TOWN OF SUSSEX POLICY

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RESTRICTED AREA		P-9
Date FEBRUARY 18, 2014	Approved by COUNCIL [X] OTHER(S) [ ]	Date FEBRUARY 17, 2014
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POLICY

The Town of Sussex is committed to maintaining a workplace in which safety is part of everything we do and is as important as anything we do. One expression of our commitment to safety is this Town of Sussex Restricted Area Policy.

It is the policy of the Town of Sussex to prohibit access to any areas housing hazardous materials or machinery by unauthorized individuals.

For the purpose of this policy authorized individuals shall include Town of Sussex staff, management employees, Council, and other individuals on official business for or with the Town of Sussex.

An area housing potential or known hazards whose entrance is restricted to authorized individuals includes, but is not limited to, the following areas:

- Arena Plant Room;
- Arena Ice Machine Storage/Maintenance Area;
- Arena Electrical Room;
- Arena Sprinkler Room;
- Water Reservoirs Fenced Area;
- Jonah Court Wellhouse;
- Magnolia Avenue Wellhouse;
- Lagoon Fenced Area, Wastewater Pumping Station and UV Disinfection Building;
- Stewart Avenue Wastewater Pumping Station;
- Wallace Court Wastewater Pumping Station; and
- Works Center downstairs' garage and work areas.

APPLICATION OF POLICY

This policy applies to all Town employees, who work outside, including Works Department employees, Community Services Department employees, Management employees (while at job sites) and persons working on behalf of the Town inclusive of Contractors, Grant Program

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Employees, Students, Alternative Measures persons and authorized visitors to our facilities and worksites.

PURPOSE OF POLICY

The purpose of this policy is to facilitate the implementation of a Town of Sussex requirement that appropriate control over work areas are maintained by Town of Sussex employees, by contractors working on Town of Sussex infrastructure, on the Town's behalf, and by visitors to the Town's facilities and work sites.

RESTRICTED AREAS

1. Any visitor who is required to perform any task in a restricted area will be required to complete a safety orientation provided by the Town of Sussex. Town of Sussex Staff who are sponsoring the individual's access to restricted areas must notify the Town of Sussex Management at least one week prior to the date of entry to the restricted area.

2. All persons, visitors, authorized individuals on, in or at Town of Sussex designated restricted areas shall comply with all federal, provincial and Town of Sussex regulations and policies and shall conform to the immediate and directions of the Supervising or sponsor staff.

3. Visitors under 18 years of age, unless considered an authorized individual, staff employee, or student staff member are not permitted in areas housing potentially hazardous materials or machinery, except with express written consent of the Town of Sussex Management as outlined in this policy.

4. Individuals under 18 years of age are not permitted into any area with restricted warning signs, such as "Authorized Personnel Only", "Restricted Area" and other restrictive warnings unless preapproved by the Town of Sussex Management.

5. Individuals under 18 years of age are not permitted into any area designated as "High Voltage Area", and "Extreme Hazardous Area", "Do Not Enter" areas of potential to exposure of any gases material or substance.

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6. Domestic pets or animal companions are prohibited in restricted areas of Town of Sussex buildings and facilities, except for service animals or those animals for which express written consent has been granted.

EXCEPTIONS

There are no exceptions to this restricted area policy.

ROLES AND RESPONSIBILITIES

Collectively; Management, Supervisors, Operators, Employees, Project Engineers, Contractor Workers and Contractor Supervisors are responsible that all work is performed safely and without accident or injury and that this policy and the requirements described are consistent with the regulations under the New Brunswick Occupational Health and Safety Act. That all Contractor Workers and Contractor Supervisors are aware of this Town of Sussex Policy, and committed to following the Policy.

Management is responsible for:

- providing written consent for access to areas housing potentially hazardous materials or machinery by individuals under 18 years of age and by service animals;
- undertaking review of this Policy to ensure that this Policy is current; and
- maintaining a process of continuous improvement through management review.

Supervisors and Foremen are responsible for:

- enforcement of this policy in areas housing potentially hazardous materials or machinery within the department; and
- ensuring that all work is carried out in accordance to this policy.

Sub-foreman and Operators are responsible for:

- ensuring that safety equipment is worn, where required, on all job sites;

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- understanding the scope of work to ensure safe working conditions.

Employees, Supervisors, Operators, Project Engineers, Contractor Supervisors and Contractor Workers are responsible for:

- understanding and complying with this Policy; and
- working safely.

ENFORCEMENT OF POLICY

It shall be the responsibility of Supervisors to enforce this policy.

POLICY VIOLATION

If any employee is in violation of this policy, said employee may be subject to discipline as outlined in the Town of Sussex Employee Discipline Policy, Policy # P-7, and subject to immediate review by the Town of Sussex Joint Health & Safety Committee for recommendation to the Labour/ Management Committee and or Council or both.