



# Operational Updates



# Agenda

1. Safety (30 minutes)
2. Operations (30 minutes)

# Safety

1. Welcome Javenny!



# Safety Management System

- Where can I find it? TEAMS or POWER APPS (future)
- What is included?
  - Safe Work Practices (How to do it Safely)
  - Safety Management System (How do we run the documentation)
  - OHS Programs (LOTO Program)
  - OHS Forms (FLHA, Confined Space Permit)

# Legislative Requirements

- NS Occupational Health and Safety Act and Applicable Regulations
- NB Occupational Health and Safety Act and Applicable Regulations
- PEI Occupational Health and Safety Act and Applicable Regulation
- Canada Labour Code Part II – Occupational Health and Safety

# Citation

- Citation (Atlas) purchased as online platform for Forms and Training
- Most staff have already completed some training on it.
- More training coming online.
  - Effective for some training, not all.
- SMS Forms will eventually all be on Citation App and Website.



# Field Level Hazard Assessments

- All Acts and Regulations indicated that it is the “Employers” responsibility to make “Employees” aware of the hazards.
- What is an employer?
- What is an employee?
- Where does the due diligence lie for FLHAs?
- How often should they be completed/Filled out?



# Confined Spaces

- We are not performing confined space entries currently.
- Training will start over the coming weeks in Hubs/Communities with Javenny and C&C Safety.
- Equipment inventory, inspection will also begin during training.
- Confined Spaces need to be identified. (Stickers)
- 2 levels of rescue,
  - Vertical Rescue
  - Horizontal Rescue
  - Training requirements.





# Training Matrix

	Position	First Aid	WHMIS	Confined Space Entry	Confined Space Awareness	Fit Testing	Traffic Control	Traffic Control & Signing	Excavation	Fall Protection	Transportation of Dangerous Goods	Rigging	Lockout Tagout	Electrical Awareness	H2S (Hydrogen Sulphide - Gas Detection)	Non Violent Crisis Prevention	ICS
CEO	CEO	Y	Y		Y										Y	Y	400
CEO	Executive Administrative Assistant	Y	Y													Y	100
CS	Director, Corporate Services	Y	Y													Y	200
CS	Administrative Assistant I	Y	Y													Y	100
CS	Manager Procurement	Y	Y													Y	200
CS	Procurement Officer	Y	Y													Y	200
CS	Controller	Y	Y													Y	200
CS	IT Coordinator	Y	Y													Y	200
CS	Jr. IT Coordinator	Y	Y													Y	100
CS	HR Coordinator	Y	Y													Y	200
ADMIN	Director, Government Relations & Engagement	Y	Y													Y	300
ADMIN	Manager, Communications & Outreach	Y	Y													Y	200
ADMIN	Administrative Associate, Communications	Y	Y													Y	100
ENG	Director, Engineering	Y	Y		Y				Y						Y	Y	300
ENG	Project Engineer	Y	Y		Y				Y	Y					Y	Y	200
ENG	Planning & Development Engineer	Y	Y		Y				Y	Y					Y	Y	200
ENG	Engineering Technologist	Y	Y		Y				Y	Y					Y	Y	200
ENG	Administrative Associate, Engineering	Y	Y												Y	Y	100
OPS	Director, Operations Engineering & Compliance	Y	Y										Y	Y	Y	Y	400
OPS	Safety & Security Coordinator	Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y	Y	Y	400
OPS	Regulatory Compliance Coordinator	Y	Y												Y	Y	200
OPS	Superintendent, Operations	Y	Y		Y	Y			Y	Y	Y	Y	Y	Y	Y	Y	300
OPS	Superintendent, Tech Services	Y	Y	Y		Y			Y	Y	Y	Y	Y	Y	Y	Y	300
OPS	Utility Tech, Electrical	Y	Y	Y		Y	Y			Y	Y	Y	Y	Y	Y	Y	200
OPS	Utility Tech, Instrumentation	Y	Y	Y		Y	Y			Y	Y	Y	Y	Y	Y	Y	200
OPS	Supervisor, Operations	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y	Y	Y	Y	200

# Joint Occupational Health and Safety Committee

- Purpose: A Joint Occupational Health and Safety Committee (JOHSC) is a collaboration between employees and management to identify and address workplace health and safety hazards, ensuring a safer work environment for all employees.
- Committee meets every month.
- Great resource for all employees.

# Accidents and Near Misses



- Not seeing anything being reported, which is concerning.
- Why should you report near misses?
  - Give everyone a chance to eliminate the hazard that caused it
  - Makes us safer
- Why should you report an accident?
  - Compensation Insurance
- REPORT. REPORT. REPORT.

# OPERATIONS



# Operations Issues List

- Great success already.
- Need more use!
- Great way to track leaks.
- 50 Completed jobs!
- 83 Outstanding Jobs!

# Weekly Lift Station Inspection

- Spring = High Inflow & Infiltration
- Weekly Microsoft Form coming
  - Great information for Asset Management.
  - Allows us to see which station work well, and not so well.
  - Track hours on pumps.
- INSPECT FOR SAFETY
  - Probably one of the most dangerous locations we own.

# Hydrant Inspections

- New Brunswick and PEI fully inspected last year.
  - Outstanding minor repairs to be completed this year.
- More communities to be fully inspected and repaired this summer.
- Learning opportunity.



# Hydrant Flushing

- Would like to perform Unidirectionally.
- Will take a bit of time to develop
- Saves water, and provides a better cleaning
- Need documentation.
- Use Field Maps!





# CCTV Inspections and Smoke Testing

- CCTV and Smoke Testing coming with Integrated Resource Plan
  - This will generate lots of repairs.
  - Should identify lots of I&I.
- Protruding laterals
  - Need to be careful when installing.
  - Inserta tee should be used.
- <https://www.adspipe.com/water-management-solutions/inserta-tee/inserta-tee-lateral-connection>



# Live Taps

- Purchased 2 EZ Taps
- Onsite Training Coming
- 3/4" to 2"
- 2" Corp Stop discussion
- [VIDEO](#)



# Operations

- Vac Truck Bookings
  - Shared Calendar has been setup
  - MEMO from myself coming
- Valve Trailer Bookings
  - Shared Calendar to be setup
  - MEMO will also follow



# Sewer Backup Documentation Form

- New Form to fill out.
- Provides a detailed record of the incident.
- Assists in identifying recurring issues.
- Steps taken to address the issue.
- Recommendations for preventing future backups.
- [FORM](#)

# POWER APP - OPERATIONS

- [Power Apps](#)
- What should I add?
  - Logbooks?
  - Citation?
  - Vac Truck Bookings?
  - Valve Trailer Bookings?

AFNWA OPERATIONS



# Remember to Check Your Emails

- Important information is shared through emails
- Check your emails at least every other day
- Accept or decline calendar invitations



# Fleet Inspections

- **Mandatory**
- Inspections are due on the last Thursday of each month
- Keep the Samsara App open until the inspection uploads



# Facility Inspections

- **Mandatory**
- Complete for all buildings on site in your community
- Due the **third Friday of each month**
- Completing ensures we can fix deficiencies, so everyone can work safely!



## Facility Inspection for Safety Hazards





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Woliwon**

