

# HEALTH & SAFETY ORIENTATION



**PONOKA STAMPEDE**  
★ WILD WEST OF '36 ★

Ponoka Stampede Association requires this form to be completed prior to starting volunteer shift for the Ponoka Stampede Association. This form will be reviewed by area directors/supervisors reviewing with all employees/volunteers under their direction. By signing this document, it indicates that the individual has completed the orientation, understands the contents reviewed and was given the opportunity to ask questions.

If the individual being orientated is under the age of 18 Years Old Sections 2, 3 and 4 as well as "Review of Parental Consent Agreement (Section 7) **MUST BE** completed by a Parent and/or Guardian upon review of the "Parental Consent Agreement" document. By completing the mentioned sections this confirms that the Parents and/or Guardian of the child participating in the Ponoka Stampede Association has read and understands the Parental Consent Agreement.

## SECTION 1: Individual Information

<b>Full Name:</b>	<b>Date of Orientation:</b>	<b>Telephone Number:</b>
<b>Total Years</b> ( <i>First time Volunteers put "0"</i> ):		
<b>Task(s) Assigned:</b>		

## SECTION 2: Parental/Guardian Sign Off

<b>Print Name:</b>	<b>Signature:</b>	<b>Date:</b>
<b>Witness Name:</b>	<b>Signature:</b>	<b>Date:</b>

## SECTION 3: Pre-Existing Health Conditions/Allergies

**Please list below any health concerns that you may have** (*including but not limited to diabetes, medication allergies, asthma etc. that could potentially arise during your volunteer time*):

## SECTION 4: Emergency Contact Info

<b>Full Name:</b>	<b>Relation:</b>
<b>Phone Number:</b>	

## SECTION 5: Level of Employment (Check 1 off)

<b>Director(s)/Supervisors</b> <input type="checkbox"/>	<b>Employee</b> <input type="checkbox"/>	<b>Volunteer</b> <input type="checkbox"/>
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# HEALTH & SAFETY ORIENTATION



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★ WILD WEST OF '36 ★

<b>SECTION 6: <u>Confirmation of He Policy and Procedure Review (Check off below reviewed items)</u></b>			
<input type="checkbox"/>	Ponoka Stampede Association Area Health and Safety Binder	<input type="checkbox"/>	Review of Formal Hazard Assessments Applicable to Task.
<input type="checkbox"/>	Directors/Supervisors Roles & Responsibilities	<input type="checkbox"/>	Mobile Equipment Operator Competency (If required)
<input type="checkbox"/>	Worker/Volunteer 3 Basic Rights	<input type="checkbox"/>	Review of Workplace Violence & Harassment Policy
<input type="checkbox"/>	Reporting Hazards, Injuries, Incidents, and Near Misses.	<input type="checkbox"/>	Area Specific Emergency and General Communication Plan
<input type="checkbox"/>	Review Area Specific PPE Requirements (If Required)	<input type="checkbox"/>	Emergency Operation and Evacuation Plan
<b>SECTION 7: <u>Confirmation of General Orientation Review (Check off below reviewed items)</u></b>			
<input type="checkbox"/>	Review of Volunteer Liability and Release	<input type="checkbox"/>	Review of Alberta Personal Information Protection Act
<input type="checkbox"/>	Review of Assumption of Risk	<input type="checkbox"/>	Review of Volunteer Code of Conduct
<input type="checkbox"/>	Review of Media Release	<input type="checkbox"/>	Review of Parental/Guardian Consent (Parent/Guardian Initial)

The Ponoka Stampede Association has provided a health and safety binder for each worker/volunteer area. It is the responsibility of the director or supervisor to ensure all workers/volunteers have completed and signed this orientation checklist.

## **SECTION 6: POLICIES/PROCEDURES**

### **Director/Supervisor Roles and Responsibilities:**

1. Take all precautions necessary to protect the health and safety of the workers/volunteers under their supervision.
2. Ensure workers/volunteers under their supervision are not subject to or participate in harassment or violence in their work areas.
3. Educate workers/volunteers about the health and safety hazards in the areas they will be performing tasks.
4. Report any unsafe conditions, behaviors or near miss activity to the president and safety representative.

### **Workers/Volunteers 3 Basic Rights**

1. All workers/volunteers have the right to know and understand the hazards and controls to minimize the risk of injury in those areas they are assigned to work.
2. All workers/volunteers have the right to participate in the health and safety activities at the Ponoka Stampede. This may include but is not limited to: Orientation, daily meetings, incident and near miss reporting, equipment inspections, and event or job task procedures. Worker/volunteer input into the health and safety initiatives is important to the effectiveness of the program.
3. All workers/volunteers have the right to refuse work/job tasks they feel are unsafe and create an imminent danger to themselves or others in the area.

### **Incident Reporting**

All injuries, property damage, close calls, violence and harassment situations and job task refusals need to be reported to the director of the area immediately. The director will work with the safety representative to investigate and implement any corrective actions deemed necessary.

### **Personal Protective Equipment**

Personal protective equipment (PPE) is used as a method of control when hazards can not be controlled with engineering and/or administrative controls alone. PPE used at the Ponoka Stampede location includes high-visibility vests, fall protection for working at heights, hearing protection for areas identified to have excessive noise for long periods of time, sunscreen, and

# **HEALTH & SAFETY ORIENTATION**



footwear appropriate for ground conditions. Directors/supervisors are responsible for ensuring workers/volunteers under their supervision have the PPE required for the job tasks they are performing.

## **Equipment Competency Checklists:**

In areas where mobile equipment is used by workers/volunteers, the director of the area will ensure those individuals have training to a level sufficient to deem the operator competent to work without supervision or minimal supervision. The director will perform or have a qualified designate to observe the operator on the equipment being assigned and complete a competency checklist before starting the work. Mobile equipment that may be used during the Ponoka Stampede includes but is not limited to:

- Tractors
- Golf Carts
- Forklifts
- Manlifts
- ATV's

## **Violence and Harassment**

Violence and harassment are workplace hazards and must be addressed for the job tasks assigned to the workers and volunteers at the Ponoka Stampede. The policies and procedures are included in the area health and safety binders. All workers and volunteers should be familiar with who their contact person is in case of a violence or harassment situation in their area. Contact numbers and radio channel lists are posted or included in the health and safety binder.

## **Emergency and General Communication**

The director/supervisor will review the communication plan to be used in their specific area with the workers and volunteers. This will include contact information in the event of an emergency, in addition to general communication with the supervisor to be able to address any questions or concerns that arise.

## **Emergency Operations and Evacuation Plan**

A 2023 Ponoka Stampede Emergency Operations and Evacuation Plan has been developed and is included in the area health and safety binder.

### This document covers the scenarios such as:

- Daily Security Responsibilities
- Daily Medical Responsibilities
- Major Disaster/Emergency Protocol
- Injury on the Stampede Grounds
- Loose or Uncontrolled Livestock
- Fire
- Bomb Threat
- Gang Activity
- Civil Disturbance
- Active Shooter

## **Formal Hazard Assessments**

Formal hazard assessments have been developed for job tasks performed by workers and volunteers of the Ponoka Stampede Association. The formal hazard assessments identify the hazards associated with the job task, the controls in place to minimize the hazards to an acceptable level of risk and a risk rating to identify and prioritize the hazards for communication purposes. The directors are responsible for reviewing the relevant formal hazard assessments for their areas. The hazard assessment for the area will be kept in the health and safety binder for that area.

Pre-job hazard assessment documents are also available to the director/supervisors to use if the process or conditions change on a job task or if the job tasks have not been captured in a formal hazard assessment, these are usually one-off type of activities. These forms will be available in the health and safety binder for the area.

# **HEALTH & SAFETY ORIENTATION**



## **Area Meetings**

It will be up to the area directors to determine the frequency of group meetings for their areas, depending on the need of the group and communication taking place. The safety representative and director will call meetings as needed throughout the Ponoka Stampede to discuss any safety concerns and corrective actions needed as incidents or near misses arise.

## **SECTION 7: POLICIES/PROCEDURES**

### **Volunteer Liability, Release**

I, the volunteer, on behalf of myself, my heirs, next of kin, executors, administrators, representatives and assigns, hereby forever waive all claims and release, discharge and hold harmless the Ponoka Stampede Association (the "Organizers"), and their representatives and agents including, without limitation, event sponsors, event directors, event contractors, event producers, municipal, provincial, federal governing agencies, park governing agencies, and all other entities associated or involved in the organization or staging of events or any other volunteer activities, including, but not limited to, volunteers, third party vendors, all venues in which volunteer activities or segments of volunteer activities are held, and the members, officers, directors, employees, representatives, assigns, affiliates, and agents of any of the above (collectively, the "Releasees"); for any and all losses, costs, causes of action, claims or damages, including any claim for damages for personal injury to my person or personal property damage howsoever caused, arising out of or in connection with my taking part in the Event, notwithstanding that the same may have been contributed to or occasioned by, without limitation, the negligence, breach of contract or breach of any statutory or other duty of care of the Organizer, or any of the Releasees.

I agree not to sue any of the persons or entities mentioned above for any of the claims or liabilities that I have waived, released or discharged herein; and I indemnify and hold harmless the Organizers and Releasees from and against any and all losses, claims, suits, actions, damages or liabilities (including without limitation, legal fees and disbursement on a solicitor and its own client basis) assessed against them as a result of or in connection with my actions during, and in connection with, the Event.

### **Assumption of Risk**

I acknowledge that I am aware of the possible risks, dangers and hazards associated with volunteering for the Ponoka Stampede Association, including the possible risk of severe or fatal injury and property loss. I hereby assume these risks which include but are not limited to: the possibility of physical injury to myself and others such as muscle strain, broken bones, concussion, soft tissue damage, infectious diseases, and cardiac arrest.

I certify that I have not been advised against volunteering by a qualified health professional. I acknowledge that the Organizers, permitting me to volunteer for the Ponoka Stampede Association, accept my statements on this release waiver.

### **Media Release**

I hereby grant full permission to the Organizers to use any photographs, motion pictures, videotapes, recordings, or any other record of this Event for any purpose including, without limitation, commercial use.

### **Alberta Personal Information Protection Act (PIPA)**

I consent to having the information in my volunteer registration collected. Certain personal information may be made available to government departments and agencies under appropriate legislative authority.

Personal information is protected under PIPA.

### **Volunteer Code of Conduct**

The Ponoka Stampede Association recognizes that volunteers drive our organization. As our most critical resource, volunteers will be safeguarded through training and procedures that are put in place to protect volunteers, workers, and the public. All work conducted by volunteers will consider the intent of this Code of Conduct. No duty, no matter what its perceived result, will be deemed more important than volunteer health and safety. We are fully committed to providing a safe environment and will do everything possible to prevent workplace/event incidents.

As a Ponoka Stampede Association volunteer, you must abide by the following:

- Provide a positive and valued experience for those attending any Ponoka Stampede Association event.

# HEALTH & SAFETY ORIENTATION



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- Always act with fairness, honesty, integrity, and openness to my fellow volunteers, staff, clients, and vendors and respect the opinions of others and treat all with equality and dignity.
- Promote a culture that is free from harassment, bullying, and violence.
- Promote the mission, objectives, and values of the Ponoka Stampede Association
- Act in accordance with any professional standards and/or governing laws and legislation that have application to the duties I perform as a volunteer.
- Comply with any training or orientation provided to me by Ponoka Stampede Association in connection with my duties.
- Support the decisions and direction of the Board of Directors and staff.
- Take responsibility for my actions and decisions and follow reporting lines to facilitate the effective resolution of problems.
- Not solicit guests or other volunteers for personal or professional gain in and outside of the Ponoka Stampede.
- Immediately report any violations or potential violations of the Code to supervisors or directors.
- Respect the position held by fellow volunteers and cooperate to complete duties in good faith.
- Report any deemed unsafe work practices or safety hazards encountered on the job, no matter how slight to the Director responsible for that area in a timely fashion.
- Respect the confidentiality of information they hear or see in regard to the Ponoka Stampede Association or general public in attendance at events.

In addition to the responsibilities listed above, those in committee and/or supervisory roles also agree to:

- Appropriately address the behavior of those you lead.
- Promote a volunteer environment that encourages respectful and open communication, free from reprisal.
- Educate those that you lead about this Volunteer Code of Conduct.

Volunteers may patronize Ponoka Stampede Association facilities as any other patron but are not allowed to disrupt or interfere in the working of any area. Off-duty volunteers who are still identifiable as on-duty Ponoka Stampede Volunteers will not be served alcohol in any of Ponoka Stampede Association's licensed facilities. The organization reserves the right to refuse admittance or service to anyone.

## Parental/Guardian Consent

I am waiving certain legal rights, including the right to sue, which I, or my heirs, next of kin, executors, administrators, and assignees, may have against the organizers and releasees.

I understand waiving, release and indemnity of certain rights and have discussed the same with the minor person identified on the Ponoka Stampede "Health & Safety Orientation". I am satisfied the said minor understands the waiver and release and his/her obligations as set out therein. In consideration of the participation of my minor child/ward I too agree to waive, release, and indemnify the Organizers and Releasees in the terms set out above.

I am aware that by completing and signing Sections 2,3 and 4 of this document that I am waiving substantial legal rights, which my minor child/ward and I, our respective heirs, executors, administrators and next of kin may have against the Organizers and Releasees and that sign off confirms I am allowing the minor child/ward to participate in the Ponoka Stampede.

## *Acknowledgement*

By signing this form below, I have received the basic worker/volunteer general health and safety orientation for the 2024 Ponoka Stampede. I have reviewed the materials in my area health and safety binder, I understand the contents and have been given the opportunity to ask questions and discuss any concerns with my director. I attest that the information I have provided on the form is true and accurate. I understand that should I violate any of the above areas reviewed, I may face disciplinary action up to and including removal from my volunteer role.

**Name of Worker/Volunteer:** \_\_\_\_\_

**Date of Orientation:** \_\_\_\_\_