

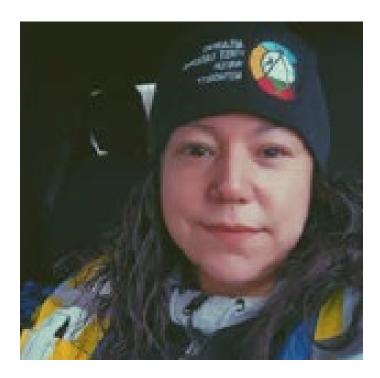
Operational Updates

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	Transport ation of Dangerou s Goods	Rigging	Lockout Tagout	Electrical Awareness	HZS (Hydrogen Sulphide - Gas Detection)	Non Violent Crisis Prevention	ICS
CEO	CEO	Υ	Υ		Υ										Y	Υ	400
CEO	Executive Administrative Assistant	Y	Υ													Υ	100
CS	Director, Corporate Services	v	v	Ι											П	v	200
	Administrative Assistant I	v ·	Y													· Y	100
CS	Manager Procurement	Y	Υ Υ													· Y	200
	Procurement Officer	Y	Y													Y	200
CS	Controller	Y	Υ													Y	200
CS	IT Coordinator	Y	Υ													Υ	200
CS	Jr. IT Coordinator	Υ	Υ													Υ	100
CS	HR Coordinator	Y	Υ													Υ	200
ADMINI	Discotor Courses to Balatines & Favorance	v	٧	I						I						٧	300
	Director, Government Relations & Engagement Manager, Communications & Outreach	V V	Y													Y Y	200
	Administrative Associate, Communications	v	v .														100
ADITIIN	Administrative Associate, Communications	'														•	100
ENG	Director, Engineering	Υ	Υ		Υ				Y						Y	Υ	300
ENG	Project Engineer	Y	Υ		Y				Υ	Y					Y	Υ	200
ENG	Planning & Development Engineer	Y	Y		Y				Y	Y					Y	Y	200
	Engineering Technologist	Y	Υ		Y				Υ	Y					Y	Υ	200
ENG	Administrative Associate, Engineering	Y	Y												Y	Y	100
OPS	Director, Operations Engineering & Compliance	Y	Υ			П								Y	Y	Y	400
	Safety & Security Coordinator	Υ	Υ	Y	Υ	Y	Υ		Y	Y	Υ	Υ	Y	Υ	Y	Υ	400
OPS	Regulatory Compliance Coordinator	Y	Υ												Y	Υ	200
OPS	Superintendent, Operations	Υ	Υ		Υ	Y			Υ	Y	Y	Υ	Y	Y	Y	Υ	300
OPS	Superintendent, Tech Services	Υ	Υ	Y		Y			Υ	Y	Y	Y	Y	Υ	Υ	Υ	300
OPS	Utility Tech, Electrical	Υ	Υ	Y		Y	Υ			Y	Y	Υ	Υ	Y	Υ	Υ	200
OPS	Utility Tech, Instrumentation	Y	Υ	Y		Y	Υ			Y	Y	Υ	Y	Υ	Y	Υ	200
OPS	Supervisor, Operations	Y	Υ	Y	Y	Y		Υ	Y	Y	Y	Y	Y	Y	Y	Υ	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.



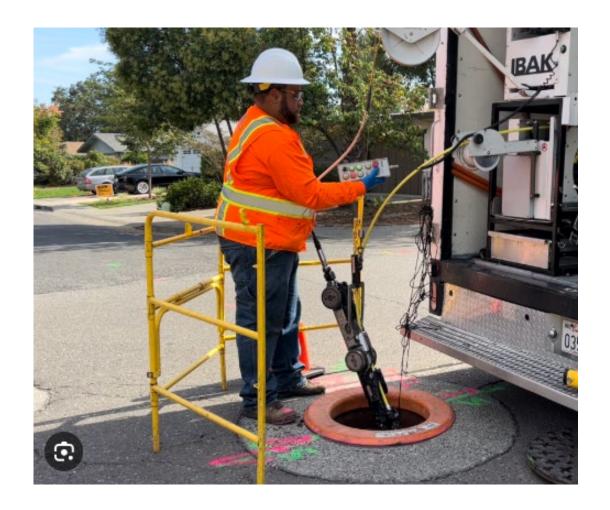
Hydrant Flushing

- 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/watermanagement-solutions/insertatee/inserta-tee-lateral-connection



Live Taps

- Purchased 2 EZ Taps
- Onsite Training Coming
- ¾" 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!



Wela'lin Woliwon

