

Staff House

Please ensure that the Staff House is kept in a clean and orderly fashion.

This includes:

- Wiping counters and tables
- Emptying the toaster crumb pan
- Emptying the garbage cans
- Not smoking in the building nor discarding cigarette butts outside the building
- Cleaning the bar-be-que 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
- Not allowing pets to roam freely in building
- Washing dishes and putting them away
- Taking shoes off when in building
- 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
- Reporting any problems or concerns to the Foreman

Please remember that we do not have a caretaker or Staff House maintainer on site. Therefore it is your responsibility to treat the Staff House as you would your own residence.

This will help to ensure that rodents and insects do not inhabit the Staff House along with you!

Thanks!



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

1. Hours of Operation – Monday to Friday 08:00 to 16:30. Lunch is ½ hour from 12:00 to 12:30, coffee at 10:00 to 10:15, and 14:00 to 14:15 hours.
2. Contacts – **Intake 204-783-3847**. This phone will be answered 24/7. Foreman – Toni 204-226-2119, Operator – Claude 204-783-3774 and the Staff House at 204-783-3754. All numbers are direct from/to Winnipeg. Additional contact numbers are located near all telephones. Emergency response at the Intake is **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. 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 residence side. 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.
5. The first aid kit in the Staff House is located in the kitchen near the door. The portable eyewash station is there 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 – Lockout/Tagout should be coordinated with the Foreman or designate if required to isolate equipment. Personal locks are required by the

contractor/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.
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 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 charger properly, and red solid light indicates it is charging.
13. Always drive carefully and to the conditions with your vehicle. 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 to illuminated areas. Carry a flashlight.
15. Do not approach or feed the wildlife. If you see a bear, do not run. Back away slowly while talking. Make yourself look big by outstretching your arms. There is a Bear Safe on each Safety bulletin board. If you have questions, contact the Intake Foreman. Bear hazing devices are located in each residence and Staff House along with an SOP on how to use them.
16. Chlorine is on site, however currently offline and isolated. Please check the wind direction each morning – indicated by one of the many windsocks. Always muster upwind from the chlorine tank car. If a chlorine situation were to happen, you will be notified by radio. Do not approach the Intake if the flashing white light on the tower is on or the red light outside the chlorine building door. This indicates a potential problem.
17. For security reasons, if there is a need to evacuate, the meeting point will be the helipad. Situations may arise that there may be a need to shelter in place. The shelter in place location is the Staff House. In both cases, personnel will be notified via two way radio.
18. If you see someone you do not know, do not approach them, and if you see something that looks out of place or not right, please contact the Intake Foreman. Refer all media inquiries to 311.
19. Audible alarms occur during the normal course of the day. If the alarm is something that affects you, Intake Staff will contact you via two way radio and direct you in the procedure to take.
20. Picture taking must be pre-approved and follow established City of Winnipeg guidelines.

21. If you have any questions or concerns, please contact the Intake Foreman.

Contractor Company Name:

Contractor / City Employee Names
(please print & sign)

_____ / _____

_____ / _____

_____ / _____

_____ / _____

_____ / _____

Safety Orientation performed by:

T. Willis, Intake Foreman _____

Date: _____

Note: We will have to stop the work from proceeding until compliance with these requirements has been met to the satisfaction of the City of Winnipeg personnel.

PERSONAL INFORMATION

Shoal Lake is a remote community located approximately 147 kilometers (92 miles) from Winnipeg and is only accessible by rail. The nearest highway contact with the rail line is approximately 24 kilometers (30-40 minutes) from the facility. There are no medical services available.

The nearest hospital is located at Kenora which is approximately 65 kilometers (40 miles) from the point of highway contact. Ambulance service is available on a 24-hour basis from Falcon Lake.

Because of this isolation factor, we request the following information for your own protection:

NAME _____ DEPARTMENT _____ BIRTH DATE _____

1. In case of emergency, who should be called?

_____	_____	_____	_____
Name	Relation	Business Phone	Home Phone

2. _____

NAME OF FAMILY DOCTOR OR CLINIC	Phone
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3. Medical conditions we should be aware of: _____

4. Allergies: _____

5. Medications required***: _____

6. Treatment used: _____

7. Special dietary needs (health or religious reasons only): _____

** If you are on medication, please be sure to take a **more than adequate** supply for the days away from the city.

I PREFER not to divulge the information requested and waive all rights of action which I might have against the City of Winnipeg arising from damage, injuries or costs which I may sustain or incur as a consequence of my not providing such information.

Date Signature

NOTE: THIS FORM WILL BE DESTROYED AT THE END OF THE SESSION



WAIVER OF LIABILITY AND ASSUMPTION OF RISK AGREEMENT

By signing this document, you will waive certain legal rights, including the right to sue.

Please read carefully!

In consideration of permission granted now or in the future by the City of Winnipeg to me as a passenger being conveyed at no cost on the Greater Winnipeg Water District Railway ("GWWD") for my purpose of _____ ("the Event") on _____, 20____, I agree and acknowledge that:

1. I will abide by the instructions given to me as a participant being transported by GWWD, which is not a railway company, a common carrier or owner of a public utility for the conveyance of persons or goods to or for the public and is under no obligation to convey persons or goods for the public.
2. I acknowledge that there are risks and hazards inherent in the very nature of the transportation and that as a result of these risks and hazards, I as a participant, may suffer personal injury, even death, as well as property loss. I nevertheless freely and voluntarily assume the aforementioned risks and hazards and accordingly my participation in the Event shall be entirely at my own risk.
3. I waive any claim I may have against the City of Winnipeg, its servants, employees or agents arising from my participation in the Event and agree to indemnify and hold harmless the City of Winnipeg, its servants, employees or agents from and against all claims, actions or proceedings arising from loss, injury or, damages by any person arising from my participation in the Event.
4. I agree that this WAIVER OF LIABILITY AND ASSUMPTION OF RISK AGREEMENT is binding on me, my heirs, successors, my executors, administrators, personal representatives and assigns.
5. I acknowledge and represent that I am 18 years of age and older, I have read this form and fully understand it and sign it freely and voluntarily.

DATED at the City of Winnipeg, in Manitoba, this _____ day of _____, 20____.

Name of Participant
(Please Print)

Signature of Participant

Witness