

## Safety Enhancement Program Request Form

### Purpose

This request form will document the request and approval for funding of specific, one-time, fixed cost expenditure from the Safety Enhancement Program, supporting employee-related occupational health and safety enhancement initiatives.

*Reference: Safety Enhancement Program Administrative Policy A-HRS-04.16*

### Application Process



### Request Details

Initiative Title:	Snow Plow & Attachments Trained Trainer Program
Sponsor Name and Position:	Denise Isbister
Department:	HR – on behalf of PW & Utilities
Date of Request:	April 4, 2017
Funding Request Amount:	\$14, 500

- Briefly describe the initiative/project which the funds will support (i.e. training, equipment, software/hardware etc.) and that meet the Safety Enhancement Program Administrative Policy A-HRS-04.16.**

The funds will be for the development and training of a structured train-the-trainer program for snow plow & attachments.

As per Alberta Occupational Health & Safety Code, part 19 Power Mobile Equipment it details the responsibilities an employer has for determining work competency to safely operate mobile equipment. The City has competency criteria for operating mobile equipment however through our incident investigation process, shortly after the introduction of a new attachment (plow wing) to our snow plow process some areas for improvement were noted.

This program would define equipment competency training as per manufacture specifications, provide testing methodology to confirm the trainee understands the training and can competently demonstrate their understanding.

Designated staff would be selected to become certified trained trainers, who themselves would compete the trained trainer program including testing to confirm they understand and are competent to train new equipment users.

**2. Supporting details. Identify the safety hazards within a Hazard Identification Assessment Control document (HIAC) the initiative will be designed to control and attach a copy. Indentify how this will support corporate and/or cross-departmental safety needs. Describe why this is a safety priority. Provide any supporting data to justify the need for this initiative.**

The hazards associated with the safe operation of this equipment are detailed in various PW & Utilities hazard assessments. Specific to this request the hazards this train-the-trainer program will address includes:

- Traffic on public roadways
  - Proper clearance
  - Proper speed for weather conditions and operation
  - Shift of equipment during operation
  - Blind spots
  - Shadows impacting safe operation
  - Weather impacts on safe operation
- Pedestrian traffic
- Checking of equipment
  - Movement of parts and pinch points
  - Securing against unexpected movement
  - Safety lockout of energy
- General preventative maintenance

**3. Explain the scope of impact (i.e. how many people/who will be affected by this initiative? How many/which departments will be affected?)**

The scope of impact stretches far beyond our affected employee group of over 100 staff who may be either working on and/or around mobile equipment. Equipment operator safety impacts everyone travelling on our roadways this equipment travels on as well as pedestrian traffic.

**4. How does this initiative align to Council Priorities? Check all that apply and explain.**

Council Priority / Link:	Explain/Define link
<input type="checkbox"/> 1. Cultivate Economic Prosperity	
<input type="checkbox"/> 2. Cultivate a Historic, Creative and Active Community	
<input type="checkbox"/> 3. Cultivate a Green Community	
<input type="checkbox"/> 4. Cultivate Excellence in Government	
<input type="checkbox"/> 5. Cultivate Sustainable Infrastructure and Services	
<input checked="" type="checkbox"/> 6. Cultivate a Safety Healthy and Inclusive Community	Operator safety can impact our immediate employee group as well as all members of our community (as stated above in #3)

**5. Detail the key milestones on the proposed implementation timeline.**

Work Steps & Deliverables:	Projected Date:
1. Source provider	July 1, 2017
2. Provider develops program	September 1, 2017

3. Train trainers	October 1, 2017
4.	
5.	

**6. Detail a breakdown of costs, if applicable.**

Itemization:	Projected Cost:
1. Development of program & train trainers	\$14,500
2.	
3.	
TOTAL:	<b>\$14, 500</b>

**7. Identify the primary stakeholders responsible for the implementation/program elements. (i.e. scheduling training, procuring product or services, installing new equipment, etc)**

Position Title:	Name:	Responsibility:
H&S Compliance Specialist	Denise Isbister	Source Providers
H&S Advisor (Infrastructure Service)	TBD – new position	Work with Provider, PW & Utilities Management to develop program
T&D Specialist	Laura Bragg	Provide corporate oversight relating to training & development
PW & Utilities Directors	Tony Lake Kevin Cole	Approve staff to become trained trainers

**Signatures and Tracking**

Denise Isbister - HR

*Denise Isbister*

Department Sponsor

APRIL 10 / 2017

Date

*Michelle Bonnici*

Department Director

May 3 / 17

Date

Denise Isbister

Joint Health & Safety Sub-committee Chair

APRIL 10 / 2017

Date

**Attach meeting minutes from Joint Health and Safety Enhancement Committee (JHSEC) that approves and endorses the allocation of funds from the Safety Enhancement Program to the above stated request.**

*Michelle Bonnici*

Human Resources Director

July 12 / 17

Date