

## **APPENDIX 'K'**

### **SLA INTAKE STAFF HOUSE DOCUMENTATION**

## **SHOAL LAKE AQUEDUCT INTAKE STAFF HOUSE AND RESIDENCE REQUIREMENTS**

### **Smoking and electronic cigarettes (or e-cigarettes)**

The Shoal Lake Aqueduct Intake facilities including the Staff House and/or an assigned residence are smoke and electronic cigarette free environments. Smoking and the use of electronic cigarettes are only permitted in designated locations outdoors. Dispose of cigarettes in designated devices.

### **Staff House and Residence Housekeeping Requirements**

The Staff House or the assigned residences do not have a caretaker onsite. The responsibilities of the day-to-day upkeep of the accommodations are the Contractors. The Staff House or the assigned residences are to be kept in a clean and orderly fashion, which includes:

- Wiping counters and tables
- Emptying the toaster crumb pan
- Emptying the garbage cans
- Cleaning the barbeque after use
- Wiping the coffee machine heater element
- Cleaning spilled surfaces on stove & in oven
- Keeping the washroom areas clean
- Replacing spent toilet paper/paper towel rolls
- Vacuuming and sweeping of floors
- Washing dishes and putting them away
- Taking shoes off when in the Staff House or residences
- Not using the fireplace
- Using the dining room for eating – not eating in bedrooms or television rooms
- Stripping the linen from your bed when leaving
- Any problems or concerns shall be reported to the Shoal Lake Aqueduct Intake Foreman



**Water and Waste Department • Service des eaux et des déchets**  
**Safety Orientation – Shoal Lake Intake**

1. Hours of Operation – Monday to Friday from 08:00 to 16:30 hours. Lunch is 30 minutes from 12:00 to 12:30, coffee from 10:00 to 10:15 and 14:00 to 14:15 hours.
2. Telephone contacts – **INTAKE 204-783-3847**. This phone will be answered 24/7. The Staff House is 204-783-3754. All numbers are direct to/from Winnipeg. Additional contact numbers are located near all telephones. Emergency response at the Intake is from Deacon Control at 204-986-4781.
3. Fire Safety Plan
  - a. Take note of the building exit locations you are working in. The evacuation meeting (muster) point is at the heli-pad located in front of the Staff House across the railway track.
  - b. Upon hearing a fire alarm bell or a fire alarm announcement over the two way radio, immediately evacuate to the muster point. The contractor/City lead hand tradesperson is responsible to account for their staff and report to the Chief Fire Warden upon arrival to the muster point.
  - c. Fire extinguishers are located throughout the plant and have signs posted above for ease of locating. Use them if required and only if safe to do so.
  - d. The fire plan is posted near the main Staff House washrooms, Engine Shed phone area & Intake Control Room.
4. First Aid - Any minor cuts and scrapes should be attended to immediately. If there is an injury, please radio the Intake Foreman. Intake Staff will stabilize the patient for transport in a track unit. If more serious, a medi-evacuation will take place via helicopter. Please let us know if there are medical conditions that you feel we should be made aware of.
5. First Aid Equipment
  - a. AED's – There are three AED's on site, located at the Intake Control Room, in the Engine Shed and in the Staff House off the kitchen, on the residence side.
  - b. The first aid kit in the Staff House is located in the kitchen across from the kitchen sink. The blue tab on the kit only indicates that the box is complete with supplies. Please remove the tab if something is needed from the kit.
  - c. The portable eyewash station is located in the kitchen across from the kitchen sink as well.. There are eyewash/shower stations and first aid kits at various locations – please familiarize yourself with their locations.
6. The City of Winnipeg prohibits smoking in buildings or vehicles. Please dispose of cigarette butts outside appropriately—do not throw on the ground.
7. Area Familiarization – The contractor/City employee should be familiarized with the safety issues in the area they are working in. The Intake Foreman or designate will do a walk around with the contractor/City employee prior to any work starting.
8. LOTO – Lock-out/Tag-out should be coordinated with the Foreman or designate if required to isolate equipment. Personal locks are required by contractor or City employees to lock out the equipment they are personally working on.
9. Automatic Controls – Equipment can start/stop automatically. Do not come into contact with equipment as it may start up remotely.
10. PPE – All appropriate PPE must be provided by the contractor/City employees. Certain areas require hearing protection as discussed during the area familiarization and what the worker would need to use the appropriate PPE.
11. If calling 911 from an Intake landline, please refer to the yellow safety sheets mounted at each phone. It is important that you ask to be transferred to Provincial 911. If calling from a cellular phone, that call will automatically be routed to Provincial 911. If 911-assistance needed please ensure the Intake Foreman is aware.
12. Two-way radios are required at all times. Ensure the radio is on channel 1 – Ross/Intake. If you need assistance on how to use the radio, contact the Intake Foreman. Ensure the radio is working and the battery charged. When placing the radio on the charger ensure it is off. Fully charged battery shows green; flashing red indicates it is not in the charger properly and the red solid light indicates it is charging properly.
13. Always drive carefully and to the conditions with your vehicle. Do not drive on the grass. NO city vehicles are allowed on the Lakeview trail past the Headwall area. Please ensure you stay to the established trails or roadways. Helmets are required when using the City gators.
14. If going outside after hours, ensure someone is apprised to where you are going and ensure you have a portable radio with you. Attempt to stay in the illuminated areas. Carry a flashlight if possible.



