

Friends of Fish Creek



Provincial Park Society

Volunteer Handbook

Revised March 2022

NEW All 2022 revisions highlighted.



Photo Courtesy of Bob Bakker



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Welcome!

Welcome to our team! Thank you for your interest in volunteering with the Friends of Fish Creek community. We look forward to providing you with a meaningful and rewarding volunteer experience. Your contribution is essential to the work of the Friends of Fish Creek Provincial Park Society. Volunteers are the heart of all our operations! We count on you to provide innovative new ideas and feedback on our existing programs and look forward to working with you.

This Volunteer Handbook is intended to help familiarize you with our organization and how you will fit into it. The Handbook is reviewed annually. **All revised or new content is highlighted.** For Safe Work Practice Documents, only titled is highlighted. Please reread entire SWPs which have highlighted titles. At the end of the handbook, you will find important Safe Work Practice documents that highlight best practices to stay safe while volunteering.

Friends' Contact Information

If you have any questions or comments, please contact Friends of Fish Creek staff.

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Friends of Fish Creek Provincial Park Society

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Directions to the Friends' Office

The Friends office is located in the historic Cookhouse in the Bow Valley Ranch area of the Park. To find us, drive south on Bow Bottom Trail SE, turn right into Bow Valley Ranch. We're in the yellow building in front of the Bow Valley Ranch Visitor Centre.

Fish Creek Provincial Park East-end Map





About Fish Creek Provincial Park

Established in 1972 and opened in 1975, Fish Creek Provincial Park spans 1,348 hectares (3,330 acres) of grasslands, riparian woodlands, wetlands and spruce forests with 16km of paved trails, 30km of shale trails, and over 100 km of dirt trails. Visited by over 3 million visitors each year, the park is home to over 150 species of birds, 15 species of mammals, a variety of aquatic life, several species of amphibian and reptiles, and an abundance of trees, shrubs and flowering plants. The many known archeological sites in the park attest to the traditional use of the Fish Creek Valley by Indigenous Peoples for over 8,000 years, and provide insight into the lives of the settlers who came to this region in the late 1800s.



Park History

1750 - (approx.) Last known use of Fish Creek buffalo jumps and corrals
1841 - Sir George Simpson, Governor of the Hudson Bay Company passes through area
1873 - John Glenn arrives with Métis bride, Adelaide, and settles in the Fish Creek valley
1875 - Fort Calgary established by R.C.M.P.
1877 – Signing of Treaty 7 between the Crown and several, mainly Blackfoot, First Nation band governments
1879 - Government purchases the Glenn farm and turns it into Supply Farm #24
1880 - John Glenn makes first Albertan attempt at irrigation in west end of Park
1883 - Railway reaches Calgary

1885 - John Glenn and neighbor James Votier form the Settler's Rights Association
1889 - The Shaw Woolen Mill founded
1891 - William Roper Hull establishes the Bow Valley Ranch, one of his 25 ranches
1902 - Bow Valley Ranch sold to Senator Patrick Burns
1905 - Alberta becomes a province
1915 - Shaw Woolen Mill burns down
1946 - Ranchhouse renovated and John Burns moves in
1950 - West end of park consolidated under one owner, Frederick Mannix
1966 - City Planners propose a park in the Fish Creek valley
1969 - Last Ranchhouse resident moves out
1972 - Provincial government purchases land for park
1975 - Fish Creek Provincial Park officially opens
1977 - Interpretive programs begin
1978 - Sikome Aquatic Facility opens
1983 - Most construction in the park is completed
1992 - Fish Creek Environmental Service Society established
1993 - Friends of Fish Creek Provincial Park Society receives charitable status
2000 - Additional park land adjustments
2001 - Calgarians can ride the LRT to access Fish Creek Provincial Park
2022 - Friends of Fish Creek Provincial Park Society celebrates its 30th Anniversary



Park Regulations

Despite being surrounded by the growing city of Calgary, Fish Creek Provincial Park is administered through the provincial government under the Provincial Parks Act. As a result, some regulations in this park are different than in city parks. [Click here](#) to learn about **Alberta Environment and Parks' Regulations**.

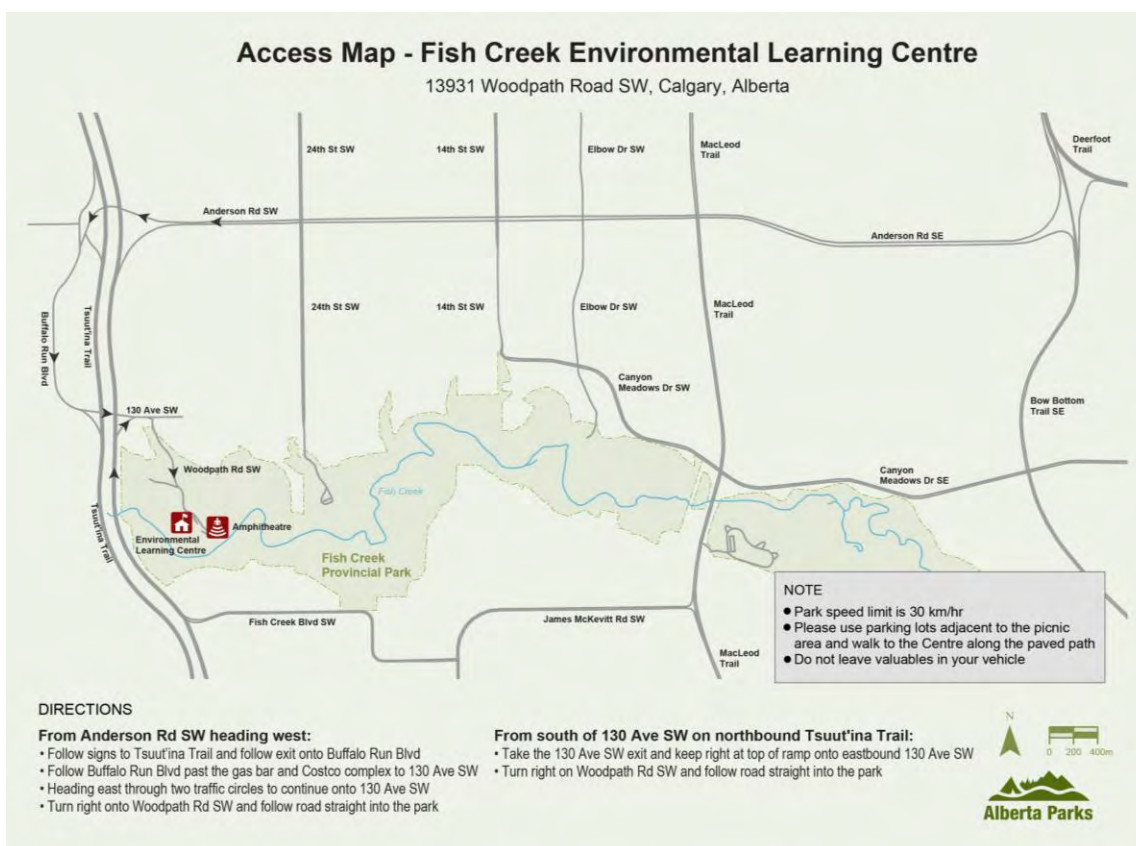
Park Facilities

Bow Valley Ranch Visitor Centre

The administrative centre for the park is located in the east end at the Bow Valley Ranch. This is also a Visitor Centre, where park users can learn about the park, check out interpretive displays, and request general assistance. Washrooms and picnic areas are located throughout the park. For more information [click here](#).

Fish Creek Environmental Learning Centre

The Fish Creek Environmental Learning Centre is in the west end of the park, at Shannon Terrace. The educational programs focus on students' exploration and connection to a variety of natural ecosystems found in the Park. For more information [click here](#).





About The Friends of Fish Creek



Vision: *A sustainable Fish Creek Provincial Park that improves the quality of life for present and future generations.*

Mission: *To engage the community through activities and awareness to conserve a truly unique naturalized urban park.*

When established, Fish Creek Provincial Park stretched across the southern edge of Calgary and park planners anticipated 200,000-400,000 visitors per year. Today, Fish Creek is surrounded by Calgary on all sides by urban development and hosts more 3-4 million visitors each year, a tenfold increase.

The impact of this increased use is visible everywhere in the park: abundant 'desire trails' through wildlife habitat, invasive fish species in stormwater ponds, litter and invasive plants in the grasslands, trampling of vegetation and compaction of soil in riparian areas, lack of natural deadwood on the forest floor and more.

In 1992, park staff began collaborating with a small group of citizens at the Environmental Learning Centre at Shannon Terrace to raise awareness about preserving this park, and the Friends of Fish Creek was formed.

In the late 1990s, the Friends moved into our current location in the Cookhouse at the Bow

Valley Ranch. Today, we work with Alberta Environment and Parks (AEP), local park management, over 200 volunteers, over 800 members, as well as many sponsors, donors, and community partners to deliver programs, courses, and events reflecting the spirit of the Cooperating Agreement as directed by our Strategic Plan and in support of the AEP mandate.

In order to achieve our vision of a sustainable park, we work to cultivate what we call 'informed park users'. Community members come to the park to enjoy our programming and in doing so become further engaged in the park, becoming aware of the impacts of human activities both inside and outside of the park and changes in attitudes and actions that can help mitigate these impacts. While we are not an advocacy group, we can inspire and create change through sharing information and creating awareness in those who visit and recreate along Fish Creek.

The Friends operate via a Cooperating Agreement with Alberta Environment and Parks. This agreement states that:

The Society shall cooperate and partner with Alberta Environment and Parks ("AEP") to encourage appreciation of Alberta's natural and cultural heritage including conservation, management, preservation, use and enjoyment. Subject to the Minister's approval, the Society may support, develop, deliver, fund and/or sponsor educational and recreational activities, resource management and research programs and may charge the public for related goods and services.

The Friends of Fish Creek Provincial Park Society is not an employee, agent or contractor of the Minister and is an independent organization.



Volunteer Policy & Organizational Rules

The Friends of Fish Creek Volunteer Policy reflects the context in which volunteers will be working and provides a starting point for your volunteer journey with us. Many of the points in this document will be elaborated as you read through this handbook.

1. PREAMBLE

- a. The Friends of Fish Creek Provincial Park Society (hereinafter referred to as “the Friends”) wishes to engage the community through activities and awareness to conserve a truly unique naturalized urban park. The Friends envisions a sustainable Fish Creek Provincial Park that improves the quality of life for present and future generations.
- b. The Friends respects and honors its Volunteers and strives to engage them in safe and meaningful opportunities that support the Mission and Vision of the Friends.
- c. This Volunteer Policy (the “Policy”) is intended to provide clear direction related to among others, the recruitment, registration, privacy, training, safety, involvement, term, conclusion of service, and recognition of Volunteers.
- d. The Friends will comply with Volunteer directives laid out in the Cooperating Agreement entered into with AEP. Furthermore, the Friends will comply with privacy laws to protect the confidentiality of Volunteers and will uphold the values laid out in the Friends’ Code of Conduct.
- e. This Policy will act as a guiding framework for the Friends Board of Directors and staff members in their dealings with Volunteers, and will additionally inform other stakeholders and third parties as to our responsibilities and requirements surrounding Volunteers.

2. THE VOLUNTEER

- a. Volunteers offer their time and skills freely to the organization without compensation or personal gain.
- b. All Volunteers must complete and submit a Friends of Fish Creek Volunteer Agreement, which remains in effect for the duration of their involvement.



c. All Volunteers agree to read and follow the Friends' Volunteer Code of Conduct.

c. The Friends will provide a diversity of inclusive and meaningful volunteer experiences, and will work to identify and remove barriers to volunteering in Fish Creek Provincial Park.

d. Volunteer opportunities will complement the duties of staff, and assist the Friends of Fish Creek and AEP in meeting their respective visions and missions.

e. Volunteers will not be involved in enforcement activities, or work known to be high risk.

f. The Friends will strive to accommodate Volunteers with special needs.

3. ORGANIZATION OF VOLUNTEERS

a. The Friends will organize the Volunteers respecting their roles, providing guidance and ensuring proper supervision.

4. RECRUITMENT

a. Potential new Volunteers will be screened and recruited through an accessible, open and equitable process.

5. COMMUNICATION

a. The Friends will maintain open lines of communication with Volunteers to maximize Volunteer success and continued involvement.

6. TRAINING

a. Volunteers will be trained to effectively and safely participate in their registered Volunteer activities.

b. Volunteer duties will be clearly defined. Volunteers will have access to any documentation relevant to the safe performance of their work, which may include, but is not limited to, Job Descriptions and Safe Work Practices.

c. The Friends will comply with Occupational Health and Safety Code (OHS) First Aid requirements.

7. OPERATING PROCEDURES

a. The Friends shall manage and coordinate volunteer involvement.

b. The Friends will inform Volunteers of all pertinent procedures and details in reference to all programs they volunteer for. Furthermore, the Friends will provide supplies and equipment necessary for Volunteers to fulfill their role.



- c. If a Volunteer is also receiving payment for contractual services, the terms of the contract will not apply to Volunteer activities.
- d. Pre-approved volunteer expenses will be reimbursed upon submission of receipts.

8. SAFETY AND INSURANCE

- a. The safety of Volunteers is a high priority in all Volunteer activities. The Friends will offer opportunities where Volunteers feel safe and comfortable.
- b. Health and safety is governed by the Alberta Occupational Health and Safety Code (2018) and volunteers are required to observe all safety procedures and be ensured of safe and healthy working conditions.
- c. Every Volunteer is required to sign the Friends of Fish Creek Volunteer Agreement that protects them in the event of an accident or injury while volunteering. Under this agreement, Volunteers are considered “workers” as outlined in Alberta’s Occupational Health & Safety Code (2018). This arrangement ensures Volunteers are covered by the Friends of Fish Creek’s Workers Compensation Board policy. All safety requirements normally applicable to employees also apply to volunteers.
- d. When you are volunteering for the Friends you are representing the organization, please dress in an appropriate manner. As many of our volunteer positions take place outside, Volunteers need to dress for the weather and wear appropriate footwear.

9. APPRECIATION AND RECOGNITION

- a. The Friends of Fish Creek aims to recognize and express our appreciation to our volunteers through volunteer recognition activities, which may change from year-to-year.
- b. We welcome and value honest feedback from our volunteers both throughout the season and through our end-of-season Volunteer Experience Survey.

10. CONFLICT RESOLUTION

- a. In the event of any conflict involving Volunteers, the Friends will work with the Volunteer to resolve the conflict through an established process, beginning with a discussion. Additional steps, if required, may involve a verbal warning, written warning and/or further meetings. If resolution is not possible, the Volunteer will be dismissed from his/her volunteer program and role, if deemed appropriate.
- b. In the event of alleged harassment involving Volunteers, the Friends’ Human Resources Policies and Procedures will apply to resolve the conflict.



Volunteer Code of Conduct

As a Volunteer, you have the right to:

- Be offered meaningful assignments
- commensurate with desire and ability that align with Friends and AEP goals
- Be treated as equals
- Be given as much knowledge as possible about the park and the Friends
- Receive appropriate ongoing education
- Work in a safe environment
- Refuse work for safety or suitability
- Receive supervision and evaluation of your performance
- Be offered a variety of opportunities
- Be provided with sound direction and guidance
- Be recognized
- Be heard, trusted and respected
- Have confidences respected

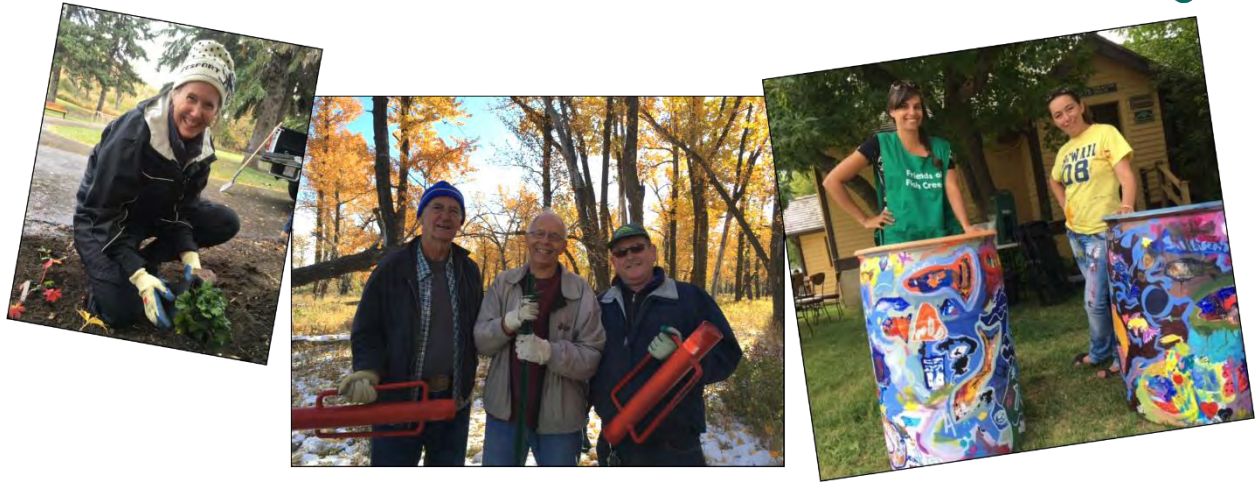
As a Volunteer, you are responsible for:

- Accepting safe and suitable assignments
- Being professional
- Supporting the goals of the Friends
- Actively participating in training sessions
- Respecting confidences
- Obeying [Park Regulations](#)
- Working with a partner volunteer
- Modeling appropriate park use
- Portraying the Friends in a positive light
- Treating fellow workers with respect
- Performing duties to best of your abilities
- Following through on your commitment
- Saying no when you feel it is necessary
- Complying with Safe Work Practices and terms of the Volunteer Agreement
- Taking steps to reschedule or cancel shifts in a timely manner

As a Volunteer, we ask that you please respect the following boundaries:

- Volunteers cannot legally represent the Park or the Friends
- Volunteers do not have any enforcement authority within the Park
- Volunteers cannot give official interviews with the media without prior approval
- Volunteers should perform activities only within scope and instruction
- We can provide a Letter of Involvement, but do not typically act as or provide References

Failure to comply with the Friends of Fish Creek Safe Work Practices, or to perform volunteer role or task within instruction and agreed scope may trigger the Friends of Fish Creek conflict resolution process.



Volunteering with the Friends of Fish Creek

The Friends of Fish Creek coordinate a wide variety of programs, annual events and related volunteer opportunities in Fish Creek Provincial Park. With a small staff team and a modest operational budget, we depend on and are grateful for our Volunteers who carry out activities in the park nearly every day of the year – over 700 volunteer activities took place from March 2019 to March 2020!

Because of the diverse contributions of people like you that dedicate their time and energy to Fish Creek, staff are able to focus on the coordination of over 30 ongoing programs and annual events. It is precisely because of our Volunteers that we are able to connect with over 10,000 people each year!

The [Volunteering section of our website](#) highlights current volunteer opportunities and a full list of programs for the 2022 program season can be found on pages 19-20 of this handbook.

There are a few requirements for volunteering with the Friends:

- All Volunteers must read the **Friends of Fish Creek Volunteer Handbook**. It is recommended that the handbook be reviewed annually by all volunteers. Annual revisions are highlighted.
- All Volunteers must complete a [Friends of Fish Creek Volunteer Agreement](#). One of the clauses of the Volunteer Agreement stipulates that you have read and will comply with the information contained in this handbook.
- All Volunteers must use [MyImpactPage](#) to manage their involvement and keep personal information up-to-date, including contact information, food allergies, medical conditions and emergency contact.

[Click here to sign in to your MyImpact account.](#)

[Click here to create a MyImpact account.](#)



Volunteer Screening

The Friends is dedicated to providing the safest possible environment for our volunteers and the people who enjoy our programs. We are also committed to matching volunteers with assignments that fit with their personality, skills, and interests. Volunteer screening provides us with the tools to accomplish these goals. The level of screening will depend on the risks and skill requirements of the position. Your volunteer position may require some or all of the following screening tools:

- Job description
- Clear recruitment messages
- Application form
- Interview
- Police Information Check
- Vulnerable Sector Check
- Evaluation
- Performance reviews
- Qualifications & Experience

Screening information is confidential.

Safety First... First Five & Last Five

One volunteer on every volunteer shift must complete the [First Five Minutes form](#) and [Last Five Minutes form](#) which can be accessed on our website either in advance on a home computer or on-site on a smart device. The First Five Minutes facilitates the process of informing of all Volunteers on-site of the potential safety hazards and mitigation strategies. The Last Five Minutes provides a communication channel to relay results of outing (ex. # of trees wrapped, kilos of weed removed, # of people engaged) as well as any other issues, concerns or ideas back to Friends of Fish Creek staff.

Dealing with Situations: Field Question Resolution Map

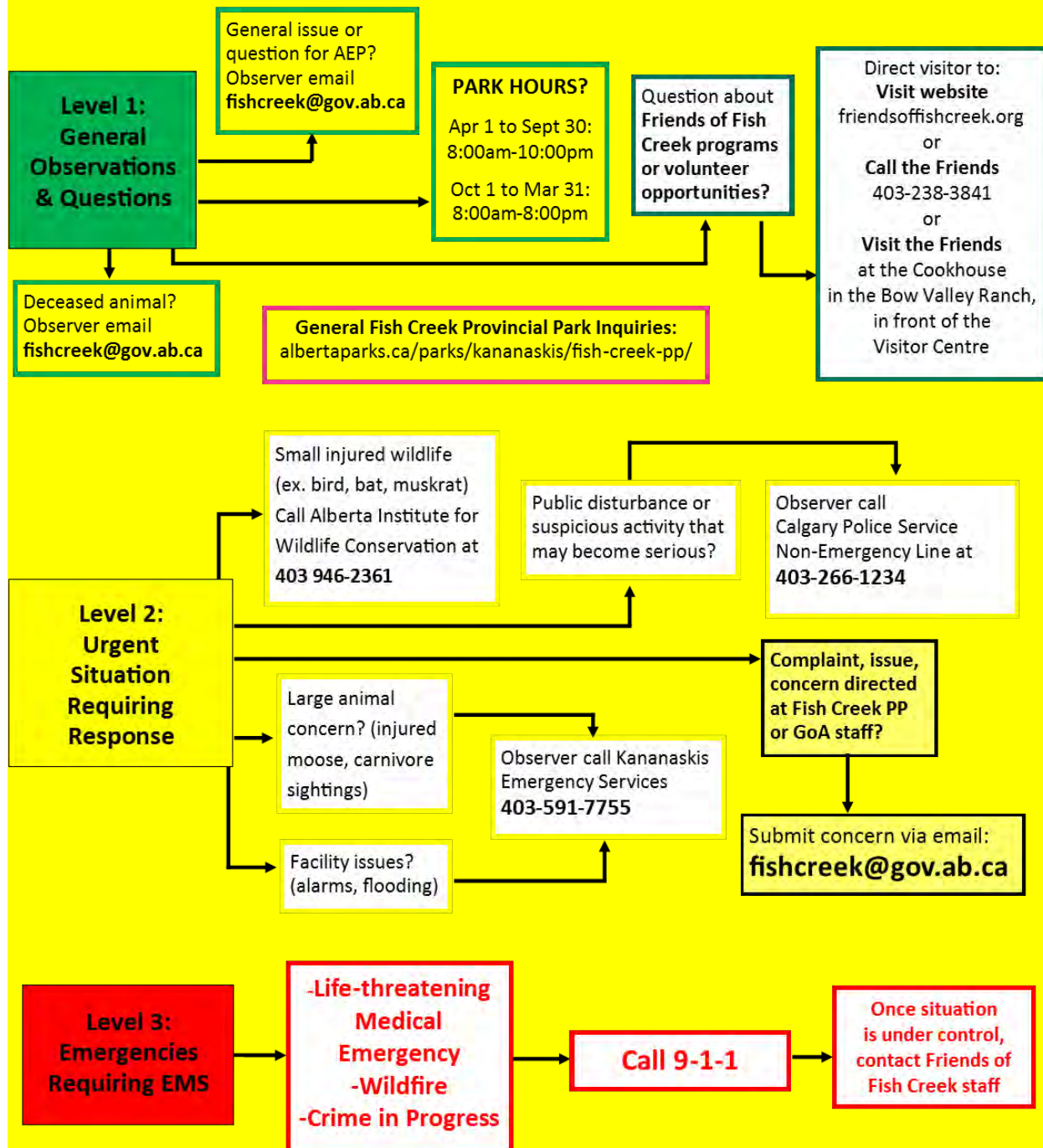
Volunteers should be able to confidently respond when they are approached about a wide range of inquiries, and when they observe or are notified about urgent situations and emergencies happening in the park.

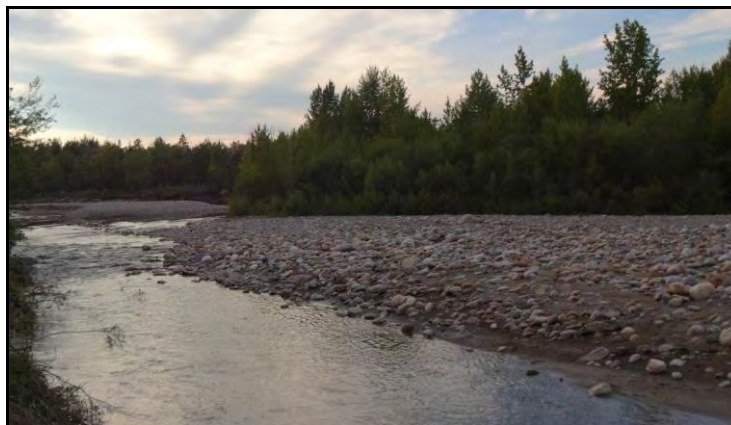
The following Field Question Resolution Map provides guidance for Volunteers should they could encounter a vast array of scenarios while volunteering or recreating in the park. Please email katie@friendsoffishcreek.org to request a non-highlighted paper copy of this resource.



Field Question Resolution Map

Revised March 2022





Youth Volunteers

We welcome the opportunity to work with volunteers of all ages, and offer the following guidelines for youth involvement.

- **Volunteers aged 16 & 17** may volunteer without a guardian, but require parental/guardian signature on Volunteer Agreement.
- **Volunteers aged 12-15** must be accompanied by a parent or guardian over the age of 18 and require parental/guardian signature on Volunteer Agreement.
- **Youth under age 12 attending outings or programs are the responsibility of the supervising parent or guardian over the age of 18, and:**
 - If actively volunteering, require parental/guardian signature on Volunteer Agreement.
 - If not actively volunteering, are considered a program participant and are not covered under Friends of Fish Creek insurance policies.

It is recommended that parents of youth get in touch with shift leaders in advance of outings to inquire about suitability of volunteer outing for youth.

All volunteers (regardless of age) are required to volunteer in groups of two (2) or more. At least one (1) volunteer in each group must have a working cellphone with them for safety.

Membership

Although we do not require that volunteers become Friends of Fish Creek Members, we encourage it. Becoming a member helps to ensure that you will be aware of Friends' happenings and that you will be able to see the full effect of all your hard work. Membership also includes the following benefits:

- Free Admission to Fish Creek Speaker Series
- Subscription to the Friends newsletter, *Voice of the Friends*
- Discounts on Birding Course registration and through affiliated groups and businesses



Conservation Messaging

Entire 3-pg section revised – please read all

Is it okay to build rock dams in the creek?

This is a complicated issue. Rock dams may have negative, neutral and positive impacts:

- increasing stream width causing erosion and bank instability
- trampling of bank (riparian) vegetation when accessing the creek
- disturbance of fish spawning beds and interference with insect life cycles by walking in creek and moving rocks
- creation of pools of deep, cool water needed by fish such as trout
- slowing the flow of water so sediment can settle out and groundwater reserves can be recharged
- fish, such as trout, are adept navigators, and while they have been observed finding their way over/through beaver dams and rock dams, the questions still remain as to whether or not these structures can impede fish passage

Further research is needed to clarify the full impact of recreational rock dams on waterways and aquatic life. The best practice is always to strive to leave no trace when visiting nature, especially in urban parks experiencing millions of visitors each year.

How can we best share park pathways?

Fish Creek pathways are busy with many different kinds of users and modes of transportation, including maintenance and emergency vehicles. In the name of safety, be courteous and aware of your surroundings and of other trail users. Cyclists yield to all other pathway users and announce when approaching. Dog walkers yield to hikers. Headphones and remote control vehicles are not recommended while using trails.



Cyclists enjoy a forested paved pathway in Fish Creek.

What kinds of trails are in Fish Creek?

Fish Creek Provincial Park features over 100km of trails for visitors to enjoy: paved pathways, shale trails and dirt single track, not including the many kilometres of ‘desire trails’.

- Paved pathways are wide enough to safely accommodate two-way visitor traffic, are designed with emergency vehicles in mind, and are bordered by a mown grass boulevard. These are the most accessible trails in the park, and are great for strollers, bikes with training wheels, roller blades, skateboards and wheelchairs/walkers.
- Shale trails have a packed granular surface which is narrower and more uneven than paved pathways. They are great for hiking, cycling and getting a little closer to nature.
- The Single Track Trail is a network of very narrow dirt trail that winds through forests, along hillsides and through grasslands in the park and is ideally suited to mountain bikers and hikers.
- Desire trails are created when visitors venture off designated trails. It only takes a few footsteps before vegetation is killed and soil is compacted. By staying on designated trails we protect the park’s vegetation and waterways.

It is important to remember that nature can create unsafe pathways conditions, such as ice, water and natural debris. Visitors use all trails at own risk.



Is it okay to take things I find home with me?

Besides damaging the ecosystem by removing things you find, you might also impact the experience of other visitors; if it made you happy to find something interesting, chances are the next person along would have also enjoyed seeing it. So please let everyone enjoy the park as it is and leave things where you found them. Also, even the smallest thing may be critical to the ecosystem, when you take a piece of the park home, you might be taking something's home away. Please leave no trace by leaving things as they are.

Can I use glitter and confetti in the park?

Glitter, balloons, streamers and confetti create micro litter in the park, which is virtually impossible to remove and poses a hazard to wildlife who may mistake these bits of plastic, paper and latex for food. Some garbage will not decompose and cannot be digested by wildlife. For photos, please consider using a digital confetti filter rather than physical confetti.

Why do dogs have to be on leash?

Dogs in Provincial Parks must be kept on-leash at all times, even in water. Although it may seem harmless, off-leash dogs can cause issues such as trampling of vegetation and leaving of unnoticed pet waste which can transmit disease to wildlife and pathogens to nearby waterways. Your dog may be injured in an encounter with wildlife; even beavers have been known to injure dogs while defending their home. Others can make your pet very uncomfortable, such as skunks and porcupines. Wildlife in the area can also be disturbed, injured or preyed upon or by dogs, such as fawns, chicks, garter snakes and ground-nesting birds. If you wish to run your dog off-leash, please take them to one of [Calgary's many designated off-leash areas](#).



A coyote in Fish Creek. Photo courtesy of Ken Pride.

Can I build a shelter in the park?

Temporary shelters may be set up for day use (tents for kids to play in, canopy for shade), so long as they are taken down before heading home. Semi-permanent or permanent structures (lean-to's, forts, tree-houses, etc.) must not be erected in the park as they may pose hazards for wildlife, may become litter hotspots and often encourage off-trail traffic. Also, when these structures are built from deadwood collected from the forest floor, they starve the ecosystem of essential nutrients required for soil health and may create a wildfire risk by clustering 'fuel' in one place.

Is alcohol consumption permitted in the park?

In May, 2019, a new park regulation entered into effect, allowing alcohol consumption with food at picnic tables at the Bankside and Hull's Wood day use areas. For the most up-to-date information, you can check out the [Alberta Environment and Parks website](#) and scroll down to the "Liquor" section.



What about cannabis use/vaping in the park?

Adult visitors may consume cannabis or vape in public areas where tobacco is permitted, however all are prohibited within 5 metres of facilities, outdoor amphitheatres, Sikome Aquatic Facility, and the mountain bike skills park. Cigarette butts and other smoking/vaping-related litter should be disposed of properly to protect the park's wildlife and reduce the chance of wildfire.

Is it okay to feed birds and animals in the park?

The wildlife that inhabit Fish Creek are here precisely because the habitat meets all of their needs, including food. Birds and animals are good at searching out food and do just fine on their own; they do not need any human assistance. When fed, wildlife may become habituated, become a nuisance, become dependant on humans for food and may struggle when the food source is removed. At certain times of the year, feeding migratory birds may discourage them from migrating, leaving them stranded in a seasonal environment to which they are not adapted. Feeding wildlife can put both visitors and the animals at risk. Animals may attack, may have sharp teeth or claws and may carry disease. Fish Creek is a Provincial Park, and feeding wildlife is against the Provincial Parks Act and carries fines.

Are e-bikes and motorized vehicles allowed?

Generally, motorized vehicles are not allowed in the park. Some exceptions include scooters and wheelchairs for persons with limited mobility and e-bikes, so long as the model has pedal-assist and the throttle is not engaged while using pathways.

Can I fly a drone or unmanned aerial vehicle (UAV) in the park?

Drones and UAVs are not allowed in Provincial Parks unless the user has obtained a permit for research, monitoring, photography or filming, and these permits are rare.

Is there a speed limit on park trails?

All kinds of recreational users make use of the pathways and trails in Fish Creek Provincial Park, and all going different speeds. Although there is no official speed limit in Fish Creek Provincial Park, it is everyone's responsibility to be courteous of others and exercise caution to avoid accidents. [Click here to learn more about trails in Fish Creek.](#)

Are bicycles allowed off-trail?

No. Cycling is only allowed on designated trails - paved and shale/granular trails as well as the single track trail system as a means of protecting vegetation and ecosystems.



Fallen logs provide habitat and nutrients to the soil during decomposition. Photo courtesy of Stan Kwasniowski.

What do I do if I see problems in the park?

Do not approach any person you witness committing an offense, as you do not want to put yourself in a potentially unsafe situation.

- Call 9-1-1 to request EMS if it is an emergency (wildfire, crime in progress or life-threatening medical emergency)
- Email fishcreek@gov.ab.ca to report issues such as public safety hazards, damage or vandalism to facilities, suggestions for improvement and more. Anyone can use this email address, including the general public
- Volunteers can report issues using the procedure and platform for their specific program, noting situation/location details.
- Public can submit feedback and ask questions through the online [Alberta Parks Contact Us form.](#)



Important Phone Numbers & Hotlines

- **For any emergency call 9-1-1**
 - To report a crime being committed, call 9-1-1
 - To report a fire threatening a community, call 9-1-1
 - To report a life-threatening injury or medical emergency, call 9-1-1
- To report a wildfire in natural areas away from settlement, call 310-FIRE (310-3473)
- To report a poacher or evidence of poaching (all hunting and trapping is illegal in the Park) contact Report-A-Poacher at 1-800-642-3800
- To report a spill, release or emergency that could damage the environment, call the Environmental Response Hotline at 1-800-222-6514

How to Share Comments with Alberta Parks

There are many ways to share your comments, questions and concerns with Alberta Parks:

- Email Alberta Parks directly at fishcreek@gov.ab.ca
- Complete the [Contact Us Form on the Alberta Parks website](#)
- Call 1-866-427-3582 (Alberta Parks Info Line)
- Contact your local constituency office
- Contact the [Ministry of Environment and Parks](#)



Safe Work Practices for Volunteer Programs

The remainder of the Volunteer Handbook consists of Safe Work Practice documents, or SWPs, aimed at raising awareness of best practices for the diverse tasks and activities Volunteers may be involved in while volunteering. The following chart provides a guide as to which SWPs relate to each volunteer program. **Note: All Friends' Volunteers must read SWPs 1, 2, 3, 4, 5, 14 and 16 plus those that directly relate to their volunteer program(s).**

CATEGORY	PROGRAM	RELEVANT SAFE WORK PRACTICE DOCUMENTS
	<i>All Volunteers in All Programs</i>	<i>1, 2, 3, 4, 5, 14, 16 + below</i>
Watershed Stewardship	Park Watch Stewardship	8, 17
	Riparian Restoration & Maintenance, ReWilding, Poplar Regeneration, Native Plant Nursery	6, 7A, 7B, 9, 10, 15A
	Riparian Health Assessments	6, 10
	Citizen Science: Stewardship Site Monitoring, Thesium Mapping, etc	6, 10
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SAFE WORK PRACTICE 1 – General Safe Working Practices

SWP Purpose

This Safe Work Practice (SWP) will help workers understand the general requirements for conducting tasks for the Friends.

Scope

This SWP applies to any worker conducting a task for the Friends.

Responsibilities

It is the responsibility of the on-site supervisor/leader to require that this SWP be implemented.

It is the responsibility of the workers to be aware of and comply with requirements outlined in this SWP. Ensure recommended controls are implemented and used appropriately:

- All volunteer work is conducted in groups of two or more and if one member does not feel comfortable conducting a task then the task is not completed. Volunteers must monitor each other for signs of injury, dehydration, heat/cold, other forms of distress and compliance with safety policies and procedures.
- If working in a group, partner with someone for the outing to facilitate keeping an eye on each other's location and well-being.
- Volunteers are not required to obtain First Aid training or perform First Aid, but First Aid training opportunities are offered and volunteers may choose to perform First Aid if qualified and comfortable in the situation.
- All volunteers must sign up for shifts in advance using *MyImpact* or other approved scheduling platforms.
- All volunteers must include up-to-date emergency contact information and cell phone number in their *MyImpact* profile.
- At least one volunteer in each group must carry a working, fully charged cellphone for use in case of emergency.
- In the event of an emergency, Friends staff must be contacted as soon as possible, but within 48 hours maximum of incident for reporting and debrief.
- Outings and/or programs may be canceled in the event of extreme temperatures and will be canceled if a severe weather warning has been issued for the area. See *SWP - Program & Event Cancellations*.
- Ensure all equipment is functioning and in good repair.



- All volunteers are required to wear suitable clothing and footwear and provide adequate food, water and any other requirements specific to themselves or the program (e.g. sunscreen).
- Volunteers are encouraged to take breaks as needed. For smokers/vapers, we ask that this activity takes place away from the group on break time.
- Volunteers are expected to arrive in suitable mental and physical condition for work.
- When outdoors, always be aware of your surroundings and keep safety a priority. Working outdoors may expose volunteers to prickly vegetation and insects such as ticks, which may carry Lyme disease. Check yourself for ticks before heading home.
- Volunteer training is mandatory for some of our programs; for others, it takes place on-site (e.g. Tree Wrapping). In this training, volunteers take part in a Site-Specific Hazard Assessment (SSHA) and sign a Volunteer Agreement prior to commencing work.
- All volunteers must sign the Volunteer Agreement, which serves as a waiver states that they have read the Volunteer Handbook and are aware of the safe working practices.
- Volunteers must read and be familiar with the “Safe Working Practices” (SWP) and “Safe Operating Procedures” (SOP) documents relevant to the volunteer work you will be doing. A full list of these documents is in the Table of Contents.



SAFE WORK PRACTICE 2 – Respectful Workplace

SWP Purpose

The Friends are committed to a healthy, harassment-free work environment for all workers. The Friends have developed an organization-wide policy intended to prevent harassment of any type including sexual harassment of its workers and to deal quickly and effectively with any incident that might occur.

Scope

This SWP applies to any worker conducting a task for the Friends.

Responsibilities

It is the responsibility of the on-site supervisor/leader to require that this SWP be implemented.

It is the responsibility of the workers to be aware of and comply with requirements outlined in this SWP.

- Adhere to the following documents:
 - *FoFC SWP – General Safe Working Practices*
- The Friends abide by Provincial and Federal Human Rights Laws.
- The Friends are committed to a healthy, harassment-free work environment for all employees and volunteers. The Friends have developed an organization-wide policy intended to prevent harassment of any type including sexual harassment of its employees and volunteers and to deal quickly and effectively with any incident that might occur.
- Harassment occurs when an employee, volunteer or park user is subjected to unwelcome verbal or physical conduct because of race, religious beliefs, colour, gender, physical disability, mental disability, age, ancestry, place of origin, sexual orientation, marital status, source of income or family status. Alberta Human Rights laws prohibit harassment in the workplace on these grounds.
- As an equal opportunity employer, the Friends understand that both male and female employees can be perpetrators and victims of workplace harassment in all forms.
- The Friends recognize that abuse can occur in the workplace between employees, park users, volunteers, and members of the public.
- Abusive behavior will not be tolerated. A partial list of examples of abusive behaviour includes:
 - Yelling or raising voice in threatening manner.
 - Using threatening postures, statements, movements, or swearing.
 - Throwing things, breaking things or hitting walls.
 - Abuse involving any form of physical violence.



- Physically restraining, holding, or blocking another against their will. Sexual harassment. Using silent treatment or refusing to acknowledge others in the workplace.
- Not addressing conflict directly, respectfully and in a timely manner.
- Not complying with requests made that fit within the role that you fill in the Friends due to a conflict with the person requesting the service.
- Failing to share information appropriate for the working relationship you share with others.
- Willfully and knowingly behaving in any manner that is upsetting to others in the workplace.
- Treating anyone differently due to personality, race, religious beliefs, colour, gender, physical disability, mental disability, age, ancestry, place of origin, sexual orientation, marital status, source of income or family status.
- Derogatory remarks.
- Jokes, innuendo, or taunts about an employee's appearance, religious beliefs, colour, place of origin, gender, mental or physical disability, ancestry, marital status, family status, source of income, or sexual orientation.
- Display of sexually explicit or suggestive materials, racist signs or images.
- Practical jokes that result in awkwardness or embarrassment.
- Unwelcome invitations or requests, whether indirect or explicit.



SAFE WORK PRACTICE 3 – Plants and Wildlife in the Park

SWP Purpose

The Friends are committed to a safe work environment for all workers. As much of the work we conduct takes place outside we have developed this SWP to ensure workers are prepared appropriately.

Scope

This SWP applies to any worker conducting a task for the Friends.

Responsibilities

It is the responsibility of the on-site supervisor/leader to require that this SWP be implemented.

It is the responsibility of the workers to be aware of and comply with requirements outlined in this SWP.

- Adhere to the following documents:
 - *FoFC SWP – General Safe Working Practices*

PLANTS

- It is illegal to damage or remove living or dead vegetation from the park.
- Bring your own wood and kindling for fires; all fires must be in the provided authorized fire pits at park Day Use Areas. Dead wood must remain in the forest as it is a vital part of forest health.
- Do not pick flowers and berries. They are a vital part of the park's ecosystems.
- To help prevent the spread of invasive plants:
 - **REMOVE** plant material and mud from boots, gear, pets and vehicle.
 - **CLEAN** your gear before entering and leaving the recreation site.
 - **STAY** on designated roads and trails.
 - **For more info, visit www.playcleango.org**

WILDLIFE

- A wide variety of wild animals use Fish Creek Provincial Park regularly, including beavers, bobcats, coyotes, deer, cougars, bears and moose.
- Volunteers must not disturb or interfere with wildlife.
- It is illegal to feed wildlife, including birds and ground squirrels, in provincial parks.
- Do not approach/corner wildlife. Use binoculars or telephoto lens to view from distance.
- Dogs must be on leash and in control at all times. Pet waste must be properly disposed of in a waste receptacle.
- Stay aware of your surrounding and watch for signs of wildlife including tracks, scat or animal carcasses.
- Do not wear headphones or earbuds while traveling or working in the park.



**Report sightings of large, injured or aggressive wildlife to
Alberta Environment and Parks at 403-297-5293**

BEAR ENCOUNTERS

- STOP! STAY CALM. Your calm behaviour can reassure the bear. Screams or sudden movements may trigger an attack.
- NEVER RUN - running may cause a bear to pursue you.
- Pick up small children and stay in a group.
- Bears may approach or stand on their hind legs to get a better look at you or to pick up your scent. This is their way of identifying you and is not an aggressive response.
- BE HUMAN. Speak to the bear calmly and firmly. This indicates that you are not a prey animal.
- Appear passive.
- If you have bear (pepper) spray, get your hands on it and be ready to use it. Take note of the direction and strength of the wind.
- Keep your backpack, hiking poles and other equipment - they can provide protection.
- Assess the bear's behaviour and try to determine why it is approaching.

If the bear appears defensive...

- Defensive attacks are the most common.
- A defensive bear may be feeding or protecting young or you may simply have surprised it – this is why it is imperative that you shout or sing regularly while on the trail.
- A defensive bear will appear stressed or agitated and may make noise.
- Try to appear non-threatening.
- Talk in a calm voice.
- Whenever the bear is not advancing, slowly move away without turning your back to the bear.
- If the bear continues to advance, stand your ground and keep talking. If the bear approaches to within 4 metres (12 feet or about a car length), use bear spray if you have it.

If the bear does not appear defensive...

- Young bears occasionally test their dominance or are curious. In the rarest of cases, a bear could be predatory.
- Speak in a firm voice.
- Move out of the bear's path.
- If it follows you, stop and stand your ground.
- Shout and act aggressively.
- Try to intimidate the bear. Pick up a stick and/or raise hiking poles above your head to appear larger.
- If it approaches to within 4 metres (12 feet or about a car length), use bear spray if you have it.



- If a bear attacks you, it is important to know if the attack is defensive or predatory.
- Use bear spray if you have it.
- If the bear makes contact with you, play dead! Playing dead involves lying on your stomach with your legs spread apart and your hands interlaced behind your neck to protect it. Having your legs spread makes it harder for the bear to roll you over. Remain still until you are sure the bear has left the area.
- Defensive attacks usually do not exceed two minutes in duration. In most cases, injuries are relatively minor. If an attack lasts longer, it is possible that the defensive attack has become predatory.

Predatory attacks occur when a bear stalks you along a trail and then attacks.

- Try to escape! A car or building may provide safe refuge. Climbing a tree is an option but offers no guarantee of safety. Black bears are excellent climbers and grizzlies have also been known to climb trees. If you choose to climb a tree, get as high up in the tree as you can as quickly as possible. Once you have a safe perch, prepare to use bear spray if you have it.
- If you cannot escape, DO NOT play dead.
- Use your bear spray and fight back! Make lots of noise, throw rocks, hit the animal with a branch or your poles - do everything you can to dissuade the bear from continuing the attack.

Bear Safety and Fishing

- Clean fish at designated cleaning stations. If no station is available, clean fish inside a plastic bag or bucket. Then seal the guts in a plastic bag and deposit the waste in a bear-proof garbage container.
- Fish with friends. Make lots of noise and keep an eye on each other.
- Stay attentive near lakeshores, rivers and creeks. These areas are used by wildlife as travel routes and feeding sites. Be alert and make as much noise as you can when fishing and moving about in these locations.
- Seal your catch in plastic bags and wash your hands.

COUGAR ENCOUNTERS

- Always leave room for the cougar to escape.
- Immediately pick up small children and stay in a group.
- Do not run or turn your back on the cougar.
- Slowly move away without turning your back to the cougar.
- Make yourself appear as large as possible. Open your jacket if you are wearing one.
- Maintain eye contact with the cougar.
- The idea is to convince the cougar that you are not prey and that you may be a threat to it.
- **If a cougar attacks, fight back with anything at hand.**



MOOSE OR DEER ENCOUNTERS

- All ungulates can be dangerous.
- Females can be especially aggressive during calving season (spring).
- Males can be aggressive during the autumn rut.
- Do not approach adults or their calves - give them plenty of room.
- Keep your dog on a leash.

ADDITIONAL RESOURCES:

[Alberta BearSmart](#) program

[BearSmart](#) pamphlet

[Wildsmart](#) program

[Preventing Conflict with Wildlife-Cougars](#) pamphlet



SAFE WORK PRACTICE 4 – Travelling in the Park

SWP Purpose

The Friends are committed to a safe work environment for all workers. As much of the work we conduct takes place outside we have developed this SWP to ensure workers are prepared.

Scope

This SWP applies to any worker conducting a task for the Friends.

Responsibilities

It is the responsibility of the on-site supervisor/leader to require that this SWP be implemented.

It is the responsibility of the workers to be aware of and comply with requirements outlined in this SWP.

- Adhere to the following documents:
 - *SWP - General Safe Working Practices*
- Check the weather forecast for temperature lows and highs, storm fronts, storm warnings, forecast wind speeds. Avoid being in the park during periods of severe weather.
- Review the terrain that you plan to enter to ensure you have the proper equipment, clothing and footwear.
- Monitor wind gusts to avoid the possibility of falling trees.
- Be courteous and informative when you meet members of the public. Avoid situations that could lead to conflict. Refer to *SWP - Encounters with the Public*.
- Be aware of your surroundings and potential wildlife encounters. Refer to *SWP - Plants & Wildlife in the Park*.
- If cycling, wear a helmet at all times.
- Practice safe trail etiquette:
 - Remain on designated pathways when possible. If going off trail is required, walk side-by-side (not single file) to avoid creating a new trail by damaging vegetation and compacting soil.
 - Share the trail; be courteous of others and move off pathway to stop.
 - Move at a safe speed and keep to the right of the yellow line.
 - Announce your intention to pass (bike bells are recommended).
 - If you are in a group, stay together, and to the right. Designate a “sweep” to ensure no one is left behind.
 - Look both ways before entering or crossing over a pathway.
- Watch where you are walking and/or cycling to look for possible hazards, such as loose or uneven surfaces, soil slumping, potholes or flooded trails.
- Be aware of and do not stop under overhead hazards, such as dead trees.

**Report sightings of large, injured or aggressive wildlife to
Alberta Environment and Parks at 403-297-5293**



SAFE WORK PRACTICE 5 – Encounters with the Public

SWP Purpose

The Friends are committed to a safe work environment for all workers. As much of the work we conduct takes place outside we have developed this SWP to ensure workers are prepared appropriately.

Scope

This SWP applies to any worker conducting a task for the Friends.

Responsibilities

It is the responsibility of the on-site supervisor/leader to require that this SWP be implemented.

It is the responsibility of the workers to be aware of and comply with requirements outlined in this SWP.

- Adhere to the following documents:
 - *SWP - General Safe Working Practices*
- Volunteers' personal safety is top priority at all times.
- Fish Creek Provincial Park is a public space, and as such, volunteers may encounter other park visitors while volunteering or traveling to volunteer event site.
- If you are approached by a park visitor while working, be friendly and professional. Identify yourself as a Friends Volunteer and answer any questions about the project or your involvement as a Volunteer to the best of your ability or refer them to the Friends.
- If an interaction with a park visitor becomes hostile or negative in any way, disengage and inform the on-site supervisor or include in your outing report, if applicable.

Report illegal, potentially dangerous and/or suspicious behaviour to Kananaskis Emergency Services at 403-591-7755 or call 9-1-1.

ADDITIONAL RESOURCES:

- SWP – Respectful Workplace



SAFE WORK PRACTICE 6 – Working Near Water

SWP Purpose

The Friends are committed to a safe work environment for all workers. Some of our work can take place beside the creek or other water bodies in the park. We have developed this SWP to ensure workers are prepared appropriately.

Scope

This SWP applies to any worker conducting a task for the Friends.

Responsibilities

It is the responsibility of the on-site supervisor/leader to require that this SWP be implemented.

It is the responsibility of the workers to be aware of and comply with requirements outlined in this SWP.

Adhere to the following documents:

- *SWP - General Safe Working Practices*
- Riparian areas are the areas of greater vegetation along waterways.
- Do not enter water or waterways (wetlands, creeks, streams or rivers) when working unless authorized to do so.
- When working near waterways, be aware of loose and/or slippery banks.
- Walk carefully; riparian vegetation is easily damaged and soil is easily eroded by foot traffic.
- Wear proper footwear and clothing for terrain, task and weather.
- If you do not feel safe, stop and notify on-site supervisor and/or include information about hazard on *Last Five Minutes* form.
- To avoid the spread of invasive plants to/from the riparian area:
 - **REMOVE** plants, animals and mud from boots, gear, pets and vehicle.
 - **CLEAN** your gear before entering and leaving the recreation site.
 - **STAY** on designated roads and trails.
 - **For more info, visit www.playcleango.org**



SAFE WORK PRACTICE 7A – Working with Tools

SWP Purpose

The Friends are committed to a safe work environment for all workers. Some of our work involves the use of tools. We have developed this SWP to ensure workers are prepared appropriately.

Scope

This SWP applies to any worker conducting a task for the Friends.

Responsibilities

It is the responsibility of the on-site supervisor/leader to require that this SWP be implemented.

It is the responsibility of the workers to be aware of and comply with requirements outlined in this SWP.

- Adhere to the following documents:
 - *SWP - General Safe Working Practices*
- The safety of our workers is top priority.
- Pay attention to what you are doing. Chatting and other distractions can lead to improper or absent-minded tool use, which can result in preventable injuries to yourself or other workers.
- Refrain from using ear buds while working.
- Use the right tool for the right job.
- Do not use broken or damaged tools. Report these to on-site supervisor/leader. If you break a tool, report it immediately.
- Do not use tools you are unfamiliar with or uncomfortable using.
- Ensure you are wearing appropriate clothing and footwear for the terrain, weather and task.
- Wear personal protective equipment when using hand and power tools (for example, work gloves, eye protection, hearing protection, head protection)
- When accessing tool storage, be aware of your surroundings and exercise caution in moving near, accessing or putting away tools, especially those stored overhead.
- Be aware of your surroundings and whereabouts of fellow workers and park users when using or operating tools. When swinging tools such as Pulaskis, know what is in your “swing zone” and keep a safe distance from fellow workers and objects like trees.
- When using power tools like weed whippers, reel mowers and rototillers, be aware of rocks and other hard materials that may be picked up and ejected. Know what is in your “zone of impact” and keep a safe distance from all bystanders. As a bystander, be aware of being in someone’s line of fire.



- Be aware of your body positioning when using tools. When swinging Pulaskis, ensure your feet or legs are not within the swing zone.
- Be aware of your hand positioning when using tools. For example, when using post pounders, keep your hands on the vertical parts of the handle (avoid the bottom/angled parts of the handle) and ensure you cannot see the orange at the top of the bar/post you are pounding so that you do not raise it too high before letting it fall. This will help prevent pinch-point injuries.
- Transport tools in a safe and secure manner. When transporting tools and equipment by truck, ensure it is secured using ratchet straps/tie-downs.
- Close/secure sharp tools, such as wire cutters and pruning shears, when not in use.
- Use blade guards provided when power tools are not in use.
- Do not leave tools you are using on the ground or unattended as they can pose a tripping hazard or get lost. If you are taking a break, place your tool away from the work site in a spot that is easily seen by others. Take care in leaning larger tools such as rakes and hoes up against trees or other structures (tool part facing the object it is leaning on) to minimize the risk of rebound injury if someone steps on the tool end (which may be obscured by grass, etc.).
- If you are finished using a tool, return it to the designated tool collection site, such as beside or in the vehicle in which it was transported.
- When using power tools, ensure power source (cord or generator) does not pose tripping or other hazard.
- If operating gas-powered tools, move far from water, wear gloves and exercise caution when dealing with fuel.
- Keep stationary gas-powered tools on level ground to prevent tip over.

Some tools require specialized training, such as:

- weed trimmer/weed whipper
- rototiller
- reel mower
- water pump
- post pounder
- Pulaski
- fire hydrant and hoses
- stewardship truck
- truck-mounted crane

Workers are not authorized to use these tools prior to receiving training and/or reviewing related SOPs.

Refer to *SWP - Safe Lifting Procedures* before lifting or moving heavy equipment or tools.



SAFE WORK PRACTICE 7B – Working with Gas-Powered Tools and Equipment with Moving Parts

- Read and be familiar with the machine and refer to the owner’s manual for specific work operations
- Store and maintain equipment upright to prevent fluid leaks
- Prior to fieldwork, attend the training session and practice until you feel safe and comfortable with the equipment you are using
- Prior to use in the field, complete a pre-use inspection. Inspect for fluid leaks, cracks, rust, hardware attachment, etc.
- Test the equipment on a small patch of flat ground first to ensure it is working properly and adjusted to the proper setting
- Use safety signage in the field and avoid bystanders
- Wear steel-toed boots, chainsaw helmet with hearing protections and a mesh face shield, chainsaw safety chaps, safety glasses, and cut proof work gloves when operating power equipment (rototiller and weed whippers)
- Adhere to the maintenance schedule in the operator’s manual and keep the equipment lubricated and serviced as required
- Before fueling, power off the equipment. Refer to the owner’s manual for the correct ratio of gasoline:oil for the machine. Fuel in a well-ventilated area away from any sources of ignition. Securely tighten fuel cap when finished fueling.
- Refrain from smoking, using a cellphone, creating sparks and overfilling tank (don’t top-off).
- In case of a spill or leak, immediately clean up all oil and gasoline using absorbent towels (shop towels or paper towels) and dispose of soiled cloths in a closed garbage container. Contact staff.
- Use blade guards when machines like rototillers and reel mowers are not in use
- Carry a First Aid Kit and spill kit.
- When transporting gasoline-powered equipment, ensure fuel tanks remain oriented upright to prevent leakage
- When transporting equipment in a truck, ensure the equipment is secured with ratchet straps or similar, using chock blocks on wheels as needed to prevent movement within the truck bed
- Do not operate in hot and dry conditions or when there is a fire ban in place, and ensure equipment does not overheat. Adhere to the owner’s manual for recommended running hours and maintenance intervals
- Follow best practice methods to reduce harm to small wildlife and birds such as performing migratory bird surveys and using flushing bars/other deterrent mechanisms prior to disturbance
- Never operate power equipment on a slope or during precipitation



To report a spill, release or emergency that could affect the environment, call the Alberta Environmental Response Line, 24 hours a day, seven days a week at 1 800 222-6514

ADDITIONAL RESOURCES: Alberta Workplace Hazardous Material Information Systems



SAFE WORK PRACTICE 8 – Biohazards and Hazardous Materials

SWP Purpose

The Friends are committed to a safe work environment for all workers. Some of our work may involve encounters with biohazards and hazardous materials. We have developed this SWP to ensure workers are prepared appropriately.

Scope

This SWP applies to any worker conducting a task for the Friends.

Responsibilities

It is the responsibility of the on-site supervisor/leader to require that this SWP be implemented.

It is the responsibility of the workers to be aware of and comply with requirements outlined in this SWP.

- Adhere to the following documents:
 - *SWP - General Safe Working Practices*
- Ensure all workers have access to any personal protective equipment relevant to the task to protect against biohazards and other hazardous materials.
- Generally, picking up litter can be done safely if using appropriate protective equipment made available to you. This includes nitrile or work gloves and litter pickers.
- Some objects encountered in the park may pose a threat if not handled by someone trained and equipped to do so safely. These potentially hazardous materials may include hypodermic needles, sharp objects, organic waste and chemical containers.
- Flag and leave any potentially hazardous materials found in the park and notify the Friends or Alberta Environment and Parks staff. Do not touch, transport or dispose of potentially hazardous materials.
- When working in areas with potential mouse activity, be aware of possible Hantavirus contamination and wear respiratory protection.

Report potentially hazardous materials to Kananaskis Emergency Services at 403-591-7755 or the Friends of Fish Creek at 403-238-3841.

ADDITIONAL RESOURCES:

[Alberta Workplace Hazardous Material Information Systems](#)



SAFE WORK PRACTICE 9 – Safe Lifting Procedure

SWP Purpose

The Friends are committed to a safe work environment for all employees and workers. Some of our work may involve lifting. We have developed this SWP to ensure workers are prepared appropriately.

Scope

This SWP applies to any worker conducting a task for the Friends.

Responsibilities

It is the responsibility of the on-site supervisor/leader to require that this SWP be implemented.

It is the responsibility of the workers to be aware of and comply with requirements outlined in this SWP.

- Adhere to the following documents:
 - *FoFC SWP – General Safe Working Practices*
- Wear appropriate clothing and footwear for injury prevention (e.g. long sleeves, closed-toe footwear).
- Test the weight of an object to determine if it is something that you can safely lift and/or carry on your own. If it is not, ask for support from a fellow worker or flag/make note so it can be moved using another method (dolly, machinery, etc.).
- Do not fill bags heavier than 10kgs, to prevent injury while lifting.
- Bend with the knees and without twisting, to avoid back strain.
- Use assistive devices such as trolleys, straps or dollies to move heavy items.
- Ensure that handles are properly secured before lifting.
- Prior to lifting/carrying hot or food-related items, refer to *FoFC SWP - Safe Food Handling*.



SAFE WORK PRACTICE 10 – Working at Ground Level

SWP Purpose

The Friends are committed to a safe work environment for all workers. Some of our work may involve task done at ground level. We have developed this SWP to ensure workers are prepared appropriately.

Scope

This SWP applies to any worker conducting a task for the Friends.

Responsibilities

It is the responsibility of the on-site supervisor/leader to require that this SWP be implemented.

It is the responsibility of the workers to be aware of and comply with requirements outlined in this SWP.

- Adhere to the following documents:
 - *FoFC SWP – General Safe Working Practices*
- When working at ground level, be aware of your surroundings. Refer to *SWP - Plants & Wildlife in the Park*.
- Ensure proper body positioning and technique for task. Refer to *SWP - Working with Tools* and *Safe Lifting Procedures*
- If you encounter a potentially hazardous object, leave in place, flag and notify on-site supervisor or report on outing report. Refer to *SWP - Biohazard and Hazardous Materials* for more information.
- Wear personal protective equipment specific to the task at hand (i.e. eye protection for tree wrapping, work gloves for vegetation management, etc.)
- Wear appropriate clothing and footwear to decrease your exposure to ground-level hazards such as sticks, prickly vegetation and ticks.
- Check yourself and your partner for ticks before heading home.



SAFE WORK PRACTICE 11 – Safe Food Handling

SWP Purpose

The Friends are committed to a safe work environment for all workers. Some of our work may involve handling food. We have developed this SWP to ensure workers are prepared appropriately.

Scope

This SWP applies to any worker conducting a task for the Friends.

Responsibilities

It is the responsibility of the on-site supervisor/leader to require that this SWP be implemented.

It is the responsibility of the workers to be aware of and comply with requirements outlined in this SWP.

- Adhere to the following documents:
 - *FoFC SWP – General Safe Working Practices*
- Always wash or sanitize your hands before touching, preparing or consuming food.
- If you are preparing food and are unable to wash your hands, wear nitrile gloves provided.
- When possible, avoid carrying hot objects such as kettles, crockpots or coffee urns. Use a wheeled food cart. If a cart is not available or feasible, support the object's base while in transit.
- Exercise caution when using heat-producing appliances, potentially breakable items and sharp objects.
- Secure electrical cords for appliances in use and unplug after use.
- When providing food, ensure hand sanitizer and sanitizing wipes are readily available to reduce infection transmission. Limit the number of hands touching food. Use disposable gloves.

ADDITIONAL RESOURCES:

[Clean Hands – My Health Alberta](#)



SAFE WORK PRACTICE 12 – Working with Money and Valuables

SWP Purpose

The Friends are committed to a safe work environment for all workers. Some of our work may involve handling money and valuables. We have developed this SWP to ensure workers are prepared appropriately.

Scope

This SWP applies to any worker conducting a task for the Friends.

Responsibilities

It is the responsibility of the on-site supervisor/leader to require that this SWP be implemented.

It is the responsibility of the workers to be aware of and comply with requirements outlined in this SWP.

- Adhere to the following documents:
 - *FoFC SWP – General Safe Working Practices*
- Leave your valuables at home or carry with you in a secure manner. Do not leave valuables in your vehicle.
- Sign out supplies and equipment and return promptly to the Friends when done. Notify Friends staff if any equipment is damaged or requires servicing.
- When working with cash, complete cash reconciliation document at start and end of shift. For your own safety, do this in a secure location with another worker present and out of sight of the public.
- When your shift is over, return/secure program equipment to the appropriate location with another volunteer.
- Funds received during program need to be supervised by workers until safely secured in appropriate location.
- Do not share access codes or keys with others. Shield keypad while entering access codes.
- In the event of an attempted or actual theft, your personal safety takes priority. Leave program equipment and money and get yourself to a safe location. Call 9-1-1 and then report to Friends for follow-up and debrief.



SAFE WORK PRACTICE 13 – Office and Administrative Work

SWP Purpose

The Friends are committed to a safe work environment for all workers. Some of our tasks will take place in an office environment. We have developed this SWP to ensure workers are prepared appropriately.

Scope

This SWP applies to any worker conducting a task for the Friends.

Responsibilities

It is the responsibility of the on-site supervisor/leader to require that this SWP be implemented.

It is the responsibility of the workers to be aware of and comply with requirements outlined in this SWP.

- Adhere to the following documents:
 - *FoFC SWP – General Safe Working Practices*
- The Friends value everyone’s mental and physical health. We encourage staff and volunteers to take active breaks, change positioning, and modify work stations to be ergonomically appropriate.
- Ensure loose clothing or jewelry is removed or tucked in before operating shredder, paper cutter or any other potentially hazardous office equipment or appliance.
- If you are wearing inappropriate clothing for a given task (i.e. shredding materials), ask someone else to conduct the task or conduct task on a different day.
- Enter and exit the office with caution, be aware of steps and uneven surfaces.
- Be aware of tripping hazards such as rugs, electrical cords and other equipment.
- When setting up temporary equipment, work as close to an electrical outlet as possible to avoid tripping hazards.
- Ensure lighting is appropriate for the task.
- When cleaning, use green cleaners whenever possible. Use gloves to work with cleaning solutions.
- Wear a mask when working in dusty environments.



SAFE WORK PRACTICE 14 – Program and Event Cancellation

SWP Purpose

The Friends are committed to a safe work environment for all workers. There will be occasions when events will need to be canceled. We have developed this SWP to ensure workers are prepared appropriately.

Scope

This SWP applies to any worker conducting a task for the Friends.

Responsibilities

It is the responsibility of the on-site supervisor/leader to require that this SWP be implemented.

It is the responsibility of the workers to be aware of and comply with requirements outlined in this SWP.

- Adhere to the following documents:
 - *FoFC SWP – General Safe Working Practices*
- Outings and programs may be canceled due to weather, environmental conditions or other unforeseen circumstances.
- Cancellations based on weather will occur four hours prior to program commencement, or the evening before for early morning programs.
- Cancellations based on other unforeseeable factors (sickness, emergency, etc.) will be addressed immediately once we are informed of the situation.
- Volunteers will be informed of cancellations via email and/or phone.
- Program attendees will be notified of cancellations via email.
- Cancellation information will also be posted on our website once the decision has been made.

Type of Condition	Guideline for Possible Cancellation
Heat	Temperatures of +30°C and hotter
Cold	Temperatures of -20°C and colder
Wind	Winds of 40km/hr and greater – Beaufort Wind Scale
Air Quality/Smoke	Air Quality Index of 7-10 – Environment Canada’s Air Quality Index
Severe Weather	Advisory or warning issued by Environment Canada

All individuals are responsible for assessing their own personal comfort level, abilities and limitations before deciding whether to take part in any activity at any time.



SAFE WORK PRACTICE 15 – Vehicle Operation

***Revised in 2022* Please read in entirety.**

SWP Purpose

The FOFCPPS is committed to a safe work environment for all workers. We have developed this SWP to ensure workers are prepared appropriately.

Scope

This SWP applies to any worker authorized to operate a vehicle for the FOFCPPS. This information pertains to both the Friends of Fish Creek Stewardship Trucks and the Electric Minibus, as well as any other future vehicles acquired and/or operated by the FOFCPPS.

Responsibilities

It is the responsibility of the on-site supervisor/leader to require that this SWP be implemented.

It is the responsibility of the workers to be aware of and comply with requirements outlined in this SWP.

- Adhere to the following documents:
 - *FoFC SWP – General Safe Working Practices, Encounters with the Public, Traveling in the Park*
 - *Job Descriptions: Truck Crew Leader & Truck Crew Volunteer*
- Individuals must meet organizational requirements before being authorized to operate a vehicle on behalf of the Friends of Fish Creek.
- Vehicle inspection and maintenance schedules must be followed.
- Obey all laws and speed limits. Reduce speed according to road/pathway conditions, weather, visibility and vehicle type. In the event of a ticket (speeding, parking, etc.), the driver is responsible for prompt payment of ticket and a copy of the ticket must be forwarded to the Friends' office to be included in driver's file.
- Ensure driver is well-rested, hydrated and not intoxicated. Drug and alcohol use and intoxication are strictly prohibited while operating vehicles and while volunteering for the Friends of Fish Creek. On longer trips, take breaks often.

Required Equipment:

- *Vehicle Operation Checklist* & writing utensil
- Road maps and/or directions
- Flashlight and spare batteries
- Fire extinguisher
- First aid kit (sealed in plastic bag, with extra Band-Aids & alcohol wipes)
- Blanket
- Signage for parking along pathways
- Warning devices (pylons)
- Communication device (working, charged cellphone)



Before driving:

- Access vehicle/gate keys and any other required equipment from pre-determined storage location
- Complete key and vehicle sign out procedure to avoid conflicts with other users.
- Conduct vehicle walk-around and complete *Vehicle Operation Checklist*.
- Review *Vehicle Emergency Procedures* and communicate to all workers.
- Ensure only Friends of Fish Creek and Alberta Environment & Parks (staff, volunteers, program participants) enter/access the vehicle.
- Review directions and/or road map and check weather conditions and forecast for both destination and travel route.
- Complete First Five Minutes form, being sure to address all the activities involved in shift including driving, watering, fence repair, equipment loading, etc. Communicate potential hazards and mitigation strategies to all involved.
- Start Mobile Timeclock, using appropriate activity for each volunteer involved.
- Ensure all doors/cabinets are shut, equipment and load are effectively secured.
- Turn lights on to increase visibility for those coming up from behind.
- Check to ensure all driver and passenger seat belts are secured. Avoid reclining the seat too far back as seatbelts and head restraints can be ineffective.
- Reduce ergonomic strain/injuries related to driving by correctly adjusting your head restraint, seat, arm rests, etc..

While driving:

- When driving, focus on driving and driving alone. Do not engage in distracting behaviour, such as eating, cell phone use, etc.
- Be a professional and courteous driver. Be prepared to avoid unsafe situations by practicing safe and defensive driving.
- Be aware of your surroundings, including potential hazards above such as energized overhead electrical conductors, hazardous trees, etc.
- Maintain a safe distance away from pathway users and other vehicles.
- Keep the vehicle under control at all times.
- Be prepared for changes in road, weather and traffic conditions.
- Be cautious of wildlife encounters when driving at night, through wooded, mountainous, rural areas and/or parks.

While driving on park trails:

- Continue to adhere to above instructions.
- Only authorized vehicles are to drive on park pathways.
- Turn on 4-way flashers to increase vehicle visibility.
- Drive only when necessary; walk if possible with equipment in wagon.
- Avoid driving on pathways during very busy park times, such as weekends.
- Drive on paved pathways, avoiding shale trails when possible.



- Reduce speed when driving on loose/wet surfaces to minimize splash/dust.
- Ensure vehicle is easily identifiable by other pathways users.
- Keep both front windows open (unless weather prevents) and keep stereo off to increase awareness of what is going on outside the vehicle.
- Yield to all pathway users. Pull off the pathway and slow or stop completely. Actively greet all pathway users with a smile, friendly wave and thanks.
 - Be aware that some park users may not be aware of your presence (earbuds or headphones, children, distractions, etc.). Avoid using the horn; patiently drive a safe distance back from them until they notice you. If absolutely essential, slow down so you are much farther back and lightly tap the horn or bicycle bell to alert user to your presence.
 - Exercise great caution around potentially unpredictable trail users such as young children, pets, strollers, new cyclists/in-line skaters/skateboarders.
 - Be on the lookout both in front and behind for high speed trail users such as cyclists, skateboarders and in-line skaters. Signal and move off the pathway to allow them to pass, and offer a friendly wave.
- Drive according to the conditions, always at speeds lower than 20km/hr. At times, you may reach the speed limit (ex. straight stretch of pathway with no pathways users), however when passing pathway users you will need to slow right down or even stop to allow safe passage. Trails may be wet, snowy, icy.
- Exercise caution when driving through areas with pull-out posts, gates and boulders. Leave all locks, gates and pull-out posts the way they were found.
- Be especially careful regarding steep or narrow trails, sharp corners, dead end trails.
- Some bridges in the park are too narrow for vehicles to cross safely. Ex: When accessing Stream Changes Trail area south of BVR, access via Bow Bottom Trail then use the pathways south of the creek rather than trying to cross Bridge 11.
- Be aware of trees and vegetation encroaching on trail as these may conceal wildlife and/or pose hazards for pulling off the trail and/or turning around.
- Driving off trail is strictly prohibited.
- Minibus is meant for use within Fish Creek Provincial Park only.

When fueling stewardship trucks:

- Shut off engine and stay at the pump while filling, then replace cap.
- Refrain from smoking, using cellphone, re-entering the vehicle, overfilling tank (don't top-off).
- Pay for fuel using method pre-approved by FoFC staff.

When parking the vehicle along park pathways:

- Ensure the vehicle is moved off the path as much as possible, and place appropriate signage in line with the vehicle at a distance of approximately 20m behind and in front of the vehicle to alert oncoming pathway users.



When parking the vehicle along roads/highways:

- If the vehicle needs to stop along a roadway (due to poor driving conditions or other condition preventing vehicle operation for example), activate 4-way flashers and/or position warning devices (pylons) without delay to increase visibility for oncoming traffic. Warning devices should be placed in line with the vehicle at a distance of approximately 75m behind and in front of the vehicle.
-

When cleaning the Stewardship Trucks:

- Use wash bay located in far north bay of east shop building.
- Ensure all windows and doors are securely closed and equipment unloaded from open box.
- Ask Venturers Society Crew Leaders to invite participants to take part in washing if they desire/have time.
- Use wash equipment in accordance with training, being sure that water is directly only at vehicle, not surrounding equipment, tools, etc.
- Ensure hoses and wash equipment are off and area is clean before leaving.
- Report any new vehicle damage found to FOFCPPS staff.

When cleaning the Minibus:

- Use cleaning supplies located near large barn door.
- Sweep out all debris, then wipe surfaces with clean cloth and cleaner.
- Put dirty cloths in bin for washing.
- Report any new vehicle damage found to FOFCPPS staff.

When parking vehicles (at end of outing):

- Ensure ample fuel for next driver. If less than $\frac{1}{4}$ tank, contact Friends of Fish Creek staff or Truck Crew Leader.
- Always park the Dodge Ram 5500 Stewardship Truck in the far southeast parking stall in the east shop parking lot.
- Always park the Minibus inside the east bay of the red barn and plug in charging cable.
- Leave ample room around vehicle for nearby vehicle and/or tool access.
- Complete *Vehicle Operation Checklist*. The Checklist will be submitted to Friends of Fish Creek monthly by the Truck Crew Leader, but any issues must be reported by the driver as they arise.
- Return and sign-in vehicle, equipment and gate keys to pre-determined storage location.



SAFE WORK PRACTICE 15B – Watering Crew Protocol and Procedures

- Adhere to the following documents:
 - *FoFC SWP – General Safe Working Practices*
 - *FoFC SWP 7 – Working with Tools, SWP 7B – Working with Gas-Powered Tools and Equipment with Moving Parts and SWP 9 – Safe Lifting Procedures*
 - Restoration Site Watering document

- Empty the water tank fully prior to unloading or loading the tank onto the truck bed. Water tank should be lifted by at least 2 people.
- Be cautious of slippery surfaces and slippery truck bed.
- Ensure watering valve is closed during transport to prevent leaks.
- Secure the watering tank to the truck bed using ratchet straps and secure loose strap ends
- Tip the watering tank to fully drain excess water to prevent freeze thaw and cracking to the valve.
- Use pylons, safety signage and/or STOP paddles to control traffic of park users within and near watering site and when filling up watering tank
- Take care to not discharge any excess water onto paved pathways or bridges. Empty the watering hose when not in use.



SAFE WORK PRACTICE 16 – Working During a Public Health Emergency/Pandemic

***Revised in 2022* Please read in entirety.**

SWP Purpose

The Friends are committed to a safe work environment for all workers. We have developed this SWP to ensure workers are prepared appropriately to mitigate hazards associated with working during a public health emergency/pandemic. The increased risk of this situation means that additional health and safety protocols must be in place to decrease risk of exposure.

Scope

This SWP applies to all workers active during a public health emergency/pandemic.

Responsibilities

It is the responsibility of the on-site supervisor/leader to require that this SWP be implemented.

It is the responsibility of the workers to be aware of and comply with requirements outlined in this SWP.

- Adhere to this and the following documents:
 - *FoFC SWP – General Safe Working Practices*
 - *FoFC SWP – Respectful Workplace*
 - *FoFC SWP – Encounters With The Public*
 - *FoFC SWP – Biohazards and Hazardous Materials*

All workers need to practice general wellness and proper hygiene:

General Wellness

- Stay up to date on [current health and safety requirements](#) as outlined by Alberta’s Chief Medical Officer of Health (CMOH).
- Conduct a personal health screening prior to arriving for your shift, using [Alberta Health Services’ Daily Health Checklist](#) for yourself and any youth/children accompanying you prior to attending a volunteer outing or event in the park. If any “yes” answers, do not attend for a work/volunteer shift and follow guidance laid out by AHS in the Daily Health Checklist document.
- Follow the required physical distancing measures. This may include working behind a physical barrier or standing behind a marked tape line when interacting with the public. If the task at hand requires you to work closer than the required physical distance, wear the appropriate PPE necessary to reduce the risk of transmission (ex. well-fitted, 3-ply face covering/mask).
- Regularly clean and disinfect surfaces, especially objects or surfaces touched by multiple members of the public. This includes surfaces you have touched on your way to work, such as door handles, steering wheels, etc.
- If you begin to feel symptoms of illness during work, inform your supervisor and discuss how to safely leave the worksite immediately without risking further exposure to others:



- Discuss an alternate plan if you took public transit to get to work;
- Go directly home without stopping anywhere on the way;
- Provide option to discuss protocols with AHS before leaving the work site.

General Hygiene

- Avoid touching your face, nose or mouth with unwashed hands.
- Avoid contact with people who are suspected/confirmed as sick.
- Exercise proper respiratory etiquette (ie cough/sneeze into bent elbow, promptly disposing of used tissue in trash).
- Stay home and away from others if you are feeling ill or have been in contact with anyone suspected/confirmed as sick, as per current public health recommendations.
- Bring your own labelled tools/equipment if possible and applicable and do not share with others.
- Bring your own drinks and food, and do not share with others.

Hand Hygiene

- Wash hands well and often, as outlined in public health recommendations (ie. use soap and water, scrubbing for at least 20 seconds).
- If hand washing facilities are not available, use an alcohol-based sanitizer (containing minimum 70% alcohol) and rub for minimum 20 seconds.

Cleaning/Disinfecting Tools/Equipment

- Ensure all workers are aware of the difference between **cleaning** (ie removing visible dirt, grit, soil, etc.), and **disinfecting** (ie the use of a chemical to kill germs on a surface). Both measures need to be taken.
- Use a “wipe-twice” method to clean (first wipe) and disinfect (second wipe).
- Increased cleaning/disinfecting of all high-touch surfaces will be conducted by the first staff in the office each day. High-touch surfaces include: light switches, door knobs, counters, surfaces, tables, kitchen appliances, office equipment, chair backs, railings. High touch surfaces will be cleaned/disinfected regularly throughout the day.
- All staff are to clean/disinfect their personal work stations on a daily basis, upon arrival to the office.
- Additional cleaning/disinfecting of all surfaces will occur if a worker has developed symptoms of illness during their shift.
- Hand sanitizer, surface cleaner and disinfectant will be made available in areas of volunteer access for program equipment/supplies.
- All borrowed equipment will be cleaned/disinfected with approved supplies provided upon return by the volunteer if used for an unstaffed program. If staff are present, volunteers and staff may work together to disinfect equipment with approved supplies.
- Gloves should be worn during the use of all disinfectant solutions.
- Be sure to take the appropriate precautions when using chemicals for cleaning and disinfecting. Consult the products Material Safety Data Sheets (MSDS) if available.



- Items that cannot be easily cleaned/disinfected will be taken out of circulation (eg field/equipment backpacks).

Personal Protective Equipment (PPE)

Use the available PPE for the specific task at hand. If PPE is deemed necessary for a task, it will be provided by the Friends. For all items of PPE, ensure you do the following:

- Wash or sanitize hands prior to and immediately after donning and immediately after removing.
- Inspect all PPE to ensure it is intact prior to using.
- If single use, be sure to dispose of item in designated location after one use (do not reuse).
- Use the donning and doffing steps associated with each item of PPE below to minimize contact with potentially contaminated surfaces.
- Use face covering when the requisite physical distancing is not possible/cannot be maintained.

Consider using any/all of the following as they relate to the activity you in which you will be involved:

- Hand sanitizer – will be made available for both indoor work and fieldwork. It will be administered by one designated person during a shift so as to reduce the possibility of contamination.
- Eye protection – us only approved safety goggles that will not shatter. If you wear glasses, you will need to wear eye protection over your glasses to provide shatter protection.
 - To don: Position goggles over the eyes and secure to head using the earpiece or headband attached, then adjust for comfort.
 - To remove: Handle only by the headband or earpiece; carefully pull away from face and place in appropriate container for cleaning/disinfecting, or in a plastic bag if they are your gloves and you are taking them home to wash (if so, be sure to dispose of plastic bag and not reuse).
- Hand protection – washable work gloves or disposable nitrile gloves;
 - Washable gloves:
 - To remove: carefully pull off one glove, then the second by pulling away at the wrist, so as not to touch the glove surface; place in labelled container for cleaning/disinfecting or in a plastic bag if they are your gloves and you are taking them home to wash (if so, be sure to dispose of plastic bag and not reuse).
 - Disposable gloves :
 - To don and remove: Please see the diagram below



- **When wearing gloves, be sure not to touch your face, as they may be contaminated.

- Mask/face covering – well-fitted, non-surgical face covering that (ideally) has an added filter or layer of material for extra protection.
 - To don:
 - Clean your hands with soap and water or hand sanitizer before touching the mask.
 - Remove a mask from the box and make sure there are no obvious tears or holes in either side of the mask.
 - Determine which side of the mask is the top. The side of the mask that has a stiff bendable edge is the top and is meant to mold to the shape of your nose.
 - Determine which side of the mask is the front. The colored side of the mask is usually the front and should face away from you, while the white side touches your face.
 - Follow the instructions below for the type of mask you are using.
 - *Face Mask with Ear loops*: Hold the mask by the ear loops. Place a loop around each ear.
 - *Face Mask with Ties*: Bring the mask to your nose level and place the ties over the crown of your head and secure with a bow.
 - *Face Mask with Bands*: Hold the mask in your hand with the nosepiece or top of the mask at fingertips, allowing the headbands to hang freely below hands. Bring the mask to your nose level and pull the top strap over your head so that it rests over the crown of your head. Pull the bottom strap over your head so that it rests at the nape of your neck.
 - Mold or pinch the stiff edge to the shape of your nose.
 - If using a face mask with ties: Then take the bottom ties, one in each hand, and secure with a bow at the nape of your neck.
 - Pull the bottom of the mask over your mouth and chin.
 - To remove:
 - Clean your hands with soap and water or hand sanitizer before touching the mask. Avoid touching the front of the mask. The front of the mask is contaminated. Only touch the ear loops/ties/band. Follow the instructions below for the type of mask you are using.
 - *Face Mask with Ear loops*: Hold both of the ear loops and gently lift and remove the mask.



- *Face Mask with Ties:* Untie the bottom bow first then untie the top bow and pull the mask away from you as the ties are loosened.
- *Face Mask with Bands:* Lift the bottom strap over your head first then pull the top strap over your head.
- Throw the mask in the trash. Clean your hands with soap and water or hand sanitizer.

<https://www.sgcdp.org/communicable-disease/healthy-habits/how-to-put-on-and-remove-a-face-mask/>





SAFE WORK PRACTICE 17 – Working Alone

***NEW ADDITION in 2022* Please read in entirety.**

SWP Purpose

FOFC is committed to a safe work environment for all workers. In circumstances where a worker must work alone without a partner, we have developed this SWP to ensure workers are prepared.

Scope

This SWP applies to any person working alone while conducting a task or working for the Friends.

Responsibilities

It is the responsibility of the worker to be aware of and comply with requirements outlined in this SWP.

The Friends are responsible to ensure that all managers, supervisors, and workers have a complete understanding of the process in place for workers to follow when working alone.

- Adhere to the following documents:
 - *SWP - General Safe Working Practices, Travelling in the Park, Encounters with the Public, Plants & Wildlife in the Park*
- Working with a partner is the preferred arrangement to be used at Friends of Fish Creek. Avoid working alone whenever possible, and only as a last resort or when all work alone protocols have been followed.
- Working alone means to work alone at a work site in circumstances where assistance is not readily available in the event of an injury, illness, or other emergency.
- It is the responsibility of the worker to notify the designated supervisor of the situation prior to doing any work alone.
- The worker must have a first aid kit, working cell phone and charged battery pack when working alone. An emergency contact list will accompany each field worker in their program equipment kit. Workers are also encouraged to have emergency phone numbers programmed into their cell phone for quick and easy reference.
- An emergency phone list must be in each company vehicle at all times.
- All workers that are working alone must communicate with their designated supervisor on a regular basis. This time frame must be agreed upon by both the supervisor and the worker in the “Working Alone – Check-in Protocol”. If electronic communication is not possible at the work site, the employer or a competent worker will visit the worker at regularly scheduled intervals.



- Consult your direct supervisor if you have any questions regarding the topic of “Working Alone”.
- If working alone in the field, Volunteers must use the Mobile Timeclock to sign in and out of their shift using the *MyImpactPage* app.

Working Alone – Check-in Protocol

-Persons working alone should establish a check-in and check-out contact, and communicate the timeframe they expect to be working alone.

-For shifts under 3 hours, the worker will notify the check-in person when they arrive to the worksite or work starting point, and again when they have safely returned for the day.

-For shifts longer than 3 hours, the worker will communicate with the check-in person when they arrive to the worksite or work starting point, halfway through the shift, and when they have returned at the end of the shift.

Working Alone – In Office

- Volunteers working in the office must be accompanied by a staff person.
- All efforts are to be made to avoid staff working alone in the office, especially in the evenings and during the off-season when days are shorter. For example, arrange for a fellow staff person or volunteer to work with you.
- If working alone in the office:
 - Staff should use the “arm stay” function on the alarm pad to arm the front door alarm sensor but still be able to move freely in the office.
 - Keep electronic keypad locked from the inside.
 - Lock inner door manually from the inside.
 - Keep blinds drawn to reduce visibility from the outside.
 - Check in with direct Supervisor when arriving and leaving at the end of your shift.

Calgary Emergency Services 9-1-1
Calgary Police Service Non-Emergency Line 403-266-1234
Kananaskis Emergency Services 403-591-7755
Friends of Fish Creek 403-238-3841 (Office hours only)



SAFE WORK PRACTICE 18 – Safe and Responsible Firekeeping

***NEW ADDITION in 2022* Please read in entirety.**

SWP Purpose

FOFC is committed to a safe work environment for all workers. In circumstances where workers are starting/keeping a campfire in the park, we have developed this SWP to ensure workers are prepared to prevent wildfire and maintain a safe environment for all.

Scope

This SWP applies to any person starting, keeping and stewarding a campfire in the park.

Responsibilities

It is the responsibility of the worker to be aware of and comply with requirements outlined in this SWP.

The Friends are responsible to ensure that all managers, supervisors, and workers have a complete understanding of the process in place for safe fire keeping.

- Adhere to the following documents:
 - *FoFC SWP - General Safe Working Practices, Encounters with the Public, Plants & Wildlife in the Park, Safe Lifting Procedure, Working at Ground Level and Safe Food Handling* (if fire involves marshmallow roasting or other food component)
- Before starting a campfire, workers must check to ensure there is no fire ban in place.
- Any chopping of wood must be completed prior to event, before public arrives.
- Campfires may only be started in designated firepits. If portable firepit is to be used, permission must be obtained from Alberta Parks staff in advance of event. Portable firepits may only be used on non-combustible surfaces, such as shale or asphalt (never on grass or other surface that can be damaged by heat or catch fire) and must be placed a safe distance from readily combustible materials such as dry grass.
- Fires should always be attended by at least two experienced volunteers who have been designated as firekeepers.
- Before starting a campfire, workers shall ensure buckets of water and/or fire extinguisher, first aid kit, and charged up cellphone are readily available in case of emergency or wildfire.
- Safe and responsible firekeeping conservation messaging shall be strictly followed and modeled for public by firekeepers.
- Safe and responsible firekeeping conservation messaging must be prominently displayed and/or communicated by workers to visitors at every campfire experience.



- It is the responsibility of the worker to ensure parents/adults accompany and actively supervise their children or youth approaching fire at public events and that children utilizing roasting sticks are actively assisted by their parent or guardian.
- Firekeepers are responsible for ensuring all tools (axes, roasting sticks, lighters, etc.) are inspected prior to use and used only by persons authorized and trained to use tools for the task for which they were designed.
- Appropriate personal protective equipment (PPE) must be worn/utilized when engaging in various tasks.
- Tools and PPE for various fire-related tasks:
 - Chopping – axe, eye protection, gloves, steel-toe boots (should be done in advance of public arriving for event to reduce risk of injury)
 - Lighting/maintaining/extinguishing fire – lighter/matches, gloves, fire poker, water/fire extinguisher
- Safe and responsible firekeeping conservation messaging includes:
 - Always check for fire ban before planning to have a fire
 - Bring your own firewood (do not collect natural deadwood from the park)
 - Do not transport firewood long distances to reduce spread of insect and diseases
 - Have fires only in designated firepits
 - Never leave a fire unattended
 - Never burn garbage, plastic or pressure-treated wood
 - Never leave food or food containers, coolers, etc. unattended
 - Always fully extinguish a fire prior to leaving
 - Always dispose of garbage in proper garbage bins, not firepits
 - Always closely supervise children and youth around fires

Calgary Emergency Services 9-1-1
Calgary Police Service Non-Emergency Line 403-266-1234
Kananaskis Emergency Services 403-591-7755
Friends of Fish Creek 403-238-3841 (Office hours only)