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**Beautiful Eastern Association of Snowmobile  
Trails (BEAST)**



**Health and Safety Policy / Program**

**Revised 27 October 2018**

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The Beautiful Eastern Association of Snowmobile Trails (BEAST) is interested in the health and safety of its management, employees, contractors, volunteers and the public, herein referred to as workers. Protection of these individuals from injury or occupational disease is a major continuing objective. The BEAST will make every effort to provide a safe and healthy work environment.

Workers must receive adequate training in their specific work tasks to protect their health and safety. Every worker must protect his or her own health and safety by working in compliance with the law and with safe work practices established by the BEAST. All management, supervisors and workers must be committed to the continuing objective of reducing risk.

Club management and supervisory staff will acquaint employees with the most current health and safety information and training. Club management and supervisors will promote the need for safe work practices and the elimination of potential hazards from all work sites and areas utilized by the public, employees and volunteers.

If any person is in doubt as to whether anything is safe or unsafe then they must assume that it is unsafe until further guidance has been given by their supervisor or by the safety officer.

The Board of Directors of the BEAST is fully committed to maintaining safe systems of work and fully recognizes their overall responsibility for safety in the workplace.

Any worker who does not comply with this safety policy or any other safety requirement may be liable to disciplinary action.

It is imperative that all workers (paid or volunteer), outside suppliers, and/or contractors working for the BEAST comply with any applicable health and safety legislation, and all established BEAST health and safety policies and procedures. Observance of sound health and safety practices will assist each of us in the fulfillment of our obligations to ourselves and to the BEAST and its programs.

It is in the best interest of all parties to consider health and safety in every activity. Commitment to health and safety must form an integral part of this organization from president to the workers.

Darin McRae  
BEAST President  
27 October 2018

Chrystal Bass  
BEAST Vice President,  
27 October 2018

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## **Responsibilities**

### **What are the BEAST Leadership responsibilities?**

BEAST Leadership includes the Executive and Board of Directors.

BEAST Leadership subscribes to safe work practices as mandated by the Occupational Health and Safety Act (“Act”) and thus accepts its obligation to the following responsibilities:

- 1) To inform, encourage and supervise workers and volunteers to protect their health and safety.
- 2) To appoint competent persons as Coordinators / Supervisors. The Act defines a competent person as one who must:
  - Be qualified through knowledge, training and experience to organize work.
  - Be familiar with the Act and the regulations that apply to work.
  - Be knowledgeable about any actual or potential danger to health and safety in the workplace.
- 3) Where prescribed, in the Health and Safety Program ensure that there is safety training on equipment and appliances as needed by the worker / volunteers to perform his or her duties.
- 4) To help committees and health and safety representatives in the carrying out of their duties.
- 5) To not employ or allow underage workers to be in or around the workplace as prescribed by law and follow the guidelines and best practices described in the “Working With Youth Toolkit”
- 6) To take every responsible precaution under the circumstances for the protection of a worker.
- 7) To post, or make available a copy of Occupational Health and Safety Act at the club house, as well as any explanatory material required by the ministry that outlines the rights, responsibilities and duties of workers.
- 8) To ensure that a formal Health and Safety Policy is written, reviewed yearly and to setup a program to implement it.

### **What are the Health and Safety Coordinator and Supervisors responsibilities?**

The Health and Safety Coordinator and Supervisors are the link between the BEAST Leadership and workers and volunteers. They are able to advise both groups on safe working practices and conditions. The VP, Sector Directors, Trail Director, and Grooming Director are considered to be “supervisors”. As much as they are responsible

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to make certain the work gets done, they also have serious responsibilities regarding worker / volunteer safety such as:

- 1) To ensure that workers, contractors and volunteers comply with the Act, regulations and the BEAST Health and Safety Program
- 2) To ensure Incident Reporting Form F-01 in Appendix A is completed and submitted after each incident.
- 3) To ensure that any equipment, protective device or clothing required by the BEAST or by regulation is used or worn by the worker, contractor or volunteer.
- 4) To advise a worker, contractor or volunteer of any potential or actual health and safety dangers known by the supervisor.
- 5) To take every precaution reasonable given the circumstances for the protection of workers, contractors and volunteers.
- 6) To advise the BEAST Leadership of any precautionary or remedial action to be taken by the leadership to further ensure the safety of the worker.

### **What are the Worker, Contractor and Volunteer responsibilities?**

Workers, contractors and volunteers are expected to work in compliance with the Act and regulations including:

- 1) Use or wear any equipment, protective devices or clothing required by the BEAST Health and Safety Program.
- 2) Reporting the following conditions to the Health and Safety Coordinator, Supervisors or BEAST Leadership:
  - a. any known missing or defective protective devices
  - b. any known workplace hazards
  - c. any accidents or incidents
  - d. any known contravention of the Act
- 3) Not remove or render ineffective any protective device required by the BEAST or by the regulations.
- 4) Not use or operate any equipment or work in a way that may endanger the worker, contractor or volunteer.
- 5) Not engage in any prank contest or feat of strength, unnecessary running, or rough or boisterous conduct.

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### Working With Youth

Involving youth in the BEAST activities brings many benefits, but because the OFSC insurance does not include the protection for “Harassment or Abuse” allegations it is imperative that these basic precautions are completed.

- Employing Youth: 16 years of age is the minimum for any type of employment with the BEAST.
- Volunteering Youth: Parental consent must be obtained for all youth volunteering under the age of 18 and youth under the age of 14 must be accompanied by a parent or guardian.

The BEAST Leadership and Supervisors must ensure that the youth has received necessary training and has an appropriate level of supervision. Parents or guardians must be advised about the type of work the young person will be doing.

### Training for the Health and Safety Program

Training is an essential component of the BEAST Health and Safety Program, providing workers, contractors and volunteers with the knowledge and practices to stay safe in the workplace.

The BEAST Leadership is responsible for ensuring the training of workers, contractors and volunteers, both new and veteran, have access to the applicable training required to complete their tasks. Although the BEAST Leadership may not perform the actual training, they must make certain it is available.

### **Who will conduct the training?**

The BEAST will appoint a qualified person to conduct the training. Where available, the BEAST will make the training sessions available online in the BEAST Clubhouse.

Workers, contractors and volunteers should be monitored during an initial period to ensure they are following the instructed safe operating procedures.

### **What type of training should workers, contractors and volunteers receive?**

All workers, contractors and volunteers should receive training on:

- Basic information about the BEAST overall Health and Safety Program.

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- Their legal rights and responsibilities related to workplace health and safety (including the right to refuse work and the right to participate in Joint Health and Safety Committee).
- Where appropriate, specific instruction on performing job tasks, including safe operating procedures, identifying / controlling hazards (especially for new workers, contractors and volunteers)
- The procedures for:
  - Emergency preparedness and response
  - Reporting illness or injury
  - Reporting workplace hazards
- Workplace Hazardous Material Information System (WHMIS) training for all workers, contractors and volunteers working with or in close proximity to chemicals enabling them to recognize and safely handle hazardous materials found in the workplace.

### **How will the BEAST keep track of all training?**

The BEAST will keep track of the training performed using the Training Checklist in Appendix B which will eventually be replaced with the online Clubhouse Training Log.

### **Joint Health and Safety Committee (JHSC) and Health and Safety Representatives**

The number of employee count includes all part time and full time staff. Volunteers and contractors are not included in the employee count for JHSC requirements. Therefore the BEAST does not require a Joint Health and Safety Committee. The BEAST therefore must appoint at least one qualified individual as a Health and Safety Representative.

### **What is the role of the Health and Safety Representative?**

Health and Safety Representatives are responsible for:

- Listening to workers, contractors and volunteers concerns, complaints and ideas
- Making regular workplace inspections
- Discussing problems and recommending solutions
- Contributing ideas for existing and proposed BEAST Health and Safety Program
- Sharing information regularly

Health and Safety Representatives are entitled to and should receive copies of:

- Inspections Reports



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- Accident / Incident Reports
- Other Health and Safety Reports
- Training Records

Where applicable the Health and Safety Representative has legislated responsibilities, their responsibilities include:

- Identifying situations that may be a source of danger or health and safety problem to workers, contractors or volunteers
- Making recommendations to the BEAST Leadership to improve health and safety
- Inspecting the physical condition of the workplace and identify health and safety problems
- Investigating critical injuries or fatalities
- Assisting in the investigation of work refusals
- Accompanying Ministry of Labour on any inspections
- Being consulted about workplace testing (i.e. Noise monitoring, air quality)

### **Posted Health and Safety Materials**

Having posted health and safety information available to workers, contractors and volunteers of the BEAST is essential to making the BEAST Health and Safety Program effective. In accordance with the Occupational Health and Safety Act (OHSA) the following materials will be made available to all workers, contractors and volunteers both online in the BEAST Clubhouse ([www.snowmobile.on.ca](http://www.snowmobile.on.ca)) and in paper format during regular BEAST meetings:

- Occupational Health and Safety Act
- Regulation 851, Industrial Establishments
- WHMIS Regulation
- Material Safety Data Sheets (Groomer manuals)
- Transport of Dangerous Goods
- Occupational health and safety information prepared by the Ministry of Labour (MOL) as appropriate. These include MOL Guidelines, MOL Alerts and the OHSA Pocket Extract
- Form 82 – In case of Injury at Work Poster
- First Aid Regulation 1101
- Emergency Services and Numbers
- Applicable Reports including
  - Workplace Health and Safety Inspections
  - Health and/or safety assessments/surveys
  - Ministry of Labour orders
  - Human Resources Canada workplace reports
  - Workplace incident summaries

## **Recognize, Assess, Control (R-A-C) Hazards and Reporting Incidents**

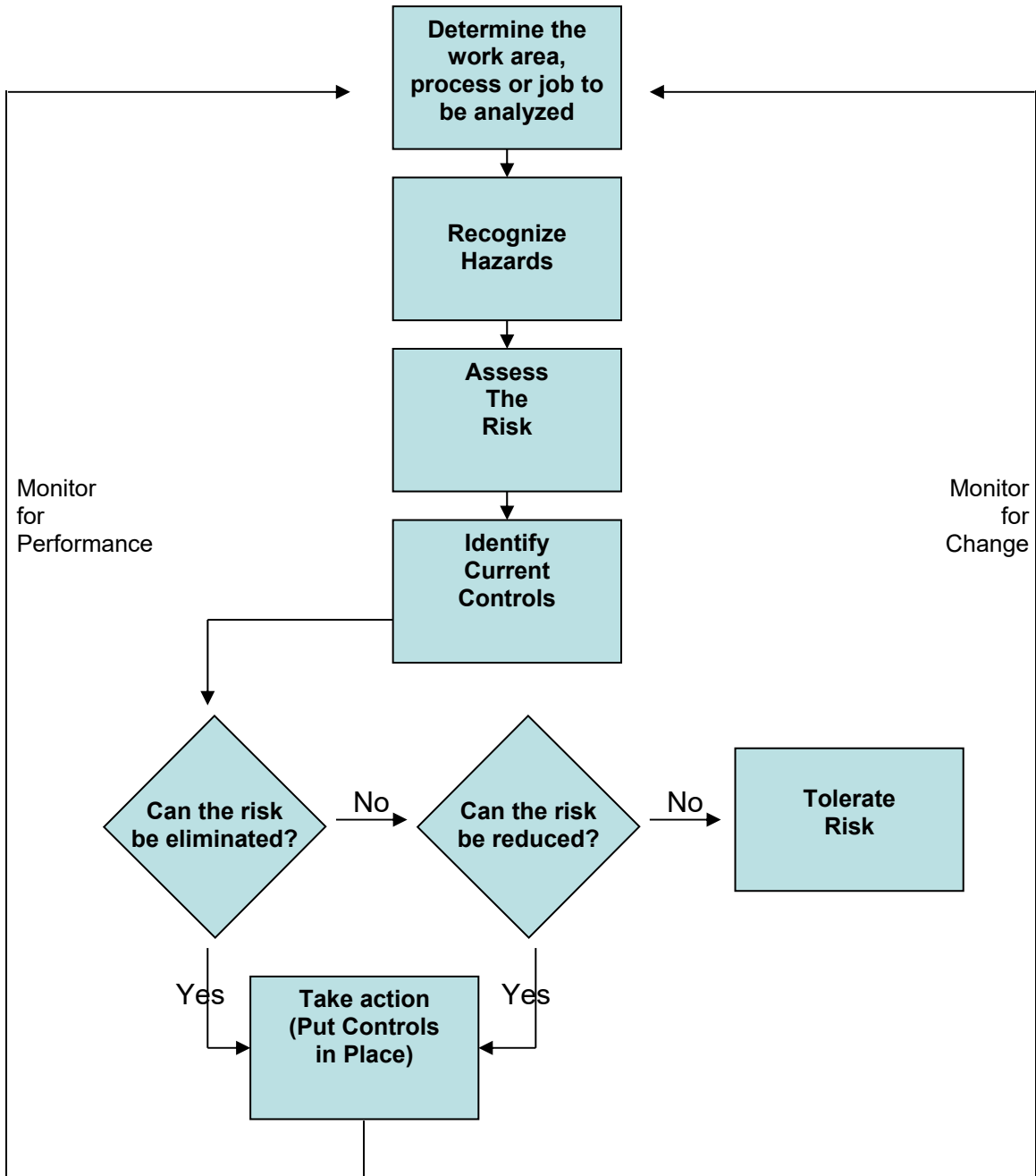
### **Hazards**

As the workplace become familiar to workers, contractors and volunteers, it is easy for him or her to overlook hazards. Identifying, reporting and controlling hazards constitutes due diligence.

### **Hazard Recognition**

The first step is to ensure that all workers, contractors and volunteers understand the basic elements of hazard recognition outlined in the R-A-C model: Recognize, Assess and Control. One of the biggest challenges is that BEAST operations are dynamic and can result in hazardous conditions that vary from day to day or season to season. The information on how to recognize, assess and control hazards should be incorporated into worker, contractor and employee orientation.

R-A-C Process for Hazard Analysis



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## **Hazard Assessment**

The purpose of a Hazard Assessment is to identify:

- The hazard categories in the BEAST operations
- Which hazards are significant based on probability of exposure and likelihood of occurrence
- Existing control measures used to minimize the exposure or risk associated with each significant hazard
- Deficiencies in current control measures and assist with recommendations to enhance control measures and minimize the risk of hazards

The Hazard Assessment is the responsibility of the BEAST Leadership but should be done in consultation with the Health and Safety Representatives.

## **Hazard Reporting**

Hazard Reporting is a legal obligation. Workers, contractors and volunteers are encouraged to report hazards as they are in the best position to identify day to day health and safety hazards first. Hazard Reporting requires that the worker, contractor or volunteer complete the Hazard Reporting Form (Appendix C) and submit it to the BEAST Leadership, one of the Health and Safety Representatives or Supervisors.

Once received, a member of the BEAST Leadership, one of the Health and Safety Representatives or Supervisors must complete the form including the action taken, date corrected and submit the following copies:

- Copy for BEAST Health and Safety Records
- Copy for Health and Safety Representatives
- Copy for worker, contractor or volunteer who reported the hazard

## **Accidents**

The following procedure will be used to conduct accident investigations.

Step 1: Secure the Scene

- If at all possible, secure the scene.

Step 2: Notification

- Notify the appropriate people including:
  - Emergency Personnel (Police, Ambulance, Fire) if required
  - BEAST Response Coordinator (ORS Entry Person)
  - BEAST Health and Safety Coordinator

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- President
- Vice President

Step 3: Investigate

- Investigate the accident
- Collect and record all information no matter the relevance (Refer to the Incident Report Form F-01)
- Photograph the scene and details if at all possible

Step 4: Analyze

- Analyze the accident

Step 5: Reporting

- Currently the OFSC Risk Management procedures require that all injuries and accidents (INCLUDING workers, contractors and volunteers) be recorded using the Incident Reporting Form F-01 (Appendix A) and in the ORS (Online Reporting System) Program
- Accidents resulting in personal injury or damage to vehicles and or equipment must be reported to BEAST Health and Safety Coordinator and or BEAST Supervisors
- Critical injuries or fatalities must be reported to the Ministry of Labour

**Revision History**

October 8, 2008	Original Draft	David Hunt
30 September 2018	Revision	Chrystal Bass
27 October 2018	Revised per club review	Chrystal Bass

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**- Safe Operating Procedures -**

**Safe Operating Procedure Matrix**

This matrix will help identify the minimum set of Safe Operating Procedures which each worker should be familiar with based on the tasks they perform.

<b>SOP</b>	<b>Title</b>	<b>Trail Workers</b>	<b>Groomers</b>	<b>Trail Patrol</b>	<b>Maintenance</b>	<b>Last Update</b>
1	Extreme temperatures (cold)	x	x	x		2008-10-08
2	Personal Protective Equipment	x	x	x	x	2008-10-08
3	Material Handling and Lifting	x			x	2008-10-08
4	Chainsaws	x	x			2008-10-08
5	Working Alone		x			2008-10-08
6	Animals and Insects	x				2008-10-08
7	Fueling	x	x			2008-10-08
8	Snowmobiles	x		x		2008-10-08
9	ATVs	x				2008-10-08
10	Tractors		x			2008-10-08
11	Cuts and Abrasions	x	x	x	x	2008-10-08
12	Slips, Trips and Falls	x	x	x	x	2008-10-08
13	Fatigue		x			2008-10-08
14	Groomer Emergency Equipment		x			2008-10-08
15	Groomer SOP		x			2008-10-08
16	Operating Tracked Vehicles		x			2008-10-08
17	Workplace Violence	x	x	x	x	2008-10-08
18	Ladders and Stepstools	x			x	2008-10-08
19	Power Hand Tools	x	x		X	2008-10-08
20	Fire Safety	x	x		x	2008-10-08

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**EXTREME TEMPERATURES**

It is important to follow this SOP to ensure hazards associated with extreme temperatures are reduced or eliminated. The following hazards or injuries can occur when working in extreme temperatures:

- Hypothermia
- Frostbite
- Decreased awareness of hazardous conditions

**Safe Operating Procedure**

- Check weather before heading out (pay particular attention to wind-chill)
- Avoid sitting or standing in the cold for long periods of time
- Avoid making contact with freezing objects without appropriate PPE (Personal Protective Equipment)
- Take regular warm-up breaks
- Work in pairs, especially in isolated areas
- If you have a medical risk factor that would decrease your tolerance for cold you should alert co-workers and supervisors as well as minimize your exposure to the cold
- Eat high-calorie food
- Avoid working while very hungry.
- Have additional high energy food available while working outdoors
- Drink warm, sweet drinks and soup (excluding coffee, which dehydrates and increases blood flow to extremities)
- Avoid sweating, wet clothes in windy weather will quickly cool the body
- Wear appropriate clothing:
  - Wear multiple layers of loose-fitting clothes designed for cold, outdoor work.
  - Wear a warm hat with ear covering (40% of body heat can be lost from an uncovered head)
  - Carry an extra pair of woolen or equivalent socks.
  - Change into dry socks if your feet get wet
- In the event of Frostbite as characterized by pain in area, skin turning white followed by numbness:
  - Move to a warm place
  - Gently apply a warm hand to the area.
  - Do NOT massage area
  - If hands are affected, place in luke warm area (37 degrees Celsius, do not use hot water)
  - Do NOT break any blisters that have formed due to frostbite

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- Get immediate medical attention
- Report incident to supervisor
- In the event of hypothermia, characterized by: sever shivering, blue lips and fingertips, slurred speech, impaired judgment and poor coordination:
  - If the person is wet, get them into dry clothes
  - Find a warm shelter as soon as possible, help the person get there if required
  - Use a blanket and direct body heat to warm the person if necessary
  - Do NOT immerse them in hot water or a hot shower, this may cause re-warming shock which can be fatal
  - Never give the conscious patient alcohol, instead provide a warm (not hot) drink in small quantities
  - Keep the victim warm and still. Avoid having them walk, climb or lift. Doing this may cause heart failure and death in a hypothermia victim

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30 September 2018	Reviewed	Chrystal Bass

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**PERSONAL PROTECTIVE EQUIPMENT**

When other controls are not possible or do not provide adequate protection, you may also need Personal Protective Equipment (PPE).

**Safe Operating Procedure**

Clothing

- Wear layers of thin clothing instead of one thick layer in order to trap air between the layers
- Wear outerwear that is waterproof or water-resistant and if necessary, wind resistant (for cold, wet weather)
- Wear a hat (wool is best), cover ears and if necessary, wear a balaclava
- Keep clothing dry
- Ensure that clothing is loose enough to allow easy movement
- Wear mitts instead of gloves when possible
- Wear polypropylene garments next to the skin (absorbs sweat)
- Avoid tight-fitting footwear. The fit should allow room for either two thin pairs or one thick pair of socks
- To be effective, PPE must be appropriate to the weather and must be kept in good condition.
- You must also make sure that any PPE you use does not create new problems (for example, bulky clothing could increase your risk of being caught in equipment pinch point)

Hearing Protection

- If you are working in an area where you feel the noise level is bothering you, use hearing protection. The noise level changes depending on the job; protect yourself by using hearing protection.
- Alert your co-workers in your area if you are going to be generating a noise level above the normal workplace level so they can also be prepared to use hearing protection.

Eye Protection

- Safety glasses, with side shields, must be worn in any area that exposes the eye to the following hazards
  - a) Flying pieces of metal or steel.
  - b) Where chips or dust maybe created.
  - c) Where chemicals maybe present.
  - d) Where liquids or solid particles maybe blown or splashed.
  - e) The possibility of pressure release.

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- A face shield and safety glasses with side shields must be used when doing grinding of any type or when using wire wheel buffers.
- A welding helmet with tinted face shield and safety glasses with side shields must be worn when welding to protect eyes from light, sparks, and radiation.
- If an employee wears prescription lenses, eyeglasses with protective lenses or goggles that can be worn over glasses shall be worn.

**Revision History**

October 8, 2008	Original Draft	David Hunt
30 September 2018	Reviewed	Chrystal Bass
27 October 2018	Revised per club review	Chrystal Bass

## **MATERIAL HANDLING AND LIFTING**

Below are procedures which should be followed to reduce the hazards associated with lifting and handling material.

The following injuries may occur if material handling tasks are completed unsafely:

- Back injuries caused by lifting with poor posture
- Muscle strains or sprains which could lead to chronic pain
- Pain, weakness and numbness in affected body parts
- Falls from stools, ladders

### **Personal Protective Equipment**

- Wear proper gloves (eg. leather) when handling objects that are hot / cold
- Wear the correct protective footwear to protect your feet from falling material or equipment rolling over them
- Do not use belts

### **Material Handling**

- Organize your work so that your body is not strained in any way and your arms and shoulders are relaxed
- Maintain a comfortable position while using tools (e.g. keep wrists straight)
- Try to reduce repetitive tasks as much as possible through task variation and appropriate work breaks
- When performing tasks that involve repetition, take regular mini breaks for stretching or moving to improve blood circulation and reduce muscle tension
- Ask your doctor or physiotherapist for stretching exercises to assist in injury prevention
- Avoid bending your back or twisting your body. Turn your feet instead
- Adjust your work surface so that it is approximately at elbow height. Work surfaces should be a little higher than elbow height for precision work and a little lower than elbow height when more force is required
- Ensure items used more frequently are close by to avoid excessive reaching or twisting
- When performing tasks that require prolonged standing, place one foot on a foot rest periodically to change posture and relieve muscle stress.

### **Before you lift**

- Ensure the pathway is clear
- Know where the load will be placed
- Determine whether lifting the object requires more than one person

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- Avoid lifting a load that is awkward or too heavy for you
- Don't carry extremely heavy objects too far. Place the material on the ground or other solid surface and take periodic rest breaks
- Unpack heavy cases before moving them

When lifting, remember to:

- Move as close to the load as possible and position your feet about shoulder width apart
- Test the object's weight by lifting up one end
- Tighten your muscles to prepare for the lift
- Grab the object firmly with your whole hand
- Keep the load balanced
- Bend your knees, keeping your back as straight as possible
- Use your legs to lift the load (Not your back)
- Carry the object close to your body, with your elbows slightly bent and your upper arms straight
- Move your feet to turn. Avoid twisting your body
- When putting an object on a surface higher than the floor, place the edge of the load on the surface and slide it into place
- Store all heavy items below eye level
- Use a ladder or step-stool to store items above eye level
- Do not use a chair for standing, climbing or reaching

**Revision History**

October 8, 2008      Original Draft  
30 September 2018      Reviewed

David Hunt  
Chrystal Bass

## CHAINSAWS

The following hazards may occur during use of the chainsaw:

- Chain kickback resulting in cuts, amputations or loss of life
- Hearing damage
- Fire (refueling leak)
- Burns
- Musculoskeletal strain

### **Safe Operating Procedures**

It is likely that at some point, while performing trail work, it will be necessary to use a chainsaw. This tool can be very dangerous in the hands of an uninformed person. It is recommended that all chainsaw users follow proper training before operating a chainsaw. Section 39 of regulation 851 of the Ontario Health and Safety acts prescribes the following:

A chain saw shall have:

- A chain that minimizes the possibility of kickback, and
- A device which will effectively stop the chain in the event of kickback;
- Be in safe operating condition
- When started, be held firmly
- When being used, be held firmly in both hands and
- Have the chain stopped when not actually cutting

Following are procedures for reducing this type of hazard.

- The proper personal protective equipment to be worn is set out by the manufacturer and in the Occupational Health and Safety Legislation
  - Hard hat with screen / safety glasses
  - Safety Boots (CSA)
  - Ear protection
  - Safety chaps
- Chainsaw operators must have a valid Chainsaw Certification from a provincially approved provider: or must work with someone who holds a valid Chainsaw Certification from a provincially approved provider
- The correct methods of starting, holding, carrying or storage and use of the saw as directed by the manufacturer must be used
- Operate the chainsaw in well-ventilated areas only
- The chain must be sharp, have the correct tension and be properly lubricated

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- Before starting the saw, check for loose, damaged or missing parts. Do not operate the saw if there is a problem. Fix the problem first
- When starting, the chainsaw must be held firmly
- Never “drop start” the saw. Place it firmly on the ground, use your foot to anchor down the handle
- Ensure that the chain brake is functioning properly and adequately stops the chain
- Verify that the chain does not move when the engine is idling. The chain must be stopped when not cutting
- When being used, the chainsaw must be held firmly with both hands
- Plan your work before you start
- Know the location of all persons working with you before you start cutting
- Keep the saw clean and free of dust, dirt and oil
- Do not leave a running saw unattended
- Do not carry a saw while it is running. Install a scabbard, or sheath over the bar when transporting the saw
- The chainsaw must not be used for cutting above shoulder height
- Fueling must be done outdoors and the chainsaw must be turned off and cool (Refer to Refueling SOP)
- Don’t smoke when refueling
- When carrying / transporting a chain saw, the bar guard must be in place, the chain bar must be toward the back and the motor must be shut off
- Repairs to the chainsaw must be performed by qualified personnel, using O.E.M. parts or equivalent
- Kickback occurs when the nose of the bar contacts an object, snagging the chain and quickly pushes it upward. This action can be very sudden and violent. Learn the principle of kickback
  - Never stand directly behind the saw when cutting
  - Keep the nose from touching other material
  - Cut only one piece of wood at a time
  - Do not cut close to the body of the saw
  - Be sure you are using the correct bar and chain for that model of saw.  
Incorrect components may fit that saw, but could be unsafe
- Maintain the correct chain tension.
- Make sure the chain brake works properly
- Verify that the slip clutch works properly. Adjust it according to the manufacturer’s specifications.
- Install only the proper grade of shear bolt in slip clutch
- When working in the general area of cutting devices, wear adequate Personal Protective Equipment
- Eye protection is mandatory



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## **Overhead Objects**

Often trail workers find themselves having to work around heavy objects. An overhead branch or a post hung from a chain on a loader bucket can cause serious injury.

When working around suspended object:

- Never stand directly beneath the work. Nor should you stand under the machine component (loader). Use a sturdy pole to direct the work if necessary.
- Wear approved and appropriate head protection
- If it is possible to safely direct the work with your hands, wear work-gloves to protect from cuts
- Never lie under a suspended item or vehicle.
- Sprung objects are perilous because they may not look dangerous at a glance. A bowed branch from a fallen tree may look safe enough, but if it is disturbed at all, it may snap and strike violently. Sometimes, a vehicle may get hung up on an object like a rock or a branch. Though it might look like it's just sitting there, the slightest movement can quickly release the weight of the machine on you
- Never trust that a bowed branch will not be released or snap. Stay away and get someone trained in these situations
- Assume that anything under tension can let go at any time. Stand in a safe area while it is being worked on
- Never stand on the downhill side of a large rock, log or machine

## **Revision History**

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David Hunt  
Chrystal Bass

**WORKING ALONE**

**Safe Operating Procedure**

Working alone has its inherent risks at the best of times, especially if the worker loses consciousness for any reason. All workers, contractors and volunteers who enter into agreement to perform work alone for the BEAST must in accordance with the Occupational Health and Safety Act. In particular, no worker shall be alone when using power and mechanized tools or when climbing a ladder.

The problem is compounded by the conditions, for example, at night in remote areas in wintertime.

It is expected that each Groomer operator provides their own cell phone to be used in the groomer for use in case of emergencies. At the same time, each Trail Director will maintain an emergency call list of people on-call to lend assistance, when required. This does not address a situation where the operator may have lost consciousness or access to a working phone.

**Communications and the Lone Worker**

BEAST groomer operators work alone in potentially dangerous situations (overnight in the winter).

Groomer operators are to report in on a regular basis via e-mail, text, or voice with their Trail Director.

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30 September 2018	Reviewed	Chrystal Bass

## WORKING ALONE

### **Safe Operating Procedure**

Mosquitoes, black flies, deer flies, horse flies are all examples of biting or stinging insects. The following hazards may occur when working outdoors:

- Animal or insect bites
- Allergic reactions
- Diseases – West Nile, Lyme

### **Insect Bites**

- Wear protective clothing such as a hat or hood, long sleeved shirts, long pants and boots to reduce exposed areas
- Use insect repellent with a 20% or higher concentration of DEET
- Look out for bee, wasp and hornet nests and avoid disturbing them. Do not try to destroy, burn, smoke out or displace it. Get a pest removal expert if it must be moved
- Carry a bee-sting kit or prescription epi-pen if you are allergic. If you have doubts, consult your physician before working outdoors
- To remove a tick, avoid tearing off its head. The head may have to be removed with tweezers or even surgically. Always make sure the complete insect has been excised

### **Bears\***

If you encounter a bear on the trail you should:

- If you are two or more, you should stand close together to appear more imposing
- Make loud noises, such as shouting or clanging things together
- Try to avoid direct eye contact. Bears seem to find this threatening behavior
- Throw rocks near the bears. Do not try to hurt them!
- Report any bear encounters
- Do not approach the bear
- Never try to corner a bear for any reason
- Do NOT turn and run
- Lastly stop, drop and cover your neck
- Most of your vitals are easier to get to from the front so stay on your stomach.
- If the bear persists, and only as a last resort, persist with all your might. Try to grab a stick, knife or whatever you have and fight for your life. Your survival could depend on your fierceness

\* Information paraphrased from Yosemite National Park material, <http://www.3bears.net/yosemite/beare/>

### **Revision History**

October 8, 2008	Original Draft	David Hunt
30 September 2018	Reviewed	Chrystal Bass

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**FUELING**

The following hazards may occur during refueling:

- Fire, Explosion
- Long-term toxic effects

**Safe Operating Procedure**

Persons refueling equipment must follow safety procedures:

- Ensure equipment is turned OFF
- Refueling must be done outdoors
- An approved safety container must be used to contain fuel used along with a proper spout or funnel for pouring
- Avoid “topping up” the fuel tank. Gasoline expands and this could result in an explosion
- Ensure there is no smoking, open flames or cell-phone use in the vicinity (within 3 meters / 9 feet of dispensing)
- Avoid spillage on the equipment or on the ground.
- In the vent of a fire: Dial 911 and follow BEAST Emergency Procedure

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**SNOWMOBILES**

The following hazards may occur during the use of the snowmobile:

- Collisions, roll-overs: Critical injury
- Fire / Explosion (fueling): Critical injury
- Frost bite, Hypothermia

**Safe Operating Procedure**

The right to use a snowmobile owned by the BEAST must be pre approved by BEAST Leadership.

- The proper Personal Protective Equipment to be worn is set out by the manufacturer and in the Occupational Health and Safety Legislation
  - Dot or SNELL approved helmet
  - Insulated gloves
  - Appropriate clothing and footwear for cold temperatures
- No one is permitted to drive a snowmobile before successfully completing the Snowmobile Training program (OFSC) or licensed to operate a motor vehicle in Ontario.
- Complete a daily circle check of the snowmobile. (See: Snowmobile Circle Check)
- Snowmobiles are to be used for the manufacturer's designed purpose only
- The snowmobile should be operated in a sitting position with both feet on the running boards unless the terrain requires otherwise
- A maximum of two people are permitted on the snowmobile
- Moving a guest on a snowmobile must be authorized by Leadership
- Beware of the following hazards:
  - Pedestrians / Animals
  - Grooming vehicles
  - Terrain
  - Weather
  - Fencing
- Fueling must follow the Fueling SOP
- Repairs to the snowmobile must be performed by qualified personnel, using O.E.M. parts or equivalent
- Report and mechanical problems to your supervisor

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**ALL TERRAIN VEHICLES**

The following hazards may occur during the use of the ATV:

- Collisions, roll-overs: Critical injury
- Fire / Explosion (fueling / leaks): Critical injury
- Frost bite, Hypothermia
- Burns

**Safe Operating Procedure**

The right to use an ATV owned by the BEAST must be pre approved by BEAST Leadership.

- The proper Personal Protective Equipment to be worn is set out by the manufacturer and in the Occupational Health and Safety Legislation
  - Dot or SNELL approved helmet
  - Appropriate clothing and footwear for cold temperatures
- Complete a daily circle check of the ATV. (See: ATV Circle Check)
- ATVs are to be used for the manufacturer's designed purpose only
- Only operate the ATV in a sitting position
- Passengers are allowed on the ATV ONLY as per manufacturer's guidelines
- Operate the ATV at a speed that allows you to maintain control at all times. Drive slowly over rough terrain and avoid stumps and other obstacles.
- Use extreme caution on steep inclines and edges where ground could give way
- Before connecting any equipment to the ATV set the brake and turn OFF the machine
- Ontario Health and Safety Act mandates "Operators of vehicles, machines, and equipment to assign a signaler (spotter) if either of the following applies:
  - The operator's view of the intended path of travel is obstructed
  - A person could be endangered by the vehicle, machine, or equipment, or by its load
- Reverse on a vehicle or equipment should be minimal. Spotters are required in congested areas and uncertain terrain
- If reasonable, areas should be quarantined when operating vehicles or equipment to protect the general public from altercations
- Moving a guest on an ATV must be authorized by Leadership
- Beware of the following hazards:
  - Pedestrians / Animals
  - Grooming vehicles
  - Terrain
  - Weather
  - Fencing
- Fueling must follow the Fueling SOP

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- Repairs to the ATV must be performed by qualified personnel, using O.E.M. parts or equivalent
- Report and mechanical problems to your supervisor

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**TRACTORS**

The following hazards may occur during the use of the tractor:

- Collisions, roll-overs: Critical injury
- Fire / Explosion (fueling / leaks): Critical injury
- Crushing

**Safe Operating Procedure**

The right to use a tractor owned by the BEAST must be pre approved by BEAST Leadership.

- The proper Personal Protective Equipment to be worn is set out by the manufacturer and in the Occupational Health and Safety Legislation
  - Safety Boots (CSA)
- Complete a daily circle check of the tractor. (See: Tractor Circle Check)
- Tractors are to be used for the manufacturer's designed purpose only
- Only operate the tractor in a sitting position
- Passengers are not allowed on the tractor
- Before exiting the tractor ALWAYS lower the implements to the ground, put into park and apply the break
- Ensure the area where the tractor is operating is clear of people, animals and hazards
- Operate the tractor at a speed that allows you to maintain control at all times. Drive slowly over rough terrain and avoid stumps and other obstacles.
- Use extreme caution on steep inclines and edges where ground could give way
- Do not try to make a turn with the tractor on a steep slope
- Do not use a tractor for clearing trees unless it has a protective brush cage
- Before connecting any equipment to the tractor, lower the bucket or blade, set the brake and turn OFF the machine
- Use lower gear when towing uphill or downhill. Do not coast
- Ensure adequate clearance when making turns or going through narrow passages
- Ontario Health and Safety Act mandates "Operators of vehicles, machines, and equipment to assign a signaler (spotter) if either of the following applies:
  - The operator's view of the intended path of travel is obstructed
  - A person could be endangered by the vehicle, machine, or equipment, or by its load
- Reverse on a vehicle or equipment should be minimal. Spotters are required in congested areas and uncertain terrain
- Beware of the following hazards:
  - Pedestrians / Animals
  - Grooming vehicles
  - Terrain
  - Weather



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- Fencing
  - Fueling must follow the Fueling SOP
  - Repairs to the tractor must be performed by qualified personnel, using O.E.M. parts or equivalent
  - Report and mechanical problems to your supervisor

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**CUTS AND ABRASIONS**

Probably one of the most common injuries is getting cut or bruised while using tools. Here are some tips and points to consider when trying to avoid injuries:

- Do not use tools without proper knowledge on how to use them.
- Always wear the appropriate and correct fitting Personal Protective Equipment (PPE) when using tools
- Keep children and animals away from you while you work.
- If power tools are involved, always follow the manufacture’s instructions. In the case of chainsaws and such, be sure you have received the accredited training before use
- Inspect and maintain your tools.
- **DO NOT USE DAMAGED TOOLS!**
- Use the tool for the job it is intended.
- Do not interfere with a coworker who is concentrating on his or her work unless it is an emergency.

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### **SLIPS, TRIPS AND FALLS**

Rough and uneven terrain is the norm in the backwoods. Ever-present are mud, ice, snow, branches and rocks. However, slips, trips and falls are just as common indoors. One can never know for sure if and when they will slip or trip, but some precaution can reduce the likelihood of this happening.

#### **Safe Operating Procedure - General Housekeeping**

- Ensure that individual work areas are kept clean at all times; allowing work activities to proceed in an orderly and efficient manner
- Keep floor surface free of garbage, scrap, debris and other trash material
- Clean up spills immediately using appropriate floor cleaning techniques
- If a spill can not be cleaned up immediately, cordon off the area or mark it to ensure no one encounters the spill accidentally
- Floors should be cleaned frequently but at a time when pedestrian traffic is minimal
- "Floor is slippery when wet" sign should be used to mark area while floors are drying
- Keep equipment clean and in good working condition. Any equipment leaks should be reported immediately
- Ensure tools, cords, and other materials are not strewn about where they may cause tripping or other safety hazards
- Store Materials and equipment in appropriate storage locations
- Shelved items must be placed in an orderly manner and arranged so that the items cannot easily fall
- Items should not be placed in front of shelves so that employees or volunteers must climb or reach over the items stored in front of the shelves to retrieve items
- Keep exits free from obstruction
- Report to your supervisor if there is nowhere to store materials safely
- Report any damaged equipment, flooring or any contradictions of this policy
- Slips, Trips and Falls Prevention
- Organize your work to reduce walking as much as possible
- Wear slip resistant rubber soled shoes with a low heel indoors and wear sturdy footwear with a gripping tread outdoors
- Remove mud-cake whenever possible
- Keep shoes and boots in good repair
- Carry small loads close to your body and below chest level so you can see around the object you are carrying
- Close cabinet drawers and doors as soon as you are finished using them
- Slow down and take small careful steps on uneven or slippery surfaces
- Hold the hand rail when moving up and down stairs
- Inspect work areas for slip, trip and fall hazards regularly and report any deficiencies to your supervisor

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- Take extra care when you see a wet floor sign
- Keep walkways and floors free of boxes extension cords and litter
- Immediately move anything that is stored on or near stairways
- Ensure adequate lighting
- Report any uneven floor surfaces. Relay or stretch carpets that bulge or have become bunched to prevent tripping hazards
- Where possible, use no-skid waxes and surfaces coated with grit to create non-slip surfaces in slippery areas or use non-slip mats
- Do not carry too many tools/implements all at the same time. This can throw you off-balance and possibly shield part of your vision. Try to keep a good view of your feet
- Keep well balanced. This is even more important if you are swinging an ax or a maul
- Avoid the temptation to take shortcuts through the terrain. Unseen branches, rocks and other obstacles can snag your leg or, if stepped on, cause a twisted ankle
- If you have doubts about the stability of the terrain, for example on a steep downgrade, test it before starting your work. Have someone on safe ground help support you while you step in the area. Use a rope if necessary
- Be wary of ice beneath the snow. If it has rained recently and the temperature has gone below freezing since then, there is a good chance that there is a layer of slick ice. Check for this before venturing on, especially if you will be carrying things
- On a slippery surface, take short steps. Carry only a minimum of articles. Make several trips if necessary

For more information, please refer to Industrial Regulations Section 11, 20.

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## FATIGUE

It is well-known that snow grooming is best done at night when the air is cooler and snowmobile traffic is light. The types of hazards that may occur when working at night or for extended lengths of time:

- Muscle fatigue (cramping, tremors, loss of control)
- Lessened attention, slower reactions, and loss of sensitivity

### **Safe Operating Procedures**

- To avoid general and muscle fatigue, rest regularly. Frequent, short pauses are more effective than longer rests spaced further apart
- Avoid extended lengths of work (i.e. greater than 8 hours) especially doing physically demanding tasks
- Eat and drink properly during breaks
- Stop task if signs of fatigue begin (i.e. nodding off, yawning, lapsed times when you were unaware of what you were doing)

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**GROOMER EMERGENCY EQUIPMENT**

A breakdown in the middle of the night in the dead of winter can be extremely dangerous if emergency provisions are not available. Each groomer should be equipped with the below list of equipment. This list is, of course not exhaustive.

- Signs: At least 2 of each: Stop, stop ahead, slow, arrow, railroad crossing, ice crossing
- A roll of caution tape
- Reflective Safety Vest - in case you must get out of the machine at night, so others can see you
- Communication Device and a List of Important/Emergency numbers. (Cell Phone)
- Fire Extinguisher - A 20lb ABC extinguisher should be in all groomers
- First Aid Kit
- Lighter or Waterproof Matches
- Flashlight
- Hatchet/Bow saw/sharp Knife-For cutting small trees or branches. Knife can be used to cut tangled material, stuck clothing etc
- Wire/Tie-Wraps/Duct Tape
- Operator's Manual for the Groomer you are operating
- Tool Kit that includes a ratchet, sockets, wrenches, vice grips, etc
- Blanket
- '
- Tarp/Plastic Sheet
- 
- Chain / Tow Strap or Rope
- Road Flares

**First Aid Kit Requirements**

Regulation 1101 of the Workplace Safety and Insurance Act (1997) states that a workplace with 5 workers or less at any time must have and maintain a first aid box equipped as follows:

- a current edition of a standard St. John Ambulance First Aid Manual;
- 1 card of safety pins; and
- dressings consisting of
  - 12 adhesive dressings, individually wrapped,
  - 4 sterile gauze pads, 3 inches square,
  - 2 rolls of gauze bandage, 2 inches wide
  - 2 field dressings, 4 inches square or 2 four-inch sterile bandage compresses, and

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- 1 triangular bandage

The act also prescribes that the first aid station is at all times in charge of a worker who is the holder of a valid First Aid Certificate.

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**GROOMER SOP**

It is important that all employees and volunteers that are responsible for groom trails are informed and trained about the key health and safety points and controls to remember when driving a groomer.

The following hazards may occur during use of the groomer:

- Collisions, crushing, roll-overs
- Fire/Explosion
- Hearing damage
- Hypothermia
- Musculoskeletal injuries

**Safe Operating Procedure**

- The proper personal protective equipment to be available is set out by the manufacturer and in the Occupational Health & Safety Legislation
  - Felt packed, steel toed, rubber soled boots
  - Work gloves Warm mitts
  - Warm hat
  - Close-fitting, warm clothing
- Complete Daily Groomer Checklist at the beginning of each shift
- Follow prescribed Groomer warm-up procedures appropriate for the equipment being used, per manufacturer instruction
- If installed, Seat belt must be worn at all times
- Passengers must only ride in the cab
- Lights must be on during vehicle operation
- If grooming activity is taking place during hours of operation all audible siren and visual beacons will be used
- No operator will leave groomer unattended with the implements raised
- Reversing should be kept to a minimum in high traffic areas
- When backing up groomer in the operation's building yard area, spotters should be used, when available
- Correctly secure doors and windows during operation
- Maintain 3 points of contact when entering/exiting the machine
- Use caution walking along the length of the track. Track is slippery
- Moving guests in a groomer is only permitted when authorized by Leadership
- Establish eye contact with personnel behind the groomer before backing up
- When groomer is stopped, ensure that:
  - All implements are lowered to the ground
  - It is in Neutral gear
  - Parking brake is applied
- If you must exit the groomer for any reason, ensure that:



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- All implements are lowered to the ground
- It is in Neutral gear
- Parking brake is applied
- Avoid short radius turns with implements down
- While hauling grooming equipment, remember to turn slowly
- Do not operate vehicle and equipment beyond its rated capacity
- Before unclogging the implements ALWAYS disconnect the power source and wait for the blades to stop
- NEVER use a broom handle or stick to unclog the tiller while the groomer is running
- Signs must be posted on any hill the groomer is winching on
- Do not stand behind the machine during any winching operations
- Complete Shift Grooming Log at the end of each shift
- Fueling must be done in a well-ventilated area and not while the groomer is running at the end of each shift or as required
- Repairs to the groomer must be performed by qualified personnel, using O.E.M. parts or equivalent
- Ensure regular operator maintenance tasks are performed at required intervals
- Immediately report any unusual or hazardous situations to your supervisor

For more information, please refer to Regulation 851 Section 24 - 28: Machine Guarding and Section 54, 57, 58, 61: Material Handling.

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### **OPERATING TRACKED VEHICLES**

1. Wear your seat belt
2. Always proceed cautiously as stumps, rocks, and other obstacles can cause abrupt stops
3. Spring snow is much softer, especially around trees where "heat wells" will form beneath the surface. You can get stuck by slipping into such wells, so it makes sense to stay as far away as practical
4. If you do get stuck, do not spin the tracks. Gently rock the vehicle back and forth, packing the snow. If that doesn't work, you may need to use a come-along or winch to free the vehicle
5. If uphill travel is too steep, then travel at an angle using ground contour to your advantage - ie: look ahead and plan your route. If your vehicle has a front blade, roll the blade to the uphill side and move snow to the downhill side placing it under the downhill track forming a bench to travel on
6. Trails may contain hills which are beyond the climbing capabilities of your equipment. You may be able to leave the trail and pick it up again on the other side of the hill. If this is not possible, using a power winch to assist the vehicle in climbing may be the only solution
7. When descending steep grades, use a sufficiently low gear and always keep the tracks revolving to permit steering. A good rule of thumb for descending steep grades is to use the same gear as required for climbing the hill
8. In deep drifts such as along fence lines, raise the drag to prevent too much buildup. Remove accumulated snow from the pan. If slippage occurs, try "worming" through the excessively deep patch
9. Do not shift from forward to reverse while still in motion. This type of shifting practice can cause failure not only of the transmission, but the drive line U joints, tracks, and differentials. Always allow the engine RPM to return to idle before shifting from forward to reverse
10. Follow the manufacturers instructions for routine maintenance

#### **10 common operator abuses of tracked vehicles which can lead to premature wear or failure:**

1. Failure to Perform Proper Warm-Up - Neglecting warm-up procedures can impair control responses and cut down on the life of the engine and transmission. Start the vehicle and check the steering, hydraulics, brakes, etc. while it is warming-up.
2. Failure to Perform Walk-Around inspection - There is no replacement for an operator's daily start-up inspection. Nobody should be more familiar with the machine than its operator. With daily inspections, the operator has the opportunity to check for loose fittings, bolts, oil leaks and other faults which can be easily corrected before a major problem develops.
3. Operating When Repairs are needed - If a vehicle is operated with known problems,

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even minor ones, you are taking unnecessary risks with vehicle integrity and operator safety. -Report any needed repairs.

4. Operation Without Proper training - Untrained operators and even experienced equipment operators who are unfamiliar with the vehicle can overload the equipment causing stress and eventual damage. An important part of every operator's training is to read and understand the operator's manual before starting operations.
5. Misapplication of Equipment to Job - All too often, tracked vehicles are used for purposes they were simply not designed for. A tracked vehicle is not a bulldozer and should not be used as one. Knowing and respecting the limits of the vehicles capabilities will prevent injury and damage.
6. Going Too Fast - Tracked vehicles are designed to pull heavy loads at relatively low speeds. Operation at high speed over rough terrain can damage tracks, drive train, and cause excessive vibration. Also, working in too high a gear overworks and overheats the transmission.
7. Unauthorized Modifications - Some operators think such practices as resetting hydraulic pressures, or recalibrating the fuel pump for more horsepower are smart moves. In reality, such modifications can stress the vehicle beyond its limits and invalidate applicable warranties if a failure occurs because of it. Always check with the manufacturer before making any modification.
8. High Temperature Shutdown - Not allowing the engine temperature to stabilize before shutdown can cause damage to turbochargers and premature engine wear. Allow the engine to idle for 10 minutes before shutdown. This is an excellent time to perform a walk-around shutdown.
9. Unfamiliarity with environment - An operator who is unfamiliar with a trail can run into sudden and hidden dangers such as rocks, trees, wet areas, and steep grades which can pose a threat to themselves and the machine. Know the trail and groom with a plan.
10. Using Attachments improperly - Even if the front blade can remove a large drift in one pass, take several and do it in smaller, less stressful cuts. Saw that limb into several small pieces before pushing it off the trail.

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### **WORKPLACE VIOLENCE**

Workplace Violence is defined as any act of aggression that causes physical or emotional harm, including assault (any attempt to inflict physical harm to a worker), threat, verbal abuse, sexual harassment and racial or religious harassment. Forms of violence include:

- Threats of violence
- Verbal/written and emotional abuse
- Harassment based on sex, religion, sexual orientation, disability, race
- Use of or threats to use force
- Inappropriate suggestions, inference, comments or behavior
- Carrying a weapon
- Intimidation or aggressive behavior
- Domestic violence

This policy will help to ensure that employees and volunteers within the BEAST have a work environment that is free of violence of any kind, whether it arises from other employees or members.

If any worker or volunteer engages in workplace violence, which includes threats, the BEAST will investigate and take immediate action. It is important that no one associated with the BEAST should ever feel threatened by any worker or volunteer's actions or conduct.

This policy encourages employees and volunteers who observe workplace violence or are a victim of violence to report the incident immediately.

The BEAST Board of Directors has established the following procedures:

- Take corrective action and monitor the effectiveness of the program
- Ensure risk assessments are undertaken as required
- Inform employees, volunteers and Coordinators / Supervisors of the nature and extent of the risk of violence
- Respond to media presence and/or follow-up questions relating to any incident
- The supervisor/manager responsibilities further include the following:
  - Comply with reporting, investigation and documenting procedures
  - Facilitate ongoing discussion on workplace violence issues with staff, as required
  - Ensure that appropriate training and education in violence prevention procedures and response procedures is provided to staff where required
  - Assist in development and updating of the local workplace violence prevention program
    - Instruct staff on procedures for prevention of violence
    - Promote and encourage reporting of violent incidents

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- Advise workers of available medical services including referrals

The employee and volunteer responsibilities include the following:

- Attend education and training sessions when requested
- Follow established procedures for the prevention and reporting of incidents of violence
- Report incidents of violence
- Provide input into incident investigations
- Be aware of critical incident debriefing or trauma counseling services available

### **Procedures for Dealing with Workplace Violence**

#### **Identifying Risk Factors**

Risk factors for workplace violence may include but are not limited to:

- High levels of work stress
- Environments where discrimination or harassment exists
- Working alone
- Interacting with violent customers/coworkers
- Frequent contact with the public
- Handling money
- Crowded, noisy areas
- Understaffed areas

#### **Identifying a Potentially Violent Person**

Signs that a person is potentially violent may include, but are not limited to:

- Their face is turning red or white
- Their expression is angry, sneering, or glaring
- They are pacing, making nervous, repetitive, or violent movements, shaking, clenching jaw or fists, approaching too near, or perspiring heavily
- They are using a loud voice and/or abusive language
- Their breathing is shallow or rapid
- If you notice these signs, TAKE ACTION. Get help from your supervisor immediately!

#### **Communicating with a Potentially Violent Person**

- DO NOT confront the person by glaring or staring
- Remain calm and use a calm manner
- Speak slowly and clearly in a sure tone
- Do NOT attempt complicated explanations during a tense situation
- Ask the person to talk and pay close attention
- DO NOT advise the person to relax or be calm

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- Use silence to placate the person
- DO NOT defy, criticize, insult, interrupt or patronize
- DO NOT crowd the person. Allow them about 2 to 4 feet of space
- DO NOT fight with the person. Leave the situation and if necessary, get help from the police

**Problem Solving with a Potentially Violent Person**

- Try to see the situation from the person's point of view in order to figure out how to fix the problem
- DO NOT take the situation lightly
- Direct the person's attention to the issue
- Ask the person how to fix the problem
- Be positive about criticism. If you agree with it, admit this. If you disagree, try to discuss the situation
- DO NOT lie or make unreasonable commitments
- Make minor requests, such as taking the discussion to a quiet area
- Divide the problem into smaller chunks and deal with them one at a time
- Be clear about the consequences of violence and provide other options
- If the person is an employee, do not discuss discipline until the situation is more stable
- DO NOT immediately turn down the person's request
- DO NOT try to negotiate with someone who is making threats. End the conversation calmly and if necessary, get assistance

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## **LADDERS AND STEPSTOOLS**

The following hazards may occur when using a ladder unsafely or using a faulty ladder to store or retrieve merchandise:

- Falls caused by climbing on racks instead of using ladder
- Falls from ladders caused by failing to maintain three-point contact
- Falls caused by a ladder collapsing due to poor maintenance
- Falls caused by the ladder tipping over

### **Safe Operating Procedure**

#### **Before you start**

- Do not use a chair or any other object to stand on instead of a ladder
- Choose a ladder that is long enough or extends far enough for the task
- Inspect the ladder before using it. Ensure it is not damaged in any way (e.g. broken, bent or loose members, missing non-slip feet, etc.)
- Tag and remove defective ladders for repair. Destroy ladders that cannot be safely repaired. Do not straighten bent or bowed ladders. Do not paint ladders, as this can hide cracks or other weak points
- Make sure that your shoes are not wet or muddy, as this could cause you to slip
- Place ladders on solid, flat ground

#### **Straight Ladder and mobile tubular**

- Keep the ladder one foot from the wall for every four feet the ladder extends up
- When using mobile tubular ladders, place the ladder as close as possible to the racking structure to minimize reaching. Make sure to lock the wheels
- Do not lean the ladder against an unsecured backing such as loose boxes or merchandise

#### **Stepladder**

- Lock the stepladder. Extend the legs fully and ensure the braces are locked
- Never use a stepladder as a straight ladder
- When using the ladder in front of a door, ensure the door is propped open

#### **While you are working:**

- Maintain 3-point contact on the ladder. Keep two hands and one foot, or two feet and one hand on the ladder. Keep a firm grip at all times
- When climbing or descending a ladder, grasp the rungs instead of the side rails. The rungs will provide a better grip if your foot slips off the ladder
- Position the ladder facing the storage area. Never work sideways
- Face the ladder when climbing and descending
- Don't stretch or reach beyond the side of the ladder. You could lose your balance
- On a mobile tubular ladder, avoid carrying heavy or bulky items over the handrails to prevent the ladder from tipping over

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- When carrying small merchandise up a ladder, always have one hand available to hold onto the ladder
- Do not slide down a ladder
- Do not leap off of a ladder
- Never stand higher on a ladder than what the manufacturer recommends (e.g. do not stand on the top step of stepladder and do not stand higher than the third rung from the top on a straight ladder)
- Keep metal ladders away from electrical wires
- If a portable ladder exceeds 6 meters in length and is not securely fastened, or it is likely to be endangered by traffic, then it shall be held in place by one or more workers

For more information, please refer to Regulation 851: Regulation for Industrial Establishments (Sections 18 and 19: Access Ladder, section).

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27 October 2018	Revised per club review	Chrystal Bass



## **POWER HAND TOOLS**

Workers and volunteers should be aware of the key health and safety points and controls to remember when working with power hand tools.

Power hand tools include:

- Electric Drill
- Portable Drill
- Bench/Angle/Dual Reel Grinder Circular/Arm/Jig Saw
- Metal Files Pry Bars
- Belt Sander
- Drill Press
- Planer
- Air Tools
- Cutting tools
- Other hand tools

The following hazards may occur if hand tools are used improperly:

- Injury to arms, legs, death
- Damage to property, equipment

### **Safe Operating Procedure**

- The proper personal protective equipment to be worn is set out by the manufacturer and Occupational Health & Safety Legislation.
  - Safety Glasses and/or face shield
  - Safety Boots (CSA)
  - Ear Protection (as appropriate)
  - Dust Mask or respirator (as appropriate)
  - Appropriate Attire (No loose clothing, jewelry or hair)
- Operators must not use or wear personal music players of any kind (walkman, radios, mp3 players, etc ) while using hand/power tools
- Ensure the tools are CSA approved, in good condition and are appropriate for the job
- All hand/power tools will be inspected prior to use. Check for cracking or wear along the body that may cause it to break
- No hand/power tools may be used for any purpose other than for that which they were intended
- If a power tool is missing a safety guard or device, don't use it! Tell your supervisor about it
- Look for wear at the points on the tools that come in contact with the materials being worked on
- Ensure that accessories are sharp and properly installed
- Inspect electrical tools and devices for damage before each use. Never use

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**- Safe Operating Procedures -**

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- damaged electrical tools or devices. Remove damaged electrical equipment from service and apply tag-out procedures until they have been repaired or disposed of
- Ensure that tools are properly grounded or double insulated. The grounded tool must have an approved 3-wire cord with a 3-prong plug. This plug should be plugged into a properly grounded 3-pole outlet
  - Ensure that electrical tools and devices are switched OFF before they are connected to a power supply. Always use the power switch on the tool or device. Never by-pass the switch and operate the tool or device by connecting and disconnecting the power cord
  - Ensure that a Ground Fault Circuit Interrupter is connected before using electrical equipment outdoors or in wet or damp conditions
  - Never rush the work and don't let yourself be distracted while operating them
  - Avoid motions that bring the tools or objects being worked on towards the body
  - Do not use excess force, awkward posture or sustained force when using hand tools
  - Watch for kick-back from circular saws, table saws, power drills, and metal cutting power tools
  - Hand tools should never be carried in pockets or under trouser belts. Use a tool box or tool belt
  - Wait for power tools to come to a stop before leaving them unattended
  - Carefully store tools after use. Always return tools to storage areas, stray tools become trip & fall hazards
  - Do not clean electrical equipment with flammable or toxic solvents

**Power Cords**

- Inspect power cords for damage such as fraying or cracking before each use
- Ensure power cords are clear of tools during use
- Replace open front plugs with dead front plugs. Dead front plugs are sealed and present less danger of shock or short circuit
- Always carry tools by the handle. Never carry electric tools by the power cord
- Always coil power cords in a loop. Never tie the power cord in a knot. Knots can cause short circuits and shocks
- If power cords will cross over aisles or work areas, either suspend cords over aisles, or securely tape them to the floor and post warning signs to eliminate tripping hazards
- Always remove the plug from the outlet. Never yank the cord from the outlet
- Disconnect all cords when job is complete

**Extension Cords**

- Inspect extension cords for damage before each use. Remove all damaged extension cords from service and apply tag-out procedures until they are repaired or disposed of
- Do not remove the grounding post from a 3-prong plug to make it fit into a 2-plug wall socket. Under no circumstances shall an extension cord with a missing ground prong be used

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- Eliminate "octopus" connections. Do not overload an extension cord's sockets
- Ensure that extension cords are kept away from sharp edges, heat, water and oil which may damage the insulation and cause shock
- If extension cords will cross over aisles or work areas, either suspend cords over aisles, or securely tape them to the floor and post warning signs to eliminate tripping hazards
- Ensure that vehicles do not pass over unprotected extension cords. If necessary, cords can be put in a conduit or protected by placing planks along side them
- Disconnect all cords when job is complete

For more information, please refer to the operator's manual of the specific hand/power tool. Also Regulation 851: Regulation for Industrial Establishments (Section 24, 25, 26, 27, 75, 76, 79, 81, 82, 83, 84, 139) Portable Electric Equipment Sections 40 - 44: Machine Guarding.

**Revision History**

October 8, 2008	Original Draft	David Hunt
30 September 2018	Reviewed	Chrystal Bass

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**- Safe Operating Procedures -**

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**FIRE SAFETY**

Hazard associated with fire include:

- Property and equipment loss
- Personal injury from fire or explosion

**Safe Operating Procedures**

- Protective Equipment / Measures
  - Fire extinguishing media
  - Fire resistant separations (e.g. doors, walls, etc)
  - Exit signs
- Ensure that fire exit doors are easily opened in the event of an emergency
- Ensure fire doors are not obstructed and are not propped open
- Ensure exit signs should be illuminated and visible
- Ensure there is no smoking inside any building
- Do not overload electrical circuits and remove frayed extension cords from usage
- Provide a sufficient number of appropriate fire extinguishers that are inspected and maintained according to the local fire code (e.g. inspect monthly)
- Follow good housekeeping practices. Do not allow combustibles such as boxes and wooden skids to accumulate
- Ensure that space heaters are unplugged before leaving for the night and keep them away from flammables
- Train all employees to be aware of these fire hazards and to report any hazard they notice to Leadership or the Health & Safety Representative right away

**Remember PASS:**

- Pull the pin or release the latch
- Aim the fire extinguisher at base of fire
- Squeeze the trigger
- Sweep the extinguisher from side to side

**Revision History**

October 8, 2008	Original Draft	David Hunt
30 September 2018	Reviewed	Chrystal Bass

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**Incident Report  
Form F - 01**

To be used at the scene of an incident to record details.  
To be sent to the appropriate Response Coordinator or their delegate for entry into ORS.

**Report Completed By:**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Address (Mailing and Street): \_\_\_\_\_

City/Town: \_\_\_\_\_ Prov. : \_\_\_\_\_ Postal Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Fax: \_\_\_\_\_ Email Address: \_\_\_\_\_

**General Incident Information**

Incident Status (circle one):    Open        Open / Under Review        Closed

Incident Type: (Circle One)

Fatality                      Personal Injury                      Drowning    Property Damage    Equipment  
Damage                      Environmental Damage                      Other

Date of Incident: \_\_\_\_\_ Date First Notified of Incident: \_\_\_\_\_

Time of Incident: \_\_\_\_\_ A.M.        \_\_\_\_\_ P.M.

**Incident Location**

Relation to OFSC Trail: Circle One)

On Trail    Off Trail    Close to Trail    On Closed Road    On Open Road  
On Road    On Private Road

Landowner (name, address, phone): \_\_\_\_\_

If On Trail, please provide trail conditions at time of incident and provide a copy of the groomer shift log for that period of time:

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**- Appendix A -**



**Incident Report  
Form F - 01**

To be used at the scene of an incident to record details.  
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**Location Details**

Trail #: \_\_\_\_\_ Mileage: \_\_\_\_\_

**Incident Details**

Personal Analysis of Incident: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Details of Incident: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Measurements Taken (Provide drawing/sketch of incident scene. Use back of sheet)

\_\_\_\_\_  
\_\_\_\_\_

Probable Cause - (Circle): Alcohol/Drug      Night Riding      Speed Inexperience  
Weather    Visibility      Other

If Other, please explain: \_\_\_\_\_

**Possible Contributing Factors**

Weather Condition (Circle):

Blowing snow    Cold    Fog    Freezing Rain    Raining    Sunny  
Snowing – light    Snowing – heavy    Warm

Visibility (Circle):

Clear    Hazy    Night time    Poor    Sun in eyes

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**- Appendix A -**



**Incident Report  
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Other Possible Contributing Factors: \_\_\_\_\_

**Actions Taken**

Corrective Measure Taken (if required) and Name of Person taking the action:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Primary Action (if applicable):      Contact Police      Contact EMS

Detachment: \_\_\_\_\_

Officer's Name: \_\_\_\_\_ Badge #: \_\_\_\_\_

**Incident Reported By:**

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Address (Mailing and Street): \_\_\_\_\_

City/Town: \_\_\_\_\_ Prov: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Fax: \_\_\_\_\_ Email Address: \_\_\_\_\_

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**- Appendix A -**



**Incident Report  
Form F - 01**

To be used at the scene of an incident to record details.  
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**Injured Person or Persons: (if more than one please provide the same information on the back of this sheet)**

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Address (Mailing and Street): \_\_\_\_\_

City/Town: \_\_\_\_\_ Prov: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Fax: \_\_\_\_\_ Email Address: \_\_\_\_\_

Age: \_\_\_\_\_ Gender: \_\_\_\_\_

Did the Machine have a Valid Snowmobile Trail Permit: YES NO

Injury: \_\_\_\_\_

Was the Injured person transported to hospital by ambulance? YES NO

Was the injured person seen by a Doctor: YES NO

Damage to Property or Equipment: \_\_\_\_\_

Estimated Cost of Repair: \_\_\_\_\_

**Witness or Witnesses: (if more than one please use other side of sheet to record the information)**

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Address (Mailing and Street): \_\_\_\_\_

City/Town: \_\_\_\_\_ Prov: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Fax: \_\_\_\_\_ Email Address: \_\_\_\_\_



**Beautiful Eastern Association of Snowmobile Trails (BEAST)**  
**- Appendix B -**

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**Training Checklist**

<b>Employee / Volunteer</b>	
<b>Title</b>	
<b>Date Joined Club</b>	

<b>Training</b>	<b>Date Completed</b>	<b>Worker/Contractor/ Volunteer Signature</b>	<b>Trainer Signature or Training Provider Name &amp; Program</b>



**Beautiful Eastern Association of Snowmobile Trails (BEAST)**  
**- Appendix C -**

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**Hazard Reporting Form**

If you see a situation or a condition in your workplace environment, which you feel is a potential hazard, please fill out the following form. Once the worker, contractor or volunteer section is complete please give the form to your supervisor. The supervisor will take the appropriate action for the situation to be corrected as soon as possible. When the hazard is corrected, a copy of this form will be returned to you and a copy will go to the Health and Safety Representatives.

**Part One – Worker / Contractor / Volunteer Report**

HAZARD:

--

LOCATION:

--

DATE:

REPORTED BY:

--	--

**Part Two – Supervisor's Report**

ACTION TAKEN:

--

SUPERVISOR

SIGNATURE

--	--

- Copy For Health and Safety Records
- Copy For Health and Safety Representatives
- Copy For Worker / Contractor / Volunteer

