Hazard Assessment and Control Form

Date:	**January 2022**	**Department:**	**ALL**	**Job:**	**All Custodial Positions and Facility Supervisors**
Assessment Team:		**Divisional Joint Health and Safety Committee**			
Risk:		**Medium**			
There are four classifications of hazards:		**Physical, Psychological, Biological and Chemical**			

Likelihood: Likelihood is best determined by asking the question, "What is the likelihood of something going wrong during the performance of this task".

1. **Inconceivable** – Unlikely to occur
2. **Remote** – Unusual, but possible to occur
3. **Conceivable** – May occur at some point
4. **Possible** – Likely to occur
5. **Most Likely** – Will occur

Exposure: How often is the task performed?

1. **Rarely** – Occurs less than 3 times per year
2. **Infrequently** – Occurs less than 12 times per year
3. **Occasionally** – Occurs on a monthly basis
4. **Frequently** – Occurs weekly
5. **Continuously** – Occurs throughout the workday

Consequence: How serious could the consequences of an uncontrolled hazard be?

1. **Negligible** – no injury, illness or damage
2. **Minor** – minor injury, illness, or damage (no loss time)
3. **Moderate** – moderate injury, illness, or damage (medical aid or lost time)
4. **Serious** – severe injury, serious illness, property and equipment damage
5. **Imminent Danger** - Causing deaths, widespread occupational illness, and loss of facilities

TASK	SAFETY HAZARD	LIKELIHOOD	EXPOSURE	CONSEQUENCE	PRIORITY RISK RATING L-E-C 3	HAZARD CONTROL(S) IN PLACE
Working in a School Community	*Biological:* Pandemic virus'	3	5	4	4	Engineering: Plexi barriers/sneeze guards Administrative: Administrative Procedures GEN #08

						– Communicable Diseases; Follow all protocols as dictated by Alberta Health Services and Public Health. Regular and effective hand hygiene such as hand sanitizer and respiratory etiquette, physical distancing and assess their own health by completing health check questionnaire and staying home when sick (AHS self-assessment or Health Link 811). Personal Protective Equipment: As directed by Public Health and Alberta Health Services and may include: disposable gloves, masks, face shields
Assembly set up/lunch table set up	*Physical Hazards:* Falling objects, back injury, MSI, pinch points, cuts and scrapes	3	4	3	3.3	Attached Safe Work Practices
Propane Burnishing	*Physical Hazards:* Slips, trips, falls, MSI, pinch points, cuts, scrapes, bruises, eye strain, fatigue *Chemical Hazards:* Fumes, air quality and vapours, compressed gasses	3 3	4 4	3 3	3.3 3.3	Attached Safe Work Practices, Best Practices, Personal Protective Equipment (PPE), WHMIS 2015 training
Snow and Ice Removal	*Physical Hazards:* Slips, trips, falls,	3	4	3	3.3	Attached Safe Work Practices , PPE

	Muscular skeletal injury (MSI), pinch points, cuts, scrapes, bruises, exposure to cold temperatures, repetitive injury, and strain.					
Garbage Collection/Removal	*Physical Hazards:* Slips, trips, falls, Muscular skeletal injury(MSI), pinch points, cuts, scrapes, bruises *Biological Hazards:* washroom biohazard, waste, insect bites	3 2	5 5	3 3	3.7 3.3	Attached Safe Work Practices, PPE
Mechanical Room check and Meter reading including Fire Extinguisher inspection	*Physical Hazards:* Slips, trips, falls, Muscular skeletal injury(MSI), pinch points, cuts, scrapes, bruises, burns, exposure to hot and cold temps, rotating equipment	3	4	3	3.3	Attached Safe work practices, Best Practices, PPE

	Biological: Dust *Psychological:* Working alone	3 3	4 4	3 3	3.3 3.3	
Disinfecting Washrooms, including unplug sinks and toilets	*Physical Hazards:* Slips, trips, falls, MSI, pinch points, cuts, scrapes, bruises, eye strain, falling objects, repetitive strain, fatigue *Chemical Hazards:* cleaning products, vapours *Biological Hazards:* Human biological, sewage back-up, molds	3 3 3	3 3 3	3 3 3	3 3 3	Attached Safe Work practices, PPE and WHMIS 2015 training
Interaction with students, staff, parents and community members	*Psychological Hazards:* Workplace Violence, Harassment, physical/mental abuse, stress/anxiety, fatigue *Chemical hazards:* Virus'	2 2	5 5	2 2	3.0 3.0	Attached Safe Work Practices, Administrative Regulations: Workplace Violence, Harassment; May include: nonviolent crisis intervention, Employee Assistance programs
Wet/Dry Mopping	*Physical Hazards:* Slips, trips, falls, MSI,	3	3	3	3.0	

	pinch points, cuts, scrapes, bruises *Biological Hazards:* Dust	 3	 3	 3	 3.0	Attached Safe Work Practices, PPE
Washing and cleaning: Furniture, bleachers, boot racks, walls	*Physical Hazards:* Slips, trips, falls, MSI, pinch points, cuts, scrapes, bruises, eye strain, falling objects, repetitive strain, dust *Chemical Hazards:* cleaning products	2 2	3 3	3 3	2.7 2.7	Attached Safe work practices, PPE and WHMIS 2015
Vacuuming	*Physical Hazards:* Slips, trips, falls, MSI, cuts, scrapes, bruises, repetitive strain, noise	3	3	2	2.7	Attached Safe work practices , PPE
Glass Cleaning (interior and exterior)	*Physical Hazards:* Slips, trips, falls, MSI, cuts, scrapes, bruises, eye strain, repetitive strain, exposure to hot/cold temperatures. *Chemical Hazards:*	2	3	3	2.7	Attached Safe work practices , PPE, and WHMIS training

	Cleaning product exposure, sun burn, insect bites, cold temperatures (frost bite)	2	3	3	2.7	
Auto scrubber	*Physical Hazards*: Slips, trips, falls, MSI, strain *Chemical Hazards:* cleaning products, vapours	2 2	3 3	3 3	2.7 2.7	Attached Safe work practices, PPE and WHMIS training
Dusting	*Physical Hazards*: Slips, trips, falls, falling objects, eye strain (injury) *Chemical Hazards:* Dust, chemical exposure,	2 2	3 3	3 3	2.7 2.7	Attached Safe work practices, PPE and WHMIS training
Electric Burnishing/Electric Spray Buffing	Slips, trips, falls, falling objects, MSI, eye strain, repetitive strain injury, fatigue *Chemical Hazards:* chemical exposure,	2	3	3	2.7	Attached Safe work practices, PPE and WHMIS training

	dust	2	3	3	2.7	
Minor maintenance including wall patch/paint, including graffiti removal, furniture assembly using hand and power tools	*Physical Hazards*: Slips, trips, falls, falling objects, MSI, eye strain, repetitive strain injury, cuts, scrapes, bruises, exposure to hot/cold temperatures *Chemical Hazards:* chemical exposure, dust	2 2	3 3	3 3	2.7 2.7	Attached Safe work practices, PPE and WHMIS training
Grounds and Playground Inspections and Maintenance	*Physical Hazards:* Slips trips and falls, extreme hot/cold *Biological hazards:* Insect bites	2 2	3 3	2 2	2.3 2.3	Attached Safe Work Practices, PPE and WHMIS training
Working at Heights including roof top and lifting devices (man and genie lifts)	*Physical Hazards: Falls, MSI, strain, dust*	2	3	2	2.3	Attached Safe Work Practices, PPE, Best Practices, Engineering controls, training, annual maintenance
Use of Chemical and all cleaning supplies	*Chemical hazards:* Chemical handling, vapours, splash in eye/skin, irritation, breathing difficulties	2	5	2	2.3	Attached Safe Work Practices SWP, Best practices, Personal Protective Equipment (PPE), WHMIS training with proper signs and labels, appropriate storage of chemicals

Ladder usage	*Physical Hazards:* MSI, slips trips and falls	2	3	2	2.3	Attached: SWP
Cleaning bodily fluids	*Biological Hazards:* Human biological, germs and virus'	1	3	2	2	Attached Safe work Practices, Personal Protective equipment, Best Practices
Overall Job Risk Rating					3.0	

1.2. Assignment of Responsibilities

Responsibility can be defined as an individual's obligation to carry out assigned duties. For our Health and Safety Management System to achieve its desired results, everyone in the organization must know their responsibilities, according to their authority and control. While the Health and Safety Objective contains a general reference to responsibilities, the administration has set out specific responsibilities for themselves and for everyone in the organization.

There are three fundamental rights of all workers:

1.2.1. The right to know
1.2.2. The right to participate
1.2.3. The right to refuse dangerous work

All worksite parties can exercise their Health and Safety rights and fulfil their duties without fear of reprisal (discriminatory actions).

1.3. Superintendent and Associate Superintendents

1.3.1. Are aware of and comply with the Division's Responsibilities under the Occupational Health and Safety Act, Regulations and Code.
1.3.2. Are accountable and responsible for the Division's healthy and safety program.
1.3.3. Develop health and safety policy and administrative procedures.
1.3.4. Set goals and objectives to continually improve health and safety management and ensure it is integrated into Division operations and planning.
1.3.5. Provide supervisors with the direction, training, support and resources necessary to fulfill their health and safety roles and responsibilities.
1.3.6. Ensure workers are supervised by supervisors who are competent and are aware of their responsibilities under the Occupational Health and Safety Act, Regulation and Code.
1.3.7. Ensure that employees are aware of their rights and duties under the Alberta Occupational Health and Safety Act, Regulation and Code.
1.3.8. Ensure that all employees are adequately trained in all matters necessary to protect their health and safety. Annually approve the OHS training plan.
1.3.9. Ensure that employees are not subjected to or participate in harassment or violence at the work site.
1.3.10. Ensure health and safety concerns raised are resolved in a timely manner
1.3.11. Communicate to employees at least annually the Division's commitment to health and safety; and set a positive example for health and safety.
1.3.12. Require the annual reporting of the Division's safety performance (e.g. compliance, training, orientation, incidents, WCB rates, etc.).
1.3.13. Consult and cooperate with the joint work site health and safety committees to exchange information and resolve health and safety concerns.

1.4. The Associate Superintendent of Corporate Services (or designate)

a) Develops and maintains an occupational health and safety program that contains the ten elements from the Partnerships in Injury Reduction standard as approved by Alberta Labor and section 37 of the Occupational Health and Safety Act.
b) Facilitates the annual review of the occupational health and safety program by the Superintendent and Associate Superintendents.
c) Solicits feedback and revises associated forms biannually.
d) Supports the occupational health and safety program through the CTR Catholic website, web base applications and other technological means.
e) Provides an orientation of the OHS program for new employees.
f) Develops and reviews codes of practices, review safe work procedures and provide onsite support for school administrators and supervisors.

1.5. Supervisors (Principals, Vice-Principals, Managers, Directors, Coordinators, Supervisors, Head Custodians and other staff on a management / supervisory pay grid)

a) Ensure the division health and safety program is implemented and monitored at their school or within their department.

b) Be aware of and comply with the OHS Act, Regulations, code and follow CTR Catholic policies, administrative procedures, health and safety program, codes of practices, safe work practices and safe work procedures.
c) Ensure they are competent to supervise employees under their supervision.
d) Take the precautions necessary to protect the health and safety of employees under their supervision.
e) Ensure employees under their supervision works in a manner and in accordance with procedures and measures from the OHS Act, Regulations and Code.
f) Advise employees under their supervision of all known hazards to health and safety in the area where the employee is performing work
g) Ensure employees under their supervision use all hazard controls, and properly uses or wears personal protective equipment designated or provided by the employer or required to be used by the OHS Act Regulations and Code.
h) Ensure that none of the employees under their supervision are subjected to or participate in harassment or violence at the work site.
i) Ensure general and site-specific health and safety orientation is completed for all employees including new and transferred employees.
j) Report concerns about unsafe or harmful work site act that occurs or has occurred
k) Report safety concerns, unsafe conditions, work-related injuries, illnesses, and near misses.
l) Ensure site emergency plans are prepared, implemented (AP GEN #17).
m) Ensure appropriate first aid supplies and trained staff to address immediate illness or injury are available at the worksite.
n) Ensure a site visitor protocol and orientation is implemented.
o) Implement a site or department specific protocol for staff that work alone.
p) Implement management practices to control/monitor the purchase, inventory, use, storage, transport, and disposal of chemicals and hazardous waste.

1.6. All employees: (teachers and all staff on a pay grid)

a) Work safely and take reasonable care to protect their own health and safety and that of all others present at the worksite.
b) Be aware of and comply with the OHS Act, Regulations, and Code and follow CTR Catholic policies, administrative procedures, health and safety program, codes of practices, safe work practices and safe work procedures.
c) Refrain from causing or participating in harassment or violence.
d) Know the hazards of their job, refuse unsafe work and participate in in training, meetings, hazard assessments, inspections and investigations when required.
e) Wear and maintain appropriate personal protective equipment as required.
f) Report to his/her supervisor safety concerns, unsafe conditions, work-related injuries, illnesses, and near misses.

1.8 Health and Safety Enforcement:

Compliance with the CTR health and safety management system and the Alberta Occupational Health and Safety legislation is necessary to maintain a healthy and safe work environment. As with any program, corrective disciplinary measures may be required to deal with non-compliance issues. Furthermore, all non-compliance issues shall be documented and placed within the individuals personnel file.

In general, the following disciplinary actions will be considered depending on the frequency and severity of the offence:

1) Coaching for improvement
2) Verbal warning
3) Written warning
4) Suspension
5) Termination

You should be aware that if you do anything to endanger another staff member or a student at any time, you will be asked to a meeting with the superintendent or their representative to discuss your future with the division. If the non-compliance violation is of a serious nature, employment may be terminated without prior warning.

Roof Access and Control Zone Policy and Procedure

By: Facilities

POLICY:

If an employee or contractor must access a roof of any building owned and / or operated by CRCS, then he or she must not encroach the 2.0 meter Control Zone of any horizontal surface that has a fall distance of 3.0 meters or more.
The Roof Access Policy is reinforced by the Alberta Occupational Health and Safety Act, Regulation 161, section 1, (a) and (b) which states:

"If a control zone is used, an employer must ensure that it

(a) Is only used if a worker can fall from a level surface in a work area, and

(b) Is not less than 2.0 meters wide when measured from an unguarded edge".

If an employee or contractor requires access to a Control Zone on the roof of any building owned and/or operated by CRCS, then he or she must use a CSA approved form of Fall Protection
This policy is reinforced by the Alberta Occupational Health and Safety Act, Regulation 139, Section 1, (a) and (b) which states:

"An employer must ensure that workers use a fall protection system at a temporary or permanent work area if

(a) a worker may fall 3 meters or more, or

(b) There is an unusual possibility of injury if a worker falls less than 3 meters."

Procedure:

Minimum requirement:

1. Access to a roof area will be provided only to personnel authorized by the Facilities Department. Weather conditions should be a consideration when accessing a roof.
2. It is the responsibility and right of all employees and contractors to protect themselves from injury from falling from an unguarded edge.
3. Each employee and contractor entering onto a roof area may not enter a "control zone" unless following a direct route while crossing the control zone to enter or leave a work area or is using an approved form of fall protection.

4. Employees and contractors entering into a “control zone” to perform work related duties can only do so if a CSA approved form of fall protection is available and user training has been provided.

Definitions

Control Zone – an area of not less than 2 meters as measured from an unguarded edge

Unguarded edge – the vertical transition from a horizontal surface that creates a fall hazard

Horizontal surface – a roof deck that does not exceed a 2 in 12 slope

Work area – an area required to perform ones duties

Fall Protection – systems of engineering controls used to restrain a worker from attaining an unguarded edge, arresting a fall over an unguarded edge or designed in combination.

LOCKOUT
Policy and Procedure:
By: Facilities

POLICY:

If an employee or contractor must interact with a machine (other than normal operating mode) in a manner which may have the potential to cause injury to himself or others, then he or she must lock out the machine.
Covers, guards and stop buttons are not to be used as lockout devices. Only devices which allow for locks and keys to be used to maintain the equipment in a safe condition are lockout devices. Where locks and keys are used, the person interacting with the machine must be in control of the key.
The policy is re-enforced by the Occupational Health and Safety Act, 1980, Regulation 692, Section 80, (a) and (b) which states:
"Where the starting of a machinery, transmission machinery, device or thing may endanger the safety of a worker,
(a) control switches or other control mechanisms shall be locked out and
(b) other effective precautions necessary to prevent such starting shall be taken."

PROCEDURE:

Minimum Requirement:

(additional precautions must be taken where they are appropriate)

1. It is the responsibility and right of an employee to lockout and control energy whenever he/she has a need to place any part of their body in a position on or near machinery/equipment where unexpected movement, release of stored energy, energizing of electrical systems of the flow of gases, fluids or other materials could have the potential to injure himself or others.

2. Each employee who is called to work on equipment/machinery requiring a lockout will be issued locks and keys for their personal use only. At no time may a key be left in a lock which is being used to lock out equipment/machinery. Lockout tags which identify the holder of the key must be used in conjunction with the lock.

3. Approved chains are located in all shops and boiler rooms for use in locking out gate valves.

4. Before proceeding employees must check themselves for correct clothing:

- no loose fitting clothing
- wear personal protective equipment the job calls for
- tie back long hair or put under cap/hardhat
- don't wear rings, watch, bracelet or long necklaces
- don't wear gloves around rotating equipment

5. Locate the machine or equipment to be locked out and notify the supervisor and operator of your intention to lock it out.

6. Stop the machine/equipment by using the stop button. Trace energies to acceptable disconnect points. An acceptable disconnects effectively cuts off the energy supply to the equipment and can be secured with a lock so that no one except the person working on the equipment can reconnect the power.
7. All energy sources which could activate the machine must be locked out.

Trace energies to learn:
- how it moves through the system
- how many locks and other devices will be needed
- which stored energies need to be neutralized
- which residual pressures need to be released

Primary energies:
- electrical
- hydraulic (fluid under pressure)
- pneumatic (air under pressure)
- gas/water/steam/chemicals (usually in piping systems)

Secondary (stored) energies:
- mechanical motion (rotation)
- gravity
- stored mechanical energy (springs)
- thermal (temperature extremes)
- residual electricity (in capacitors or batteries)
- residual pressure (fluids, air, gas, steam, chemicals)

Any mechanics under tension or pressure such as springs, should be released and blocked. Objects subject to gravitational forces which could permit some part or all of the machine or equipment to move or fall must be blocked. This must be performed in order to obtain a zero energy state.
When in doubt consult the responsible supervisor.

8. Prior to commencing repairs or adjustments on any machine or equipment, the worker must put his/her own lock and tags on the machine lockout device(s).

9. Where multiple crew or group lockout devices are used, the following procedure must be used to so that each worker has the same level of protection as afforded by a personal lockout.

• A single assigned individual will be given primary responsibility for all the workers under the protection of a particular lockout. This person will assume the overall job lockout and control responsibility. Lockout devices should be installed and removed only by direction of the person who has control over that procedure.
• Use only an approved multiple lockout device.
• Never use "daisy-chaining".

10. The lockout devices must be tested by the person performing the lockout to ensure that the power cannot be turned back with the locks in place.

• Make certain that everyone stands clear, then operate the equipment controls (push buttons, switches, etc.) to assure that the machine is inactive.
• Ensure that the equipment controls have been returned to the off or neutralized position immediately after the test.

11. In situations where energy neutralizing devices are locked out and there is need to test or position the equipment the following procedure should be followed.

•Clear all personnel to safety.
• Clear away tools and materials from equipment.
• Remove lockout devices and re-energize systems following established safe procedure.
• Proceed with try-out or test.
• Neutralize all energy sources once again, purge all systems and lockout prior to continuing work.

12. When work has been completed on a machine or equipment and before releasing the equipment to production operations:

• Remove all tools and materials from the equipment.
• See that all equipment components are operationally intact, including guards and safety devices.
• Inspect for obstructions, incomplete work, etc.
• Repair or replace defective safeguards or safety devices before removing lock-outs.
• Remove all lock-out devices.
• Make visual check before restoring energy to ensure that everyone is physically clear of the equipment.
• Notify the supervisor and operator that work is completed.

13. If work is not completed by the end of the work day, locks and warning tags must remain in place. **AT NO TIME SHOULD MACHINERY/EQUIPMENT BE LEFT IN AN UNSAFE CONDITION WITHOUT BEING LOCKED OUT.**

14. Where a worker is not available to clear their personal locks and tags due to illness, absenteeism, etc. the Maintenance Manager in control of the project will use his/her discretion in removing the lock. A lock inadvertently left on a lockout

device by a worker would indicate that the worker has not followed procedure before releasing equipment/machinery into use. This worker is responsible for returning to the worksite, checking that the equipment/machinery is safe, removing lock and notifying supervisor of release at his/her own expense.
15. Disciplinary measures up to and including discharge may be taken against personnel who fail to comply with this policy and procedure and put people's lives at risk.

NAME: PURCHASING OF SUPPLIES
Policy and Procedure:
By: Facilities

POLICY:

Supplies and products needed to supply and maintain schools and school safety should be purchased at a retail store whenever possible. We have an account set up at Home Hardware. If a product is purchased at a place that is a retailer to consumer, no MSDS sheet is required as the first aid treatment is already on the product.
If there is a need to purchase a controlled product by a supplier, the MSDS sheet should be on file with us. If it is at a school, the head custodian has the MSDS binder. If anything goes into our storage area at the St. Thomas centre, there are binders where the MSDS sheet is to be filed.

PROCEDURE:

Minimum Requirement:

Purchased supplies at a retail store require No MSDS SHEET.
Purchased supplies of a controlled product (not at a retail store) MUST have an MSDS sheet wherever the product is delivered or stored.

DEFINITIONS:

Housekeeping

Alberta OHS Regulations: OH&S Part 12 Section 185

Definition/Explanation:

Good housekeeping practices lead to a healthy and safe work environment. By training employees in proper housekeeping practices and by conducting routine inspections, correct housekeeping is promoted throughout the work sites.

"A clean work site is a healthy and safe work site"

Identified Hazards:

- Slip/trip and/or fall
- Cuts
- Noise Exposure
- Eye injury
- Back Strain
- Vibration
- Exposure to harmful substances, chemical residue and biological waste.

Best Practices and Procedures:

- Work locations, vehicles and buildings **shall be kept** clean and orderly at all times.
- Combustible materials such as oil soaked rags and waste **shall be kept** in approved metal containers.
- Flammable liquids such as gasoline, benzene, naphtha and paint thinner, **shall not be** used for cleaning purposes.
- **All solvents shall be kept in UL/CSA approved, properly labeled containers**. Gasoline, benzene, naphtha, paint thinner and other solvents of this class shall be handled and dispensed only from approved, properly labeled containers.
- Floors and platforms **shall be kept free** of dangerous projections or obstructions and shall be maintained reasonably free from oil, grease or water. Where the type of operation produces slippery conditions, the area shall be cleaned immediately, or mats, grates, cleats or other methods shall be used to reduce the hazard of slipping.
- Materials and supplies **shall be stored** in an orderly manner so as to prevent their falling or spreading and to eliminate tripping and stumbling.
- Emergency exits, stairways, aisles, permanent roadways, walkways and material storage areas **shall be identified** and kept clear at all times.
- Materials and supplies shall not be stored in walkways, access doors and fire exits or block access to fire equipment.
- Not more than 20% of each wall surface can have combustible decorative materials.
- **Clothing** shall be kept to a minimum behind doors as they are combustible and may impede egress.
- **No matches shall be** left in clothes placed in lockers. Rubbish and unused clothing shall not be allowed to accumulate in lockers.
- Waste material and debris **shall be removed** from work and access areas on a regular basis.
- In any building, except one provided for their storage, flammable liquids such as gasoline, benzene, naphtha, and lacquer thinner **shall be limited to 22.7 litres or five imperial gallons**, UL/CSA approved property labeled containers. This does not apply to kerosene and cleaning agents of the "Stoddard" solvent class, however, **not more than 4.54 litres or one imperial gallon** of such liquids shall be kept in any open container. The container shall be provided with a proper cover and be kept securely covered except when in actual use.
- When pouring or pumping gasoline or other flammable liquids from one container to another, **metallic contact shall be maintained between the pouring container and receiving containers**.

- **Strict adherence shall be paid to “non smoking” and “stop your motor” signs at fuel dispensing locations**.
- Nails protruding from lumber intended for re-use **must be removed or bent over** flush as soon as possible after initial disassembly

Personal Protective Equipment Care and Maintenance

Alberta OHS Regulations: OH&S Code 12 Part 18

Explanation:

Personal Protective Equipment (PPE) is the last line of defense against hazards in the workplace. We encourage one time use disposable PPE which are available at each work site. Employees use PPE on a regular basis (that is non-disposable), and this Best Practice would be applicable.

Overview:

The care and maintenance of your personal protective equipment (PPE) is integral in maintaining your personal health and safety. The best practices and procedures have been divided into the following categories:

1. Head protection
2. Foot protection
3. Limb and body protection
4. Eye and face protection
5. Hearing protection
6. Respiratory protection

Head Protection

Safety headgear is designed to protect the head from impact from falling objects, bumps, splashes from chemicals or harmful substances, and contact with energized objects and equipment

In the management of workplace health and safety within CTR, there are several different types of head protection that can be utilized which is dependent upon the type of work activity. The typical types of head protection used are hard hats in construction areas, helmets for vehicle users, and bicycle helmets. Furthermore, the standard to which the head protection must meet has been outlined in Part 18 of the Alberta OH&S Code and should always be referenced prior to purchasing new head protection or if determining existing head protection is adequate.

All head protection should be maintained on a regular basis and in accordance to the manufacturer's instructions. If attachments are used with headgear, they must be designed specifically for use with the specific headgear used. Bump caps are not considered a helmet.

Inspections and Maintenance

Proper care is required for headgear to perform efficiently. Many factors including temperature, chemical, sunlight and ultraviolet radiation (welding) affect the service life. The usual maintenance for headgear is simply washing with a mild detergent and rinsing thoroughly.

The Do's:

- Replace head protection that is pitted, holed, cracked or brittle
- Replace head protection that has been subjected to a blow even though damage cannot be seen
- Remove from service any head protection if its serviceability is in doubt
- Replace headgear and components according to manufacturer's instructions
- If you have questions regarding the head protection, contact the manufacturer or distributor.

- Clean the head protection on a regular basis

- Inspect the head protection prior to each use
- Tag out defective head protection and obtain replacement immediately.

The Don'ts:

- Drill or remove peaks of the head protection in any way
- Use solvents or paints on the shells of the head protection – may cause shell integrity to decrease
- Put stickers on shell of the head protection – may cause shell integrity to decrease
- Use any head protection that has a defective chin strap, harness or padding
- Use head protection that has been modified in any way

Foot Protection

Safety footwear is designed to protect against foot hazards in the workplace. Safety footwear protects against compression, puncture injuries, and impact.

Safety footwear is divided into three grades, which are indicated by coloured tags and symbols.

- The tag colour tells the amount of resistance the toe will supply to different weights dropped from different heights.
- The symbol indicates the strength of the sole. For example, a triangle means puncture-resistant sole able to stand 135 kg (300 ft. lbs.) of pressure without being punctured by a 5 cm (2" nail). For more information, look at OH&S Regulations or CSA Standard "Protective Footwear".
- In the management of workplace health and safety within CTR, it is recommended that only the green triangle grad of footwear, which also gives ankle support, be used.

In closing, your protective footwear should always over protect, not under protect.

The Do's

- Choose footwear according to job hazard and CSA Standards
- Lace up boot and tie laces securely; boots don't protect if they are a tripping hazard or fall off
- Use a protective boot dressing to help the boot last longer and provide greater water resistance – wet boots conduct current
- Choose a high cut boot to provide ankle support – may lesson amount of less injuries
- Clean regularly
- Inspect footwear for defects at the start of each day

The Don'ts

- Wear defective safety footwear (i.e., exposed steel toecaps)
- Under protect your feet or modify safety footwear

Limb and body Protection

Due to the nature of the work conducted throughout CTR, and the number of different hazards, it is not possible to cover specialized limb and body protection in detail. These types of hazards are known as "job exposures" (exposure to fire, temperature, extremes, body impacts, corrosives, molten metals, cuts and sharp or abrasive materials.)

PPE in the category would be items such as:

- Leg, arm, chin and belly guards
- Specialty hand pads and grips
- Leather and rubber based aprons
- Flame and chemical resistant clothing

For more information on the type of specialty PPE you require, check with workplace health and safety. With all PPE, following the manufacturer's instructions on its use, care and cleaning is critical and will help you get the full service life from your specialty PPE.

Hand PPE (Gloves and Mitts)
PPE for the hands include: finger guards, thimbles and cots, hand pads, mitts, gloves, and barrier creams. Choose hand PPE that will protect against the job hazard. Gloves should fit well and be comfortable. This type of PPE has to protect against chemicals, scrapes, abrasions, heat and cold, punctures and electrical shocks.

Types
PPE for the hands come in many forms, each designed to protect against certain hazards. Gloves most commonly used are made from leather, cotton, rubber, synthetic rubbers and other manmade materials, or combinations of materials.

Vinyl coated or leather gloves are good for providing protection while handling wood or metal objects. When selecting hand PPE, keep the following in mind; look for anything at the job site that may be a hazard to the hands. If gloves are to be used, select the proper type for the job to be done. Inspect and maintain hand PPE regularly. If in doubt about the selection or need for glove or hand PPE, consult your safety supplier, MSDS, or Workplace Health and Safety.

The Do's

- Inspect hand PPE for defects before each use
- Wash all chemical and fluids off of gloves before removing them
- Use the proper hand PPE for the job
- Follow manufacturer's instructions on the care and use of the hand PPE you are using
- Ensure exposed skin is covered – no gap between the sleeve and the hand PPE

The Don'ts

- Wear gloves when working with moving machinery – gloves can get tangled or caught
- Wear hand PPE with metal parts near electrical equipment
- Use gloves or hand protection that is worn out or defective

Eye and face protection

This PPE is designed to protect the worker from such hazards as:

- Flying objects and particles
- Molten metals
- Splashing liquids

- Ultraviolet, infrared and visible radiation (welding)

The PPE has two types**.**

1. **Basic Eye Protection**:

- Eyecup goggles
- Mono-frame goggles and spectacles with or without side shields
- CSA approved prescription spectacles with or without side shields

2. Face Protection:

- Metal mesh face shields for radiant heat or hot and humid conditions
- Chemical and impact resistant (plastic) face shields
- Welders shields or helmets with specified cover

Hardened glass prescription lenses and sport glasses are not an acceptable substitute for proper, required industrial safety eye protection.

Comfort and fit are very important in the selection of safety eyewear. Lens coating, venting or fittings may be needed to prevent fogging or to fit with regular prescription eyeglasses.

Contact lens should NOT be worn at the work site. Contact lens may trap or absorb particles or gases causing eye irritation or blindness. Hard contact lens may break into the eye when hit.

Basic eye protection should be worn with face shields. Face shields alone often aren't enough to fully protect the eyes from work hazards. When eye and face protection are required, advice from the OH&S office, MSDS, or your supplier will help in your selection.

The Do's

- Ensure your eye protection fits properly – close to the face
- Clean safety glasses daily, more often if needed
- Store safety glasses in a safe, clean, dry place when not in use
- Replace pitted, scratched, bent or poorly fitted PPE – damaged face-eye protection that interferes with vision and will not provide the protection it was designed to deliver

The Don'ts

- Modify eye/face protection
- Use eye/.face protection which does not have a CSA certification – CSA stamp for safety glasses is usually on the frame inside the temple near the hinges or the glasses

Hearing protection

Hearing Protection is designed to reduce the level of sound energy reaching the inner.

The "rule of thumb? For hearing protection is to use it when you can't carry on a conversation at a normal volume of voice when you are three feet apart.

Remember, this is only a rule of thumb. Any sound over 85 dBA requires hearing protection. Hearing loss con be very gradual, usually happening over a number of years.

The most common types of hearing protection within CTR are earplugs and earmuffs. If you choose to use the other types of hearing protection, ask your safety supplier or Workplace Health and Safety for further information.

It is important to have different styles of hearing protection available. Different types allow a better chance of a good fit. Each person's head, ear shape and size are different. One style may not fit every person on your crew. If hearing PPE does not fit properly or is painful to use, the person will not likely use it. If the hearing protection is not properly fitted, it will not supply the level of protection it was designed to deliver.

Most earplugs, if properly fitted, generally reduce noise to the point where it is comfortable (takes the sharp edge off the noise).

If your hearing protection <u>does not</u> take the sharp edge off the noise, or if workers have ringing, pain, headaches or discomfort in the ears, your operation required the advice of an expert.

Note:
An audiometric testing program must be established for employees who work in areas where noise exceeds 85 dBA on a regular basis. Band teachers must participate in Christ the Redeemer's Hearing Conservation Program. Refer to Part 16 of the OH&S Code for further information.

Respiratory protection

Respiratory protection is designed to eliminate the exposure from hazardous materials that can result in acute and chronic health effects. When an employee or contractor has the potential or knowingly will be exposed to airborne contaminants or a mixture of airborne contaminants in a concentration exceeding the Occupational Exposure Limit (OEL) or if the atmosphere has an oxygen level less than 19.5%, respiratory protection equipment must be utilized.

The information that should be considered in determining the need for respiratory protection equipment includes an analysis of:

- The nature, toxicity, and the warning properties of the contaminants – detailed review of the MSDS is required
- The concentration or likely concentration of the airborne contaminants
- The duration or likely duration of the worker's exposure to the contaminants
- The concentration of oxygen
- Availability of local and/or central exhaust systems
- Emergency response procedures.

Selection
When an employee or contractor has the potential or knowingly will be exposed to a hazard that could negatively affect the respiratory system, respiratory protection meeting a minimum standard as outlined in Part 18 Section 247 of the OH&S Code shall be utilized.

In addition, once the characteristics of the contaminants are known, contacting a supplier/manufacturer of

respiratory equipment may assist in determining the best device for the employee or contractor in relation to the task being performed.

Use
Respiratory protective equipment should be used in accordance to the manufacturer's specifications and on-the-job training activities. Furthermore, the equipment should never be shared even after it has been cleaned.

Storage
The storage of respiratory protection equipment should be carried out as per the manufacturer's specifications as well as demonstrated through on-the-job training.

Inspection
Prior to each use of respiratory protective equipment, the user shall inspect the device for any defects. If defects are noticed, the device should be tagged and removed from active service.

Maintenance
When conducting maintenance on respiratory protection equipment, the person conducting the maintenance should refer to the manufacturer's specifications as some cleaning products may destroy the equipment.

Note:
Additional information surrounding respiratory protective equipment can be found in Part 18 Section 244-250 of the OH&S Code. CTR does not own this equipment. If a service is to be performed, the service is contracted out.

Working Alone

Alberta OHS Regulations: OH&S Code Part 28 and Working Alone

Definition / Explanation:

These working alone best practices and procedures are designed to provide guidance and assistance to employees when they are required to perform tasks alone within CTR as related to the following:

1. Employees who meet clients away from their base office;
2. Employees who perform hazardous work;
3. Employees who work or travel alone; or

Working Alone:
To work alone means being the only employee at a work site and assistance is not "readily available" should the employee be injured, fall ill, or face some other emergency.

Buddy System:
A system of organizing work so the employee can be seen or heard by another employee that is working in close proximity to his or her work area.

Safety Visit Plan:
This is a plan designed to outline communication procedures and methodologies, contact personnel, check-in times, purpose of meeting and attendees.

Travel Plan:
This is a plan that outlines travel route(s), travel schedule, call-in procedures and times, all applicable contact numbers, designated check-in times, location of work sites, and a brief description of works being performed.

Call-in Failure:
When an employee fails to call-in at a designated time.

1. Employees who meet Clients away from their Base Office Potential Hazards

- Assault
- Harassment and Violence
- Robbery
- Verbal abuse

Best Practices

- Follow safe work procedures.
- Use the buddy system when possible.
- If potential for violence exists, change meeting location to a more friendly environment.
- Use a **Safety Visit Plan.**
- Establish a code word to confirm help is needed.
- If an incident occurs, always investigate so recurrence of similar situations is minimized or eliminated.

Safe Work Procedures

- Arrange meeting with client in a safe location.

- If you determine you may be placed in a potentially unsafe situation develop your safety visit plan, which should include:
  - Description of communication procedures
  - Description of communication method
  - Location of meeting
  - Purpose of meeting
  - Who you are meeting with
  - Intended time of arrival and departure
  - Check in/out schedule
  - Travel to meeting location.
  - Ensure communication devices are fully operational prior to attending the meeting.
  - Check-in with your contact and advise them of your plans.
  - Complete hazard assessment prior to starting work.
  - Conduct meeting.
  - Check-in with your contact and inform them your meeting is over and what your plans are.
  - Travel to next meeting location or back to the office.

2. Employees Who perform hazardous Work

Potential Hazards

- Various bodily injuries from improper use of equipment or equipment failure
- Exposure to hot or cold temperatures
- Assault

Best Practices

- Follow the safe work procedures.
- Use the buddy system when possible.
- Ensure the appropriate clothing, PPE and tools are available to do the job safely.
- Develop a **Travel Plan.**
- Always develop and follow check-in procedures.
- Always utilize two people during search activities related to **Call-in Failure**.

Safe Work Procedures

- Determine work activities and refer to hazard assessment for activity being performed.
- Develop a travel plan, which should include:
  - Travel route(s);
  - Travel schedule;
  - Call-in procedures and designated check-in times;
  - All applicable contact numbers;
  - Location of work sites; and
  - Brief description of works being performed.
- Travel to work site and call in when you arrive.
- Conduct hazard assessment if hazard assessment has not been done or hazards have changed.
- Perform task(s).
- Call-in as per designated call-in times.
- Complete task(s).
- Call-in and inform contact of your plans
- Travel to next work site or return to the CTR facility you are based out of.
- Call-in upon arrival at next worksite or CTR facility.

In the event of a Call-in failure:

1. Contact person shall attempt to contact employee.
2. If the employee is not reached within 15 minutes of the first call by the contact person, the contact person shall arrange for someone to travel to the work site to check on the employee.
3. As step 2 is progressing, the contact person shall continue to contact the employee.

Note: All call-in failures should be investigated as they, at a minimum, would be considered a near miss. Therefore, the Health and Safety Officer shall be informed of **all** call-in failures.

4. Employees Who Work or Travels Alone

Potential Hazards

- Automotive accident
- Exposure to hot or cold temperatures
- Vehicle breakdown
- Assistance is not "readily available"

Best Practices

- Follow the safe work procedures.
- Follow Administrative Regulations on Vehicles
- Ensure the appropriate clothing, emergency equipment, and PPE is available.
- Ensure vehicle is in good operating condition prior to travel
- Ensure first aid kit and emergencies supplies (applicable to the weather conditions) are present prior to travel.
- Develop a **Travel Plan**
- Always develop and follow check-in procedures.
- Always utilize two people during search activities related to Call-in Failure.
- Utilize Working Alone Call-out system through United Technologies

Safe Work Procedures

- Determine type of road that will be traveled on.
- Develop a travel plan, which should include:
  - Travel route(s);
  - Travel schedule;
  - Call-in procedures and designated check-in times;
  - All applicable contact numbers;
  - Location of work sites; and
  - Brief description of works being performed.
- Travel to work site and call in when you arrive.
- Perform task(s).
- Call-in as per designated call-in times.
- Complete task(s).
- Call-in and inform contact of your plans
- Travel to next work site or return to the CTR facility you are based out of.
- Call-in upon arrival at next worksite or the CTR facility.

In the event of a Call-in failure:

1. Contact person shall attempt to contact employee.

2. If the employee is not reached within 15 minutes of the first call by the contact person, the contact person shall arrange for someone to travel to the work site to check on the employee. United Tech to

contact STC Emergency Number

3. As step 2 is progressing, the contact person shall continue to contact the employee.
   Note: All call-in failures should be investigated as they, at a minimum, would be considered a near miss. Therefore, the Health and Safety Officer shall be informed of **all** call-in failures.

SAFE WORK PRACTICES

AUTOSCRUBBER

Alberta OHS Regulations:	Part 18 - Personal Protective Equipment; Part 19 - Powered Mobile Equipment
Adopted:	
Revised and Adopted:	
Manpower:	1 person
Safety Equipment:	Non-slip footwear
Tools:	

Procedures:

- Operating floor machines requires skill and experience. Very small motions can produce sudden, extreme direction changes.
- Maintain a neutral spine position.
- Let the machine do the movement by moving with it as a unit.
- Grip machine with neutral wrist posture.
- Control direction by raising and lowering the handles.
- Use a cart when transporting the machine to avoid lifting it

Maintenance

- Inspect all hoses for cracks, damage and leaks.
- Check and clean the solution tank filter screen.
- Inspect all wheels and casters for proper operation.
- Lubricate all wheels and apply grease to all fittings.
- Check and test brake system operation.
- Inspect and adjust drive chains.
- Lubricate all chains, pins and shafts at pivot points.
- Check skirts, housings, latches and hinges.
- Scrutinize the float shut-off operation.
- Check all sealing lids and gaskets.
- Inspect the squeegee, straighten or adjust it, and flip or change blades as needed.
- Check the squeegee cable.
- Look carefully at the solution valve operation.
- Inspect the vacuum operation and resurface as needed.
- Deodorize the recovery tank if necessary.

Potential Hazards:

- Slips, trips and falls
- Muscle strain

BASIC BACK SAFETY

Alberta OHS Regulations: Part 14 - Lifting and Handling Loads

Adopted:

Revised and Adopted:

Manpower: 1 person; more for heavier loads
Safety Equipment: Dependent on load
Tools: n/a

Procedure:

- Maintain good posture.
- Use of proper lifting techniques.
- Regular exercise
- Control body weight

Maintain Good Posture (Standing)

- Balance your weight evenly on both feet.
- Tuck buttocks in to help straighten their spine.
- Pull in abdomen.
- Hold head straight.
- Relax their arms at their side.

Maintain Good Posture (Sitting)

- Sit in straight backed chairs with a firm seat (to avoid slouching);
- Keep their knees bent.
- To maintain good posture while sleeping all students and staff should:
- Sleep on their side with your knees bent (this is proven to be the best position);
- Make sure they have a firm mattress.

Lifting

- Balance your feet (have them shoulder width apart with one foot slightly ahead of the other)
- Bend your knees
- Keep your back straight
- Get a good grip on the load with your palms
- Keep the load close to your body
- Turn with your feet, not your body, and avoid twisting while lifting
- When lifting heavy loads, students are required to find assistance. Students are not allowed to catch loads.
- Students and staff should maintain their health and good physical condition by keeping up with a regular exercise program (at least three to four times a week for about 20 to 25 minutes).
- Students and staff involved in a lot of standing have to adjust their work space to ensure that they are not putting any undue strain on their backs. If students and staff find that they have to stoop to work, their work space must be adjusted so they can work standing straight.

Potential Hazards:

- Muscle strain, pulls, tears, etc.
- Recurrent back pain

BLEACHER (Set-up and Take down)

Alberta OHS Regulations:	Part 12 - General Safety Precautions; Part 14 - Lifting and Handling Loads
Adopted:	
Revised and Adopted:	
Manpower:	1 or more persons
Safety Equipment:	Safety footwear
Tools:	

Procedure:

- Always have two people working together to move bleachers.
- Use appropriate stick and/or hooks when moving bleachers.
- Always lock the bleachers in place when they are in the open or storage position.
- Always install hand rails (if available) on bleachers when they are in the open position.
- Periodically submit a System Service Request (SSR) to clean and lubricate bleachers to ensure easy movement of the undercarriage.
- Clean area under bleachers on a regular basis and inspect bleachers for hazards (missing bolts, loose boards, splinters, etc.).
- Follow manufacturer's instructions for use and maintenance.
- Never attempt to set-up the bleachers by yourself, this may result in injury.
- Do not use the bleachers if they cannot be moved by two people. If this occurs submit an SSR to the Maintenance Department.
- Never use excessive force to move the bleachers as this may result in injury to the employee or damage being done to the bleachers.

Potential Hazards:

- Heavy load
- Pinch points
- Moving parts
- Muscle strain
- Bruising
- Crushing of fingers

CARPET CLEANER

Alberta OHS Regulations:	Part 4 - Chemical Hazards, Biological Hazards, and Harmful Substances; Part 18 - Personal Protective Equipment; Part 25 - Tools, Equipment and Machinery; Part 29 - Workplace Hazardous Information System (WHMIS); Schedule 1 - Chemical Substances
Adopted:	
Revised and Adopted:	
Manpower:	1 person
Safety Equipment:	Eye protection
Tools:	

Procedures:

- Remove everything from the room to prepare your carpet for cleaning.
- You can leave large items, but if these items are not removed some of your carpet will be cleaner than other parts which can result in discoloration of your carpeting.
- Vacuum thoroughly all the areas you are going to clean.
- Prepare the carpet cleaner.
- Remove the water container from the cleaner and fill it with hot water and one or two capfuls of cleaning agent. Use more cleaning agent for tougher cleaning jobs.
- Make sure the filter in your cleaner is clean. If the filter is dirty, run it through hot water to remove any dirt or grime.
- Carefully place the water container back on the steam cleaner.
- Begin cleaning in one corner of the room and work your way from one side of the room to the other. Push the cleaner forward and as you do so, pull the trigger so it gets the carpet wet. After wetting, slowly pull the cleaner backwards so that it scrubs the area you have just gotten wet. Repeat this process all over the room until you have finished. Repeat the process for any areas that are heavily stained.
- Allow the room to dry fully before replacing furniture.
- Make sure to start on the far side of the room and end near a doorway so when you finish you will be able to go to another room while the one you have cleaned can dry.
- Choose a day to clean your carpet when you know that you can take your time or foot traffic will be minimal.

Potential Hazards:

- Refer to MSDS for carpet cleaner chemicals
- Fumes
- Slips, trips and falls

CARPET SPOTTER

Alberta OHS Regulations:	Part 4 - Chemical Hazards, Biological Hazards, and Harmful Substances; Part 18 - Personal Protective Equipment; Part 29 - Workplace Hazardous Information System (WHMIS); Schedule 1 - Chemical Substances
Adopted:	
Revised and Adopted:	
Manpower:	1 person
Safety Equipment:	Eye protection, gloves
Tools:	

Procedures:

- If spot contains solid matter, scrape up as much as possible prior to application of product.
- Saturate spot with undiluted carpet cleaning product and allow to penetrate into stain.
- Absorb product and dissolved matter with paper towel or cloth.
- Re-apply product to spot and agitate slightly with a brush or scraper.
- Repeat this procedure until paper towel or cloth has dissolved all of the spot.
- Allow to dry.
- When dry, vacuum carpet or rug, or brush upholstery fiber to raise pile or nap.
- Some oil-based stains tend to "bleed" when emulsification occurs, so take care not to spread stain

Potential Hazards:

- Refer to MSDS for carpet spotter chemicals
- Fumes
- Slips, trips and falls

CHEMICAL HAZARDS

Alberta OHS Regulations:	Part 4 - Chemical Hazards, Biological Hazards, and Harmful Substances; Part 10 - Fire and Explosion Hazards; Part 18 - Personal Protective Equipment; Part 29 - Workplace Hazardous Information System (WHMIS); Schedule 1 - Chemical Substances
Adopted:	
Revised and Adopted:	
Manpower:	1 person
Safety Equipment:	Protective eyewear, protective gloves, apron, respirator (dependent on material)
Tools:	

Procedures:

Solvent Use in the Art Studios

- Solvent are used in all media areas as thinners, cleaners and mediums and they present risks of inhalation, absorption and fire. In most instances, safer, low-risk solvents can be substituted for ones that are more hazardous and small quantities are adequate to do the job.
- When a solvent must be used, odourless paint thinners are preferred.
- In choosing approved solvents, look at the following criteria:

    1. A high flash point
    2. A low evaporation rate
    3. A high TLV (concentration of parts per million that can be breathed for an extended period without adverse effects)
    4. Low toxicity (such as removal of aromatic hydrocarbons)

- Read and follow posted Solvent Usage and Printmaking Cleaning Procedures to keep solvent usage to a minimum.
- Avoid skin contact with solvents by wearing solvent-resistant gloves or barrier creams.
- Never use solvents to clean inks from hands.
- Never use solvents near sources of heat or spark.
- Solvents must be stored in cabinets designed for flammable materials when not in use.

General Precautions

- Read and familiarize yourself with the posted Safety Rules and Material Safety Data Sheets (MSDS) provided for all chemicals you will use.
- Always wear the proper Personal Protective Equipment for the chemicals you are using.
- Substitute safer products and processes whenever possible. Consult the CHRIST THE REDEEMER technician or instructor.
- Check that ventilation system is functioning properly.
- Consult instructor or technician before altering or experimenting with new processes. Heating or combining some substances can increase their potential hazards. Sanding, grinding and polishing some materials can release toxins.
- Follow Safe Work Procedures for the chemicals you will be using.
- If students/staff bring in chemicals from an outside source, they MUST provide the CHRIST THE REDEEMER staff with a current MSDS for any potential material or substances that are not on file. This must be done prior to the use of the product.
- Consult with your instructor or technician for information and safe substitution of aerosol spray products.

- Before using AEROSOL spray products, verify the spray nozzle is pointed away from the user and if used outside, protective eye wear should be worn
- CHRIST THE REDEEMER has a strict disposal policy that is posted in all studios. This policy must be followed at all times.
- DO NOT POUR SOLVENTS DOWN SINKS.
- When in doubt, ask your instructor or the instructor or technician for assistance.

Potential Hazards:

- Inhalation
- Fire and/or Explosions
- Absorption through skin
- Dusts (sawdust, charcoal, pastel, rosin)
- Welding Fumes
- Environmental damage
- All solvents can cause dermatitis and de-fatting of the skin from prolonged or repeated exposure
- Inhalation of high concentrations of turpentine or mineral spirits can cause respiratory irritation and narcosis (dizziness, nausea, fatigue, loss of coordination, coma, etc.)
- Chronic inhalation of large amounts of mineral spirits could cause brain damage
- Some solvents may cause photosensitization of the skin
- Ingestion of solvents can be fatal

CONDOM AND NEEDLE DEBRIS CLEAN-UP

Alberta OHS Regulations:	Part 4 - Chemical Hazards, Biological Hazards and Harmful Substances; Part 18 - Personal Protective Equipment
Adopted:	
Revised and Adopted:	
Manpower:	1 person
Safety Equipment:	Gloves, safety footwear
Tools:	

Procedures:

- Wear appropriate personal protective equipment (heavy rubber gloves).
- Whenever possible, use tongs or pliers to pick-up items. If tongs or pliers are not available, use appropriate gloves.
- Hold sharp end of items away from you. Be careful not to prick yourself or others.
- Dispose of sharp items in puncture proof container.
- Disinfect tools, gloves and hands after needle or condom handling.
- Never attempt recapping of a needle if you find the cap.
- Never dispose of needles into ordinary garbage bags or containers. Only use puncture proof containers.

Potential Hazards:

- Cuts
- Punctures
- Bodily fluids
- Disease/infection/viruses

CUBBY HOLES

Alberta OHS Regulations:	Part 5 - Confined Spaces; Part 18 - Personal Protective Equipment
Adopted:	
Revised and Adopted:	
Manpower:	2 persons or more
Safety Equipment:	Respiratory protection, flashlight
Tools:	

Procedures:

- Review your entry permit before entering Cubby hole (must be currently dated).
- Use appropriate safety precautions/equipment (flashlight).
- Visually inspect the entrance area for obvious hazards. Continue this inspection as you proceed into the Cubbyhole.
- Contact your supervisor if:
    - Air quality is of concern.
    - Significant biological hazards are discovered.
    - New hazards are identified.
    - Entry permit/training is out of date.
    - Uncertain as to appropriate personal protective equipment (PPE).
- If a spotter is required (see Confined Space Code of Practice), ensure that the spotter:
    - Is present upon entry to the area and maintains communication with the worker(s) in the confined space.
    - Keeps a written record of the entry and exit of all workers.
    - Knows to call 911 if an accident should occur and rescue is required.
    - Knows to specify to 911 operator that the emergency is related to a worker injured in a confined space.
    - Remains available to direct emergency services to the accident scene.
    - Ensures unauthorized personnel do not enter the confined space and stay clear of the area.
    - Does not enter the confined space at any time.
- Do not enter a Cubby hole without a valid entry permit.
- Never enter a Cubby hole if there is a hazard present that is not identified above or if the type of work being performed introduces additional hazards. (In these circumstances a new task hazard analysis must be completed and a new entry permit obtained.)
- Do not attempt rescue of an injured worker. Wait for emergency assistance.
- Do not create an obstruction by the storage of materials near or adjacent to the Cubby hole access/egress.

Potential Hazards:

- Slips, trips and falls
- Impact injury
- Muscle strain
- Death
- Air quality
- Suffocation/asphyxiation
- Rodent nests
- Mould
- Stagnant water

DISINFECTING (including bleach) SOLUTION FOR SANITIZATION AND DISINFECTING(use and preparation)

Alberta OHS Regulations:	Part 4 - Chemical Hazards, Biological Hazards, and Harmful Substances; Part 10 - Fire and Explosion Hazards; Part 18 - Personal Protective Equipment; Part 29 - Workplace Hazardous Information System (WHMIS); Schedule 1 - Chemical Substances
Adopted:	
Revised and Adopted:	
Manpower:	1 person
Safety Equipment:	Eye protection, gloves, non-slip footwear, respiratory protection (as needed)
Tools:	

Procedure:

- Review Safety Data Sheet (SDS) for bleach.
- Use personal protective equipment (i.e., rubber gloves and chemical goggles when decanting).
- Prepare solution in a well-ventilated room.
- Use appropriate concentrations of bleach for the following tasks:
  - Clean up of blood and body fluids requires a 0.5% bleach solution:
  - Use one part household chlorine bleach 50ml and nine parts water (450ml). Use the unscented variety of bleach. Prepare fresh daily.
- When doing laundry a 0.01% bleach solution is required:
  - Use one part household chlorine bleach (125ml) to be mixed with about 500 parts water (65 litres or one washer load).
  - Surface cleaning and soaking of glassware or plastic items requires a 0.1% bleach solution):
- Use one part household chlorine bleach (20ml) to be mixed with about 50 parts water (1 litre) or 250ml bleach to be mixed with 12.6 litres of water (average size sink).
- Apply work place label to container in which bleach solution will be stored.
- Store bleach and bleach solution in area which has restricted student access.
- Avoid mixing with other chemicals or cleaning products.
- Do not allow bleach solution to come in contact with skin or eyes.
- Do not breathe vapours or mists.
- Never mix bleach with chemicals or other cleaners as this may result in a chemical reaction that would produce dangerous gas (i.e., chlorine gas).
- Isolate the area and/or person until body fluids are cleaned up.
- Cover and Collect fluid with towel or other absorbent materials.
- Thoroughly wet the contaminated area(s) with disinfectant. For blood spills let disinfectant site for 10 minutes.
- After wiping up disinfectant, place all clean-up materials in a double bag and dispose in outside commercial garbage container.
- Spray gloves with disinfectant before taking them off and thoroughly was hands with soap and water after removal.
- Remove contaminated clothing and thoroughly was any exposed areas on person(s) with soap.

Potential Hazards:

- Contact with bleach (liquid or vapour)
- Interactions between chemicals
- Skin and eye irritation
- Throat and lung irritation
- Loss of consciousness

ELECTRIC BUFFER

Alberta OHS Regulations:	Part 18 - Personal Protective Equipment; Part 19 - Powered Mobile Equipment; Part 25 - Tools, Equipment and Machinery
Adopted:	
Revised and Adopted:	
Manpower:	1 person
Safety Equipment:	Non-slip footwear, eye protection, hearing protection (as needed)
Tools:	

Procedures:

- Get training and read the manufacturer's instructions for your floor machine. Read the material safety data sheets (MSDS) for all floor maintenance chemicals and get training on the use and proper mix ratios. Because these chemicals are sold in concentrated forms, use caution when pouring and mixing; they pose a hazard to skin, eyes and the respiratory system if they are not used correctly.
- Always wear gloves and splash goggles when mixing and dispensing chemicals. Safety glasses should be worn to protect your eyes from debris that may be kicked up by the rotating pads and brushes.
- Conduct floor maintenance when there are few people around.
- Use caution signs to warn others of the slippery floor. Gather the equipment and materials that you will need to prevent unnecessary trips over slippery surfaces.
- Check your floor machine before you begin work. Cords for electric stick models should not have cuts or exposed wires. Apply the cleaning pad or brush while the machine is unplugged and tilted back.
- Before use, test the floor machine to make sure that parts are locked in place, it operates properly, and that the auto-stop safety feature is working.
- Keep a good grip on the handles to maintain control of the floor machine.
- Buff the floor starting from the back of the room working your way to the front. It's important to buff from the left to the right as you make your way back to the entrance.
- Start by spreading the polish evenly across the floor you are buffing.
- Keep the buffer moving steadily as you work.
- Check the pad at set intervals to ensure it does not become overly dirty or caked with your polishing products.
- Buff a single section at a time, starting with the least abrasive cleaning polish that is effective.
- Buffers rotate clockwise, so you should clean in a left to right motion. This will also help prevent buffer burns.
- When you are done buffing your floors, remove the buffer pad or scrubbing brush from the machine.
- Clean all the pads and brushes immediately.
- Do not leave the pads or brushes on the machine as the combination of dampness combined with and weight of the machine will damage your cleaning accessories.
- Remain aware of your surroundings to avoid hitting people, glass windows, and doors or falling down stairs or inclines and off raised surfaces.
- For electric models, hold the cord over the handle to avoid damaging it or getting it tangled in the pads; don't wrap the cord around the handle because that can disable the auto-off safety feature.
- To avoid trip hazards, store floor machines out of the way. Electric floor machines should be unplugged and the cord loosely wrapped.
- Machines that are not in good working order should be turned off, unplugged, and tagged as out-of-service for repair.

Potential Hazards:

- Slips, trips and falls.
- Muscle/back strain.
- Flying debris.
- Refer to MSDS for cleaning products used.

ELECTRICAL DEVICES

ELECTRICAL DEVICES	
Alberta OHS Regulations:	Part 15 - Managing the Control of Hazardous Energy; Part 18 - Personal Protective Equipment; Part 25 - Tools, Equipment and Machinery
Adopted: **Revised and Adopted:**	
Manpower: **Safety Equipment:** **Tools:**	1 person n/a n/a

Procedure:

- Read instructions before using any electrical device.
- Notify your instructor or technician of any faulty, damaged or frayed cords.
- Never plug too many cords into one outlet. If using more than two devices, use an approved power bar so that the equipment is grounded properly.
- Make sure your hands are dry before plugging in an appliance.
- Do not string cords across work areas. Tape them down to the floor.
- Unplug an electrical device before starting to work on it.
- Use three prong plugs.
- Pull the plug – not the cord.
- Keep cords free from water, oil and heat.
- Use extension cords for temporary jobs only.
- Do not use light duty cords for heavy-duty work.
- Do not tie cords in knots.
- Do not carry devices by the cord.
- Never break the third prong off the plug.
- Switch the device off before connecting to a power source.
- Turn off, disconnect and then adjust the device.
- Do not use electrical devices when an area contains explosive vapours or gases.
- Do not clean devices with flammable or toxic substances.

Maintenance and Repair:

- Inspect cords and plugs on a regular basis.
- Leave repairs to a competent technician.

Potential Hazards:

- Electrocution
- Fire

ERGONOMICS

ERGONOMICS	
Alberta OHS Regulations:	n/a
Adopted:	
Revised and Adopted:	
Manpower:	1 person; more for lifting heavy loads or objects
Safety Equipment:	Wrist supports (typing, vibration dampening equipment (for vibratory tools)
Tools:	n/a

Procedure:

- Ensure that all machine controls are reachable and easily accessible prior to operation.
- Ensure that lighting is adequate to perform task activities.
- Arrange work spaces and areas to avoid the need for carrying objects overhead and for overreaching.
- Vibration dampening products should be used on vibratory type tools and equipment where applicable.
- Plan work activities to reduce or eliminate repeated manual lifting where possible.

Chair Guidelines

- Thigh should be parallel to floor.
- Feet should be on floor.
- 2-3 finger breadth between knee and front edge of seat pan.
- Adequate back support.
- Shoulders relaxed and level.
- Elbows at 90 degrees.
- Seat pan well padded.
- Know how to adjust and operate your chair.

Desk Guidelines

- Desk height is equal to seated elbow height.
- Adequate space.
- Minimal reaching above and below shoulder.

Keyboard & Mouse Guidelines

- Relaxed arm position during keyboarding.
- Wrists in neutral flexion/extension.
- Neutral wrist deviation.
- Relaxed fingers.
- Do not slouch forward. Maintain natural S-curve in back.

Monitor & Document Guidelines

- Posture of head should be neutral.
- Eyes looking forward.
- Monitor should be arm’s length.
- Upper torso relaxed against chair back.
- Document and monitor should be the same distance and height from eyes.
- Minimize glare.

Telephone & Job Variety

- Neck and head are centered and easy to reach.
- Visual rest every 30 minutes.
- Regular stretch breaks and alternate task schedule.

Potential Hazards:

- Muscle strain
- Eye strain
- Back pain

GENIE LIFT - Operation

Alberta OHS Regulations:	Part 9 - Fall Protection; Part 18 - Personal Protective Equipment; Part 25 - Tools, Equipment and Machinery
Adopted:	
Revised and Adopted:	
Manpower:	2 or more persons
Safety Equipment:	Safety footwear, head protection, fall protection (if necessary)
Tools:	

Procedures:

- Participate in training to become a certified operator.
- Obey the instructions and safety rules in the manufacturer's operator manual. (Contained in manual box on lift)
- Inspect the **worksite** for hazards including overhead obstructions. Complete Hazard Report Form if necessary.
- Have two people lift and install battery pack.
- Have a ground person present in facility and in frequent communication with operator. Ground person should be aware of emergency procedures for operator assistance.
- Always perform a **pre-operation inspection**.
- Always perform **function tests** prior to use.
- Only use the machine as it was intended.
- Use appropriate personal protective equipment (**hard hats** are mandatory and are provided with the lift for operator and ground person).
- Take precautions when moving a Genie Lift up/down a sloped surface.
- Be aware of crushing hazard when grasping the platform guard rail.
- Ensure that the outriggers are disengaged before storing. Store in area not accessible to unauthorized personnel or students.
- Never use the platform unless the base is level. (All four outriggers are properly installed and the leveling jacks firmly contact the floor.)
- Never exit the platform while raised. (If a power failure occurs, have ground personnel activate the manual-lowering valve.)
- Never allow untrained personnel or students to use this machine.
- Never sit, stand or climb on the platform guardrails.
- Never have two people on the platform at one time.
- Never operate machine unless all systems are in good operating condition.

Potential Hazards:

- Falls
- Electrocution
- Fluids (hydraulic, battery)
- Dropped items from raised lift
- Injury from moving parts
- Collision

HAND AND POWER TOOL OPERATION

Alberta OHS Regulations: OH&S Code Part 18 Section 229, 233, 234,242,244

Adopted:

Revised and Adopted:

Manpower:

Safety Equipment: CSA approved hard hat, CSA approved eye protection, face shield, CSA approved hearing protection, CSA approved respirator, leather gloves, fire retardant coveralls, close fitting, and CSA approved Steel-toed footwear. Note: Some of the PPE outlined above will only be required depending on the hazards encountered while using a specific tool.

Tools: Screwdriver or wrench to make tool adjustments.

- Procedures:
- Tools
- Prior to setting up and using portable power tools or hand tools, inspect all components by looking for signs of wear and tear as this could result in a failure of the tool.
- A pre-use inspection should be completed before each use or when you feel the integrity of the equipment being used has been compromised.
- If defects are noted, do not use the tool and tag it out. Once the tag out is complete, inform your supervisor immediately.
- Ensure all outlined PPE is available prior to use.
- Ensure power cords, tools and work material area is in an area that will minimize the tripping potential.
- Inform co-workers of activity prior to the commencement of work.
- Keep work area free of bystanders at all times.
- Use correct tool for the job – DO NOT IMPROVISE!
- Keep tools in good repair and inspect prior to each use.
- Keep cutting tool edges sharp and store with edges protected.
- Files, chisels, hammers, screwdrivers, etc. must have appropriate handles.
- Use brass or non-sparking tools in flammable or explosive dusts area, if possible.
- Carry sharp tools in a sheath or box.
- Avoid laying tools on platforms where they can all on individuals working below.
- Never throw tools; use a rope and bucket to move tools to a higher or lower area.
- Do not force tools beyond their capability or use “cheaters” to increase their capability.
- Only use tools intended as pry bars.
- Always maintain safe working distances between works.
- Portable Power Tools
- If unfamiliar with power tool – obtain training prior to use.
- Each tool must be equipped with an on/off switch that cuts off when pressure on the switch is released.
- Avoid using power tools in close proximity to water.
- Always unplug the power cord by grasping the plug, not be jerking the cord.
- Use the GFI at the power source when possible
- Prior to making any adjustments to an electrical powered tool, ensure the tool is unplugged from the power source.
- All power tools must have appropriate guards in place when being used.
- Never remove or tamper with a guard that was installed by the manufacturer.
- Flying objects can result from operating almost any power tool, so you must always;
- Keep the work area clear of bystanders
- Use proper eye protection (i.e. goggles or face shield).

- To assist in preventing injury resulting from contact of moving parts, you should:

- Keep moving parts directed away from your body.

- Never touch a powered part unless the power source is disconnected (such as drills, chucks, blades, and bits).
- Allow power tool to completely stop moving prior to maintaining tool
- Allow power tool to cool down prior to conducting maintenance.
- Always maintain safe working distances between works.
- Always follow proper housekeeping practices after use of the tool and its associated components is completed.
- Always put tools and power equipment back in their correct storage location after each use.

Potential Hazards:

- Slips, trip and/or fall
- Noise exposure
- Cuts
- Burns
- Back Strain
- Exposure to heat and cold
- Fire
- Explosion
- Electrocution
- Overhead hazards
-

HAND DRILLS (CORDED, CORDLESS, HAMMER)

Alberta OHS Regulations:	Part 18 - Personal Protective Equipment; Part 25 - Tools, Equipment and Machinery
Adopted:	
Revised and Adopted:	
Manpower:	1 person
Safety Equipment:	Eye protection, apron, face shield, hearing protection, manual power-off switch
Tools:	

Procedures:

- Always wear safety glasses while using drills.
- Disconnect the air and electrical supplies when replacing drill bits.
- Disconnect the power source when replacing drill bits.
- Always inspect drill bits before use; never use a dull or damaged drill bit.
- Make sure drill bit is tightly in chuck before drilling.
- Use the right drill bit for the right material. Not all drill bits can be used in metal, wood or masonry.
- Always remove chuck key before drilling.
- Hold the drill securely with one or both hands; do not force the drill with too much pressure, as you could break the bit.

Potential Hazards:

- Cut and stab injuries from drill bit
- Eye and skin injuries from flying debris
- Twisting of the wrist

HAND TOOLS

Alberta OHS Regulations:	Part 18 - Personal Protective Equipment; Part 25 - Tools, Equipment and Machinery
Adopted:	
Revised and Adopted:	
Manpower:	1 person
Safety Equipment:	Protective eyewear, hearing protection (as needed)
Tools:	

Procedures:

- The improper use of hand tools is a major cause of many minor but painful injuries.
- Use the proper tools.
- Replace worn parts such as ratchet cogs, dies, handles and shields.
- Keep chisels, screwdrivers and punches properly dressed.
- Discard defective tools which cannot be repaired.
- Always put tools away clean and in their proper storage location.
- Chainsaws must be kept clean and sharp.
- Never remove guards or safety devices and always use them properly by following proper procedures.

Defective Tools:

- Defective tools can cause serious and painful injuries. If a tool is defective in some way, DON'T USE IT.
- Split or cracked handles.
- Chipped or broken drill bits.
- Wrenches with worn out jaws.
- Tools which are not complete, such as files without handles.
- Never use a defective tool.
- Double check all tools prior to use.
- Ensure defective tools are removed from service and repaired.

Potential Hazards:

- Hitting your own hand or fingers.
- Flying debris.
- Cuts
- Crush injuries

KNIVES and OTHER UTENSILS

KNIVES	
Alberta OHS Regulations:	Part 18 - Personal Protective Equipment
Adopted: **Revised and Adopted:**	
Manpower:	1 person
Safety Equipment:	Protective gloves (depending on task); protective eyewear (depending on task)
Tools:	Knives, knife sharpener

Procedures:

- Knives cause more disabling injuries than any other hand tool.
- Always keep knives sharp and utensils in good repair.
- Always cut away from the body. If not possible, keep hands clear of the knife and utensils path.
- Always cut with a smooth, non-jerky motion.
- Never store knives in your pocket.
- While working, keep knives with edge or point down in knife pouch.
- Store knives and cleavers in a designated area when not in use and never store with the blades exposed.
- NEVER extend the blade fully on a retractable blade knife.
- Knives must be sheathed, kept in a block or stored in a manner that discourages an inadvertent cut when not in use. Always keep free hand clear of knife. Keep your fingers and thumbs out of the way of the cutting line.
- Always ensure hands are dry while cutting.
- All cuts must be disinfected and bandaged immediately. All cutting equipment which has been exposed to human blood must be sanitized immediately.
- Never try and catch a falling knife.
- Knives must be kept sharp so that excessive pressure is not required to cut.
- Never leave a knife under any other object.
- Move with caution when taking knives to and from their storage area. Carry knives with the cutting edge angled slightly away from your body with tip pointed down to your side.
- Knives should never be stored in a drawer or on a rack with any other utensil. Always store with the points away from the user.
- Knives should be washed separately, one at a time, and should never be released in the dishwater.
- When finished with a knife, put it away.
- Place a knife down on a clean surface for another person to use versus handing the knife to that person.
- Never place a dirty knife in the sink after usage. You or someone else may reach into the sink and get cut unknowingly. You may place them in a dishwasher in a “knives only” compartment.
- Do not interrupt or talk with others who are using knives or other sharp utensils. They may get distracted and accidentally hurt themselves.

Maintenance and Repair:

- Removed damaged knives and utensils from service and have them replaced and/or repaired by a qualified individual.

Potential Hazards:

- Cuts
- Loss of body parts (i.e. fingers, hands, limbs, etc.)
- Blood borne pathogens (i.e. hepatitis)

LEAF BLOWER (GAS POWERED OR ELECTRIC)

Alberta OHS Regulations:	Part 18 - Personal Protective Equipment; Part 22 - Safeguards; Part 25 - Tools, Equipment and Machinery
Adopted:	
Revised and Adopted:	
Manpower:	1 person
Safety Equipment:	Hearing protection, eye protection, safety footwear, insect repellant
Tools:	

Procedures:

- Wear appropriate personal protective equipment.
- Wear appropriate clothing (long pants, no loose fitting clothing or dangling jewelry).
- Always lay blower on the ground when starting.
- Hold blower firmly while pulling crank to start.
- Always keep both hands on the control handles of the blower when operating.
- Shut down the blower if the unit starts to shake or vibrate more than normal.
- Check to see if the blower is damaged or fasteners are loose.
- Always disconnect the spark plug before working on the blower.
- Wipe up any spilled fuel before starting the engine.
- Keep hands and other body parts away from hot engine.
- Ensure you are trained in the use of this equipment or are working under the direct supervision of someone who is.
- Follow manufacturer's instructions for use and maintenance.
- Never remove or disable a safety feature of the blower.
- Never operate blower in close proximity to other persons or pets (danger zone is approximately 5 metres).
- Never refill fuel tank indoors or while engine is hot or running.
- Never fill the fuel tank near an open flame.

Potential Hazards:

- Flying objects
- Hot parts
- Exhaust
- Moving parts
- Explosions
- Ultraviolet radiation
- Eye injuries
- Burns
- Cuts
- Sunburn

MOWERS (WALK BEHIND AND RIDING)

Alberta OHS Regulations:	Part 18 - Personal Protective Equipment; Part 22 - Safeguards; Part 25 - Tools, Equipment and Machinery
Adopted:	
Revised and Adopted:	
Manpower:	1 person
Safety Equipment:	Hearing protection, eye protection, safety footwear, insect repellant
Tools:	

Procedures:

- Wear appropriate personal protective equipment.
- Wear appropriate clothing (long pants, no loose fitting clothing or dangling jewelry).
- Walk around the area and pick-up any rocks, wires, sticks and other objects that the blade might pick-up and throw.
- Be mindful of the direction of discharge, particularly in areas near play structures or parking lots where the risk of injury or damage is greater.
- Before use, check the operation of the blade, blade brake, stopping feature of the mower, clutch and engine kill switch. If not working properly, do not use mower.
- Ensure that guards, shields, deflectors and warning decals are in place on the mower.
- Wipe up any spilled fuel before starting the engine.
- Always start the mower on a level surface.
- Always stop mowing if a person or foreign object appears in your path.
- Be mindful of wet grass, which can clump in the discharge area. When this occurs, turn off the engine, disconnect the spark plug and ensure the blade is stopped before making any adjustments or connections. Use a stick, not hands, to clear plugged discharge area.
- Keep hands and other body parts away from hot engine and blade area.
- Always push a walk-behind-mower forward. If you pull the mower backwards you run the risk of running over your foot.
- Ensure you are trained in the use of this equipment or are working under the direct supervision of someone who is.
- Request specific directions from a supervisor before attempting to cut steep hills or other potentially hazardous areas.
- Follow manufacturer's instructions for use and maintenance.
- Do not use a mower if any of the safety features are missing or damaged.
- Never remove or disable a safety feature.
- Never cross a driveway or path with the blade rotating. The blades can pickup and throw loose gravel and rocks.
- Never operate mower when persons or pets are in the danger zone (approx. 15 metres).
- Never put your hand or any part of the body in or anywhere close to the blade path when the engine is running. This also applies if the mower is equipped with a blade clutch. **Always assume the blade is turning when the engine is running.**
- Never fill fuel tank indoors or while engine is hot or running.
- Never carry passengers on any riding mower.
- Do not mow in reverse on the riding mowers. If you must back up, disengage the blade and ensure the area behind you is clear.
- Never fill the fuel tank near an open flame.

Potential Hazards:

- Flying objects
- Hot parts
- Exhaust
- Moving parts
- Explosions
- Ultraviolet radiation
- Eye injuries
- Burns
- Cuts
- Sunburn

OFFICE GENERAL SAFETY

OFFICE GENERAL SAFETY

Alberta OHS Regulations:

Adopted:

Revised and Adopted:

Manpower: 1 person
Safety Equipment:
Tools:

Procedures:

- Keep the area under the desk clear of obstructions.
- Check power cords, extension cords & other wiring for fraying, broken connections & other wear & tear.
  - Keep cords & wiring from becoming entangled & creating a trip hazard.
  - Keep surfaces as dry & clean as possible. Wipe up spills or call Building Services to have the janitor mop up if necessary.
- Keep area mats & other floor coverings in place and in good condition to prevent slip, trip and fall hazards.
- Portable space heaters must be approved by your TL or manager before use.
  - They must have an “anti-tip” shut off feature.
  - They must be shut off if left unattended for more than 15 minutes or when you leave your station for your shift.
- Keep any combustible materials a safe distance from the heater at all times.
- Inspect your work area for sharp corners or edges or points that could cause cuts. If you discover any of these hazards report these to your TL or manager for repair.
  - Scissors, paper cutters, pins, staples, utility knives & blades, letter openers are all examples of items commonly used in any office that require care when using to avoid cuts.
- Hot surfaces on laminators, copiers & other equipment. Look for labels, decals and other indicators that show where components or surfaces may be hot before touching.
- Filing cabinets:
  - Load from bottom to top and back to front to keep cabinets stable.
  - Open only 1 drawer at a time to avoid tip-over.
  - Watch your toes as you open bottom drawers.

Potential Hazards:

- Slips, trips and falls
- Electrocution
- Fire
- Cuts
- Burns

PAINT AND PAINT STORAGE

Alberta OHS Regulations:	Part 4 - Chemical Hazards, Biological Hazards, and Harmful Substances; Part 10 - Fire and Explosion Hazards; Part 29 - Workplace Hazardous Information System (WHMIS); Schedule 1 - Chemical Substances
Adopted:	
Revised and Adopted:	
Manpower:	1 person
Safety Equipment:	Depending on paints: Gloves, barrier cream, eye protection, apron, respiratory protection, ventilation system
Tools:	Brushes

Procedures:

- Review MSDS and follow recommendations for personal protective equipment, storage and handling practices.
- When painting with a brush, on or near energized parts at 600 volts or above, the brush shall be attached to an approved insulated handle.
- Adequate ventilation shall be maintained in enclosed areas when painting.
- Only approved solvents shall be used to clean brushes. The solvent shall be disposed of properly in approved containers in accordance with environmental procedures.
- Before using AEROSOL spray products, verify the spray nozzle is pointed away from the user and if used outside, protective eye wear should be worn.
- Open flames shall not be permitted in the area where painting is being done.
- Approved respirators shall be worn when spray painting is being done.
- Don't wear contact lenses while painting; they can hold harmful chemical splashes against your eyes.
- Never eat, drink or smoke while painting.
- Air pressure to paint spray guns shall be properly regulated.
- Oil-based paint, varnishes and paint thinners shall be kept and transported in approved containers.
- When oil-based paint is kept in the original container, the lid shall be properly sealed so vapors do not escape. When not in use, containers of paint, lacquer, varnish, and thinners shall not be left open.
- Oil-based paint, lacquers, and thinners shall be stored in an approved storage area, where there is adequate ventilation and no excessive heat.
- Pressurized cans of paint lacquer, etc. shall not be left in direct sunlight or where there is excessive heat. When not in use, pressurized cans with recoverable product shall be stored in an approved storage area. Empty cans and cans with non-recoverable product shall be disposed of properly. They shall not be punctured or placed in a fire.
- Aerosol storage of paint or other products should be in a metal cabinet with no access allowed to students.

Potential Hazards:

- Eye injury/irritation
- Headaches
- Fire
- Explosion
- Toxic fumes
- Poisoning via skin contact, inhalation, ingestion

PAPER CUTTER

PAPER CUTTER	
Alberta OHS Regulations:	n/a
Adopted: **Revised and Adopted:**	
Manpower: **Safety Equipment:** **Tools:**	1 person

Procedures:

- Never put fingers or objects other than paper (like paper clips or staples) into the paper cutter.
- Keep fingers away from the cutting edge.
- Never try to transport a cutter by the handle or the blade.
- Make sure that the cutting guard is in place.
- Concentrate on the cutting task and be sure that your hands, fingers and clothing are clear from the blade.
- Secure the cutter with a locking device after use.

Potential Hazards:

- Cuts
- Amputations

PAPER SHREDDER

PAPER SHREDDER

Alberta OHS Regulations: n/a

Adopted:

Revised and Adopted:

Manpower: 1 person
Safety Equipment:
Tools:

Procedures:

- Never put fingers or objects other than paper (like paper clips or staples) into the shredded feed opening.
- Keep jewelry, long hair, ties, lanyards, etc. away from the paper shredder feed opening.
- Feed paper smoothly into the shredder; do not force the paper in.
- If there is a paper jam, and forward and reverse buttons don't move the paper, disconnect the power source before attempting to remove the jammed paper.
- If the shredded motor overheats, turn off the shredder for at least 15 minutes, allowing the motor to cool before using again.
- Locate the paper shredder and its power cord outside of foot traffic areas.
- Always be aware and focus on the shredding task when using a paper shredder.
- Shred paper in small quantities.
- Always disconnect the power source before removing and emptying the waste box.

Potential Hazards:

- Cuts
- Entangling loose hair/objects in machine
- Jams

PORTABLE LADDERS

Alberta OHS Regulations: OH&S Code Part 8 – Sections 133- 137 and Part 18

Adopted:

Revised and Adopted:

Manpower: 1 person OR 2

Safety Equipment: Proper footwear, including steel toed boots or flat shoes with good soles (no heels higher than 1 inch).

Tools:

Procedures:

- All ladders should be CSA approved
- Prior to setting up the ladder, inspect it by looking for any signs of wear or damage that may cause it to collapse or tip. Check each day prior to use, or if you feel something may be affected, the soundness of the ladder
- Use the right ladder for the right job. Check manufacturer's specifications
- Use extreme caution when around electrical power lines or near electrical sources.
- Surface should be level and dry
- Carefully lift the ladder into place keeping it balanced, watch for other workers nearby and any power sources in the area
- Once extension ladder is in place, the ladder must be secured to side of building. Tie off to flashing using a bungee cord. It should be secure enough so that when the work is complete on the roof, you are able to come back down the ladder.
- Best case would involve 2 employees , one on the bottom while one climbs to perform their function and ties off
- Extension ladder should be at proper angle – 75 degrees or one horizontal foot to every four vertical feet
- Step ladder should be fully apart with hinges locked.
- The minimum overlap on an extension ladder is three feet unless otherwise specified by the manufacturer.
- Protect the ladder with barricades if it could be struck by pedestrians or moving equipment.
- Never place a ladder in front of a door opening towards the ladder unless the door is open, locked or guarded.
- Never use last two rungs of extension ladder of the top step of a step ladder.
- When climbing up or down ladder, worker shall face the ladder using the
- 3 point grip method.
- Never over reach so as to unbalance the ladder. Climb down fully and move the ladder, never "walk" or "jump" the ladder into place
- Never carry heavy equipment or materials, or large bulky objects up a ladder
- Use a rope to pull materials and tools up to work area.
- Always lower materials and tools by using a rope.
- Never more than one person on a ladder at one time.
- When in position the ladder should protrude 3 feet or three rungs above the intended landing site.
- Never use a wooden ladder that has been painted.
- If reasonable and practical, the employee should wear a personal fall arrest system when

working at heights greater than 3 metres.

- If the use of a personal fall arrest system is not reasonable and practical, the employee may work at heights greater than 3 metres if:
- The work is light duty and for a short duration;
- The Workers centre of balance is at the centre of the ladder at all times even when extending arms; and
- The worker has one hand available to hold onto the ladder

Potential Hazards:

- Slips/falls due to reaching too far, slippery steps, set up on slippery or uneven surface
- Pinches
- Electrocution due to ladder touching overhead power lines or electrical sources
- Faulty equipment causing collapse or tipping
- Skids work down or missing causing ladder to slide or tip
- Equipment damage due to improper storage

PRESSURE WASHER

Alberta OHS Regulations:	Part 18 - Personal Protective Equipment; Part 25 - Tools, Equipment and Machinery

Adopted:

Revised and Adopted:

Manpower:	1 person
Safety Equipment:	Eye protection, gloves, non-slip footwear
Tools:	

Procedures:

- Before using a pressure washer, review the manufacturer's guidelines about operation.
- Assess your project and develop a plan.
- Consider the flow of gravity: if you're pressure washing siding or a fence, work from top to bottom, for decks and driveways, work downhill. Consider breakable and delicate objects such as windows, vents or light fixtures that you'll want to avoid pressure washing.
- Select a nozzle, or tip, for the project. The nozzle determines the water pressure; the smallest angle, or opening, will deliver the most power.
- Attach any accessories, such as extension wands for reaching high places or water brooms for large flat areas, when you connect the nozzle.
- Decide if you'll use chemicals. Use only pressure washer approved, biodegradable chemicals. Adding chemicals can make some cleaning projects easier. Consult the owner's manual for help selecting the appropriate chemical solution and about how to add chemicals to your pressure washer.
- Review MSDS for chemicals prior to use.
- Put on protective eyewear and gloves before you begin. If the motor is loud, you also might want ear plugs or protective headphones.
- Before starting your pressure washer, check that all connections are tight; a loose nozzle can become a projectile that will hurt people and damage property when you turn on the power.
- Start the pressure washer and test the spray. Begin by spraying away from the surface or object you want to clean and then slowly point the wand toward it from 3 to 4 feet away. Make a few passes and then stop for a moment to see if it is clean. If not, move closer.
- After determining the ideal spraying distance, continue making slow, methodical passes over the surface until you've cleaned the surface or object to your satisfaction.
- If you've used a chemical solution, wait 5 to 10 minutes to let the chemical work and then pressure wash the surface again using water to rinse it away.
- Work from the high point to the low point to avoid streaking surfaces you've already cleaned.
- Point the pressure-washing wand at a slight downward angle to avoid spraying the surface at a direct angle; this will mitigate the force of the pressure reducing the likelihood of damage.
- Pressure washers are powerful. Never point them at people or animals; they can cause serious injury.
- Err on the side of lower pressure. You can always switch to a nozzle with a smaller angle or stand closer for more power, but using too much pressure or standing too close can damage the surface you're trying to clean.
- For gas models, don't fill the gas tank while the pressure washer is running.

Potential Hazards:

- Injury from contact with pressure stream
- Slips, trips and falls
- Illness from chemical exposure

PROPANE - REFILL/TRANSPORT

Alberta OHS Regulations:	Part 10 - Fire and Explosion Hazards, Section 171; Part 18 - Personal Protective Equipment
Adopted:	
Revised and Adopted:	
Manpower:	1 person
Safety Equipment:	Eye protection, gloves, steel-toe boots, fire extinguisher, respiratory protection (if needed)
Tools:	Dolly with safety chain

Procedures:

- When unloading cylinders from truck, they should not be dropped. They must be prevented from falling over or against each other.
- When moving cylinders, use a hand truck (dolly) with a safety chain 2/3 of the way up the cylinder or lift by hand when possible. An experienced operator can safely roll the cylinder on its bottom. When rolling the cylinder in this manner, it should not get out of control and fall. The protective bonnet should not turn loose. When compressed gas cylinders are handled, the protective bonnet should only be removed when the gas line valve assembly is to be hooked to it.
- Always store propane outside. It is illegal to store propane cylinders inside a building
- All compressed gas cylinders should be stored in upright position and secured in place using a safety chain/lockable propane storage cage. Keep cylinders away from open flame or direct heat.
- Protective cap must be in place while in storage with the cylinder valve closed.
- Propane cylinders must be filled at a certified retailer (ie: gas station/Costco).
- Division owned vehicles should be used for transportation of propane. Transport cylinders in a well-ventilated space, ideally, truck. Facility Trucks: the maximum number of cylinders that can be transported is five.
- A cylinder shall not be transported or stored within a vehicle except when the vehicle is provided with a means to vent the cylinder carrying space to the outdoors (such as an open window).
- Propane tanks must be transported in an upright position and secured to prevent damage
- Never leave cylinders sitting for long periods of time in your vehicle.
- A school will be allowed to move/fill one - 20lb. propane tank in their personal vehicle at the closest propane retailer (subject to points above).
- When a personal vehicle is used, the onus is on the employee to ensure appropriate insurance.

Potential Hazards:

- Refer to MSDS on propane.
- Explosion
- Fire
- Leaks

PROPANE BUFFER

Alberta OHS Regulations:	Part 18 - Personal Protective Equipment; Part 25 - Tools, Equipment and Machinery
Adopted:	
Revised and Adopted:	
Manpower:	1 person
Safety Equipment:	Non-slip footwear, eye protection, hearing protection (as needed)
Tools:	

Procedures:

- Get training and read the manufacturer's instructions for your floor machine. Read the material safety data sheets (MSDS) for all floor maintenance chemicals and get training on the use and proper mix ratios. Because these chemicals are sold in concentrated forms, use caution when pouring and mixing; they pose a hazard to skin, eyes and the respiratory system if they are not used correctly.
- Always wear gloves and splash goggles when mixing and dispensing chemicals. Safety glasses should be worn to protect your eyes from debris that may be kicked up by the rotating pads and brushes.
- Conduct floor maintenance when there are few people around.
- Use caution signs to warn others of the slippery floor. Gather the equipment and materials that you will need to prevent unnecessary trips over slippery surfaces.
- Check your floor machine before you begin work.
- Apply the cleaning pad or brush while the machine is unplugged and tilted back.
- Before use, test the floor machine to make sure that parts are locked in place, it operates properly, and that the auto-stop safety feature is working.
- Keep a good grip on the handles to maintain control of the floor machine.
- Buff the floor starting from the back of the room working your way to the front. It's important to buff from the left to the right as you make your way back to the entrance.
- Start by spreading the polish evenly across the floor you are buffing.
- Keep the buffer moving steadily as you work.
- Check the pad at set intervals to ensure it does not become overly dirty or caked with your polishing products.
- Buff a single section at a time, starting with the least abrasive cleaning polish that is effective.
- Buffers rotate clockwise, so you should clean in a left to right motion. This will also help prevent buffer burns.
- When you are done buffing your floors, remove the buffer pad or scrubbing brush from the machine.
- Clean all the pads and brushes immediately.
- Do not leave the pads or brushes on the machine as the combination of dampness combined with and weight of the machine will damage your cleaning accessories.
- Remain aware of your surroundings to avoid hitting people, glass windows, and doors or falling down stairs or inclines and off raised surfaces.
- To avoid trip hazards, store floor machines out of the way.
- Machines that are not in good working order should be turned off and tagged as out-of-service for repair.

Potential Hazards:

- Slips, trips and falls.
- Muscle/back strain.
- Flying debris.
- Refer to MSDS for cleaning products used.

RODENT CLEAN-UP

Alberta OHS Regulations: Part 4 - Chemical Hazards, Biological Hazards and Harmful Substances; Part 18 - Personal Protective Equipment

Adopted:

Revised and Adopted:

Manpower: 1 person
Safety Equipment: Eye protection, gloves, respiratory protection (as needed)
Tools:

Procedures:

- Isolate the area until rodent droppings are cleaned up.
- Review Material Safety Data Sheet (MSDS) for General Purpose Disinfectant.
- Wear appropriate personal protective equipment (respiratory protection, [N95 dust mask], rubber gloves).
- Thoroughly wet contaminated areas with disinfectant to deactivate viruses.
- After wetting the area with disinfectant, collect contaminated materials with a damp paper towel, then mop or sponge the area with disinfectant.
- Spray dead rodents with a disinfectant.
- Place clean-up materials and/or dead rodents in a double-bag and dispose of in outside commercial garbage container.
- Spray gloves with disinfectant before taking them off.
- Thoroughly wash hands with soap and water after taking off the clean gloves.
- Never stir up dust by sweeping or vacuuming up droppings, urine or nesting materials.

Potential Hazards:

- Disinfectant
- Rodent decay (bacteria/viruses)

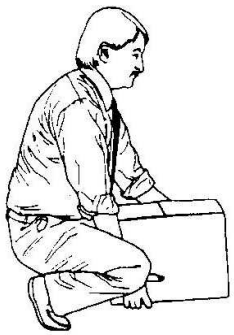
SAFE LIFTING TECHNIQUES

Alberta OHS Regulations:	Part 14 - Lifting and Handling Loads; Part 18 - Personal Protective Equipment
Adopted:	
Revised and Adopted:	
Manpower:	1 person
Safety Equipment:	Safety footwear
Tools:	

Procedures:

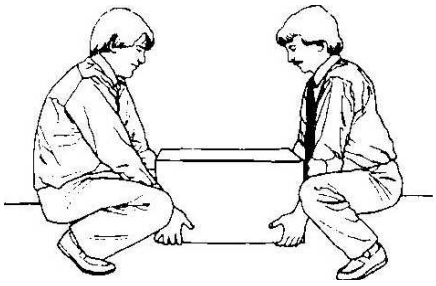
- Whenever possible warm up or stretch before lifting for the first time or after a break. Make sure your muscles are limber.
- Clear debris in your path before lifting or travelling.
- Estimate the best technique before you attempt to lift. Get help if you need it.
- If team lifting co-ordinate with each other and agree who is leading before you lift.
- Keep the load close to yourself through all stages of the lift.
- If the load is unevenly balanced keep the heaviest part closest to you. TV's are a good example. Keep the screen side closest to you.
- Lift with a good base of support.
- Feet should be shoulder width apart, one foot slightly ahead of the other. The heel of the forward foot should be parallel with the instep of the other foot.
- Lift smoothly in one motion, do not jerk the load.
- Avoid twisting at all costs. Reposition yourself and/or feet before moving the load instead.
- Keep your upper body upright.
- Keep your chin level and look straight ahead. Tilting the chin upward will increase the stresses on your spine.
- Use leg strength to do most of the work.
- Tighten abdominal muscles during the lift by exhaling to counteract the pressure placed on your lower back.
- Keep the load at waist height if possible both when picking up and placing.
- Breathe naturally.

Two-Handed Lift:



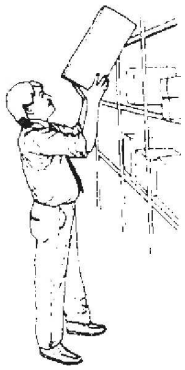
- While facing the load, squat close to it and test its weight and weight distribution.
- Firmly grip the object.
- Lift the object to waist level.
- Rise to a standing position while holding the object near waist level.

Two Person Two-Handed Lift:



- Plan the lift. One person should co-ordinate.
- If possible both persons should be the same height to equalize the travel distance and weight lifted by each.
- Communicate during the entire process to avoid sudden unexpected movements and load shifting.
- Simultaneously lift the object to waist height.
- Simultaneously rise to a standing position, using your legs for the primary force.

Overhead Lifting or Placement:



- Whenever possible use a step or platform to reach a comfortable position to lift or place objects. Do not over-stretch your arms to accomplish the job.

Lifting:

- Stand with one foot in front of the other for improved stability.
- Tilt the load slightly to test its' weight.
- Slide the load to the edge and raise it with the arms while keeping the natural curve of the back.
- Lower the load slowly.
- Rest the load on a shelf or another structure that is halfway down from the start point. Then readjust your position and complete the task.

Placing:

- Ensure sufficient space is available in the location you wish to place the object.
- Make sure the object will be secure once placed and not pose a risk of falling back onto you or someone else.
- Make sure the object is not going to become damage or cause damage to other merchandise due

to its position or possible movement.

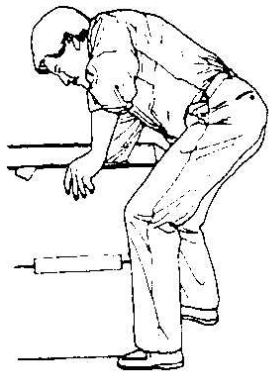
- Reach a comfortable position in front of the location you wish to place the object.
- Lift with the arms and place the back edge of the object in place at the front of the storage location.
- Slide the object into its space.
- Double check its stability before proceeding to the next task.

One Hand, One Person Lifts:

- Support your upper body weight on a stable surface or on your thigh or knee as shown.
- Bend forward to pick up the object with your free hand, bending the weight bearing leg slightly and kicking back the other leg off the floor.
- Firmly grasp the object.
- Lift the object keeping it close to waist level.
- Rise to a straight and natural position while holding the object near waist level.

Lifting From Containers:

Option 1



- Face the container opening.
- Bend forward, placing the farthest hand on the side of the container nearest the body.
- Lift the object with the closer, free hand, supporting the weight of the upper body with the other hand on the container.

Option 2

- Stand close to, but sideways to the container.
- Squat, placing the farthest hand on the container edge, nearest the body.
- Lift the object with the closer, free hand, supporting the weight of the upper body with the other hand on the container.

Potential Hazards:

- Muscle strain
- Back injuries

SERVICE ROOMS (BOILER/MECHANICAL)

Alberta OHS Regulations:	Part 12 - General Safety Precautions; Part 18 - Personal Protective Equipment;

Adopted:

Revised and Adopted:

Manpower:	1 or more persons
Safety Equipment:	Safety footwear, gloves
Tools:	Broom, ladder

Procedures:

Dust and Dirt Removal

- Enclosures and exhaust ventilation systems may fail to collect dust, dirt and chips adequately.
- Vacuum cleaners are suitable for removing light dust and dirt.
- Industrial models have special fittings for cleaning walls, ceilings, ledges, machinery, and other hard-to-reach places where dust and dirt may accumulate.
- Dampening floors or using sweeping compounds before sweeping reduces the amount of airborne dust.
- The dust and grime that collect in places like shelves, piping, conduits, light fixtures, reflectors, windows, cupboards and lockers may require manual cleaning.
- Special-purpose vacuums are useful for removing hazardous substances.
- Compressed air should not be used for removing dust, dirt or chips from equipment or work surfaces.

Surfaces

- Poor floor conditions are a leading cause of accidents so cleaning up spilled oil and other liquids at once is important.
- Allowing chips, shavings and dust to accumulate can also cause accidents.
- Trapping chips, shavings and dust before they reach the floor or cleaning them up regularly can prevent their accumulation.
- Areas that cannot be cleaned continuously, such as entrance ways, should have anti-slip flooring.
- Keeping floors in good order also means replacing any worn, ripped, or damaged flooring that poses a tripping hazard.
- Contrasting colours warn of physical hazards and mark obstructions such as pillars. Paint can highlight railings, guards and other safety equipment, but should never be used as a substitute for guarding.

Maintain Light Fixtures

- Dirty light fixtures reduce essential light levels. Clean light fixtures can improve lighting efficiency significantly.

Aisles and Stairways

- Aisles should be wide enough to accommodate people and vehicles comfortably and safely.
- Warning signs and mirrors can improve sight-lines in blind corners.
- Aisles should not be used for temporary "overflow" or "bottleneck" storage. Stairways and aisles also require adequate lighting.

Maintenance

- The maintenance of buildings and equipment may be the most important element of good housekeeping. Maintenance involves keeping buildings, equipment and machinery in safe, efficient working order and in good repair. This includes maintaining sanitary facilities and regularly painting and cleaning walls. Broken windows, damaged doors, defective plumbing and

broken floor surfaces can make a workplace look neglected; these conditions can cause accidents and affect work practices. So it is important to replace or fix broken or damaged items as quickly as possible. A good maintenance program provides for the inspection, maintenance, upkeep and repair of tools, equipment, machines and processes.

Waste Disposal

- The regular collection, grading and sorting of scrap contribute to good housekeeping practices. It also makes it possible to separate materials that can be recycled from those going to waste disposal facilities.
- Allowing material to build up on the floor wastes time and energy since additional time is required for cleaning it up. Placing scrap containers near where the waste is produced encourages orderly waste disposal and makes collection easier. All waste receptacles should be clearly labelled (e.g., recyclable glass, plastic, scrap metal, etc.).

Storage

- Good organization of stored materials is essential for overcoming material storage problems whether on a temporary or permanent basis. There will also be fewer strain injuries if the amount of handling is reduced, especially if less manual materials handling is required.
- The location of the stockpiles should not interfere with work but they should still be readily available when required. Stored materials should allow at least one metre (or about three feet) of clear space under sprinkler heads.
- Stacking cartons and drums on a firm foundation and cross tying them, where necessary, reduces the chance of their movement.
- Stored materials should not obstruct aisles, stairs, exits, fire equipment, emergency eyewash fountains, emergency showers, or first aid stations.
- All storage areas should be clearly marked.
- Flammable, combustible, toxic and other hazardous materials should be stored in approved containers in designated areas that are appropriate for the different hazards that they pose.
- Storage of materials should meet all requirements specified in the fire codes and the regulations of environmental and occupational health and safety agencies in your jurisdiction.

Potential Hazards:

- Slips, trips and falls
- Fire
- Explosion
- Poor egress

SERVICE TUNNELS

Alberta OHS Regulations:	Part 5 - Confined Spaces; Part 8 - Entrances, Walkways, Stairways and Ladders; Part 18 - Personal Protective Equipment
Adopted:	
Revised and Adopted:	
Manpower:	2 or more persons
Safety Equipment:	Respiratory protection, flashlight
Tools:	

Procedures:

- Review your entry permit before entering Service Tunnels (must be currently dated).
- Wear appropriate personal protective equipment (dust mask).
- Use appropriate safety precautions/equipment (flashlight).
- Prior to entering an service tunnel a worker should inform administrative staff of:
    - The location of the confined space that they are about to enter.
    - The duration of time they expect to spend in the confined space.
- Visually inspect the entrance area for obvious hazards. Continue this inspection as you proceed into the Service Tunnel.
- Contact your supervisor if:
    - Air quality is of concern.
    - Significant biological hazards are discovered.
    - There is a concern about an asbestos release.
    - New hazards are identified.
    - Entry permit/training is out of date.
    - Uncertain as to appropriate personal protective equipment (PPE).
- If a spotter is required (see Confined Space Code of Practice), ensure that the spotter:
    - Is present upon entry to the area and maintains communication with the worker(s) in the confined space.
    - Keeps a written record of the entry and exit of all workers.
    - Knows to call 911 if an accident should occur and rescue is required.
    - Knows to specify to 911 operator that the emergency is related to a worker injured in a confined space.
    - Remains available to direct emergency services to the accident scene.
    - Ensures unauthorized personnel do not enter the confined space and stay clear of the area.
    - Does not enter the confined space at any time.
- Do not enter a Service Tunnel without a valid entry permit.
- Never enter a Service Tunnel if there is a hazard present that is not identified above or if the type of work being performed introduces additional hazards. (In these circumstances a new task hazard analysis must be completed and a new entry permit obtained.)
- Do not attempt rescue of an injured worker. Wait for emergency assistance.
- Do not create an obstruction by the storage of materials in these areas.

Potential Hazards:

- Slips, trips and falls
- Impact injury
- Asbestos
- Muscle strain
- Death
- Air quality
- Suffocation/asphyxiation
- Rodent nests
- Mould
- Stagnant water

SHOP VACUUM

Alberta OHS Regulations:	Part 18 - Personal Protective Equipment; Part 25 - Tools, Equipment and Machinery
Adopted:	
Revised and Adopted:	
Manpower:	1 person
Safety Equipment:	Use the following on an as-needed basis: Protective eyewear, hearing protection, gloves, non-slip footwear
Tools:	

Procedures:

- All vacuums present a risk to the upper body from repeated wrist and elbow movements.
- Keep elbows at or near the sides to minimize shoulder movement.
- Avoid movements where the elbows are behind the body.
- Adjust the location of your grip on the vacuum cleaner wand so that your hands are level with your forearm.
- 'Walk' the vacuum cleaner to reduce repetitive motion.

Vacuuming Motions

- Maintain a neutral spine while working comfortably.
- Use neutral ranges in your shoulders.
- Avoid extreme ranges in your wrists.
- Keep arms close to your body to encourage neutral posture.
- Use both hands, one to pull and one to push.
- Avoid overreaching.
- Stand upright and avoid bending forward.
- Move the legs and not the back.
- Move light furniture out of the way to make a clear path for you and the vacuum.
- **Change or empty the vacuum bag frequently – a full bag can add 10-20 pounds to the overall weight of the bag.**

Dry Head

- Select a light brush.
- Use swivel cuffs to ensure easy rotation of the vacuum head.

Wet Head

- Avoid using a wet vacuum over dry areas because it's heavier and has more 'drag' – this produces more resistance and may cause muscle fatigue.
- Adjust the height of the head when doing wet pick-up to allow efficient water pick-up while minimizing 'drag.'

Power Head

- Effective over large carpeted areas.
- Move wand slowly when working with power head.
- Power head will assist by 'pulling' in one direction.
- Power head will hinder by 'dragging' in the other direction.

Hose Length

- Avoid using the hose as a leash to drag the vacuum.
- Use a long hose to eliminate the need to 'drag' the unit behind you.

Potential Hazards:

- Muscle strain
- Slips, trips and falls

SHOVELLING (SAND, GRAVEL, SOIL)

Alberta OHS Regulations:	Part 14 - Lifting and Handling Loads; Part 18 - Personal Protective Equipment

Adopted:

Revised and Adopted:

Manpower:	1 or more persons
Safety Equipment:	Gloves, safety footwear
Tools:	Shovel, truck

Procedures:

- Put on all safety equipment.
- Select appropriate shovel for the amount of material being moved.
- Always use your legs and not your back in the procedure for lifting.
- Shovel in a straight line; avoid twisting with a load.
- Throw material to required location, making sure objects are not damaged and people are not injured.

Potential Hazards:

- Back injury
- Muscle strain
- Bodily injury
- Cuts, abrasions, and blisters

SNOW REMOVAL

Alberta OHS Regulations:	Part 14 - Lifting and Handling Loads; Part 18 - Personal Protective Equipment

Adopted:

Revised and Adopted:

Manpower:	1 or more persons
Safety Equipment:	Gloves, safety footwear
Tools:	Shovel

Procedures:

- Select appropriate shovel for the amount of snow being removed.
- Next make sure you have proper footwear and how you stand to prevent slipping.
- Always use your legs and not your back in the procedure for lifting snow.
- Shovel in a straight line; avoid twisting with a load.
- Throw snow away from objects and people preventing harm.
- Then sweep excess snow off and apply ice breaker to melt the ice.

Potential Hazards:

- Back injury
- Muscle strain
- Bodily injury
- Cuts and abrasions
- Chemical burn from ice breaker
- Frost bite

SNOWBLOWING

Alberta OHS Regulations:	Part 18 - Personal Protective Equipment; Part 25 - Tools, Equipment and Machinery
Adopted:	
Revised and Adopted:	
Manpower:	1 or more persons
Safety Equipment:	Gloves, safety footwear, hearing protection
Tools:	Snow blower

Procedures:

- Only trained, full-time staff will operate this equipment.
- Start machine and proceed to area to be cleaned.
- Watch for cars and pedestrians.
- Stop blower when cars or people get within 50 feet of machine.
- Blow snow away from people and property.

Potential Hazards:

- Flying Debris
- Traffic
- PTO shafts
- Auger
- Contacting stationary objects.

SPACES ABOVE FIXED CEILINGS

Alberta OHS Regulations:	Part 5 - Confined Spaces; Part 8 - Entrances, Walkways, Stairways and Ladders; Part 18 - Personal Protective Equipment
Adopted:	
Revised and Adopted:	
Manpower:	2 or more persons
Safety Equipment:	Respiratory protection, flashlight
Tools:	

Procedures:

- Review your entry permit before entering a Space Above a Fixed Ceiling (must be currently dated).
- Use appropriate safety precautions/equipment (flashlight).
- Visually inspect the entrance area for obvious hazards. Continue this inspection as you proceed into the Space Above a Fixed Ceiling.
- Contact your supervisor if:
  - Air quality is of concern.
  - Significant biological hazards are discovered.
  - There is a concern about an asbestos release.
  - New hazards are identified.
  - Entry permit/training is out of date.
  - Uncertain as to appropriate personal protective equipment (PPE).
- If a spotter is required (see Confined Space Code of Practice) ensure that the spotter:
  - Is present upon entry to the area and maintains communication with the worker(s) in the confined space.
  - Keeps a written record of the entry and exit of all workers.
  - Knows to call 911 if an accident should occur and rescue is required.
  - Knows to specify to 911 operator that the emergency is related to a worker injured in a confined space.
  - Remains available to direct emergency services to the accident scene.
  - Ensures unauthorized personnel do not enter the confined space and stay clear of the area.
  - Does not enter the confined space at any time.
- Do not enter a Space Above a Fixed Ceiling without a valid entry permit.
- Never enter a Space Above a Fixed Ceiling if there is a hazard present that is not identified above or if the type of work being performed introduces additional hazards. (In these circumstances a new task hazard analysis must be completed and a new entry permit obtained.)
- Do not attempt rescue of an injured worker. Wait for emergency assistance.

Potential Hazards:

- Slips, trips and falls
- Impact injury
- Asbestos
- Muscle strain
- Death
- Air quality
- Suffocation/asphyxiation
- Rodent nests
- Mould
- Stagnant water

STORAGE AREAS UNDER STAGES

Alberta OHS Regulations: Part 5 - Confined Spaces; Part 8 - Entrances, Walkways, Stairways and Ladders; Part 18 - Personal Protective Equipment

Adopted:

Revised and Adopted:

Manpower: 2 or more persons
Safety Equipment: Respiratory protection, flashlight
Tools:

Procedures:

- Review your entry permit before entering Areas Under Stages (must be currently dated).
- Wear appropriate personal protective equipment (protective gloves).
- Use appropriate safety precautions/equipment (flashlight).
- Visually inspect the entrance area for obvious hazards. Continue this inspection as you proceed into the Area Under a Stage.
- Contact your supervisor if:
  - Air quality is of concern.
  - Significant biological hazards are discovered.
  - New hazards are identified.
  - Entry permit/training is out of date.
  - Uncertain as to appropriate personal protective equipment (PPE).
- If a spotter is required (see Confined Space Code of Practice), ensure that the spotter:
  - Is present upon entry to the area and maintains communication with the worker(s) in the confined space.
  - Keeps a written record of the entry and exit of all workers.
  - Knows to call 911 if an accident should occur and rescue is required.
  - Knows to specify to 911 operator that the emergency is related to a worker injured in a confined space.
  - Remains available to direct emergency services to the accident scene.
  - Ensures unauthorized personnel do not enter the confined space and stay clear of the area.
  - Does not enter the confined space at any time.
- Do not enter Areas Under Stages without a valid entry permit.
- Never enter an Area Under a Stage if there is a hazard present that is not identified above or if the type of work being performed introduces additional hazards. (In these circumstances a new task hazard analysis must be completed and a new entry permit obtained.)
- Do not attempt rescue of an injured worker. Wait for emergency assistance.

Potential Hazards:

- Slips, trips and falls
- Impact injury
- Asbestos
- Muscle strain
- Death
- Air quality
- Suffocation/asphyxiation
- Rodent nests
- Mould
- Stagnant water

STOVE

STOVE	
Alberta OHS Regulations:	Part 18 - Personal Protective Equipment
Adopted: **Revised and Adopted:**	
Manpower: **Safety Equipment:** **Tools:**	1 person Gloves

Procedures:

- Consult MSDS and WHMIS for all products you will be using on stove.
- Use the lowest temperature possible for the job.
- Never apply liquid grounds or use solvents near the hotplate.
- Be sure to turn stove off immediately when job is done.
- Keep flammables stored a safe distance away from heat sources.
- Keep your workspace clean and uncluttered, both during work and after.

Potential Hazards:

- Burns
- Fire
- Explosion
- Electrical shock

SUMP PITS

SUMP PITS	
Alberta OHS Regulations:	Part 5 - Confined Spaces; Part 8 - Entrances, Walkways, Stairways and Ladders; Part 18 - Personal Protective Equipment
Adopted: **Revised and Adopted:**	
Manpower: **Safety Equipment:** **Tools:**	2 or more persons Respiratory protection, flashlight

Procedures:

- Review your entry permit before entering a Sump Pit (must be currently dated).
- Wear appropriate personal protective equipment (protective gloves, rubber boots).
- Use appropriate safety precautions/equipment (lock-out tag-out procedure, flashlight, ladder).
- Prior to entering a sump pit a worker should inform administrative, staff of:
  - The location of the confined space that they are about to enter.
  - The duration of time they expect to spend in the confined space.
- Visually inspect the entrance area for obvious hazards. Continue this inspection as you proceed into the Sump Pit.
- Contact your supervisor if:
  - Air quality is of concern.
  - Significant biological hazards are discovered.
  - New hazards are identified.
  - Entry permit/training is out of date.
  - Uncertain as to appropriate personal protective equipment (PPE).
- If a spotter is required (see Confined Space Code of Practice) ensure that the spotter:
  - Is present upon entry to the area and maintains communication with the worker(s) in the confined space.
  - Keeps a written record of the entry and exit of all workers.
  - Knows to call 911 if an accident should occur and rescue is required.
  - Knows to specify to 911 operator that the emergency is related to a worker injured in a confined space.
  - Remains available to direct emergency services to the accident scene.
  - Ensures unauthorized personnel do not enter the confined space and stay clear of the area.
  - Does not enter the confined space at any time.
- Do not enter a Sump Pit without a valid entry permit.
- Never enter a Sump Pit if there is a hazard present that is not identified above or if the type of work being performed introduces additional hazards. (In these circumstances a new task hazard analysis must be completed and a new entry permit obtained.)
- Do not attempt rescue of an injured worker. Wait for emergency assistance.

VACUUM - BACKPACK

Alberta OHS Regulations:	Part 18 - Personal Protective Equipment; Part 25 - Tools, Equipment and Machinery
Adopted:	
Revised and Adopted:	
Manpower:	1 person
Safety Equipment:	Use the following on an as-needed basis: Protective eyewear, hearing protection, gloves, non-slip footwear
Tools:	

Procedures:

- All vacuums present a risk to the upper body from repeated wrist and elbow movements.
- Keep elbows at or near the sides to minimize shoulder movement
- Avoid movements where the elbows are behind the body
- Adjust the location of your grip on the vacuum cleaner wand so that your hands are level with your forearm
- Backpack vacuums are good for cleaning portable classrooms.
- Backpack vacuums contribute to fatigue because they are worn on the back and add more strain as they get fuller.
- Empty the bag frequently.
- Choose the right vacuum for the task.
- Vary the way you use a piece of equipment.
- Good for cleaning elevated surfaces like sills and doorways that are over a large area.

Vacuuming Motions

- Maintain a neutral spine while working comfortably
- Use neutral ranges in your shoulders
- Avoid extreme ranges in your wrists
- Keep arms close to your body to encourage neutral posture
- Use both hands, one to pull and one to push
- Avoid overreaching
- Stand upright and avoid bending forward
- Move the legs and not the back
- Move light furniture out of the way to make a clear path for you and the vacuum
- **Change or empty the vacuum bag frequently – a full bag can add 10-20 pounds to the overall weight of the bag**

Hose Length

- Avoid using the hose as a leash to drag the vacuum
- Use a long hose to eliminate the need to 'drag' the unit behind you

Potential Hazards:

- Muscle strain
- Slips, trips and falls

VACUUM - WET/DRY

Alberta OHS Regulations:	Part 18 - Personal Protective Equipment; Part 25 - Tools, Equipment and Machinery
Adopted:	
Revised and Adopted:	
Manpower:	1 person
Safety Equipment:	Use the following on an as-needed basis: Protective eyewear, hearing protection, gloves, non-slip footwear
Tools:	

Procedures:

- All vacuums present a risk to the upper body from repeated wrist and elbow movements.
- Keep elbows at or near the sides to minimize shoulder movement.
- Avoid movements where the elbows are behind the body.
- Adjust the location of your grip on the vacuum cleaner wand so that your hands are level with your forearm.
- 'Walk' the vacuum cleaner to reduce repetitive motion.

Vacuuming Motions

- Maintain a neutral spine while working comfortably.
- Use neutral ranges in your shoulders.
- Avoid extreme ranges in your wrists.
- Keep arms close to your body to encourage neutral posture.
- Use both hands, one to pull and one to push.
- Avoid overreaching.
- Stand upright and avoid bending forward.
- Move the legs and not the back.
- Move light furniture out of the way to make a clear path for you and the vacuum.
- **Change or empty the vacuum bag frequently – a full bag can add 10-20 pounds to the overall weight of the bag.**

Dry Head

- Select a light brush.
- Use swivel cuffs to ensure easy rotation of the vacuum head.

Wet Head

- Avoid using a wet vacuum over dry areas because it's heavier and has more 'drag' – this produces more resistance and may cause muscle fatigue.
- Adjust the height of the head when doing wet pick-up to allow efficient water pick-up while minimizing 'drag.'

Power Head

- Effective over large carpeted areas.
- Move wand slowly when working with power head.
- Power head will assist by 'pulling' in one direction.
- Power head will hinder by 'dragging' in the other direction.

Hose Length

- Avoid using the hose as a leash to drag the vacuum.
- Use a long hose to eliminate the need to 'drag' the unit behind you.

Potential Hazards:

- Muscle strain
- Slips, trips and falls

VEHICLE MOVEMENT

Alberta OHS Regulations: Part 12 - General Safety Precautions (Section 194)

Adopted:

Revised and Adopted:

Manpower: 1 person
Safety Equipment: Valid driver's license
Tools:

Procedures:

- Perform a walk around inspection prior to moving vehicle.
- Only allow mechanics teacher or aid to move vehicles inside the shop and compound area.
- Have a spotter for moving any vehicle when one or more students are present. The spotter role is to ensure that no one moves into the path of the moving vehicle.
- Sound car horn before starting movement.
- Check and test braking system prior to moving vehicles.
- Check tire wheel torque (if applicable).
- Secure vehicle with wheel chocks.
- Whenever possible avoid vehicle movement when students are present.
- Do not allow untrained (i.e., unlicensed) persons to steer and brake vehicles being pushed in the shop or compound area.
- Do not allow persons to be in close proximity to solid object when pushing vehicle.
- Do not test drive unlicensed/unregistered vehicles. Check owner documentation prior to test drive.
- Do not allow students to move or test drive vehicles.

Potential Hazards:

- Collision

WORK STATIONS

Alberta OHS Regulations:

Adopted:

Revised and Adopted:

Manpower: 1 person
Safety Equipment:
Tools:

Procedures:

- Ideal Work Positions - Comfort Zones

Vary Your Posture

Depending on your tasks, you may find a range of sitting and standing postures that are comfortable. Within your comfort zone, change postures often throughout the day.

Reclined *Upright* *Standing*

- Adjust chair height to have feet flat on floor, minimal pressure on the bottom of the thighs. If you need a footrest or other supports ask your TL.

RIGHT

Rest your feet firmly on the floor or a footrest.

WRONG!

Do not dangle your feet and compress your thighs.

Back Support:

RIGHT

Distribute your weight evenly and use the entire seat and backrest to support your body.

WRONG!

Do not slouch forward.

Arm Support:

RIGHT

Turn your chair to the side to help determine if your elbow height is near the height of your keyboard's home row.

RIGHT

Forearm supports are properly adjusted when your shoulders are relaxed, your forearms are supported (yet free to move while typing), and your wrists are in a comfortable, neutral position.

Forearms, Wrists:

RIGHT

Maintain a comfortable, neutral wrist position.

WRONG!

Do not rest your palms or bend your wrists markedly down while typing.

RIGHT

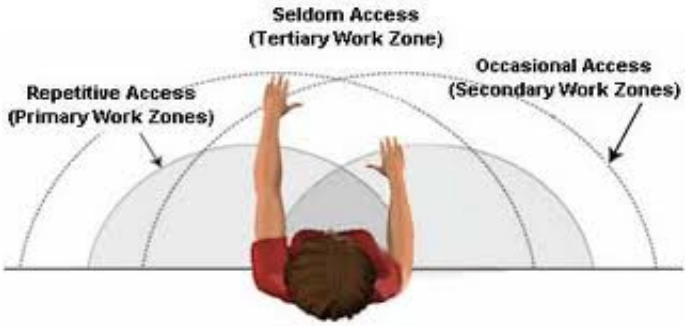
Maintain a comfortable, neutral wrist position.

WRONG!

Do not bend your wrists markedly inward.

- Monitor: The top edge of a text viewing monitor should be about even with your eye level. The monitor should be at arm's length from you.

Workspace Organization:



Glare Control:

Look away from your screen periodically to refocus your eyes. A good practice is the 20-20-20 guideline which is to look away from your computer screen every 20 minutes and look at something 20 feet away for 20 seconds

Glare is caused by the reflection of light off of surfaces and is a primary cause of eyestrain. You can get rid of glare by controlling the light source, adapting the surface reflecting it, or by filtering it before it reaches your eyes. Significant causes of eyestrain are staring at the same distance for a long period of time, such as at a computer monitor or other electronic device or because of driving long distances without a break. These environments can be adapted to be better for your eyes.

Adjust the Light Source

Direct light causes the most glare. Examine whether lighting that's overhead or behind is shining on your computer monitor and take steps to reduce it. Use a desk lamp for directed, diffused task lighting when needed instead of bright overhead light.

Use curtains or translucent plastic blinds on windows. Closing these will diffuse the incoming sunlight light instead of reflecting it, like metal or wood blinds do. You don't want to strain to see in dim light, though, either. Light that's too dim can lead to eyestrain as well.

Adjust the Surface

Shininess is measured by reflection and glare. That means the duller the surface, the less glare there will be. Use work surfaces that have matte finishes. Some items, like computer screens, are inherently smooth and therefore glossy. Use a glare filter over them.

Place your work surface at a right angle to the direct light source, such as a window. Items 90 degrees to the light have the least amount of reflection and glare. In addition, don't position your monitor in front of a bright white wall.

Keep your monitor clean of dust, as having a dirty monitor will lower its contrast, making it harder to read. Dark text on a light background is the easiest to read, so opt for that environment rather than funky color schemes for daily work. And don't feel like you're a codger if you blow up text on your page to make it easier to read. Your eyes will thank you.

Adjust your brightness and contrast on your computer monitor, following Wired's advice when looking at a white background on your display: "If it looks like a light source in the room, it's too bright. If it seems dull

and gray, it's probably too dark."

Shield Your Eyes

If you cannot eliminate the glare, then stop it before it gets to your eyes. Polarized lenses on sunglasses eliminate a lot of glare. Prescription lenses can be polarized as well. This is the best option when driving, because you cannot control the light source or the surface.

Anti-glare coatings for prescription lenses are worth the money for people who stare at computer screens all day. Even if you do not need corrective lenses but suffer from eyestrain, you can get all the benefits of anti-glare lenses without them being ground to a prescription. Consult your eye doctor for more information on this.

Phones:

WRONG!

Do not cradle your phone between your ear and shoulder.

Stand-up Work Stations:

- The same principles apply for body posture as for seated work stations. If you have a chair adjust it using the previous guidelines including the footrest supplied with the chair

WORKING IN SUMMER

Alberta OHS Regulations: Part 18 - Personal Protective Equipment

Adopted:

Revised and Adopted:

Manpower: 1 person
Safety Equipment: Appropriate clothing (hat, sunscreen, sunglasses, etc.)
Tools:

Procedures:

- Carry and drink lots of water throughout the day (i.e. 2-4 litres/day), at least twice an hour. You may be dehydrated even though you are not thirsty.
- Try not to drink liquids that are diuretics (i.e. coffee, tea, pop).
- Eat healthily; lots of food with good nutrients and minerals (i.e. fruits, vegetables).
- Carry and use sunscreen with a minimum of SPF 15.
- If possible, sit in the shade when taking a break.
- Layer your clothing. Wear clothes with breathable fabric (i.e. polypropylene).
- Pay attention to your co-workers. Signs of heat stroke are: confusion, irrational behaviour, nausea, shortness of breath or a rapid pulse.
- Heat exhaustion occurs before someone has a heat stroke. Signs may include: nausea, cramps, weakness, bewilderment or headache.

Potential Hazards:

- Dehydration
- Sunburn
- Heat stroke

WORKING IN WINTER

Alberta OHS Regulations: Part 18 - Personal Protective Equipment

Adopted:

Revised and Adopted:

Manpower: 1 person
Safety Equipment: Appropriate clothing (layers, gloves/mitts, boots, socks, toque, etc.)
Tools:

Procedures:

- Cold weather does present additional hazards during winter operations, but with awareness and good planning, injuries can be avoided.
- Wear appropriate cold weather clothing and personal protective equipment.
- The best method of staying warm in cold weather is to insulate the most exposed parts of the body.
- Do not engage controls or equipment when visibility is obscured by steam or snow.
- The accumulations of snow and ice on walkways, work areas and vehicle steps can become a slipping hazard, so more care needs to be taken.
- Exercise care when handling diesel fuel and gasoline during cold weather operations; the cold burn resulting from saturated clothing due to spillage can be severe.
- Commonly exposed parts of the body are the face, feet, wrists and hands. Always ensure that socks are of generous length and gloves come well up the forearm.
- Remember to always dress for the weather, and change to clean, dry clothing regularly.
- Winter operations require a liner in your hard hat.
- Wet gloves freeze the hands quickly so keep a dry pair handy.
- Keep sunglasses available for working in bright sunlight with snow cover.
- Superficial frostbite usually affects the ears, face fingers and toes. It is painless in the early stages and may not be noticed by the affected person. As freezing progresses the skin turns white and is numb to the touch. If you are working in cold weather and you notice your fellow workers with white spots, immediately tell them. Use your warm hands or get them inside to warm up for a few minutes. If more severe, take to medical help immediately.

Potential Hazards:

- Frostbite
- Hypothermia
- Slips, trips and falls

NOTE*:*
Head Custodians must also read the Confined Spaces Code of Practice located on the intranet or contact the OHS Officer.