

## Mackenzie County

<b>Title</b>	<b>ADVERSE WEATHER</b>	<b>Policy No:</b>	<b>ADM010</b>
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<b>Legislation Reference</b>	<b>Municipal Government Act, Section 3 and 5(b)</b>
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### **Purpose**

To outline the responsibilities of Employees, Supervisors, and Directors when considering attendance at work during adverse weather conditions and the safe operations of work during adverse weather conditions.

Mackenzie County recognizes that employees may face difficulties attending their place of work and working in adverse weather conditions such as;

- heavy snow falls,
- freezing rain,
- heavy fog/smoke,
- extreme low temperatures,
- extreme high temperatures,
- or other adverse weather conditions.

While Mackenzie County is committed to protecting the health and safety of its employees, it must ensure that essential public services remain a priority during these circumstances.

### **REPORTING TO WORK**

#### **Procedure:**

Employees should make every effort to attend work during adverse weather conditions without putting their personal safety at risk. However if it is unavoidable for staff to be absent from the workplace, employees must contact their supervisor and may agree upon one of the following options:

- Work from home (if practicable)
- Work from the nearest County Office (if practicable)
- Time off in Lieu (TOIL)
- Vacation
- Time off Without Pay (TOWP)
- Special Leave (if Disaster Conditions apply as per Collective Agreement)
- Arrange alternate form of transportation
- Delay travel until the adverse weather clears
- Or apply a combination of the above options

### **Supervisors**

Supervisors may also discuss different means of travel if necessary, or use a combination of travel options, even if this results in arriving late for work.

Supervisors shall take the following factors into consideration when agreeing on the appropriate action to take:

1. Employee's safety
2. Operational requirements of Mackenzie County
3. Distance traveling to work
4. Prevailing weather conditions and their expected duration
5. Modes of transport available to staff
6. Employees driving experience and capabilities

### **Other considerations**

#### **Dependents**

In certain situations, such as where schools/day cares close without warning due to adverse weather and staff are unexpectedly required to provide/arrange care for their dependents, or have other caring responsibilities, Supervisors may consider the Employee's release from the workplace as identified above.

### **WORKING DURING ADVERSE WEATHER**

#### **Procedure:**

These procedures are developed for Employees that work outside and should be considered by Supervisors as guidelines for the health and safety of employees during extreme hot and cold temperatures along with other conditions that may be potential driving hazards.

The following factors should be taken into consideration by Supervisors for the safety of employees when working in adverse conditions.

- Temperature
- Manual Labor Intensive
- Vehicle equipped with Heater/Air Conditioning
- Length of Task
- Distance away from Home Base
- Priority of the Task at Hand

## **Triggers**

### **Cold Weather**

Municipal maintenance equipment may not be mobilized, except in the case of an emergency or severe operational necessity, if the outside temperature is -40 degrees Celsius or colder.

Supervisors shall start evaluating the necessity and priority of task to be completed when outside temperatures reach -35 degrees Celsius. Wind-chill factors will be taken into consideration.

### **Hot Weather**

Supervisors shall implement schedule breaks and procedures to workers performing manual labor outside when temperatures reach +30 degrees Celsius.

### **Safe Work Practice**

Supervisors are to ensure all employees working in adverse weather conditions comply with the guidelines and procedures in the “Working in Adverse Weather Conditions” Safe Work Practice in Mackenzie County’s Employee Safety Handbook.

	<b>Date</b>	<b>Resolution Number</b>
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<b>Amended</b>	2020-01-29	20-01-063