold a valid vehicle operator's license for the class of vehicle being driven.
- Comply with the rules and regulations in Northwest Territories [Motor Vehicles Act](#) at all times.
- Comply with the GNWT [vehicle use policy](#).
- Never drive while impaired by drugs (prescription, non-prescription or illicit) and/or alcohol.
- Unless where restricted for accessing plug-ins employees are to back in vehicles, this allows easier access in the event of emergency, and reduces the chances of an accident when backing out onto a roadway.
- Never drive while [impaired by fatigue](#). As a guideline, employees should not drive more than 8 hours per day or more than 5 hours when combined with regular (non-driving) work.
- Perform a pre-trip inspection when traveling for an extended period of time. If you are unfamiliar with the vehicle or have not driven it in some time, a more thorough inspection is warranted. **Vehicle Safety Checklist in Appendix D.**
- Sun and/or polarized eyewear should be used when visibility is limited due to sunlight or snow blindness.
- Ensure that all loads and miscellaneous articles are properly secured. Including mounted fire extinguisher.
- Ensure all equipment is set and adjusted properly (i.e. mirrors, seats).
- Seat belts must be worn at all times.
- Drive with headlights on at all times (not just daytime running lights).
- Drive defensively.
- Do not operate a cell phone or other electronic device while operating the vehicle.
- Do not travel when road conditions are not safe (storms, heavy rain or other conditions).

Winter Driving

In winter conditions, all employees will:

- Clear off windows, mirrors, clearance lights and taillights each time they stop to increase visibility.
- Immediately start to reduce speed and prepare to stop as soon as a problem is spotted, taking into account time/distance needed to do so safely.
- Anticipate and notice changing conditions; road/weather conditions can change very rapidly.
- Reduce speed according to conditions; signal early, merge slowly and carefully.
- Maintain a safe following distance, allowing a significant increase in distance for wet, snowy or icy

conditions.

- Minimize distractions such as CB radio, cell phones, radios, etc. in inclement weather.
- Do not continue to drive when it is unsafe to do so; when necessary, find the nearest safe place to park until conditions improve.
- Ensure that pre-trip inspections are completed, targeting defrosters, wipers, low air warnings, condition of brakes and tire inflation.
- Prepare for winter by stocking their trucks with fuel conditioner, a flashlight, extra windshield washer fluid for sub-freezing temperatures, sand/salt/kitty litter, warm clothing and boots, extra blankets and high energy snack foods.
- Have adequate gloves throughout winter months, as the pumps stations are extremely cold and can cause frostbite to the hands.

For further Road Safety Information read the Road Safety Plan <http://www.dot.gov.nt.ca/DMV/Safety>

Remote Travel

Due the remote nature of the areas visited, employees are expected to research weather conditions, road conditions etc. prior to departure. Sound judgment must be used when contemplating whether to proceed with a trip or postpone it until safer conditions exist. Employees will ensure that vehicle inspections are completed prior to departure and that all preventative maintenance is current on the vehicle being used. Any critical deficiencies noted on the vehicle inspection are to be corrected prior to departure to avoid unnecessary breakdowns. Employees must take the provided INReach spot devices when travelling outside of their home community (by road or air). This device must be on their person at all times. Each regional office has a device and the Yellowknife office has two devices.

Prior to departure ensure that the check in/out procedures are applied or in the event you are travelling to an area without reliable cell coverage an email with the details of your travels to your immediate supervisor and the EH unit admin. Employees should **NEVER** proceed with remote travel until someone has been notified.

When possible plan trips through hours of daylight and when the roads are more active, be sure that you are well rested and not experiencing fatigue before heading out on long trips.

Refer to the [Defensive Driving for all road travel](#).

When flying into communities employees should plan ahead and have transportation from the airport to the hotel arranged, often there is no taxi service available in remote areas. In addition, packing rations and/or snacks are recommended as often access to groceries is limited depending on the time of arrival.

Extreme Weather – Cold Stress

For further information please see the [Canadian Centre for Occupational Health and Safety](#)

Cold stress applies to work environments where workers may be exposed to either artificial or natural cold. Artificially cold workplaces include cold storage rooms, freezers, and refrigerated units. Exposure in this safe work practice is exposure to cold air or water either as part of routine work procedures or as a result of accidental or an unplanned event.

Non-freezing cold injuries include:

- **Chilblain** are a mild cold injury caused by prolonged and repeated exposure for several hours to air temperature from above freezing (0°C) to as high as 16°C.

- **Immersion foot** occurs in individuals whose feet have been wet but not freezing cold for days or weeks. It can occur at temperatures up to 10°C. The primary injury is to nerves and muscle tissue. Symptoms include tingling and numbness; itching, pain, swelling of the legs, feet or hands; or blisters. The skin may be red initially and turn blue or purple as the injury progresses. In severe cases, gangrene may develop.
- **Trenchfoot** results from prolonged exposure to a damp or wet environment from above the freezing point to about 10°C. Depending on the temperature, the onset of symptoms may range from several hours to many days, but the average is three days. Trenchfoot is more likely to occur at lower temperatures while immersion foot is more likely to occur at higher temperatures and longer exposure times.

Freezing injuries include:

- **Frostnip** is the mildest form of a freezing cold injury. It occurs when ear lobes, nose, cheeks, fingers or toes are exposed to the cold and the top layers of skin freeze. The skin of the affected area turns white and it may feel numb. The top layer of skin feels hard but the deeper tissue still feels normal (soft).

Prevention of frostnip can be achieved by wearing warm clothing and footwear. Frostnip is treated by gentle rewarming i.e. holding the affected tissue next to unaffected skin of the victim or of another person. As for all cold injuries **NEVER** rub the affected parts, the crystals in the tissue could cause damage if the skin is rubbed. **DO NOT** use very hot objects, such as hot water bottles to rewarm the area or person.

- **Frostbite** is a common injury caused by exposure to extreme cold or by contact with extremely cold objects, especially those made of metal. It may also occur at normal temperatures from contact with cooled or compressed gases. Blood vessels may be severely and permanently damaged and blood circulation may stop in the affected tissue. In mild cases, the symptoms include inflammation of the skin in patches accompanied by slight pain. In severe cases, there can be tissue damage, without pain, or there could be burning or prickling sensations and blisters. Frostbitten skin is highly susceptible to infection and gangrene may develop. **The eyes should be protected with goggles in high wind chill conditions, if left unprotected the corneas of the eyes may freeze.**
- **Hypothermia** is the most severe cold injury and is caused by excessive loss of body heat and the results in a lowering of your inner core temperature. **Hypothermia can be fatal.** In moderately cold environments, the body's core temperature does not usually fall more than 1 - 2°C below normal because of the body's ability to adapt. However in intense cold, without adequate clothing, the body is unable to compensate for the heat loss and the body's core temperature starts to fall.

The sensation of cold followed by pain in exposed parts of the body is the first sign of mild hypothermia. As the temperature continues to drop, or as the exposure time increases, the feeling of cold and pain starts to diminish because of increasing loss of sensation. If no pain can be felt, serious injury can occur without the victim noticing it. Muscular weakness and drowsiness will be experienced shortly after (typically when the body temperature falls below 33°C. Additional symptoms of hypothermia include interruption of shivering, diminished consciousness and dilated pupils. When body temperatures reach 27°C, coma sets in. Heart activity stops around 20°C and the brain stops functioning at around 17°C.

FIRST AID measures for Frostbite, Immersion Foot, and Trench Foot.

- Seek Medical Attention, Move the victim to a warm area, if possible.
- Gently loosen or remove constricting clothing or jewelry that may restrict circulation.
- Loosely cover the affected area with a sterile dressing.
- Quickly transport the victim to an emergency facility.
- DO NOT attempt to rewarm the affected area on site but DO try to stop the area from becoming any colder. Without the proper facilities, tissue that has been warmed may refreeze and cause more damage.
- DO NOT rub the area or apply dry heat.
- DO NOT allow the victim to drink alcohol or to smoke.

FIRST AID measures for Hypothermia.

- Hypothermia is a medical emergency, at the first sign, find medical help immediately.
- The survival of victims depends on their co-workers or bystanders ability to recognize the symptoms and seek help. The victim is generally not able to notice his/her own condition.
- Ensure that wet clothing is removed.
- Place the victim between blankets so the body temperature can rise **gradually** (body-to-body contact can help warm the victim's temperature slowly).
- Give warm, sweet (caffeine-free, non-alcoholic) drinks, unless the victim is rapidly losing consciousness, is unconscious or is convulsing.
- Quickly transport the victim to an emergency medical facility.
- DO NOT apply direct heat; i.e. hot water bottles.

Controlling Cold Stress

Heated warming shelters; tents, cabins, rest rooms, should be available. When entering the heated shelter, outer and middle clothing should be removed to prevent overheating and to allow dampness to evaporate. Warm fluids should be consumed at the worksite to provide energy, replenish fluids and add warmth.

Recognize the symptoms of cold stress. The onset of severe shivering, excessive fatigue, drowsiness, irritability and euphoria are indication to immediately return to shelter.

- Workers should be under constant protective observation by a buddy or supervisor.
- Worker rate should not be high enough to cause sweating. If heavy work must be completed rest periods in heated shelter and the opportunity to change into dry clothing should be provided.
- New employees, must attend mandatory training prior to starting work, and must be informed on all job hazards. New employees should not be required to work full-time on the cold during their first days of employment until they become accustomed to the working conditions and required protective clothing.
- Weight and bulkiness of clothing should be included in estimating required work performance.
- Work should be arranged to limited periods of standing or sitting still in cold temperatures.

Dressing for the Cold

Clothes must be layered to manage moisture and keep dry. Insulating layers must trap air for warmth, and the worker must be protected from the wind and weather. To remain comfortable as weather and work conditions change, clothing layers should be added or removed, or ventilation openings in clothing opened or closed.

Every effort must be made to avoid sweating and becoming damp. Clothing selections are normally made on the basis of staying warm while active. Consider the work to be performed and the weather conditions then have workers dress so that layers can be shed and they can still remain comfortably warm. If clothing layers do become damp and remain that way, workers should be prepared to replace them before becoming chilled and hypothermic. If a worker is sweating, then his or her clothing is probably too warm for the conditions and tasks being performed.

Hand wear

- Mittens keep hands warmer than gloves since fingers are together. With gloves, fingers are separated and lose heat from one another.
- Have workers wear thin liners under gloves or mittens. Liners need not be removed when removing gloves.
- Removable glove and mitten liners can be replaced and dried when they become damp.
- New mitten styles, including three finger lobster claws that keep fingers warm yet offer good dexterity are available.
- Windproof over mitts offer additional hand protection, without adding significant bulk.

Headwear

- Up to 50% of body heat is lost through the head. A hat or other head protection must be worn in the cold.
- Avoid cotton and use synthetic fabrics or wool instead.
- Workers must use an appropriate hard hat liner to reduce heat loss when wearing a hard hat.
- Select a hat appropriate for the weather conditions and activity level. Consider thickness, extent of head coverage (i.e. open face, full balaclava, ear coverage), need for wind proofing, effect on visions and hearing, and ability to fit into or over protective headwear, if required.
- A facemask and eye protection may sometimes be necessary as well.

Footwear

- Warm, insulated safety footwear is essential. Boots should have thick soles for insulation while standing in snow or on cold concrete. Footwear selection should be based on the work being performed, the surfaces on which the worker will work and the weather conditions to which the worker will normally be exposed. Tight-fitting boots reduce circulation and can make feet feel cold.
- Footwear should be sized so that it will accommodate an extra layer (s) of socks.
- A synthetic sock liner, worn beneath a synthetic blend or wool outer sock, wicks moisture away from the skin, keeping feet drier and warmer.

Special Precautions

Exposure to vibration may increase a worker's susceptibility to cold injury because of the way that vibration can reduce circulation, particularly in the extremities.

Workers with **health conditions** that affect normal body temperature regulation or impair circulation, such as diabetes, should take appropriate precautions when working in the cold. This might include more layers, including hat and mitts, and less time in the cold environment.

Body parts that have sustained a frostnip or frostbite injury are sensitive to re-injury, so extra care must be taken to protect/cover these areas.

Further information can be found at the [Canadian Centre for Occupational Health and Safety](#)

Confined Space Hazards

Some of the potential hazards of entering a confined space are:

- Poor air quality: There may be an insufficient amount of oxygen for the worker to breathe. The atmosphere might contain a poisonous substance that could make the worker ill or even cause the worker to lose consciousness. Natural ventilation alone will often not be sufficient to maintain breathable quality air.
- Chemical exposures due to skin contact or ingestion as well as inhalation of 'bad' air.
- Fire Hazard: There may be an explosive/flammable atmosphere due to flammable liquids and gases and combustible dusts which if ignited would lead to fire or explosion.
- Process-related hazards such as residual chemicals, release of contents of a supply line.
- Noise.
- Safety hazards such as moving parts of equipment, structural hazards, entanglement, slips, falls.
- Temperature extremes including atmospheric and surface.
- Shifting or collapse of bulk material.
- Barrier failure resulting in a flood or release of free-flowing solid.

*Information provided by SHORE Consulting (Fall 2016) Field Reference Guide and a Job Hazard Assessment developed for NWT Environmental Health with consultation and input from all EHOs

Chlorine

Chlorine gas is a severe irritant to the eyes and respiratory system because it reacts with body moisture to form acids. Chlorine gas or liquid can also burn the skin. People who are exposed to chlorine can develop some tolerance to its odor and irritating properties. Most of the inorganic chlorine compounds have similar health effects to chlorine, but in varying degrees of severity.

Workers are exposed most often to chlorine from inhalation or skin contact with the gas or liquid. Direct contact with liquid chlorine and the skin can cause frostbite as well as severe burns.

Poisonous gases can be released when chlorine compounds such as bleach are mixed with other chemicals (ammonia, acids, oven cleaner, hydrogen peroxide, some insecticides). Mixing chlorine compounds with acids will release chlorine gas. When chlorine compounds are mixed with ammonia or other nitrogen compounds, chloramines are released. For example, when chlorine or chlorine compounds are added to swimming pools, monochloramine, dichloramine and trichloramine (nitrogen trichloride) can form due to the reaction of the chlorine with ammonia and amino-compounds present from the sweat and urine of swimmers. Chloramines are also highly irritating and toxic gases.

Table 1: Acute Health Effects from Chlorine Exposure

Chlorine Concentration (parts per million)	Health Effect
0.03 – 0.4	Range of odour threshold
1–3	Mild irritation of the eyes, nose and throat
3 –5	Stinging or burning in the eyes, nose and throat, headache, watering eyes, sneezing, coughing, breathing difficulty, bloody nose
5 – 10	Severe irritation of the eyes, nose and respiratory tract
10	Immediately dangerous to life and health (IDLH) concentration
10 – 25	May be fatal after 30 minutes of exposure
>25	Immediate breathing difficulty, build-up of fluid in the lungs (pulmonary edema) possibly causing suffocation and death. Pulmonary edema may be immediate or delayed
>1000	Fatal after a few breaths

Workers who have pre-existing lung disorders, for example asthma or allergies, tend to be more sensitive to the irritating effects of chlorine.

EHOs working in/around Chlorine need to be observant that engineering controls have been put in place by the facility owners. Engineering controls include:

- installation of local ventilation hoods
- use of general ventilation
- enclosures around work processes i.e. fume hoods, glove boxes
- use of automatic systems to transfer chlorine gas from storage containers to process containers
- good design of buildings where chlorine is used or stored to control/prevent exposure.

When ventilation systems are used at the work site, they must be properly designed and not vent back into the work area. When engineering controls are working properly, they will eliminate or greatly reduce the potential hazard. If these mechanisms are not in place, GNWT Environmental Health Officers are not to proceed until corrections have been made by the facility owner.

In addition to the above the GNWT Environmental Health Officers will apply the following Administrative Controls when working with/around Chlorine:

- Using good hygiene practices. Workers must not eat, drink or use tobacco products in areas where chlorine or products containing chlorine are used or stored. The hands and face should be washed before eating, drinking or smoking.
- Storing chlorine properly.
- Ensuring that unprotected workers are not in areas where products containing chlorine are used.

- Clean up of spills quickly and properly done using appropriate protective equipment and clothing.
- Keeping product containers tightly sealed when they are not in use.

First Aid Measures

Inhalation	If adverse effects occur, remove to uncontaminated area. Give artificial respiration if not breathing. If breathing is difficult, oxygen should be administered by qualified personnel. Get immediate medical attention.
Skin	Wash skin with soap and water for at least 15 minutes while removing contaminated clothing and shoes. Thoroughly clean and dry contaminated clothing before reuse, destroy contaminated shoes. Seek medical attention.
Eyes	Immediately flush eyes with plenty of water for at least 15 minutes. Seek immediate medical attention.
Ingestion	If a large amount is swallowed – seek immediate medical attention.

Fire Fighting Measures

Do not use dry chemicals, carbon dioxide or halogenated extinguishing agents. Use water – Flood with fine spray. Use full fire retardant protective gear when dousing a fire including self-contained breathing apparatus for protection against fumes.

Move container from the fire area if it can be done without risk. Cool containers with water spray until well after the fire is out. Stay away from the ends of tanks. If moving the container is not possible keep unnecessary people away, isolate the hazardous area and deny entry. Let the fire burn and apply water from a safe distance when possible. **Avoid** inhalation of materials or combustion by-products. Stay upwind and out of low areas.

Contact the local fire department if the fire cannot be safely managed.

*Information provided by SHORE Consulting (Fall 2016) Field Reference Guide and a Job Hazard Assessment developed for NWT Environmental Health with consultation and input from all EHOs

Appendix D: Maintenance Schedules, Report Requirements and Checklists

This section is still under construction.

The following table is a list of maintenance schedules, report requirements and other items that need to be maintained in order to insure the safety of everyone working for environmental health. Where possible links to the appropriate documentation have been provided and suggested courses of action for follow up along with timelines are listed. This is a working document that will continue to be updated as required.

Maintenance Schedules

Item with Brief Description	Update/Review Due	Suggested Next Steps	Corresponding Resource Documentation
Fire Extinguishers Each vehicle and remote working station has a fire extinguisher that requires regular maintenance	Yearly	Review fire extinguisher tags in all vehicles and work stations annually. Contact _____ if they require certification.	Place website here?
Safety Signage This includes exits signs, emergency plans, muster station, fire drill maps, etc.	Yearly	If there is no signage consult with CEHO for requirements or request a safety audit.	See Appendix A emergency planning summary's for the appropriated plan.
Regular Vehicle Maintenance Follow all manufacture requirements for the vehicle and complete the checklist found in Appendix D before leaving for long trips.	Follow the suggested timelines provided by garage. Repair as needed.	Before long trips review the checklist. If vehicle is performing out of the ordinary do a quick review and bring findings forward to CEHO. If problem persists bring to garage.	See Appendix D for checklist and the manufactures manual.
License, Registration and Insurance	Yearly	Follow up with department to make sure these items have been dealt with. If not determine the correct procedure to move forward in acquiring the proper documentation.	
No. 2 First Aid Kits Replacement and validation of inventory	Yearly or after use. Full replacement after 2 years?.	If an item is used in the kit either replenish or report to CEHO for restock.	

Safety Equipment? Survival Kit?

Do we have a list of safety equipment EHOs would have with them or would this be covered under the Vehicle Inventory?

InReach Spot Device Maintenance

EHOs are expected to carry this device on their person when traveling.

Before traveling insure charged and working. Yearly or when required review operations.

Once a year inform CEHO you will be sending a test message to CEHO to ensure proper working contention. Review manual and know how to operate.

Manufacturer's manual

Vehicle Inventory

This includes fire extinguisher, spare fuel, Spare tire, jack, wheel wrench, No. 2 First Aid Kit, flares/advance warning triangles, flashlight, booster cables, safety vest, survival kit?, OHS Manual, Registration and insurance, operator manual, anything else?

Before traveling for long trips. Yearly review of each item to ensure working and replace as necessary.

Check with CEHO yearly to see if new items should be added to list. Inform CEHO if any items require replacement.

Quick Checklist before Premises Visit

Below is a checklist to follow before going to any new premises, traveling for an extended period (more than a day) or there are known hazards. If after completing this checklist you have concerns regarding entering this premises please bring them to the CEHO's attention to discuss risk mitigation or a potential strategy moving forward. A copy of this checklist should be placed on the file for the premises.

Question	Yes	No	N/A
1. Have you reviewed past inspection reports if available? (if no reports skip to 4)			
2. Where any hazards identified previously?			
3. If yes, has the hazard been addressed? (list how in 5)			
4. Have you limited your inspections to usual working hours?			
5. Are any of the following typical hazards more than likely to happen while you are on the premises? Check all that apply.			
<ul style="list-style-type: none"> ○ Slips and falls ○ Burns or open flame ○ Falling items ○ Entering small spaces ○ Chemical spills ○ Threat of violence/stressful persons ○ Stairs ○ Flooding Water or poor quality ○ Poor Air quality or bad odors ○ Icy roads or bad driving conditions ○ Poor Lighting ○ Animal bites ○ Extreme Weather or temperatures ○ Blocked exit ○ Load Noise ○ Exposure to contingents ○ Poor building construction ○ Other, Specify in comments 	If yes, list how you will address this risk and any backups or extra processions you will take.		
	Yes	No	N/A
6. Is there likelihood that help will be available immediately if an incident occurs?			
7. Have you set up check in/out times and sent details to EH Unit Admin/CEHO			
8. Do you have your cellphone and/or INReach spot device on your person? Charged, aware of how to use and in working order?			
9. Is there a plan if you do not check in on time?			
10. Do you know the fire safety regulations before going in?			
11. Have you planned the correct clothing for weather conditions and premises?			
12. Are you traveling where weather will affect your safe arrival?			
13. Check what applies:			
<ul style="list-style-type: none"> ○ Driving ○ Flying ○ Car Pooling ○ Boat ○ Other 	If yes, list how you will address any risks and any backups or extra processions you will take.		
	Yes	No	N/A
14. Do you have all the safety equipment, first aid or special items that you need to enter this premise safely either with you or is arranged for when you get there?			
15. Do you have all the training required to enter this premise comfortably?			

Vehicle Safety Checklist*

Date: _____ License Plate: _____ Mileage (km): _____

The first section of this checklist is to be completed every time an EHO is traveling further then 100km from their base of operations. The remaining part of the checklist is to be completed at minimum once per year.

Select Y if the device or item is available and in working order with no concerns. **Select N** if the device is in need of repair, missing or there are notable concerns. Fill out the comment section if you select N or if an item will need maintenance in the near future. Provide a copy of this checklist to the CEHO if you mark N for any of the items before you use the vehicle. If an item does not apply to you please cross it off.

Description	Y/N	Comments
<i>This section to be completed every time you are traveling further then 100km from base of operations.</i>		
Hands free cellphone/cellphone		
INReach Spot Device		
Up to date Vehicle registration and insurance		
Flashlight		
Booster cables		
Spare Fuel) if applicable)		
Visual Inspection		
Seatbelts		
Instruments and gauges		
Fuel level (more than enough needed for trip)		
Steering		
Brakes and park brake		
Wipers/washer fluid		
Heater/defroster		
Fluid levels/oil		
Windows and mirrors (no new cracks/chips)		
Tires/wheels condition		
Headlights/emergency flashers/brake lights/turn signals		
<i>This section to be completed at minimum once per year.</i>		
Full size spare tire, jack and wheel wrench		
Aftermarket accessories fastened securely		
Routine maintenance as per manufacturer's recommendations up to date (ex: oil change)		
Condition of No. 2 First Aid Kit		
Flares or Advance warning triangles		
Fire extinguisher		
Monthly-verify charge		
Pin		
No damage		
Annual certification current		
Clean interior and exterior		
Survival Kit stocked		
Cargo stored securely (ex: storage boxes, spare fuel, etc.)		
Other items of note		

Inspected by (EHO Name): _____

*This checklist was adapted from the WSCC Codes of Practice Working Alone document (Sept 2016)