Appendix N – SLAIF Requirements (Waivers, Staffhouse Rules, Safety Orientation, and Personal Information)

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

Winnipeg

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.

15. Do not approach or feed the wildlife. Rez dogs, wolves and foxes are common here. Bear hazing devices are located in each residence and the Staff House along with an standard operating procedure on how to use the device.
16. Sodium hypochlorite maybe on site. Weekly 7-hour slug feeds are done - usually on Wednesday. The Intake Foreman will advise you when they are taking place. Please check the wind direction each morning – indicated by one of the many windsocks. Always muster upwind from the chlorine (sodium hypochlorite) building. If a chemical situation were to happen, you will be notified by radio. Do not approach the Intake if the small flashing red light on the tower is on or the red light outside the chlorine (sodium hypochlorite) 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 Intake. 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 and video 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.

Name	Signature	Company Name

Safety Orientation performed by: _____

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

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

Winnipeg

WAIVER OF LIABILITY, INDEMNITY AND ASSUMPTION OF RISK AGREEMENT

By signing this document, you will waive certain legal rights, including the right to sue. You are also agreeing to indemnify the City against lawsuits brought by others.

Please read carefully!

In consideration of permission granted now or in the future by the City of Winnipeg to me as an operator using the rail line to transport my vehicle and/or equipment at no cost on the Greater Winnipeg Water District Railway ("GWWD"), which is owned and operated by the City of Winnipeg, to and from the aqueduct intake on Shoal Lake in the Province of Manitoba on _____(date), I agree and acknowledge as follows:

1. I acknowledge that I am using the rail line to transport myself and/or my equipment without charge or consideration by the City of Winnipeg on the GWWD Railway, 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 agree to comply with the rules set by and the instructions given to me by City of Winnipeg employees or agents during the course of my use of the rail lines to transport myself and/or my equipment to and from the aqueduct intake. Nevertheless, I acknowledge that there are risks and hazards inherent in the very nature of the use of the rail lines provided on the GWWD Railway and that as a result of these risks and hazards, as an operator, I 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 use of the rail lines to and from the aqueduct intake shall be entirely at my own risk.

3. I acknowledge that I accept full responsibility, in the absence of insurance, for any loss or damage to my high-rail vehicle(s) and/or equipment that is transported on the GWWD rail line.

4. I waive any claim I may have against the City of Winnipeg, its servants, employees or agents arising from my use of the rail lines to transport myself and/or equipment to and from the aqueduct intake. I further 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 use of the rail lines to and from the aqueduct intake.

5. I agree that this WAIVER OF LIABILITY, INDEMNITY AND ASSUMPTION OF RISK AGREEMENT is binding on me, my heirs, successors, my executors, administrators, personal representatives and assigns.

6. I acknowledge and represent that I am 18 years of age and older, I have read this document and fully understand it and sign it freely and voluntarily.

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

_____	_____
Signature of Operator	Signature of Witness
_____	_____
Name of Operator (please print)	Name of Witness (please print)

Winnipeg

WAIVER OF LIABILITY, INDEMNITY AND ASSUMPTION OF RISK AGREEMENT

By signing this document, you will waive certain legal rights, including the right to sue. You are also agreeing to indemnify the City against lawsuits brought by others.

Please read carefully!

In consideration of transportation granted now or in the future by the City of Winnipeg to me as the owner/ renter of equipment being conveyed at no cost on the Greater Winnipeg Water District Railway ("GWWD"), which is owned and operated by the City of Winnipeg, to and/or from the aqueduct intake on Shoal Lake in the Province of Manitoba on _____(date), I agree and acknowledge as follows:

1. I acknowledge that equipment/supplies is/are being transported without charge or consideration by the City of Winnipeg on the GWWD Railway, 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 agree to comply with the rules set by and the instructions given to me by City of Winnipeg employees or agents during the course of the transportation of equipment to and from the aqueduct intake. Nevertheless, I acknowledge that there are risks and hazards inherent in the very nature of the transportation provided on the GWWD Railway and that as a result of these risks and hazards, as a participant, I may suffer personal injury, even death, as well as property loss. I nevertheless freely and voluntarily assume the aforementioned risks and hazards and accordingly the transportation of the equipment to and from the aqueduct intake 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 the transportation of equipment to and from the aqueduct intake. I further 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 transportation to and from the aqueduct intake.

4. I agree that this WAIVER OF LIABILITY, INDEMNITY 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 document and fully understand it and sign it freely and voluntarily.

DATED at _____, in _____, this ____ day of _____, 20___.

_____	_____
Signature of Equipment Owner	Signature of Witness
_____	_____
Name of Equipment owner (please print)	Name of Witness (please print)

Winnipeg

WAIVER OF LIABILITY, INDEMNITY AND ASSUMPTION OF RISK AGREEMENT

By signing this document, you will waive certain legal rights, including the right to sue. You are also agreeing to indemnify the City against lawsuits brought by others.

Please read carefully!

In consideration of transportation 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"), which is owned and operated by the City of Winnipeg, to and from the aqueduct intake on Shoal Lake in the Province of Manitoba on _____(date), I agree and acknowledge as follows:

1. I acknowledge that I am being transported without charge or consideration by the City of Winnipeg on the GWWD Railway, 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 agree to comply with the rules set by and the instructions given to me by City of Winnipeg employees or agents during the course of my transportation to and from the aqueduct intake. Nevertheless, I acknowledge that there are risks and hazards inherent in the very nature of the transportation provided on the GWWD Railway and that as a result of these risks and hazards, as a participant, I 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 transportation to and from the aqueduct intake 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 transportation to and from the aqueduct intake. I further 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 transportation to and from the aqueduct intake.

4. I agree that this WAIVER OF LIABILITY, INDEMNITY 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 document and fully understand it and sign it freely and voluntarily.

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

_____	_____
Signature of Participant	Signature of Witness
_____	_____
Name of Participant (please print)	Name of Witness (please print)