

SWAB MASTER LTD.

Monthly Bulletin – OCTOBER '22

OH&S CODE REVIEW

Part 4 Chemical Hazards,
Biological Hazards and
Harmful Substances

General Requirements

Exposure during shifts
longer than 8 hours

18(1) Subject to subsection
(3), if a worker is exposed
to a substance listed in
Schedule 1, Table 2 during
a single work shift that is
longer than eight hours, the
employer must ensure that
equivalent protection from
adverse health effects is
achieved by adjusting the
eight-hour exposure limit
using the following
formulas: adjusted
exposure limit = eight-hour
occupational exposure limit
x daily reduction factor
where the daily reduction
factor

$$= \left\{ \frac{8}{h} \times \left(\frac{24 - h}{16} \right) \right\}$$

And h=hours worked per day



SAFETY MANUAL REVIEW

DISCIPLINARY POLICY

The following guidelines are for use by Management and Supervisors in fulfilling their obligations to maintain high standard of performance and to treat their employees fairly. “Positive Discipline” means training, correcting and coaching employees in the following reasonable rules and achieving standards of performance through recognition, rewards and performance reviews. Employee driven performance evaluations will be completed annually.

When positive corrective action seems to have failed, the following rules and standards should be monitored before resorting to suspension or discharge. In the case where performance is not up to standard, the supervisor or manager has an obligation to ensure that the employee has received a reasonable amount of training and coaching.

RULES AND STANDARDS OF PERFORMANCE

- Must be reasonably related to the orderly, efficient and safe operation of the job task at hand.
- Must be communicated to the employees affected, (employees must know what is expected of them).
- Must be clear and easy to understand.

Note: Discipline must be progressive in cases that do not result in immediate discharge.

Progressive Discipline means increasing in severity. Depending on the severity and/or frequency of an offence, disciplinary action will constitute one of the following actions - Verbal Warning- Written Warning- Equipment Suspension- Suspension without Pay – Discharge/Dismissal. Prior to a disciplinary action, it is essential that the incident be carefully investigated and the facts clearly established. This principle is the same as an accident investigation.

In the case where discharge is being considered for a very serious first offence, it is critical that the employee was aware that such conduct could result in discharge.

In deciding on specific disciplinary action, where you have some flexibility, consideration should be given to:

- Seriousness of the offense or incident
- Whether the incident is the first or a repeated occurrence
- Employees length of service and past record
- Discipline imposed in similar cases in the past
- Any extenuating circumstances

EMPLOYEE CORNER

Happy October Birthday Greetings to Thomas & Neil!



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COMPANY NEWS

**Safety is as
simple as ABC...**

**... Always Be
Careful!**

- Remember to complete an Opportunity Report when a deficiency is found on your pre-trip or post-trip vehicle inspections.
- Remember to get your kilometer and fuel reports in by the 15th of the next month.
- Winterizing the units should be starting soon!
- Remember to submit any tickets or orientations to the office to be tracked and kept on file.

- **GOAL OF THE MONTH:**

1 Emergency Response Drill

THE LAST LAUGH

HAPPY THANKSGIVING!



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