

TOWNSHIP OF BONNECHERE VALLEY

BY-LAW NO 2009-056

**A BY-LAW TO ESTABLISH A MUNICIPAL HEALTH & SAFETY POLICY AND
PROCEDURES MANUAL FOR EMPLOYEES
OF THE TOWNSHIP OF BONNECHERE VALLEY.**

WHEREAS the Council of the Corporation of the Township of Bonnechere Valley deems it advisable to establish a Municipal Health and Safety Policy and Procedures Manual for all employees subject to the provision of a by-law;

NOW THEREFORE the Council of the Corporation of the Township of Bonnechere Valley hereby enacts as follows:

That the policy as outlined in Schedule "A" attached to and made part of this By-law constitute the Municipal Health and Safety Policy and Procedures Manual for the Corporation of the Township of Bonnechere Valley shall form the basis for all departments.

1. That in conjunction with the provisions of the Chief Administrative Officer's By-law the C.A.O. shall be responsible for the administration of the By-law and will be accountable to the Council for its enforcement.
2. That this By-law shall not be interpreted to contradict or violate any statute or regulation of the Province of Ontario.
3. That this By-law shall come into force and take effect upon the passing thereof.
4. All previous by-laws related to this policy are hereby rescinded.

READ a first time this 7th day of July, 2009.

READ a second time this 7th day of July, 2009.

READ a third time and finally passed this 7th day of July, 2009

Zig Mintha, Mayor

Bryan Martin CAO

TOWNSHIP OF BONNECHERE VALLEY



MUNICIPAL HEALTH AND SAFETY POLICIES AND PROCEDURES MANUAL

Prepared By: Municipal Health & Safety 2009

REVISIONS

Revision Date	Revised By:

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OCCUPATIONAL HEALTH & SAFETY POLICY

CORPORATION OF THE TOWNSHIP OF BONNECHERE VALLEY

It is the Council of the Township of Bonnechere Valley's policy that safety is of the utmost importance and concern. As the Council of the Township of Bonnechere Valley, we are responsible for establishing the Township's safety rules, regulations, procedures and communication programs at the corporate level, we promise that every reasonable precaution will be taken for the protection of all workers.

All employees are required to comply with all health and safety regulations as detailed the Ontario Health & Safety Act and subsequent regulations in order to provide and maintain a work environment as free as possible from recognized hazards.

Supervisors at all levels will be held accountable for the health and safety of workers under their supervision and are responsible to ensure that workers are trained to carry out their duties in compliance with the law and established safe work practices and procedures.

Workers will be held accountable for their own health and safety and for working in compliance with the law and established safe work practices and procedures. Every employee is responsible for the immediate report of any unsafe work practice or unsafe condition.

Machinery and equipment will be maintained in safe working condition and work practices and procedures will comply with those outlined in the Occupational Health and Safety Act, EUSA Safety Regulations, the Environmental Protection Act and our Township Policies. It is of the utmost importance that all employees regardless of their position consider health and safety in every activity. A commitment to health and safety is an integral part of this organization.

Zig Mintha, Mayor

Bryan Martin, CAO

This section has been re-written.

As per your suggestion

Council has been taken out of the "Supervisor" role and given an "oversight" role instead.

FOREWORD

This manual covers the overall health and safety policies and procedures for the entire Corporation of the Township of Bonnechere Valley. As such, many of the guidelines which may relate to one department may not be applicable to another. Therefore it is the responsibility of the department heads and the employees to be familiar with the relevant sections of this manual and the Ontario Health and Safety Act in general.

DEFINITIONS

In this document:

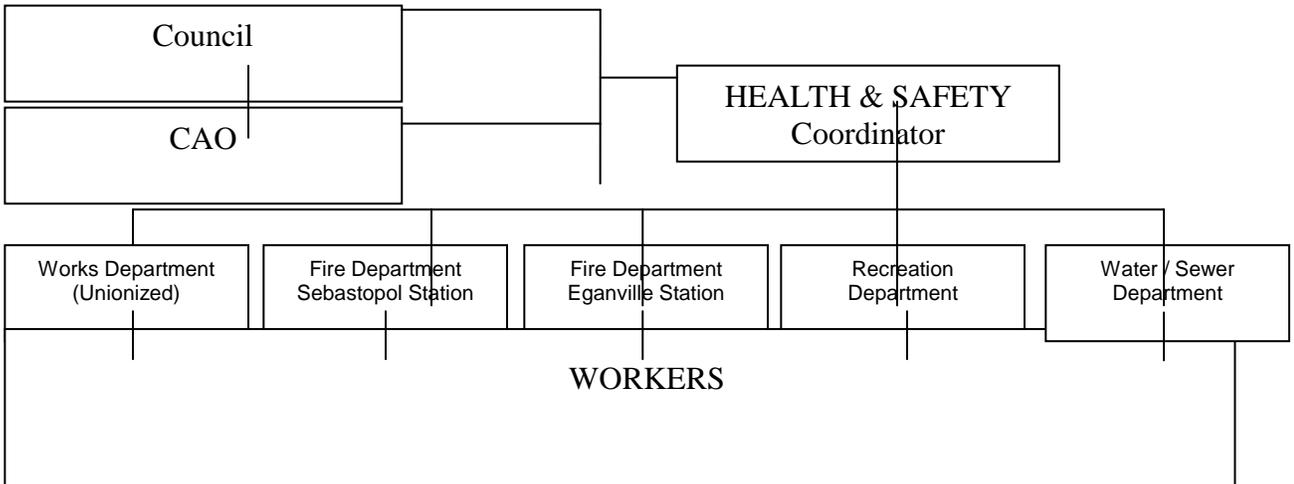
1. **“Act”** Shall mean the Ontario Health & Safety Act as amended
2. **“Competent person”** Shall mean a person who is:
 - (a). Qualified to perform the task because of his / her knowledge, training and experience
 - (b). is familiar with the provision of the health and safety act as they apply to that particular task
 - c. Has knowledge of any potential or actual danger to health or safety in the workplace.
3. **“Confined space”** except as otherwise determined by the Board, means an area, other than an underground working, that
 - (a) is enclosed or partially enclosed,
 - (b) Is not designed or intended for continuous human occupancy,
 - (c) has limited or restricted means for entry or exit that may complicate the provision of first aid, evacuation, rescue or other emergency response service, and
 - (d) is large enough and so configured that a worker could enter to perform assigned work;
4. **“Construction”** includes erection, alteration, repair, dismantling, demolition, structural maintenance, painting, land clearing, earth moving, grading, excavating, trenching, digging, boring, drilling, blasting or Concreting, the installation of any machinery or plant, and any work or undertaking in connection with a project but does not include any work or undertaking underground in a mine."
5. **“Designated substance”** means a biological, chemical or physical agent or a combination thereof to which exposure has been prohibited, regulated or controlled.
6. **“Employee”** means any person to whom the Township pays a wage for work completed.
7. **“Employer”** means the Corporation of the Township of Bonnechere Valley.
8. **“Equipment”** means any construction / maintenance equipment including motorized equipment, trailers, attachments, shop tools, safety devices, personal protective equipment, but excluding office equipment.
9. **“Health & Safety Rep”** means the representative appointed by the employees to be representing the workers in the workplace on health and safety matters.
10. **“Incident”** means any undesired event which had the potential is cause physical injury to any worker.
11. **“Inspector”** Means an inspector appointed by the Ministry of Labour to enforce the Ontario Health & Safety Act.
12. **“Personal Protective Equipment”** means any and all equipment designed to be worn by a worker for their protection while performing a task.
13. **“Prescribed”** means prescribed by any regulation found in the Ontario Health & Safety Act
14. **“Project”** means any construction project.
15. **“Regulations”** means the regulations set out in the Ontario Health & Safety Act
16. **“Supervisor”** mean persons in charge of a workplace or authority over another worker.
17. **“Union”** means a trade union as defined in the labour relations act.
18. **“Workplace”** means any land premises, location at upon, in or near where a worker works.
19. **“Worker”** means a person who performs work or supplies services for monetary compensation.

Township of Bonnechere Valley Health & Safety Organization

It is the policy of the Corporation of the Township of Bonnechere Valley to ensure that work is performed in the safest possible manner consistent with good working practices. Responsibility of our Health and Safety Program is delegated to all levels of the organization; the chain of this responsibility is show below:

- 1 The Council of the Corporation of the Township of Bonnechere Valley
- 2 The Chief Administration Officer of the Township of Bonnechere Valley
- 3 Municipal Health & Safety Coordinator
- 4 Senior Management (Department Heads, Deputy Department heads, Fire Chief & Deputy Fire Chief.)
- 5 Departmental health & safety representatives
- 6 All employees including full time, part time, seasonal, Volunteer Firefighters and contract employees.

Township of Bonnechere Valley Municipal Health & Safety Chain of



DUTIES & RESPONSIBILITIES

1 – Council

- To identify Bonnechere Valley's policy for health and safety in the workplace as of paramount importance and ensure that it is understood by all levels and is practised at all times.
- Establish such policies so that employees are afforded the opportunity to work in a safe environment.
- Be familiar with Township Safety Policy and procedures.
- Be familiar with the Occupation Health and Safety Act, 1990 Reg 834 of Ontario.
- Ensure that employees at all levels have the necessary tools and training to work safely.
- Review accident and incident reports and recommendations as required.

2 – Chief Administration Officer

- Be knowledgeable of and ensure compliance with Municipal safety policy and procedures.
- Be knowledgeable of the Occupational Health and Safety Act, 1990 Reg. 834 of Ontario and ensure the requirements contained therein are followed.
- To monitor the application of the policy to ensure optimum results.
- To delegate specific requirements of the policy to other levels as required.
- Provide information, instruction, supervision and assistance to all supervisory staff in the application of the municipal policies and procedures.
- Ensure that employees at all levels have the necessary tools and training to work safely.
- Supervise the Municipal Health & Safety program and ensure Council is kept informed

3 – Municipal Health & Safety Coordinator

- Sit as a member of the Joint Health & Safety Committee representing Management.
- Development and implementation of programs to protect the employees safety and health
- Develop, promote and deliver programs to improve employee training and education of identified health and safety issues
- Develop a program and oversee monthly health and safety inspections on municipal workplaces.
- Within the framework of the JH&S committee deal with employee complaints and suggestions concerning safety and health,
- In conjunction with departmental administration ensure the maintenance and monitoring of injury and work hazard records
- Conduct accident investigations in conjunction with appropriate department heads and external agencies as may be involved
- Deliver accident investigation reports and conclusions to
 - Municipal Council
 - Joint Health & Safety Committee
 - Outside agencies as may be involved
- Ensure implementation of safety protocols recommended from accident investigations,
- Monitor and follow-up hazard reports and recommend action
- Participate in resolving workplace refusals and work stoppages,
- Make recommendations to management for accident prevention and safety program activities, and
- Monitor effectiveness of safety programs and procedures.

4 – Department Heads & Supervisory Staff

To ensure that healthy and safe work conditions prevail on the job site and are observed during all work activities.

- Responsible for the Occupational Health and Safety of the employees assigned to them.
 - Be familiar with and comply with the Bonnechere Valley Safety Policy and Procedures.
 - To ensure compliance with safe working practices.
 - Ensure that employees have received and understand instructions when working with equipment, or in conditions which may be hazardous
 - Provide all staff with proper and well-maintained safety equipment as well as special personal protective devices when required.
 - Provide on-going safety education programs, including first-aid training courses as required.
 - Review accident investigation reports.
 - Ensure that proper forms are readily available for the timely recording and reporting of accidents.
 - Investigate and complete fully, reports on required Workers' Compensation Board forms, all injuries.
 - Employee Rehabilitation Report (if applicable employees)Health & Safety Technology
5.
 - Determine and initiate safe methods of performing work including the usage, placing and storage of equipment and material, applying said methods to all job assignments.
 6.
 - Attend Safety Meetings when required.
 7.
 - Ensure the theory of maximum protection at minimum inconvenience to the public.
 8.
 - Ensure that equipment is maintained in a safe operating condition, and that all materials are properly transported, handled and stored.
 9.
 - Ensure that medical attention, if necessary, is made available when an injury occurs.
 10.
 - Ensure that employees have proper instructions and adequate supervision, appropriate to the circumstances including the wearing or use of appropriate safety gear, tools, etc.

5 – Departmental Health & Safety Representatives

- To be knowledgeable of the Ontario Health & Safety Act and guidelines.
- To be knowledgeable of and comply with the municipal health and safety policy.
- To take every reasonable precaution to protect themselves and fellow workers from health hazards and unsafe conditions.
- To conduct monthly safety inspections in accordance with the OH&S guidelines as prescribed.
- To take such training as required to fulfill their job as a H&S representative

6 - Workers

- To be knowledgeable of and comply with the municipal health and safety policy.
- To take every reasonable precaution to protect themselves and fellow workers from health hazards and unsafe conditions.
- To participate in all training opportunities made available to them.
- To bring any unsafe conditions or practices to the attention of management and the Health & Safety representative immediately.
- Ensure that they are knowledgeable of and use proper safety equipment and tools appropriate to the task at hand.
- Ensure that their personal work environment is free of potential hazards by inspecting their workplace and equipment
- Ensure that an injured co-worker receives medical attention as dictated by the severity of the injury as quickly as possible.
- Responsible for working safely and carrying out their duties with such skill and care as to prevent an accidental injury to themselves, fellow employees and members of the public.
- Ensure ability to operate all safety equipment and know location of same including first-aid kits and fire extinguishers.
- Through the Health and Safety Committee representative make recommendations on the prevention of injuries.

SECTION II

WORKPLACE HAZARDS

Foreword

The Township of Bonnechere Valley is committed to providing a safe and healthy work environment and is committed to identifying, removing or controlling hazards in the workplace. To achieve this aim all levels of responsibility are tasked to seek out and report hazards that are found in the workplace, every employee must immediately report any work-related accident, illness, unsafe condition or practice to the appropriate supervisor or manager. Workers are in the best position to identify the hazards in the workplace because they are the ones who perform the work. Workers act as a second set of eyes for supervisors. In this manner health and / or safety threats can be neutralized before an employee, member of the public or equipment becomes injured or damaged.

Workplace Hazard Identification & Control Program Objectives:

Our objective is to eliminate as far as possible the risk of injury due to hazards that have not been identified. We need to keep the workplace a safe environment, and our workers need to be able to report any danger that may cause risk to the employee.

Responsibility of all Municipal employees

It is the responsibility of every employee of the Municipality to report any perceived hazard verbally to their supervisor, and where applicable provide recommendations to the supervisor on how to eliminate or control the hazard.

Responsibility of Supervisors

It is the responsibility of every Supervisor to respond to and investigate any safety related complaint or concern brought forth by a worker and to ensure that the response details the action, non-action or continuing investigation being executed.

HAZARD IDENTIFICATION AND RESPONSE

All hazards are not identical and as such they require different levels of response by both the workers and management. Hazards are classed by the potential danger they pose to the workers, the public and the equipment. It is the responsibility of all employees to take action whenever a hazard to personnel or equipment is observed or perceived. However all hazards do not require the same level of response this is dictated by the nature and severity of the hazard.

Class 1 Hazard reporting & Response

Being a condition or practice likely to cause minor, non disabling injury or illness, or cause non disruptive property damage.

Example:

Worker handling lumber without gloves

Worker working under a piece of equipment without head protection

Employee Action

Any employee observing this type of hazard shall immediately inform the person conducting the work of the danger and recommend corrective actions to be taken. If the employee conducting the work refuses or ignores the advice of the employee suggesting corrective action then that incident shall be immediately brought to the attention of the supervisor.

Supervisor Action

Supervisors having been told of or observing any class 1 hazard shall take immediate action to correct the employee or situation involved including but not limited to written warnings or removing the employee from the worksite.

Class 2 Hazard reporting & Response

Being a condition or practice likely to cause serious injury or illness, resulting in a temporary disability or property damage that is disruptive but not excessive.

Example

Barrier or safety guards missing or removed from equipment

Working in any condition without the proper use of PPE

Employee Actions

Any employee observing this type of hazard shall immediately inform the person conducting the work of the danger and halt the work being done is halted until such time as the hazard can be corrected or proper protective measures put in place. He shall immediately report the hazard to his supervisor.

Supervisor Actions

Supervisors having been told of or observing any class 2 hazard shall take immediate action to correct the employee or situation involved including but not limited to written warnings or removing the employee from the worksite.

Class 3 Hazard reporting & Response

Being a condition or practice likely to cause permanent disability, loss of life or disfigurement, extensive loss of equipment or serious property damage

Example

Worker under a vehicle without proper blocking
Equipment operating in an unsafe manner

Employee Actions

Any employee observing a class 3 hazard shall without fail take immediate steps to halt the work being performed and shall immediately report the hazard to their supervisor, they shall not allow work to proceed until such time as the supervisor has taken such corrective actions to remove or control the hazard.

Supervisor Actions

Supervisors observing or having been informed of any class 3 hazard shall immediately issue a stop work order and shall not allow work to proceed until such time as the hazard has been controlled or removed.

WORKPLACE SAFETY INSPECTIONS

In accordance with the regulations as set down in the Ontario Health & Safety Act every workplace shall be inspected for hazards or any condition that may cause a danger to the workers by the workplace health & safety representative on a monthly basis. (OH&S Act 8 (6)) Regular planned workplace inspections help to identify hazards and prevent accidents. The following procedures have been developed as a reference tool to assist workplace representatives in conducting workplace inspections.

Although inspections are meant to focus on the workers regularly employed in the work area, it is also important to be aware of others who move in and out of the area to conduct maintenance, make deliveries or perform other tasks.

General Guidelines

1. The designated health and safety representative will inspect the workplace a minimum of once a month he / she may upon request be accompanied by the health & safety coordinator. The supervisor may be present and accompany the worker representative if they so wish.
2. The Inspections will be conducted monthly according to a schedule agreed upon by the Worker representative and the supervisor.
3. The supervisor shall provide for whatever time and resources required by the worker to effectively conduct the monthly Inspection.
4. The Health & Safety Inspection will be carried out using a common checklist developed jointly by the health & safety coordinator the health & safety workplace representative(s) and the supervisor(s). Such checklist shall contain a method of classifying each deficiency as to the level of danger that such hazards poses to the safety of the workers.
5. The health and safety representative has the authority to identify situations that may be a source of danger or a hazard to workers and to report such dangers or hazards to the supervisor immediately following the inspection.
6. Any workplace hazard that poses an immediate and grave danger to worker safety identified during the workplace inspection shall be brought to the attention of the supervisor for immediate action.
7. Within 3 days of completing the inspection the workplace health and safety representative shall present a "workplace inspection report" any attached shortcomings and recommendations to the supervisor and to the Municipal health & Safety coordinator.
8. Upon receiving the report the departmental supervisor must respond to within 21 calendar days, such response may include a timetable for the implementation of the recommendations agreed to be acceptable and / or the reasons rejecting those recommendations deemed to be unacceptable.
9. The worker representative and the supervisor will schedule a meeting to be attended by the worker representative the supervisor and the health and safety coordinator to discuss any outstanding safety issues.

10. The supervisor shall ensure that someone is appointed to record and take the minutes of such meeting. Such minutes will contain:
 - a. The date, time and location of the meeting
 - b. The names and designation of those present
 - c. An itemized list of topics discussed and reports or papers presented.
 - d. Agreed upon recommendations
 - e. Any actions to be taken by the Corporation or Individuals.
 - f. Items not resolved with a brief explanation of reasons.
 - g. Date, time and location of any follow-up meeting(s).
11. Copies of these minutes and copies of any reports or papers presented shall be kept by the health & safety coordinator.

REMEMBER

The object of the inspection is to conduct a systematic examination of any thing or procedure that might pose a hazard to the health or safety of any person in the workplace. Inspections also serve as a follow-up review of recently installed controls to see if they are working appropriately, or as verification of compliance with a Ministry of Labor inspector's order.

SEMI - ANNUAL INSPECTIONS

The Municipal H&S coordinator accompanied by the departmental supervisor or H&S representative will conduct a comprehensive Safety inspection of the workplace on a semi annual basis. This inspection will address the larger picture in the workplace addressing not only immediate and visible hazards but future potential hazards and ergonomic issues as well.

TRAINING

Every worker regardless of their designation or workplace shall receive occupational health and safety training specific to their individual employment as well as core training pertaining to the general safety and well being of all employees.

GUIDELINES

1. Each worker shall be provided with occupational health and safety training specific to his or her job functions
2. "Safe Operating Practices" fact sheets will be made available to and followed by the workers, these fact sheets will review the proper and safe methods for each function that the worker may encounter in the performance of their job.
2. An individual fact sheet outlining safe operating procedures will be developed on each piece of equipment operated by municipal employees and every labor function involving manual labor. These fact sheets will establish clear direction to new employees and re-enforce safe working practices to existing employees.
3. Monthly "tailgate" safety lectures will be presented by the departmental supervisor or H&S coordinator / trainer. These tailgate lectures are specifically seasonally targeted to act as a refresher to the workers.

COMMON CORE TRAINING

Other than job specific safety training the Municipal health & safety coordinator in conjunction with the department head will ensure that all employees receive basic safety training on common core subjects.

FIRST AID / CPR

All employees regardless of their designation or workplace will receive and maintain a First Aid / CPR qualification. Refreshers will be done in accordance with the recommendations of the First Aid / CPR best practices.

WHMIS

In accordance with MOL guidelines all employees regardless of their designation or workplace will receive and maintain a WHMIS qualification. Employees will receive refresher training in accordance with how closely they work in proximity with hazardous or potentially hazardous materials.

Administration Employees will receive refresher training every 4 years
Water / Sewer Department will receive refresher training annually
Public Works Department will receive refresher training every 2 years
Waste site employees will receive refresher training every annually
Recreation Department will receive refresher training every two years
Fire Department will receive refresher training every two years

SPILLS RESPONSE TRAINING

All employees except administration will receive Emergency Spills Response training. All employees except Administration will receive refresher training annually because of how closely they work in proximity with hazardous or potentially hazardous materials.

TRANSPORTATION OF DANGEROUS GOODS

All First response personnel will receive a TDG awareness course to help them identify and respond to hazards encountered on the job.

MUNICIPAL FUEL ATTENDANT SAFETY

All public works and water/sewer personnel will receive a Municipal Fuel Attendant Safety course as directed by the TSSA regulations.

TRAFFIC CONTROL

All First response personnel will receive a Traffic Control for Emergency Personnel Course to help them identify and respond to hazards encountered on the job.

All works department personnel will receive traffic control training according to the task that they perform.

CONFINED SPACE ENTRY

All employees except administration shall receive either Confined Space Entry Awareness or a full Confined Space Course dependent on their designation.

AODA – CUSTOMER SERVICE TRAINING

All employees will receive AODA training stylized to their individual designation.

WORKPLACE / TASK SPECIFIC TRAINING

Employees will receive job specific training as directed by their function so as to be in compliance with OHS, TSSA, Provincial & Federal regulations. This job / task specific training will be arranged by the department responsible for the employee.

TRAINING RECORDS

Training records will be maintained by the department responsible for the employee.

ACCIDENT REPORT / RECORDING

The Municipality will ensure that investigations conducted as a result of all reported accidents or near misses will be conducted to ascertain the root cause of the incident and shall ensure corrective action is taken to prevent reoccurrences.

GUIDELINES

1. Workers shall report all accidents or near misses to their immediate supervisor regardless of whether there was any physical or property damage.
2. All accidents or near misses shall be investigated by the Supervisor in conjunction with the department health and safety representative and the Municipal Health & Safety Coordinator.
3. The accident or near miss investigation shall commence within 24 hours of the incident being reported.
4. Upon completion of the accident or near miss a full report of the incident including recommendations and measures to be taken to prevent such an occurrence in the future, such report to be signed by the worker representative, the Supervisor and the Municipal H&S coordinator who shall bring the report forward to the CAO and Municipal Council.

ACCIDENT REPORTING

Employers **must** report a work-related accident to the WSIB if they learn that a worker requires health care and/or due to the injury the worker:

- is absent from regular work
- earns less than regular pay for regular work (e.g., part-time hours)
- requires modified work at less than regular pay
- requires modified work at regular pay for more than seven **calendar** days following the date of accident.

When deciding whether to report an accident where a worker requires modified work at regular pay for more than seven calendar days, employers should consider that

- Shift workers, or those on irregular work patterns, may not be scheduled to work on the eighth calendar day. In these cases, the employer must report the accident if the worker requires modified work on the first shift that follows the eighth calendar day.
-
- The seven calendar day period is not reset for workers that initially require modified work for less than seven calendar days, return to regular work for a brief period, and then require further modified work. In these cases, the requirement to report is based on whether the worker requires modified work after the initial seven calendar days following the date of accident.
-
- If a worker initially returns to regular work, but then requires modified work, the employer must report the accident if the worker requires modified work for more than seven calendar days from the date that the modified work began.

When notice is not required

Employers are **not** required to report a work-related accident if the worker

- receives only first aid
- receives first aid and requires modified work at regular pay for seven calendar days or less, following the date of accident
- does not receive first aid, but requires modified work at regular pay for seven calendar days or less, following the date of accident.

MUNICIPAL SAFETY POLICY

GENERAL WORKPLACE POLICY

GARAGES AND SHOPS

1. The following General Safety Rules apply to all employees where maintenance, repair or fabrication is carried out on equipment or projects in any municipally owned or operated Garages.
2. Work places must be kept clean and tidy. Passageways must be kept clear of obstruction.
3. All work areas likely to contain a gas, vapour, dust, mist or smoke that is toxic or hazardous or having an oxygen deficiency shall be purged and ventilated to provide and maintain a safe atmosphere.
4. Personal Protective Clothing and Equipment must be worn and used in accordance with the Occupational Health and Safety Act and Regulations.
5. Use the correct tool for each job; do not use tools, which are in poor condition, worn, broken, chipped, etc. Replace these promptly.
6. Tools and materials must not be left lying on overhead beams.
7. All chain blocks, slings, ropes and chains used in moving heavy equipment must be thoroughly inspected before use.
8. Do not undertake any repairs to electrical equipment while it is energized. Ensure that the system has been properly grounded.
9. Machines must be "shut down" when not in use and all safety guards must be in place before machines are started or used.
10. Do not operate equipment or machinery unless specifically authorized to do so.
11. Obey all posted signs warning of restricted areas such as but not restricted to "Authorized Personnel Only" - "No Smoking", etc.