

## Water Operator Daily Pre-Start Safety Meeting Policy

Adopted date: Oct 26, 2022	Amended date: Jun 11, 2025	Next Review: June 2030
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### OBJECTIVE

Van Anda Improvement District (VAID) cares about the safety and well-being of employees and recognizes the risks inherent in job duties of Water Operators. This policy provides guidelines for Daily Pre-Start Safety Meetings and compliance with Worksafe BC regulations.

### POLICY

When the Water Operator is on a job site or with one or more other people, safety meetings are required. Records of these safety meetings must be documented and kept on file. The preferred method is to use the Safety Culture app. If the app is not available, use the attached form.

### PROCEDURE

The most senior water operator will conduct the safety meeting prior to the commencement of work and identify all potential safety hazards. If a worker joins the jobsite after the safety meeting or after the work commences, the most senior water operator will identify safety hazards and review the safety meeting with those workers.

### RESPONSIBILITIES

The most senior water operator must ensure that:

- all personnel are wearing appropriate safety gear
- all equipment is in good working order and meets safety regulations.

All personnel on job sites are responsible for their own health and safety and are required to notify the most senior water operator if safety hazards are identified.

All personnel have the right to refuse work that they consider unsafe.

### RECORDS

Records of safety meetings held using the SafetyCulture app are automatically logged and shall be downloaded periodically to the office computer by the Administrator.

For safety meetings that were held without using the app, the water operator that conducted the meeting must submit the completed safety meeting forms with their timesheets.

### RELATED DOCUMENTS

- Worksafe BC
- Working Alone or in Isolation Policy



## POLICY

### FORMS

- Daily Pre-Start Safety Meeting Record
- Policy Agreement Form

### APP

- SafetyCulture Inspection app