

	Policy No. and Title:	1022-01 – Cold Weather Policy		
	Department:	Corporate Services	Approved By:	Council
	Approval Date:	May 14, 2024	Resolution No:	2024-133
	Revision Date:	N/A	Resolution No:	N/A

POLICY STATEMENT / PURPOSE

The Town of La Ronge recognizes that low Temperatures and wind-chills can be an occupational hazard for those performing outdoor activities. This procedure is to provide for appropriate measures and safeguards, and identify signs of symptoms that could result from Cold Stress and weather-related injuries.

DEFINITIONS

“**CAO**” means the Chief Administrative Officer for the Town of La Ronge.

“**Cold Stress**” means symptoms resulting from cold exposure, which can include shivering, slurred speech, loss of coordination, shallow breathing and further progression to loss of consciousness and a weak pulse.

“**Employee**” means all staff and contract employees of the Municipality. Volunteer firefighters are exempt.

“**Equipment**” means all machines designed to manipulate or move materials. This includes but is not limited to: back hoes, loaders, tractors, skid-steers, mowers, dozers, ice resurfacer (when operating outdoors), graders, and hand tools.

“**Emergency Work**” means work performed to prevent or alleviate injury or property damage, which has or may result in a disruption of service and is necessary to protect the health, safety and welfare of people or property. This includes but not limited to: repair of water or sewer facilities, fire, or state of emergencies.

“**Instructor**” means the person(s) responsible for the organization, planning or instruction of the recreation program.

“**Supervisor**” means the CAO, or applicable department manager, or lead hand for a given Employee.

“**Recreational Programming**” means any program or activity conducted, sponsored or assisted by the Town Community Services department.

“**Temperature**” means the measure of coldness expressed in terms Celcius, indicating the direction in which heat energy will flow.

“Warmer Setting” means a location which has a heat source and is substantially warmer than the Temperature, and can be inside a facility or out of the cold Temperatures (such as a vehicle).

POLICY STATEMENTS

1.0 Recreational Programming

- 1.1 The cancellation of outdoor Recreational Programming is at the discretion of the Instructor and includes, but is not limited to, activity, exposure duration, availability of Warmer Setting opportunities, age of participants, time of day, and location of the program.
- 1.2 The Instructor shall check Environment Canada’s reported Temperature at least 1 hour prior to the Recreation Program.
- 1.3 Schedule A -SWP-CW 1 shall be used as a guideline to determine whether an outdoor Recreation Program should proceed during cold Temperatures.
- 1.4 All outdoor Recreational Programming will be cancelled when the Temperature reaches -25°C, and an alternative indoor activity may be provided at the discretion of the Instructor.

2.0 Equipment

- 2.1 Snow clearing and removal shall follow the parameters established in the Snow & Ice Response Policy to determine when to cease operations.
- 2.2 All other outdoor Equipment operations shall be ceased at -35 °C, unless for Emergency Work.

3.0 Outdoor Work

- 3.1 The Supervisor shall check Environment Canada’s reported temperature at 7:00am, 10:00am, and 1:00pm. The Supervisor shall use the readings as reported from Environment Canada.
- 3.2 Schedule A -
- 3.3 SPW-CW shall be used as a guideline to determine the duration of tasks and number of breaks an employee should receive while working outdoors during cold temperatures. This is for a 4-hour work period, after which an extended break is required in a Warmer Setting.
- 3.4 All Employees are responsible for reporting all signs of hypothermia or frostbite to their Supervisor.
- 3.5 All Employees working in outdoors in cold Temperatures should ensure that they wear:
 - a) Several layers of clothing including: a light inner layer; insulating layer such as a fleece or wool; and proper outer layer which is rain, snow and wind repellent with provisions for ventilation. All layers should be easy to open or remove before they get too warm.
 - b) A suitable hat or face protection for the conditions, which cover the ears.

- c) Gloves or mittens suitable for the weather conditions.
- d) Dry clothing.
- e) Boots rated for cold Temperatures with removable insoles and socks.

3.6 Exposed skin should be covered as much as possible when working in cold Temperatures.

3.7 If clothing or PPE gets wet in Cold Weather, Employees should replace it with dry clothing or PPE as soon as possible.

3.8 All Employees shall report any health factors/conditions that may put them at a greater risk of the adverse effects of hypothermia and frostbite (e.g. diabetic conditions, medications, high blood pressure, etc).

3.9 Breaks must be at least 15 minutes in duration in a Warmer Setting.

4.0 Reporting and Compliance

4.1 In the event of an incident, all Employees shall follow the Town's practice for reporting incidents.

4.2 Any Employee who fails to follow this policy may be subject to disciplinary action in accordance with the Town's Disclosure and Discipline Policy.

TOWN OF LA RONGE



Lyle Hannan, CAO

SCHEDULE A

SWP-CW 1

Temperature (incl. wind) (°C)	Maximum Outdoor Time
-7 to -15	90 minutes
-16 to -22	60 minutes
-23 to -25	45 minutes

SPW-CW 2

Temperature (°C)	No Noticeable Wind		Wind 8km/h		Wind 16km/h		Wind 24km/h		Wind 32km/h	
	Max. Work Period	No. of Breaks	Max. Work Period	No. of Breaks	Max. Work Period	No. of Breaks	Max. Work Period	No. of Breaks	Max. Work Period	No. of Breaks
-20° to -25°	120 min	1	120 min	1	120 min	1	75 min	2	55 min	3
-26° to -28°	120 min	1	120 min	1	75 min	2	55 min	3	40 min	4
-29° to -31°	120 min	1	75 min	2	55 min	3	40 min	4	30 min	5
-32° to -34°	75 min	2	55 min	3	40 min	4	30 min	5	Non-Emergency Work should cease	