



**Office of Attorney General
Occupational Health and Safety Program**

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- 16 - 11 - 15 Latex Allergy
- 16 - 11 - 20 Mixing and Administering Drugs
- 16 - 11 - 25 Needle Stick Injuries

16 - 12 - 00 GYMNASIUM / RECREATION & OFF- GROUNDS PROJECTS

- 16 - 12 - 05 Brush Axe
- 16 - 12 - 10 Chainsaw
- 16 - 12 - 15 Custodial Gym & Recreation
- 16 - 12 - 20 Floatation Devices
- 16 - 12 - 25 Food Handling
- 16 - 12 - 30 Generator
- 16 - 12 - 35 Staging
- 16 - 12 - 40 White Gas (Naphtha)
- 16 - 12 - 45 Work Site Pre-inspection

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Procedure	Chapter Location of Procedure
Abusive Client	Community Settings
Air Quality	Environmental
Area Searches	Custody Settings
Audio Visual Equipment	Office
Automatic Overhead Doors	Vehicles
Axe Sharpening	Workshop / Hobby Shop
Band Saw	Workshop / Hobby Shop
Battery Boosting	Vehicles
Bio-medical Waste	Medical
Bio-medical Waste, Transport of	Vehicles
Body Searches	Custody Settings
Brush Chippers	Building & Ground Maintenance
Brush Axe	Gym /Rec & off Ground Projects
Calcium Chloride	Building & Ground Maintenance
Cell Phones	General
Chainsaw	Gym /Rec & off Ground Projects
Chairs	General
Changing Light Bulbs	Building & Ground Maintenance
Changing Tires	Vehicles
Chop Saw	Workshop / Hobby Shop
Circular Saw	Workshop / Hobby Shop
Client Visitation , Private Property	Community Settings
Cold, Extreme	Environmental
Compressed Gas Cylinders	Workshop / Hobby Shop
Compressors Maintenance	Building & Ground Maintenance

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Compressor, Air	Building & Ground Maintenance
Computer Components	Office
Contact Lenses	Emergency
Custodial Clients - Nursing	Medical
Custodial Fire Drills and Evacuations	Custody Settings
Custodial Gym / Recreation	Gym /Rec & off Ground Projects
Cut off Saw	Workshop / Hobby Shop
Dermatitis	Environmental
Dog Attacks	General
Drill, Power Hand Tool	Workshop / Hobby Shop
Drill Press	Workshop / Hobby Shop
Driving in Severe Weather	Vehicles
Electrical Safety	General
Emergency Information for Visitors	General
Emergency Roadside Repair	Vehicles
Escorting Clients	Custody Settings
Fatigue	General
Fire Drill & Emergency Evacuation	Emergency
Fire Extinguisher	Emergency
First Aid Equipment	General
Flammables and Solvents	Building & Ground Maintenance
Flotation Devices	Gym /Rec & off Ground Projects
Food Handling	Gym /Rec & off Ground Projects
Fuel Mixing (Gas and Oil)	Building & Ground Maintenance
Gas Powered Trimmers	Building & Ground Maintenance
Generator	Gym /Rec & off Ground Projects
Grinder, Die	Workshop / Hobby Shop

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Grinders, Disc	Workshop / Hobby Shop
Grinders, Pedestal & Bench	Workshop / Hobby Shop
Hammer	Workshop / Hobby Shop
Hand Saw / Hack Saw	Workshop / Hobby Shop
Handling Cash	Office
Hazardous Materials	General
Heat, Extreme	Environmental
High Noise	General
High Pressure Fluids	Building & Ground Maintenance
Hostage Taking	General
Housekeeping, General	Building & Ground Maintenance
Indoor Painting	Building & Ground Maintenance
Infection Control	General
Insects	Environmental
Jig Saw	Workshop / Hobby Shop
Kitchen, General	Kitchen
Knives	Kitchen
Ladders	Building & Ground Maintenance
Laminating	Office
Latex Allergy	Medical
Lathe	Workshop / Hobby Shop
Lifting	General
Lifting Techniques and Carrying	Building & Ground Maintenance
Liquid Paper / Markers	Office
Lubricants, Working with	Building & Ground Maintenance
Lumber Storage	Workshop / Hobby Shop
Mail Handling	Office

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Meat Saw	Kitchen
Microwave	Kitchen
Mixing and Administering Drugs	Medical
Motor Vehicles Operation	Vehicles
Moving Boxes	Office
Mowers, Ride-on	Building & Ground Maintenance
Mowers, Small Push	Building & Ground Maintenance
Needle Stick Injuries	Medical
Office File Cabinets	Office
Office Ergonomics	Office
Office Security	Community Settings
Outside Patrols	Custody Settings
Paint Materials	Building & Ground Maintenance
Paper Shredder	Office
Paper Trimmer	Office
Photocopier, Printer, Fax	Office
Physical Restraint of Client	Custody Settings
Planer	Workshop / Hobby Shop
Pliers	Workshop / Hobby Shop
Power Tools, General	Workshop / Hobby Shop
Pressure Washer	Building & Ground Maintenance
Propane and Electrical Cooking	Kitchen
Propane	General
Public Meetings	Community Settings
Rabies	Environmental
Radial Arm Saw	Workshop / Hobby Shop
Refueling Portable Containers	Vehicles

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Routers	Workshop / Hobby Shop
Sander, Belt	Workshop / Hobby Shop
Sanitation and Infection Control	Building & Ground Maintenance
Screwdriver	Workshop / Hobby Shop
Securing Cargo in Vehicles	Vehicles
Sewage and Grey Water	Building & Ground Maintenance
Shift Work	General
Shoveling	Building & Ground Maintenance
Sitting, Prolonged	General
Slips and Trips	General
Snow Blower	Building & Ground Maintenance
Solder Gun	Workshop / Hobby Shop
Spray Painting	Workshop / Hobby Shop
Staging	Gym /Rec & off Ground Projects
Standing, Prolonged	General
Sun Safety	Environmental
Suspicious Mail	Emergency
Table Saw	Workshop / Hobby Shop
Telephone Threats	Emergency
Tractors	Building & Ground Maintenance
Treated Lumber	Workshop / Hobby Shop
Vehicle Check	Vehicles
Vehicle Fires	Vehicles
Vehicle Refueling	Vehicles
Vehicle Towing	Vehicles
Vibrating Tools	Workshop / Hobby Shop
Violence in the Workplace	General

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Water and Shoreline Hazards	Environmental
Water Cooler Bottle Replacement	General
White Gas (Naphtha)	Gym /Rec & off Ground Projects
Work Shop, General	Workshop / Hobby Shop
Work Site Pre-inspection	Gym /Rec & off Ground Projects
Working Alone	General

Distribution of Safe Work Procedure	Administration Section	October 25, 2004	1 of 4
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Home JOHS Committee	Work Site	Contact Person	Location of Manual
Public Administration Building Complex Committee (8)	Deputy Minister		
	Attorney General Office	Mike Ready	
	Justice Policy		
	Fire Arms Office		
	Insurance and Real Estate		
	Office of Public Trustee		
	Legal Services		
	Access and Privacy Services		

Provincial Correctional Centre Committee (15) *(condensed manual)	Provincial Correctional Centre	Administration Office
		Supervisors' Office
		Admitting Unit
		Maximum Unit
		Medium Unit
		Minimum Unit
		Female Unit
		Kitchen
		Stores Supervisor Office
		Wood shop
		Vehicle 27 *
		Vehicle 28 *
		Vehicle 29 *
		1/4 Ton Truck *
Mini Van *		

Distribution of Safe	Administration Section	October 25, 2004	2 of 4
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Home JOHS Committee	Work Site	Contact Person	Location of Manual
Prince County Court House Committee (8)	Prince Correctional Centre		Secure van *
	Summerside Court House	Wayne Lilly	
	Summerside Sheriff		Sedan *
	Crown Attorneys Office Summerside		
	Legal Aid		
	Judge Thompson		
	Summerside Youth Centre Committee (13)	Summerside Youth Centre	
			Supervisors' Office
			Admitting Unit
			Unit A
			Unit B
			Kitchen
			Wood shop
			1/4 Ton Truck *
		Mini Van *	
Georgetown Youth Centre			Administration office
			Supervisors' Office
			Wood shop
			Mini Van *

Distribution of Safe	Administration Section	October 25, 2004	3 of 4
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Home JOHS Committee	Work Site	Contact Person	Location of Manual
Probations and Community Services Committee (15)	Charlottetown Probations		
	Summerside Probations		
	Alberton		
	O'Leary Probations		
	Souris Probations		
	Montague Probations		
	Comm. & Corr. Services Summerside		
	Alternative Residential Program		
	Community Youth worker		
	Outreach O'Leary		
	Outreach Summerside		
	Outreach Charlottetown		
	Outreach Montague		
	Comm. & Corr. Services Charlottetown		
	Community Justice Resource Centre		
Charlottetown Court House Committee (11)	Charlottetown Sheriffs		Office
			Sedan *
	Supreme Court		
	Provincial Court		Upstairs
			Downstairs
	Crown Attorneys Office		
	Georgetown Court House		
	Commissionaires		
	Legal Aid Charlottetown		
	Legislative Counsel		
Judicial Services			

Distribution of Safe	Administration Section	October 25, 2004	4 of 4
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Home JOHS Committee	Work Site	Contact Person	Location of Manual
Harbourside Committee (2)	Victim services	Susan Maynard	JOHS Committee Management Co-Chair
	Family Court Services		
	Family Law Section		
	Maintenance Enforcement		
	Recalculation Officer		Main Administration Area
	Parent Education Program		
	Child Support		



Office of Attorney General

Occupational Health and Safety Program

September 2004

Section Title	Section Number	Date	Page
Commitment to Occupational Health and Safety	1	October 25, 2004	1 of 1

In support of the Prince Edward Island Occupational Health and Safety Act and Regulations and the Occupational Health and Safety Program, the Office of Attorney General will:

Conduct all business activities with the highest regard for the safety and health of our employees.

Strive to meet or exceed safety standards as prescribed by regulatory authorities, industry standards and established guidelines. We will inspect the workplace, train employees and evaluate our efforts in an ongoing manner.

Foster positive attitudes toward safety in the workplace by providing written health and safety procedures based on cooperation and joint responsibility shared by all personnel.

Require directors to accept the responsibility for the leadership role with regard to implementing, monitoring for compliance, and measuring the effectiveness of a workplace health and safety program.

Require employees to accept responsibility to take every reasonable precaution to protect their own health and safety and that of all other persons at or near the workplace, and to adhere to the health and safety program.

This OHS Program has been developed focused on employee safety. All staff are responsible to be familiar with and adhere to the Program and Procedures.

We believe that injuries and occupational illnesses **can be prevented**, and we will do everything reasonable within our power to put in place preventive measures.

Patsy MacLean
Deputy Minister
Prince Edward Island
Office of Attorney General

Section Title	Section Number	Date	Page
Policy Statement	2	October 25, 2004	1 of 1

Government, as an employer, values the health and safety of employees. It is, therefore, the policy of the Government of Prince Edward Island to protect employee health and safety and to take every precaution that is reasonable in the circumstances to ensure that workplaces are safe and healthy for employees. The *Occupational Health and Safety Act* and accompanying regulations of the Province, along with acceptable occupational practices, shall describe the minimum standard expected for health and safety in government workplaces.

Government recognizes and values the knowledge and skills of employees with regard to performing their jobs safely and will promote a workplace culture where employees are supported and encouraged to contribute to health and safety programs and initiatives. Government commits to working in partnership with employees and their representatives, through the internal responsibility system, to develop and implement measures in order to eliminate and minimize risk of occupational injury and illness in the workplace.

Deputy Ministers are responsible for implementing this policy, an occupational health and safety program specific to the department, and for ensuring that the department is in compliance with the *Occupational Health and Safety Act* and its regulations. All departmental employees are responsible to comply with the duties set out in this policy, to follow the department health and safety program and to cooperate with the Joint Occupational Health and Safety Committees and Representatives.

This policy applies to all employees of the Government of Prince Edward Island whose work is regulated by the P.E.I. *Civil Service Act*. It must be part of orientation activities for new employees and any changes are to be reviewed with all employees as soon as the changes come into effect. It shall be reviewed on a yearly basis in consultation with departmental Occupational Health and Safety Committees, Representatives and the Occupational Health and Safety Co-ordinator.

This Policy Statement is supported jointly by the Employer and the Union of Public Sector Employees.

Section Title	Section Number	Date	Page
Internal Responsibility System	3	October 25, 2004	1 of 1

The internal responsibility system is the philosophical foundation for the *Occupational Health and Safety Act*. Under this, every person in the workplace is responsible for their health and safety and that of their co-workers. This includes employers, employees, contractors, self-employed individuals, owners and suppliers of materials.

* Further references to the *Act* and regulations in this document apply to the *Occupational Health and Safety Act of Prince Edward Island* and regulations.

* Direct Quotes from the *Act* are in italics

* Definitions from the *Act*

Director - Director of the Occupational Health and Safety Division, Workers Compensation Board

Officer - An Occupational Health and Safety Officer with the Occupational Health and Safety Division, Workers Compensation Board

Section Title	Section Number	Date	Page
Employer Role and Responsibilities	4	October 25, 2004	1 of 1

- 13.(1) *Every employer shall take every precaution that is reasonable in the circumstances to*
- a) *ensure the health and safety of persons at or near the workplace;*
 - b) *provide and maintain equipment, machines, materials, or items that are properly equipped with safety devices;*
 - c) *provide such information, instruction, training, supervision and facilities as are necessary to ensure the health and safety of the employees;*
 - d) *ensure the employees, and particularly the supervisors are familiar with any health or safety hazards at the workplace;*
 - e) *ensure that employees are familiar with the proper use of all devices, equipment and clothing required for their protection; and*
 - f) *conduct the employer's undertaking so that employees are not exposed to health or safety hazards as a result of the undertaking.*
- 13.(2) *Every employer shall*
- a) *consult and cooperate with the joint occupational health and safety committee, where such a committee has been established at the workplace, or the health and safety representative, where one has been selected at the workplace;*
 - b) *cooperate with any person performing a duty imposed or exercising a power conferred by this Act or the regulations;*
 - c) *provide such additional training of committee members as may be prescribed by the regulations;*
 - d) *comply with this Act and the regulations and ensure that employees at the workplace comply with this Act and the regulations; and*
 - e) *where an occupational health and safety policy, or occupational health program, is required pursuant to this Act, establish the policy or program.*

Section Title	Section Number	Date	Page
Employee Rights and Responsibilities	5	October 25, 2004	1 of 2

Every employee has the right to information on issues that affect their health and safety, the right to refuse unsafe or unhealthy work and the right to participate on health and safety committees or be a health and safety representative.

17.(1) *Every employee, while at work, shall*

- (a) *take every reasonable precaution in the circumstances to protect the employee's own health and safety and that of other persons at or near the workplace;*
- (b) *cooperate with the employer and with the other employees to protect the employee's own health and safety and that of other persons at or near the workplace;*
- (c) *wear or use the protective equipment that is required by the Act and the regulations;*
- (d) *consult and cooperate with the joint occupational health and safety committee, where such a committee has been established at the workplace, or the health and safety representative, where one has been selected at the workplace;*
- (e) *cooperate with any person performing a duty or exercising a power conferred by the ... Act or the regulations; and*
- (f) *comply with this Act and the regulations.*

(2) *Where an employee believes that any condition, device, equipment, machine, material or item or any aspect of the workplace is or may be dangerous to the employee's health or safety or that of any other person at the workplace, the employee*

- a) *shall immediately report it to a supervisor;*
- b) *shall, where the matter is not remedied to the employee's satisfaction, report it to the committee or the representative, if any; and Every employer who receives written recommendations from a committee or representative, and a request in writing to respond to the recommendations, shall respond, in writing, to the committee or representative, within 30 days.*
- c) *may, where the matter is not remedied to the employee's satisfaction after the employee reports it in accordance with the clauses (a) and (b) report it to the Director.*

Right to Refuse Work:

Any worker has the right and the responsibility to refuse work if he or she believes the work is dangerous.

If a person believes a task or situation is dangerous they should:

- Report the concern to the supervisor immediately.
- Go to a safe place but stay at the workplace as you may be assigned to do other work.
- The supervisor will investigate the work refusal promptly in the presence of the employee. If the supervisor agrees with the work refusal, the problem must be fixed before any more work can be carried out.
- If the supervisor disagrees with the employee but the employee still feels unsafe, the employee should:
 - Report the concern to the OHS committee.
 - The supervisor may ask another employee to do the job only if he informs the other person of the reasons for the work refusal.
 - A committee member will investigate the situation. If they agree with the refusal they will recommend that the problem be fixed. If they disagree the person will be advised to return to work.
- If the employee still feels unsafe, he or she may continue to refuse to do the work and call the Occupational Health and Safety Division of the Workers Compensation Board. If the time is not in normal working hours, use the 24 hour emergency number 902-628-7513.
- Providing the steps have been followed, an officer will investigate the concern as soon as possible and make a recommendation either to correct the situation or advise the worker to return to work.
- A worker's right to refuse is protected under the law from discriminatory action to the point where they are advised to return to work by the officer.

Right to Refuse Form

This form must be completed by both the employee and supervisor in every Right to Refuse situation.

Use additional paper if necessary.

PART A

Employee Complaint (Date, Time, Place and a detailed description of the problem).

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Signature _____

Date _____

PART B

Supervisor Investigation (Date, Time, Place and a detailed description of the Investigation).

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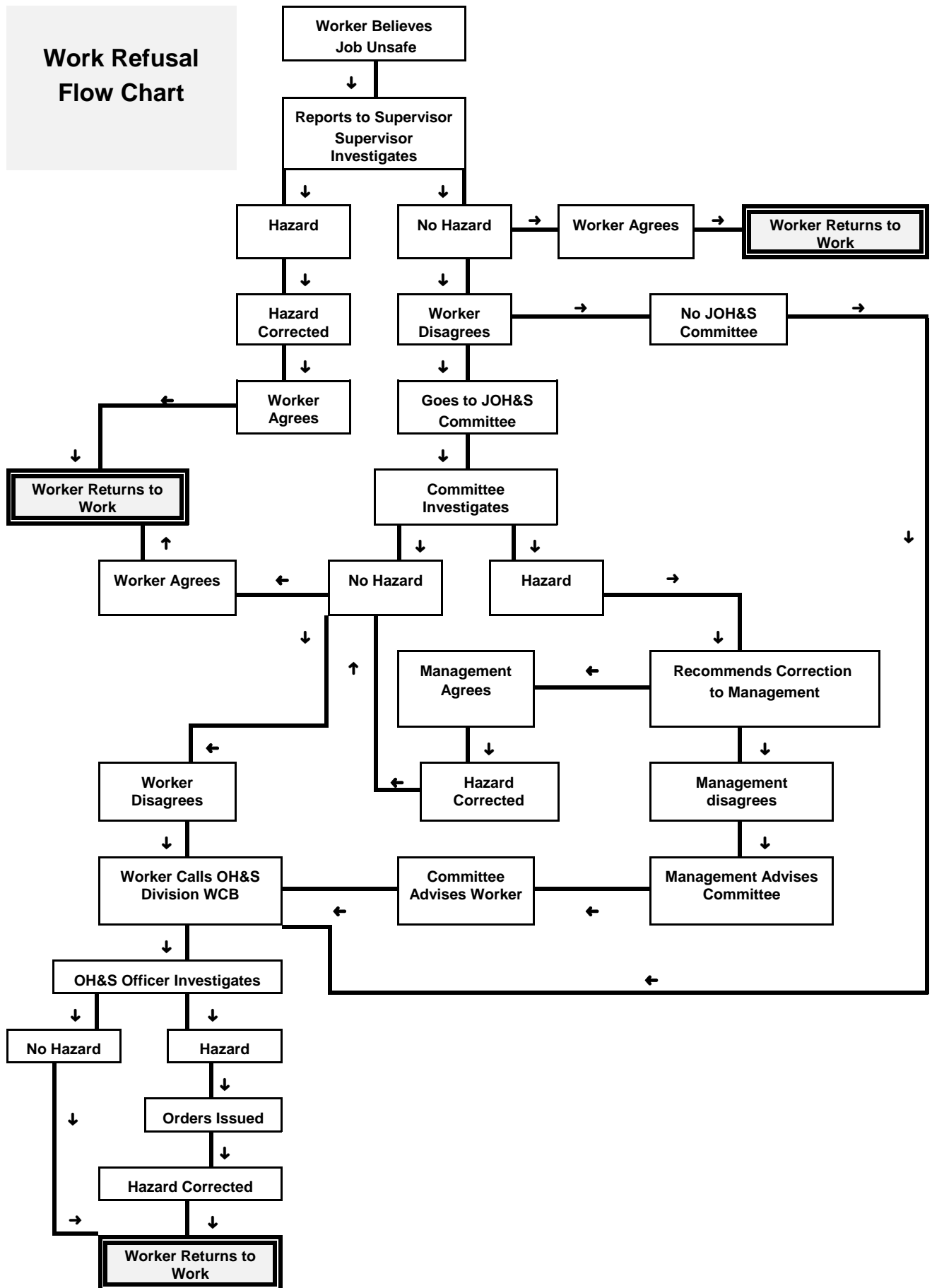
Supervisor Decision:

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Signature _____

Date _____

Work Refusal Flow Chart



Section Title	Section Number	Date	Page
Workplace Occupational Health and Safety Committees	6	October 25, 2004	1 of 4

A Workplace OHS Committee is a group of employee and employer representatives working together to identify health and safety problems, consider their impact on the workplace and formulate recommendations to management on corrective measures. The committee is an important communication link between employees and management, as it deals with health and safety matters. The committee does not deal with other labour/management issues.

Workplace OHS committees are important for two reasons. First, members bring to the committee a variety of backgrounds, skills and experiences. For example, employee members have the technical in-depth knowledge about jobs; supervisors have the knowledge of how various jobs or activities affect one another or interrelate with each other; managers are knowledgeable about departmental policies, procedures and resources. Together, this knowledge can make a significant contribution to workplace health and safety.

A second reason why committees are important is that they create the opportunity for employees and management to work together to resolve common health and safety concerns. Working together in this fashion tends to develop greater understanding by managers and employees of each others' viewpoints. It also builds trust and mutual respect which have their own additional benefits.

The *Occupational Health and Safety Act*, R.S.P.E.I. 1988, Cap. O-1, Sections 19.7 and 19.9 apply to the Office of Attorney General and are as follows:

Committee

- 19.7 (1) *At every workplace where 20 or more persons are regularly employed, the employer shall establish and maintain one joint occupational health and safety committee or, at the discretion of the employer, more than one such committee.*
- (2) N/A to Office of Attorney General

- (3) *At a workplace where fewer than 20 but more than five persons are regularly employed, the Director may consult with the employees and employers at the workplace with respect to whether a committee should be formed at the workplace and may order that a committee be established.*
- (4) *Where an order respecting the establishment of a committee is made under subsection (3), every employer shall ensure that the committee is functioning in accordance with this Act within 30 days of receipt of the order*
- (5) *A committee shall consist of the number of persons agreed to by the employees, or their union, and the employer.*
- (6) *Subject to subsection (7), the employees on the committee shall be selected by the employees they represent, or shall be designated by the union that represents the employees.*
- (7) *At least one-half of the members of a committee shall be employees at the workplace who do not exercise managerial functions and the employer may choose up to one-half of the members of the committee.*
- (8) *The committee shall*
 - (a) *cooperate to identify hazards to health and safety in the workplace and effective systems to respond to the hazards;*
 - (b) *receive, investigate and promptly dispose of matters and complaints with respect to workplace health and safety;*
 - (c) *participate in inspections, inquiries and investigations with respect to the occupational health and safety of the employees in the workplace;*
 - (d) *advise the employer on individual protective devices, equipment and clothing that, in accordance with this Act and the regulations, are best adapted to the needs of the employees;*
 - (e) *advise the employer regarding a policy or program required pursuant to this Act;*
 - (f) *make recommendations to the employer, the employees and any other person for the improvement of the health and safety of persons at the workplace;*
 - (g) *maintain records and minutes of committee meetings in a form and manner approved by the Director and provide an officer with a copy of these records or minutes on request.*
- (9) *A committee shall meet at least once each month unless the committee alters the required frequency of meetings in its rules of procedure.*
- (10) *Where a committee alters the required frequency of meetings by its rules of procedure and the Director is not satisfied that the frequency of meetings is sufficient to enable the committee to effectively perform its function, the frequency of meetings shall be determined by the Director.*

- (11) *Every employee who is a member of a committee shall be entitled to take time off from work that is necessary to attend meetings of the committee, to take any training prescribed by the regulations and to carry out the employee's functions as a member of the committee.*
- (12) *The time off work referred to in subsection (11) shall be deemed to be work time for which the employee is entitled to the employee's usual salary and benefits, without change.*
- (13) *A committee shall establish its own rules of procedure.*

Information Responsibilities

- 19.9
- (1) *Subject to clause 2 (c), every employer who receives written recommendations from a committee or representative, if any, and a request in writing to respond to the recommendations, shall respond, in writing, to the committee or representative, if any, within 30 days.*
 - (2) *The response referred to in subsection (1) shall*
 - (a) *indicate acceptance of the recommendations;*
 - (b) *give reasons for the disagreement with any recommendations that the employer does not accept; or*
 - (c) *where it is not reasonably practicable to provide a response before the expiry of the 30 day period, provide within that time, a reasonable explanation for the delay, indicating to the committee or representative, if any, when the response will be coming, and provide the response as soon as it is available.*
 - (3) *Where the committee or representative, if any, makes a request of an employer and is not satisfied that the explanation provided by the employer under clause 2(c) for a delay in responding to the request is reasonable in the circumstances, the committee, or representative, if any, shall promptly report this fact to an officer.*
 - (4) *Every employer shall notify the committee or representative, if any, of the existence of reports of workplace occupational health or safety inspections, monitoring or tests, undertaken at the workplace by, or at the request of, an officer or the employer and, on request, the employer shall make these reports available to the committee or the representative, if any.*
 - (5) *Every employer shall, on the request of an employee at the workplace, make available to an employee, reports of workplace occupational health or safety inspections, monitoring or tests, undertaken at the workplace by, or on the request of, an officer or the employer.*
 - (6) *Every officer shall provide the employer at a workplace with reports of inspections,*

monitoring and tests undertaken at the workplace by or at the request of an officer.

- (7) Every employer shall*

 - (a) post and maintain current the names of the committee members or the representative, if any, and the means of contacting them; and*
 - (b) promptly post the minutes of the most recent committee meeting and ensure that they remain posted until superseded by the minutes of the next committee meeting.*

- (8) Every employer shall*

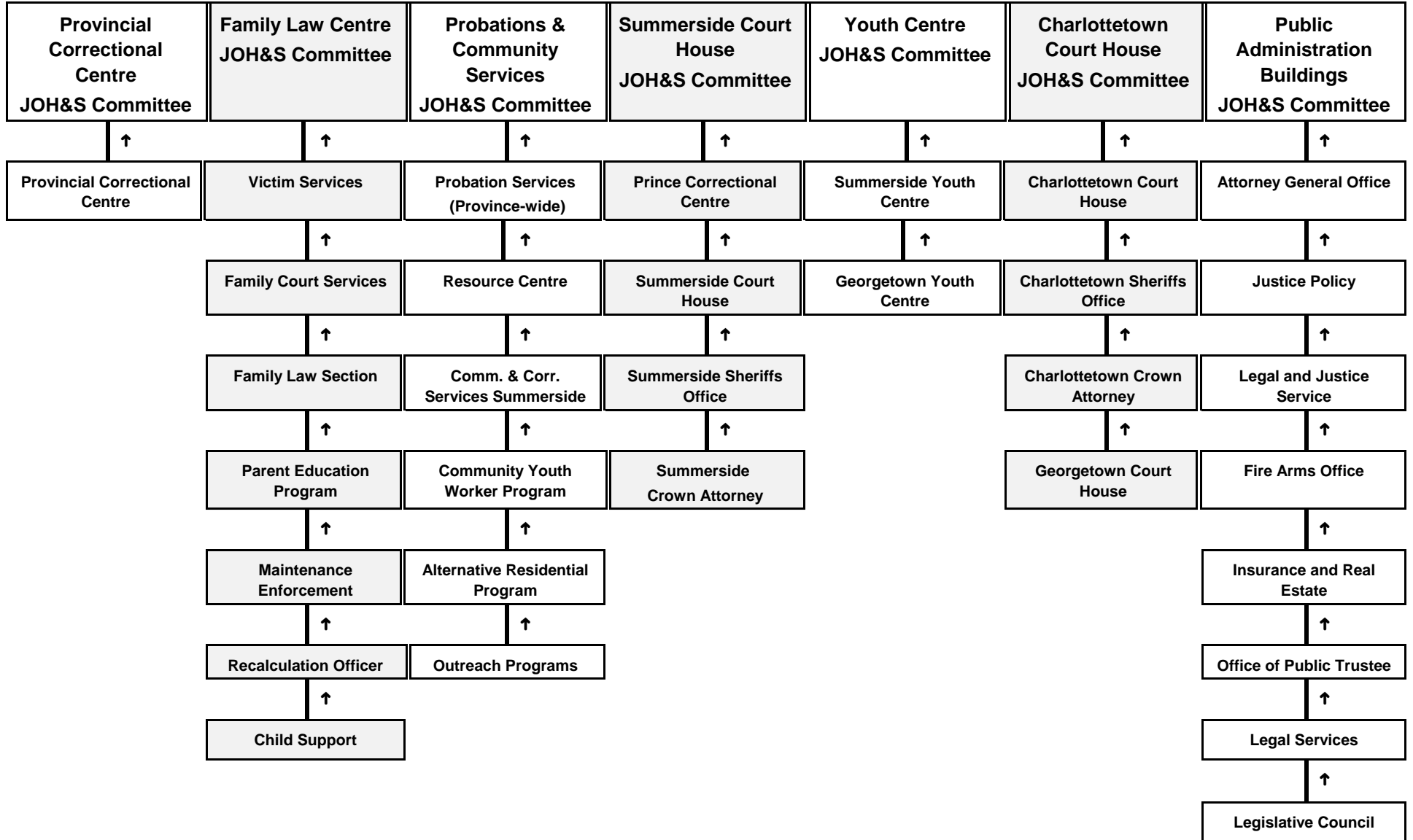
 - (a) make available for examination at the workplace information and reports that an officer considers advisable to enable employees to know their rights and responsibilities under this Act and the regulations; and*
 - (b) post and ensure they remain posted in the workplace*
 - (i) any code of practice required under this Act or the regulations,*
 - (ii) a current telephone number for reporting occupational health or safety concerns to the Director, and*
 - (iii) where the employer is required under this Act to have an occupational health and safety policy, the policy.*

- (9) Where anything, other than the information referred to in subsection (8), is required to be posted pursuant to this Act or the regulations, the person who has the duty to post it shall*

 - (a) post a legible copy of it in a prominent place in the workplace; and*
 - (b) unless this Act or the regulations specify otherwise, ensure that it remains posted for at least seven days, or longer, if additional time is necessary to enable employees at the workplace to inform themselves of the content of it.*

- (10) Notwithstanding subsection (9), any person who is required to post anything required to be posted under subsection (9) may, alternatively, provide that information to each employee in writing.*

OAG Joint Occupational Health and Safety Committees Chart



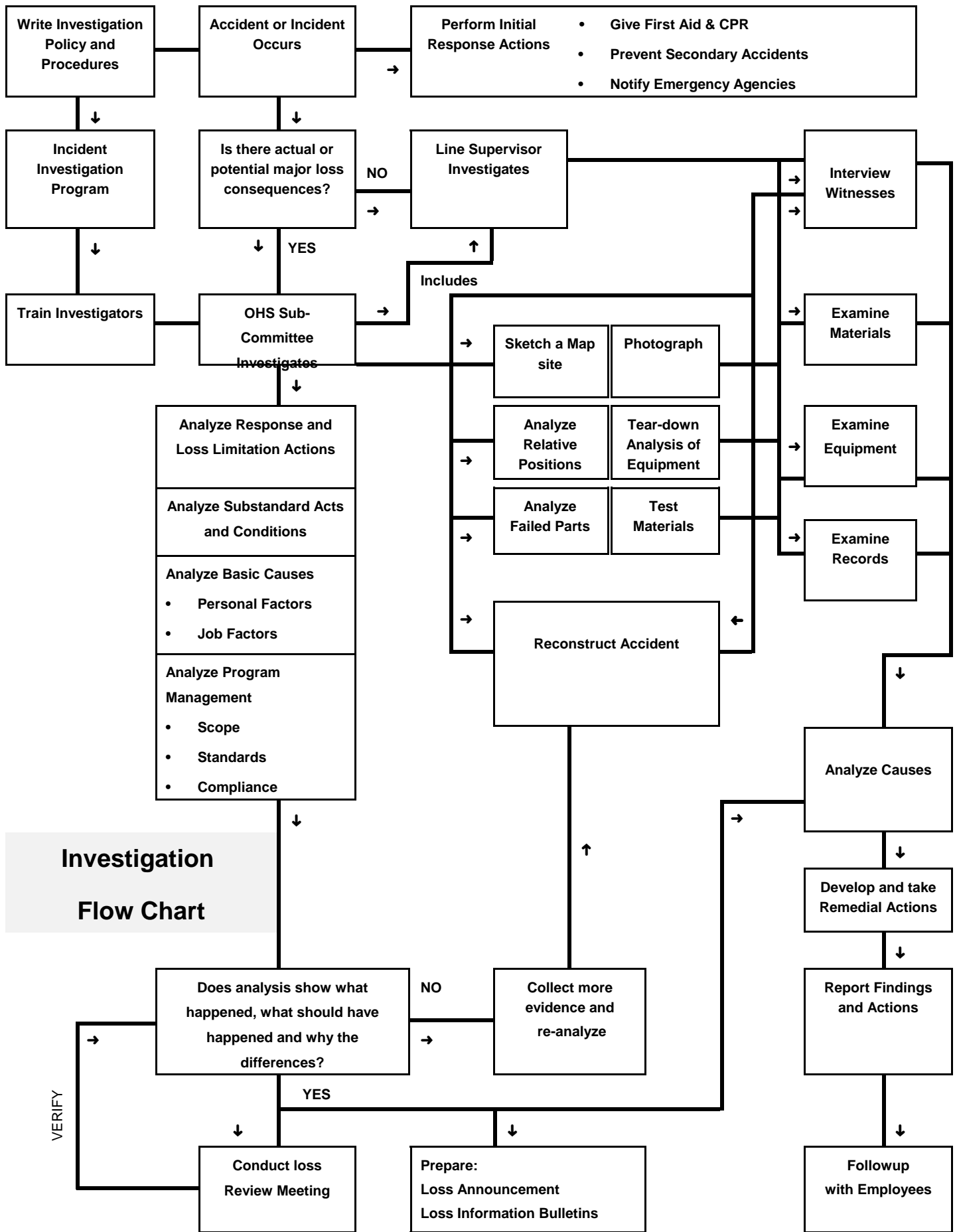
Section Title	Section Number	Date	Page
Accident and Incident Investigation	7	October 25, 2004	1 of 1

The purpose of an accident investigation is to determine the root cause of the accident and make the necessary changes to prevent it from happening again.

There is a great benefit in conducting *near-miss* investigations. The International Association for the Prevention of Accidents quotes research indicating that there are 189 no injury incidents (near-misses) for every time- loss accident. The near-misses indicate the risk for an accident.

Accident/incident investigations will be conducted by an OHS Program staff member, OHS committee member and manager using the following procedure:

- Ensure there is no further potential for harm; for example, from chemical release or falling material.
- Depending on seriousness, inform senior management and the Occupational Health and Safety Division of Workers Compensation Board (WCB), where required. It is necessary to report the accident to WCB when the accident is serious enough to: place life in jeopardy; produce unconsciousness; result in substantial loss of blood; involve the fracture of a leg, arm, hand or foot; involve the amputation of a leg, arm, hand or foot; cause burns to a major portion of the body; or cause the loss of sight in an eye. In the case of a critical workplace injury that is reported by phone, employers must still file the usual Employer's Report of Accident form with WCB. The accident site is not to be disturbed until the investigation is completed.
- Ensure First Aid is provided, if required.
- Secure the scene with barrier tape, if necessary. Lock out any machinery involved.
- Get names of witnesses. Interview them as soon as possible.
- Review work procedures, inspect machinery, check maintenance records.
- Try to identify the chain of events that led to the accident. Look for the root cause, then make recommendations.
- Write a report including recommendations and make it available to the management team and the OHS Committee.
- Follow up to ensure corrective action has been taken.
- Follow up with the employee.



**DEPARTMENT OF ATTORNEY GENERAL
INCIDENT REPORT FORM**

Incident Report Form Distribution Instructions:

1. Send signed original Incident Report Form to:

Co -ordinator OAG Occupational Health and Safety

2. Manager/supervisor and employee should keep

a copy of the Incident Report for their records.

Name:		Phone #:		Employee #:	
Branch:		Division:			
Section/Area:		Office Location:			
Location of Incident:					
Date / Time of Incident:		Date Reported to Supervisor:			
Position:	<input type="checkbox"/> Permanent	<input type="checkbox"/> Casual	<input type="checkbox"/> Term	Student:	Yes
	<input type="checkbox"/> Seasonal	<input type="checkbox"/> Contract	<input type="checkbox"/> Volunteer		No
				<input type="checkbox"/>	<input type="checkbox"/>

Type of Incident Section:	No	Yes	If "Yes", Provide Details:
Workplace Violence?	<input type="checkbox"/>	<input type="checkbox"/>	
Near Miss?	<input type="checkbox"/>	<input type="checkbox"/>	
Injury Without Medical Attention?	<input type="checkbox"/>	<input type="checkbox"/>	
Injury Requiring Medical Attention?	<input type="checkbox"/>	<input type="checkbox"/>	
Injury Resulting in Lost Time (if known)?	<input type="checkbox"/>	<input type="checkbox"/>	
Any Equipment / Property Damage?	<input type="checkbox"/>	<input type="checkbox"/>	
Was WCB form sent?	<input type="checkbox"/>	<input type="checkbox"/>	

Witness Name(s): _____

Description of Incident (what happened? how did it happen?):

**DEPARTMENT OF ATTORNEY GENERAL
INCIDENT REPORT FORM**

Factors Contributing to Incident (why did it happen?):

JOHS Committee Section:	No	Yes	Which JOSHC Will Investigate?
Recommend JOHSC Investigation?			

Employee Review Section:	No	Yes	Employee Signature:	Date:
Has Employee Reviewed Form?				

Employee's Comments:

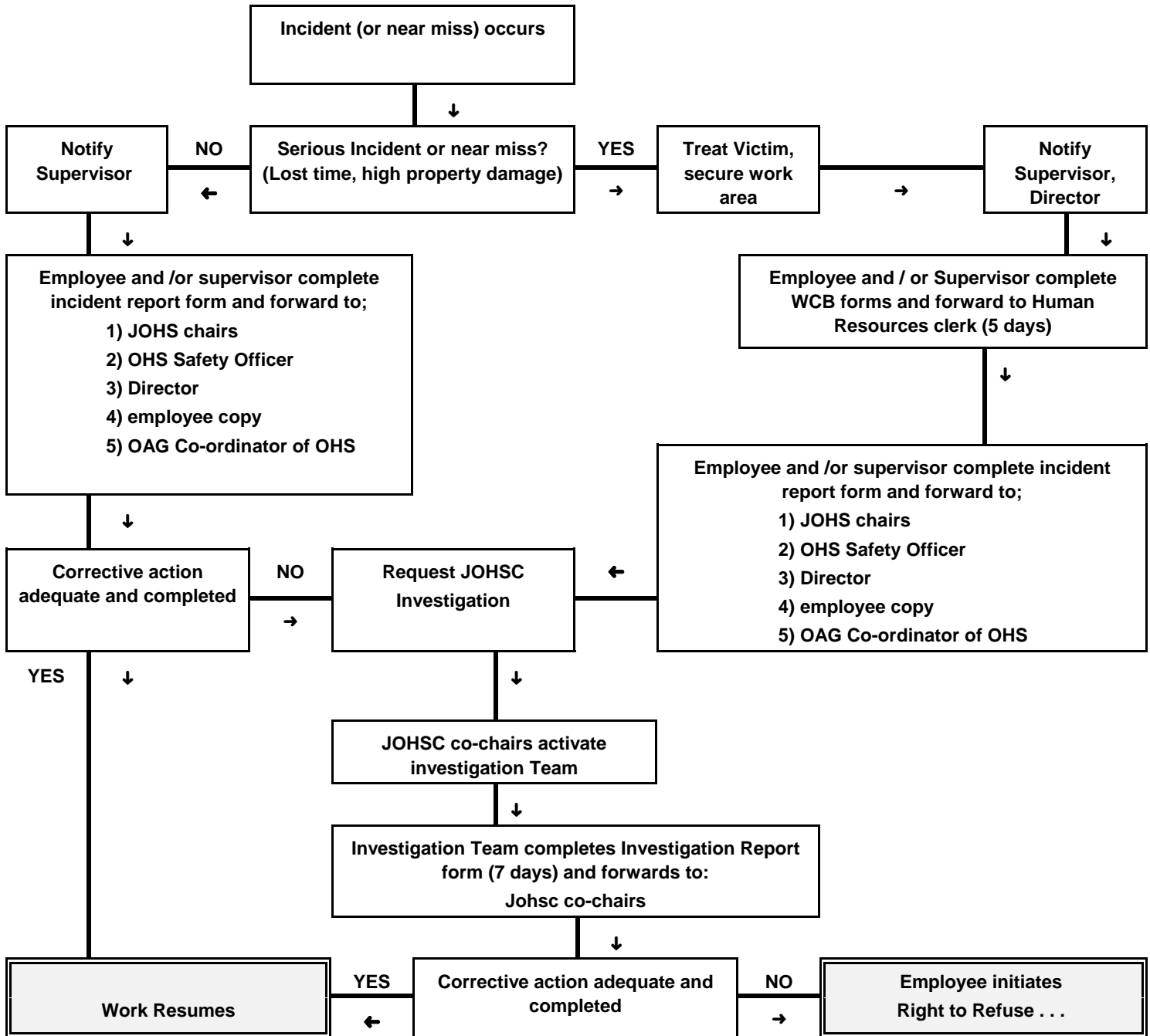
Supervisor's Actions and Comments Section:

Describe What Corrective Action Was Taken:

Supervisor's Comments:


Supervisor's Name:	Phone #:	Supervisor's Signature:	Date:

Incident Flow Chart



Prince Edward Island Department of Attorney General
STATEMENT OF WITNESS

*(To be completed by employee who witnesses an
incident or who discovers an injured employee.)*

1. GENERAL:	
Name:	Department:
Position Title:	Division
Location:	
2. INCIDENT PARTICULARS:	
Did you witness the incident? Yes _____ No _____	
Did you discover an injured employee? Yes _____ No _____	
Date:	Employee(s) directly involved
Time:	Names of other witnesses to incident:
3. INCIDENT DESCRIPTION:	
Provide a brief descriptive statement of what happened (or of the situation you came upon). Use additional sheets if required.	
over 	

4. INCIDENT CAUSE:

Provide a brief statement of what you feel caused the incident.

5. INJURY:

Was anyone injured? Yes _____ No _____

If yes, name(s):

What did the injury appear to consist of, part of body involved, specify left or right.

6. IMMEDIATE ACTIONS:

Briefly describe the immediate actions, if any, which you took, subsequent to the incident occurrence, or when you discovered the injured employee.

7. PROPERTY OR EQUIPMENT DAMAGES:

Were there any damages to property or equipment? Yes _____ No _____

If yes, describe:

8. PREVENTION OF FUTURE INCIDENTS:

Briefly describe what you feel could or should be done to prevent recurrence of this type of incident.

9. SIGNATURE:

Submitted by : Date : _____
(Employee)

19. Phase of employee's workday at time of injury:

- During rest period During meal period Working overtime Entering or leaving plant
 Working overtime During regular work hours Other _____

20. Describe how the incident occurred:

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21. Task and Activity at Time of Accident:

- a) Employee was working:
 Alone With crew or fellow worker
 Other, specify _____
- b) Incident reported to: _____
Time reported: _____

22. Supervision at Time of Accident:

- Directly supervised
 Indirectly supervised
 Not supervised
 Supervision not feasible

23. Casual Factors (Events and conditions that contributed to the incident):

24. Corrective Actions (Those that have been, or will be, taken to prevent recurrence):

Supervisor's Signature: _____ Date: _____

Section Title	Section Number	Date	Page
Workplace Inspections	8	October 25, 2004	1 of 1

The following is the procedure for conducting workplace inspections:

- Review previous workplace inspection to verify what recommendations were completed.
- The OHS Program Co-ordinator and a member of the OHS Committee will advise the manager of the date of the workplace inspection and conduct the inspection.
- Use the workplace inspection check list developed by the OHS Committee.
- Ensure, if required, personal protection equipment is used, e.g. footwear, hard hat, eye protection.
- Have a floor plan or some type of design of the work-site.
- Divide the work-site into sections with names, e.g. Office #157 or Lab #2
- Pick a starting point. This same site will be your finishing point.
- Complete checklist whenever inspection of each work area is completed.
- Ensure inspection of all areas of the work-site, e.g. four walls, ceiling, floor, furniture, windows.
- Speak with all available staff to see if they have any OHS concerns or questions. If they do, make note of them.
- Have employees operate their equipment whenever inspecting their working station.
- Check for hazardous chemicals, signage, MSDS, training etc.
- Check stairways, storage areas, etc.
- Ensure outside of building, parking lot, etc. are inspected.
- Identify serious hazards and have the proper authority address any concerns immediately.
- Write a formal report and address it to the manager of the workplace.
- State your concerns and make any recommendations for proper corrective action.
- Copy to management, OHS Committee and OHS Program Co-ordinator.
- Follow up on inspection recommendations.

Informal Inspection Checklist GENERAL PHYSICAL CONDITIONS		Specify if OK?		
		YES	NO	N/A
1.	Electrical fixtures: wiring, cords, grounds and connections.			
2.	Mechanical power transmission: condition and guarding.			
3.	Machine guarding: nip points, cutting and shear edges, presses, rotating parts and gear devices			
4.	Walking and working surfaces: guarding and condition.			
5.	Compressed gas cylinders: segregation in storage, weather protection and restraints.			
6.	Flammables: storage, ventilation and working supply.			
7.	Exits: marking, visibility, lighting and unobstructed access.			
8.	Deluge showers and eye baths: water flow, temperature and drainage.			
9.	Ladders and climbing devices: condition, storage and proper use.			
10.	Hand tools: condition, storage and proper use.			
11.	Materials handling equipment and lifting devices: condition, proper use and storage.			
12.	Scrap and refuse: accumulation, removal, storage and disposal.			
13.	Aisle ways and storage stacks: accessibility, marking, adequate dimensions.			
14.	Stacking and storage: location, segregation, stability, damage, protection.			
15.	Other (specify).			

Signature: _____

Date:

Informal Inspection Checklist FIRE PREVENTION AND CONTROL		Specify if OK?		
		YES	NO	N/A
1.	Fire detection and alarm systems: installation, adequacy of coverage and			
2.	Sprinkler systems: clearance for type storage, adequacy of pressure and flow			
3.	Fire evacuation: exit route maps, personnel training and			
4.	Portable extinguishers: correct type and mounting, locating signs and			
5.	Fire prevention: adequacy of housekeeping, waste disposal and flammable			
6.	Fire containment: fire control doors and seals, ventilation controls.			
7.	Fire notification: telephone and alternate systems for notification of fire team			
8.	Fire services: hose outlets, valves and water supply adequate, compatible			
9.	Fire equipment: color coding, signs and access, compliance with			
10.	Other (specify)			

Signature: _____

Date: _____

Informal Inspection Checklist OCCUPATIONAL / ENVIRONMENTAL HEALTH		Specify if OK?		
		YES	NO	N/A
1.	Caustic, corrosive and toxic materials: container labels, storage, disposal and spill clean-up.			
2.	Ventilation: of toxic fumes, vapors, mists, smoke and gases			
3.	Noise exposure: measurement and controls.			
4.	Radiation exposure: measurement and controls.			
5.	Temperature extremes: measurement and controls.			
6.	Hazardous substances: information to affected employees.			
7.	Illumination: surveys and controls.			
8.	Human factors engineering: surveys and controls.			
9.	Personal protective equipment: selection, location and compliance.			
10.	Other (specify)			

Signature: _____ Date: _____

Workplace Formal Inspection Form

Date of Inspection		Inspectors: 1) 2) 3)				
Time of Inspection		Location				
Date of Follow-up Inspection						
Topic	Observation	Repeat Y/N	Recommended Action	Action by	Follow up	Date
BUILDINGS						
Access						
Condition						
Heating						
Housekeeping						
Illumination						
Ventilation						
Wiring -extension cords, plugs, etc.						
LUNCHROOMS						
Condition						
Housekeeping						
FLOORS, STAIRWAYS, AND WALKWAYS						
Housekeeping						
Illumination						
Hand Rails						
Material Storage						
Other						
Ventilation						
FIRE SAFETY						
Evacuation Plan & Staff Training						
Emergency Plan & Staff Training						
Extinguishers & Staff Training						
Fire Doors & Exits						

Topic	Observation	Repeat Y/N	Recommended Action	Action by	Follow up	Date
Fire Safety Contd.						
Flammable Material						
Wiring						
Other						
MACHINERY AND EQUIPMENT						
Guards/Screens						
Sound Dampening Devices						
FURNITURE						
Desks and Cabinets						
Sharp Edges						
Appropriate Chairs						
Crowding						
HAZARDOUS MATERIALS						
Storage						
Housekeeping						
Ventilation						
Signage						
<i>MSDS</i>						
Chemical List						
DRY STORAGE						
Housekeeping						
Properly Labeled						
Lock up						
OTHER						
Personal Protective Equipment						
Are Maintenance Logs in Order?						
General						
Are Extension cords used extensively						
Are electrical/ telephone cords exposed in areas where employees walk?						

Topic	Observation	Repeat Y/N	Recommended Action	Action by	Follow up	Date
General Contd.						
Are machines properly guarded?						
Is electrical wiring properly concealed?						
Does equipment have sharp projections?						
Are walls / ceiling fixtures fastened securely?						
Is paper and waste properly disposed?						
Are desk and drawers kept closed when not in use?						
Are office accessories in secure places?						
Are file cabinet drawers overloaded?						
Are filing cabinets, stools/wastebaskets placed where they might be tripping hazards?						

Section Title	Section Number	Date	Page
Training	9	October 25, 2004	1 of 1

The Office of Attorney General is committed to providing occupational health and safety information and training to employees, students and volunteers to enable them to perform their job in a safe manner.

Employees will participate in training programs and use this training to work safely. Staff will only perform duties for which they have been trained.

Training programs and courses will be timely, current and on-going in nature.

Training programs for the Office of Attorney General are provided to increase staff knowledge of health and safety, and to prevent personal injury and damage to equipment and property.

Directors, managers, and supervisors must ensure that staff training needs are identified and that appropriate training is provided, evaluated and recorded.

The Office of Attorney General has a centralized system for tracking training. Training listed for Community and Correctional Division employees in the Divisional Training Calendar is recorded on the employee's training profile in *People Soft*, all other OHS training should be reported by the person coordinating the training to Tina Lowther 557 North River Road, phone # 7680.

For the other Divisions of the Department, training should be reported to Mike Ready, Departmental HR Manager, phone # 0549. Directors are responsible to ensure that employees receive occupational health and safety training and that employees use this training to work in a safe and healthy manner. Relevant training topics such as the following will be available:

- OHS Act and Regulations
- Emergency /Evacuation procedures
- Office Ergonomics
- Workplace Inspections
- Safety for Young Workers
- Workplace Hazardous Materials Information System (WHMIS)
- Accident Investigation and Follow-up
- Establishing Effective OHS Committees and Representatives
- Living With Shift-work
- First Aid and CPR
- Other areas of health and safety that are specific to particular workplaces.

OHS Workplace Inspections					M									
Self defense														
Shift work														
Wellness														
WHMIS														

M - Mandatory R - Recommended O - Optional

During the first year of the OHS Program each JOHS Committee shall make recommendations to Management on what training would be appropriate for each employee group in regards to Occupational Health and Safety. Training will be reviewed yearly along with the OHS Program. On this chart Columns and rows are left open for additional employee groups and training. Additional Training courses must have a profile provided to Management and the OHS Program Coordinator for their review.

Training Course Profiles

	Description	Time frame	Frequency	Resource
Back care	An awareness and practical demonstration of ergonomics and lifting techniques to reduce the incidence of back injuries.	1 to 2 hours	once	PSC OHS Staff
Electrical safety	A general awareness course ranging from common electrical appliances and accessories to working near electrical power lines.	45 minutes to an hour	once	Maritime Electric Co.
Fire training	An awareness and practical application of fire procedures, equipment use including use of fire extinguishers and <i>Scott</i> Air Tank use for Correctional staff at PCC.	1 day	3 year cycle	Internal staff resource
First Aid / CPR	A comprehensive practical course which is core for the majority of the AG staff. Office based work places should have one or two staff trained and designated as first aid/CPR providers	2 day full-course and 1 day refresher alternately	3 year cycle	Internal staff resource
Hostage taking	A half day theory and practical session was provided to the Adult Corrections Manager, Casework Supervisors and Supervisors. An awareness course would benefit key staff in high risk situations and professions.	1 - 1 ½ hours	once	Holland College Police Academy
Infection Control	A detailed overview of infectious diseases, Standard Precautions and Personal protective equipment. A must for those working closely with high risk clients and a recommended course for others.	1 day	once	Internal staff resource
Non-Violent Crisis Intervention	A comprehensive awareness and practical application of theory via role playing for verbal and physical confrontations with other people.	1 day initial and 1 day refresher	5 year cycle	Internal staff resource
OHS Act, Regulations, Overview	An overview of the OHS program, Act and Regulations and how it applies to the workplace. Focused on the new program and section 13 and 17 of the Act,	1 to 2 hours	yearly?	PSC OHS Staff/OHS Committee
OHS Accident Investigation	A mandatory course for OHS committees and Managers. Potential acting managers should also be trained.	½ day	once	PSC OHS Staff/OHS Committee

	Description	Time frame	Frequency	Resource
OHS Due Diligence	A more personal and specific awareness for all staff into how everyone has responsibility within the OHS Program.	1½ to 2 hours	once	PSC OHS Staff/OHS Committee
OHS Workplace Inspections	A mandatory course for OHS committees and Managers. Potential acting managers should also be trained.	½ day	once	PSC OHS Staff/OHS Committee
Search techniques	Recommended for Custody line staff to tie in safe procedures with policy and to review correct techniques.	1 hour	once	Internal staff resource
Self defense	A practical review of safe restraint holds. Recommended for Custody and Sheriff Services staff.	½ day	yearly	Internal staff resource
Shift work	An awareness and overview of how shift workers can better cope with shift work through nutrition, sleep, exercise and life-style practices.	1 - 1½ hours	5 year cycle	Internal staff resource
Wellness	A stress awareness and management course targeted for all Custody and Community employees, but having universal application.	2 day initial, 1 day refresher	Once only	Internal staff resource
WHMIS	A mandatory course for all staff in the understanding and safe use of Hazardous materials.	½ day	once	PSC OHS Staff/OHS Committee

Section Title	Section Number	Date	Page
Supervision	10	October 25, 2004	1 of 1

New employees are more prone to accidents in the workplace than more experienced workers. Supervisors must provide all new employees with appropriate training and ongoing supervision related to their health and safety in the workplace. An orientation checklist for the supervision of new employees will be completed by the supervisor. New employees will be observed and assisted for a specific period of time by the supervisor or a designated employee. The degree of supervision will depend on the new employee's experience and previous training, as well as, the hazards related to their job.

Where an employee works from another location or is working alone, special arrangements for their supervision must be made. These arrangements may include periodic monitoring, pre-arranged telephone calls (example via cellular telephone), a buddy system and/or visits by the supervisor. Employees will also have safe work procedures/practices to follow, including how to summon assistance in an emergency.

If an employee deliberately or repeatedly disregards their health and safety duties and responsibilities, under the Act, disciplinary action may be taken, up to and including termination of employment.

Prince Edward Island Department of Attorney General

NEW EMPLOYEE OCCUPATIONAL HEALTH AND SAFETY
ORIENTATION CHECKLIST

FOR SUPERVISORS / MANAGERS/DIRECTORS TO COMPLETE (and retain on file).

Sections A and B should be completed within the first two weeks of employment. Section C should be completed within the first month of the appointment date.

Employee: _____ Appointment Date: _____

Position: _____ Supervisor: _____

- | A | Have you introduced the employee to - | Check on Completion |
|---|--|--------------------------|
| | The OH&S Act | <input type="checkbox"/> |
| | The OH&S Corporate Policy | <input type="checkbox"/> |
| | Applicable Regulations such as First Aid and WHMIS | <input type="checkbox"/> |
| | Employee Rights and Responsibilities? | <input type="checkbox"/> |
| | JOH&S Committees - Roles and Responsibilities | <input type="checkbox"/> |

Date Completed: _____

- B Have you ensured the employee understands -

- | | |
|--|--------------------------|
| The hazards of the job and the workplace and the corresponding protective measures | <input type="checkbox"/> |
| General safety rules | <input type="checkbox"/> |
| Applicable Safe Work Procedures / Practices | <input type="checkbox"/> |
| Methods of reporting health and safety concerns, accidents and incidents | <input type="checkbox"/> |
| Fire evacuation, fire safety, security, emergency procedures | <input type="checkbox"/> |
| The equipment and machines used in the workplace | <input type="checkbox"/> |

Date Completed: _____

- C Have you arranged any relevant and required training?

Specific to the duties of the job:

Yes No Date _____

FOR EMPLOYEE TO COMPLETE

The items checked on this employee OH&S orientation checklist have been discussed with me. I have had the opportunity to ask questions. I know where to go for further information.

Employee's Signature _____

Date _____

Supervisor's Signature _____

Date _____

Copies to: OHS Co-ordinator

Section Title	Section Number	Date	Page
Record Keeping	11	October 25, 2004	1 of 2

Section 19.6(3)(h) states:

The program shall includemaintenance of records and statistics, including reports of occupational health and health and safety inspections and occupational health and safety investigations, with the provision for making them available to persons entitled to receive them pursuant to this Act and provision for monitoring the implementation and effectiveness of the program.

To establish due diligence, records must be kept of all the components of the health and safety program as it is established and used, including records of the following:

- Joint Health and Safety committee membership, minutes, and rules of procedure;
- Hazard Identification System critical tasks and preventative measures implemented;
- Work procedures;
- Training - include time, date, type and participants;
- Orientation;
- Disciplinary action;
- Inspections, recommendations and follow up; and
- Accident investigation, recommendations and follow up.

The OHS Program Co-ordinator is responsible for receiving incident reports of all on-the-job accidents, monitoring trends, reporting back to employing authorities on safety problems and implementing an educational program to address the problem.

The Co-ordinator is to:

- (a) Manage the program by receiving, reviewing and monitoring all injury on duty reports and trends, and implementing measures to keep them to a minimum.
- (b) Report to the Deputy minister and to the OHS committees on the progress of the program, occupational accidents, investigations and any other relevant information.
- (c) Monitor Occupational Health and Safety work orders (issued by WCB-OHS staff) and assist in correcting the issues identified.

Monitoring the program's effectiveness is in part a committee role and is determined through communication about effectiveness or ineffectiveness of procedures or changes to procedures.

Ultimately the responsibility for effectiveness lies with supervisors and managers. They must follow up on all recommendations and changes. There should be a section for follow up included on all forms.

Prince Edward Island Department of Attorney General
JOINT OCCUPATIONAL HEALTH AND SAFETY COMMITTEE ANNUAL REPORT SUMMARY

Name of JOHSC: _____

Mailing Address:	Number of employees represented by committee												
	Number of union employee committee members												
	Number of non-union employee committee members												
	Total committee members												

Telephone Number:	200__				200__								Total
	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	

JOHS Committee Meetings	Regular												
	Special												
Complaint / Concern Forms	Received												
	Resolved												
	Unresolved												
Refusal to Work	Received												
	Resolved												
	Unresolved												
Number of Incident Reports Received													
Number of Investigations from Incident Reports	Manager												
	JOHSC												
Number of recommendations by JOHSC													
JOHSC yearly objectives and how they have been met													
JOHSC highlights for the year													
Committee training completed													
Evaluation of Program effectiveness													
Any other significant information													
Number of lost Time Incidents													
Days lost due to Injuries													

Please highlight any special programs, recommendations, unresolved issues or other significant points that occurred during the previous twelve months ending August 31 (attach sheet for additional information)

Management Chair	Print Name	Signature	Date
Employee Chair	Print Name	Signature	Date

Section Title	Section Number	Date	Page
Program Monitoring	12	October 25, 2004	1 of 1

**Reference: Occupational Health and Safety Act
Section 19.6 3(l)**

On an annual basis the OHS Program will be reviewed by the OHS Committees and Program Co-ordinator. Recommendations and proposals for Program changes are to be forwarded to Senior Management and the Deputy Minister .

At the Prince Edward Island Department of Attorney General monitoring is an essential component of the Department's Occupational Health and Safety Program. Monitoring provides the opportunity for improvement in the health and safety practices of all employees, students and volunteers and monitoring also ensures compliance with the Acts and Regulations of the Province.

A health and safety monitoring program is an initiative to compare health and safety performance against a standard and includes a critical review of all elements of occupational health and safety at all work sites at the Department of Attorney General. The monitoring tool used is a highly structured tool. It is meant to report on occupational health and safety department wide while considering the health and safety of each member of the department. The monitoring tool to be used can be found in this section of the Program Manual. These questionnaires will be used to gather information about the effectiveness of the Occupational Health and Safety Program from staff. The use of these tools will start once the Department has had an opportunity to work with the Department's Occupational Health and Safety Program over several years.

While implementation of the Department's Program is underway, monitoring will be conducted on a smaller scale. The Program provides for the preparation of an Annual Report, regular review of incident reports and investigations completed, training completed by employees, students and volunteers along with informal feedback from all staff. All of this information will be gathered together by the Joint Occupational Health and Safety Committees and Program Co-ordinator and forwarded to the Deputy Minister yearly, in September, for his/her review and action. The responsibility for submitting a yearly consolidated report to the Deputy Minister rests with the Department's OHS Program Co-ordinator.

OCCUPATIONAL HEALTH & SAFETY PROGRAM EVALUATION				
COMMITTEE EVALUATED		EVALUATOR	DATE	
<i>OH&S PROGRAM ELEMENT</i> <i>Program Policy, Responsibility & Accountability</i>		REFERENCES: A. PEI OH&S Act 19.6(3) B. PEI OAG Program Manual Section 12		
REQUIREMENTS (See Evaluator's Guidelines)			Value Factor	Rating
1.1 Has a signed safety policy been promulgated by the organization being evaluated (5) and is it readily available to (5) and understood by all personnel in the organization (5)?			15	
1.2 Are a safe work environment and practices considered as primary responsibilities of the organization?			10	
1.3 Have the safety responsibilities of line management (5), supervisor (5) and individuals (5) been included in terms of employment, or Statement of Qualifications for each appointment?			15	
1.4 Are line managers and supervisors held accountable for the safety performance of staff (5) and the safety of equipment and facilities under their control (5)?			10	
1.5 Are all individuals held accountable for their own safety (5) of those around them (5)?			10	
1.6 Has the safety program been evaluated during the past year (10) and has increased emphasis been placed on previous identified weaknesses (10)?			20	
1.7 Are safety objectives established at least annually (10) and appropriate action taken for their achievement (10)?			20	
TOTAL			100	

NOTES ON REQUIREMENTS

GENERAL Evaluator comments to justify a rating over 90 or under 60 are required. Line authority comments on action that will be taken to bring any particular requirement or the total rating to an acceptable level (75% or above) are to be recorded.

- 1.1 Verify through random sampling of different levels of staff within the organization whether a policy statement is posted and whether they can explain it's intent.
- 1.2 Confirm by reviewing the policy statement and by questioning supervisors. To get full marks respondents must emphasize that safety is a primary consideration in the performance of all tasks.
- 1.3 Verify by checking above documents for statements such as; providing safety indoctrination briefings and regular safety talks; acting as safety representative on committees; checking work areas for safety hazards; or any other statement related to the requirements of the Safety Program.
- 1.4 Verify by random interviews and by reviewing all reports, hazard reports, or other accident-related documents to ascertain accountability.
- 1.5 Same as 1.4.
- 1.6 Confirm by checking previous records and verify that follow-up action is being actively pursued or has been completed on identified weaknesses.
- 1.7 Confirm with appropriate staff and verify from appropriate documents.

REMARKS: (Use Reverse for Additional Remarks)

OCCUPATIONAL HEALTH & SAFETY PROGRAM EVALUATION				
COMMITTEE EVALUATED		EVALUATOR	DATE	
OH&S PROGRAM ELEMENT <i>Safety Committees and Representatives</i>		REFERENCES: A. PEI OH&S Act 19.6 (3) B. PEI OAG Program Manual Section 12		
REQUIREMENTS (See Evaluator's Guidelines)			Value Factor	Rating
2.1	Has a safety committee been established (5) and terms of reference written (5)?		10	
2.2	Are safety meetings being chaired by the appropriate levels of staff and management?		10	
2.3	Are the frequency of the meetings held in compliance with the Act?		10	
2.4	Is the membership appropriate to that specified in the Act?		10	
2.5	Is attendance at the meetings adequate to conduct business?		10	
2.6	Is there a system to ensure that follow-up action is taken on directives and decisions made at the meeting?		10	
2.7	Are minutes adequately and correctly distributed and filed?		20	
2.8	Are workplace OH&S committee minutes, membership lists, appropriate regulations, etc. posted on notice boards or contained in an area identified for OH&S?		10	
2.9	Where required under the OH&S Act are health and safety representatives functioning appropriately?		10	
TOTAL			100	

NOTES ON REQUIREMENTS

GENERAL Evaluator comments to justify a rating over 90 or under 60 are required. Line authority comments on action that will be taken to bring any particular requirement or the total rating to an acceptable level (75% or above) are to be recorded.

- 2.1 Verify by checking minutes and terms of reference to ensure that the types and numbers of committees are structured as required by references.
- 2.2 Verify that OH&S workplace committees are being co-chaired by an appropriate management representative and a labour representative.
- 2.3 Verify by checking past copies of minutes.
- 2.4 Verify that membership corresponds to the requirements of the References.
- 2.5 Verify through checking the absentee rate or inappropriate representation on minutes.
- 2.6 Verify by checking minutes and appropriate supporting documentation, work requests, or files created for the purpose.
- 2.7 Distribution lists should be verified and updated periodically. OH&S workplace committee minutes are to be retained for five years.
- 2.8 Check notice boards.
- 2.9 Verify by discussion with appointed Health & Safety representatives.

REMARKS: (Use Reverse for Additional Remarks)

OCCUPATIONAL HEALTH & SAFETY PROGRAM EVALUATION				
COMMITTEE EVALUATED		EVALUATOR	DATE	
OH&S PROGRAM ELEMENT <i>Safety Procedures and Instructions</i>		REFERENCES: A. PEIS OH&S Act 19.6 (3) B. PEI OAG Program Manual Section 12		
REQUIREMENTS (See Evaluator's Guidelines)			Value Factor	Rating
3.1	Do work sites have the appropriate safety references found in publications, manuals, regulations, standards, and guides necessary for employees, students and volunteers to perform their duties?		10	
3.2	Have hazard/risk assessments been conducted where required?		20	
3.3	Are employees made aware of the pertinent safety procedures?		20	
3.4	Are appropriate safety references used during work-site inspections and surveys?		10	
3.5	Are steps taken to ensure that employees comply with safety references?		10	
3.6	Have unique safety instructions, or safe job procedures, been established when required for specific and/or potentially hazardous conditions or situations?		10	
3.7	Are contractors required to comply with appropriate OH&S Act and Regulations?		10	
3.8	Are measures taken to ensure that new work procedures and equipment meet safety standards?		10	
TOTAL			100	

NOTES ON REQUIREMENTS

GENERAL Evaluator comments to justify a rating over 90 or under 60 are required. Line authority comments on action that will be taken to bring any particular requirement or the total rating to an acceptable level (75% or above) are to be recorded.

3.1 Verify with worksite managers/supervisors. Confirm by personal observation of documents.

3.2 Verify by reviewing documentation.

3.3 Confirm by randomly asking employees.

3.4 Confirm with managers, supervisors and safety committees.

3.5 Verify with managers, supervisors and random sampling with staff.

3.6 Verify existence of such instructions.

3.7 Confirm with managers, supervisors and verify contacts.

3.8 Confirm with managers, and supervisors.

REMARKS: (Use Reverse for Additional Remarks)

OCCUPATIONAL HEALTH & SAFETY PROGRAM EVALUATION				
COMMITTEE EVALUATED		EVALUATOR	DATE	
OH&S PROGRAM ELEMENT <i>Safety Training</i>		REFERENCES:	A. PEIS OH&S Act B. PEI OAG Program Manual	
REQUIREMENTS (See Evaluator's Guidelines)			Value Factor	Rating
4.1	Is there a OH&S training plan (10) for the organization and is it being followed (5)?		15	
4.2	Have all staff requiring OH&S training been identified?		10	
4.3	Are new employees given an OH&S orientation (5) and reassigned employees given training specific to their workplaces?(5)		10	
4.4	Is related safety training included in all local job training where required?		10	
4.5	Are candidates selected for corporate/department sponsored courses in accordance with any established selection criteria?		10	
4.6	Have managers and supervisors been trained on or made aware of their safety responsibilities as outlined in references?		10	
4.7	Are five minute safety talks provided for all personnel at regular intervals?		5	
4.8	Are high accident areas and hazardous work sites being targeted for extra safety training?		10	
4.9	Is safety training updated to keep pace with changing requirements?		10	
4.10	Are safety training records being kept for review by authorized agencies?		5	
4.11	Are OH&S workplace committees being consulted for training requirements?		5	
TOTAL			100	

NOTES ON REQUIREMENTS

GENERAL Evaluator comments to justify a rating over 90 or under 60 are required. Line authority comments on action that will be taken to bring any particular requirement or the total rating to an acceptable level (75% or above) are to be recorded.

- 4.1 Verify by comparing the training plan which should include corporate/department sponsored courses, locally contracted out courses and courses conducted by local resources with the training records.
- 4.2 Verify for senior management, middle management/supervisors, workers, workplace committee members and representatives. Verify that managers and supervisors are aware of their responsibilities in accordance with references.
- 4.3 Verify by random sampling of personnel to determine whether they have received orientation training and specific safety training relating to the job or task. (Example: WHMIS, lifting, client conflict resolution, fire, safe driving etc.)
- 4.4 Confirm by random interviews with staff.
- 4.5 Verify by comparing personnel selected against any existing selection criteria.
- 4.6 Verify with managers and supervisors.
- 4.7 Confirm by random interviews with staff.
- 4.8 Determine by checking accident, inspection and safety program evaluation reports.
- 4.9 Verify that training is being developed for changing requirements such as new equipment, technology, procedures, etc.
- 4.10 Verify with co-chairpersons of JOHS workplace committees.
- 4.11 Confirm that training records are being kept.

REMARKS: (Use Reverse for Additional Remarks)

October 25, 2004 OAG OHS Section 12 Form # 4

OCCUPATIONAL HEALTH & SAFETY PROGRAM EVALUATION				
COMMITTEE EVALUATED		EVALUATOR	DATE	
OH&S PROGRAM ELEMENT <i>Safety Inspections</i>		REFERENCES: A. PEI OH&S Act 19.6 (3) B. PEI OAG Program Manual Section 12		
REQUIREMENTS (See Evaluator's Guidelines)			Value Factor	Rating
5.1 Have inspection requirements been identified for all areas of the organization?			5	
5.2 Has a formal written safety inspection plan been developed for the organization?			10	
5.3 Has a safety inspection checklist been developed (5) and used for each area and/or activity (5)			10	
5.4 Have procedures and schedules been developed for regular inspections?			10	
5.5 Do managers/supervisors conduct safety inspections?			10	
5.6 Do working personnel inspect their work sites prior to each shift (where required)?			10	
5.7 Do Occupational Safety and Health Workplace Committees assist in conducting workplace inspections.			5	
5.8 Are written safety inspection reports completed (5) and action taken on deficiencies and records maintained (5)?			10	
5.9 Are the results of safety inspections reviewed by safety committees and JOHS workplace committees (5), and has corrective action taken been recorded (5)?			10	
5.10 Are the hazards revealed during safety inspections assigned a priority for corrective action?			10	
5.11 Is follow-up action taken on identified hazards?			10	
TOTAL			100	

NOTES ON REQUIREMENTS

GENERAL Evaluator comments to justify a rating over 90 or under 60 are required. Line authority comments on action that will be taken to bring any particular requirement or the total rating to an acceptable level (75% or above) are to be recorded.

- 5.1 Verify with records, management and/or supervisors.
- 5.2 Verify with records or documentation.
- 5.3 Same as 2.
- 5.4 Verify with records and management.
- 5.5 Verify with records and supervisors/managers.
- 5.6 Confirm with supervisors and verify by random sample with workers.
- 5.7 Same as 5.2.
- 5.8 Same as 5.2.
- 5.9 Same as 5.2.
- 5.10 Same as 5.1.
- 5.11 Same as 5.2.

REMARKS: (Use Reverse for Additional Remarks)

OCCUPATIONAL HEALTH & SAFETY PROGRAM EVALUATION				
COMMITTEE EVALUATED		EVALUATOR	DATE	
OH&S PROGRAM ELEMENT <i>Incident Investigation, Reporting & Analysis</i>		REFERENCES: A. PEIS OH&S Act 19.6 (3) B. PEI OAG Program Manual Section 12		
REQUIREMENTS (See Evaluator's Guidelines)			Value Factor	Rating
6.1 Are all incidents requiring reports, per NS OH & Safety Act investigated and reported on the correct form?			10	
6.2 Has a hazard identification and reporting system been developed and implemented?			5	
6.3 Is there a cross reference system to ensure reportable incidents are being reported?			10	
6.4 Are local briefings provided to supervisors on incident investigation and reporting requirements?			10	
6.5 Are investigators establishing the underlying causes of the incident and recommending appropriate corrective actions?			10	
6.6 Do JOHS workplace committee representatives participate in investigations?			10	
6.7 Are incident reports reviewed by the appropriate manager/director?			5	
6.8 Are incident reports reviewed for completeness, accuracy and adequacy of prevention?			10	
6.9 Are incidents submitted within the required time and to the appropriate authorities?			10	
6.10 Is follow-up action taken to ensure that recommended preventive measures have been taken?			5	
6.11 Are incident reports retained for the required period and available for review?			5	
6.12 Is incident data analyzed periodically to identify high incident areas (5) and are the results of these reports prepared for senior management to indicate safety performance ?			10	
TOTAL			100	

NOTES ON REQUIREMENTS

GENERAL Evaluator comments to justify a rating over 90 or under 60 are required. Line authority comments on action that will be taken to bring any particular requirement or the total rating to an acceptable level (75% or above) are to be recorded.

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| 6.1 Review incident records. | 6.9 Same as 6.1. Check incident date against transmission date. |
| 6.2 Verify with managers/supervisors. | 6.10 Verify at random whether recommended preventive measures listed on reports have been implemented. |
| 6.3 Spot-check from completed forms ie. Dr.s, Workers' Compensation forms, vehicle incident | 6.11 Review files. Compare with annual report information. |
| 6.4 Same as 6.2 | 6.12 Review reports. Verify through discussion with safety officer or Chairperson of Health and Safety Committees. |
| 6.5 Review cause factor assessments in incident reports. | |
| 6.6 Confirm that incident reports are reviewed by JOHS workplace committees/representatives. | |
| 6.7 Verify the signature on the report. | |
| 6.8 Verify by spot-checking the incident reports. | |

REMARKS: (Use Reverse for Additional Remarks)

OCCUPATIONAL HEALTH & SAFETY PROGRAM EVALUATION				
COMMITTEE EVALUATED		EVALUATOR	DATE	
OH&S PROGRAM ELEMENT <i>Personal Protective Equipment (PPE)</i>		REFERENCES: A. PEI OH&S Act 19.6 (3) B. PEI OAG Program Manual Section 12		
REQUIREMENTS (See Evaluator's Guidelines)			Value Factor	Rating
7.1 Have all tasks, equipment and work sites requiring the use of PPE been identified (5) and listed (5) and are the lists reviewed periodically (5)?			15	
7.2 Has the correct type of PPE been determined for each task, equipment and work-site identified for 7.1?			10	
7.3 Do JOHS Committees offer recommendations pertaining to PPE requirements?			10	
7.4 Are employees provided with (5) and using the appropriate and properly fitted PPE (5) ?			10	
7.5 Is procurement action taken for PPE that is required but unavailable or inappropriate?			5	
7.6 Have all applicable personnel been trained on use (5) and maintenance of PPE (5)			10	
7.7 Have warning signs been posted at work sites (5) and on equipment (5) (as appropriate) that require the wearing of PPE?			10	
7.8 Are supervisors enforcing the use of PPE and are corrective and disciplinary measures taken when necessary?			10	
7.9 Is PPE inspected at regular intervals (5) and maintained or replaced when necessary (5)?			10	
7.10 Are efforts being made to replace equipment or to develop alternate work methods to eliminate the need for PPE?			10	
TOTAL			100	

NOTES ON REQUIREMENTS

GENERAL Evaluator comments to justify a rating over 90 or under 60 are required. Line authority comments on action that will be taken to bring any particular requirement or the total rating to an acceptable level (75% or above) are to be recorded.

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| <p>7.1 Check to see if list exists. Questions supervisors, employees and JOHS committees on a random basis for completeness.</p> <p>7.2 Examine tasks and equipment at random to determine whether appropriate PPE is being used and whether specialists were consulted prior to its acquisition.</p> <p>7.3 Verify by checking documentation.</p> <p>7.4 Observe employees at their work sites on a random basis.</p> <p>7.5 Verify by checking documentation.</p> <p>7.6 Verify training records or by questioning employees at random.</p> <p>7.7 Verify by random checking.</p> | <p>7.8 Verify through documentation and discussions with employees and supervisors.</p> <p>7.9 Verify maintenance records and spot-check equipment. Confirm visitors are complying with requirements.</p> <p>7.10 Verify through discussions with supervisors and employees.</p> |
|---|--|

REMARKS: (Use Reverse for Additional Remarks)

OCCUPATIONAL HEALTH & SAFETY PROGRAM EVALUATION			
COMMITTEE EVALUATED		EVALUATOR	DATE
OH&S PROGRAM ELEMENT <i>Hazardous Material Safety</i>		REFERENCES: A. PEI OH&S Act 19.6 (3) B. PEI OAG Program Manual Section 12	
REQUIREMENTS (See Evaluator's Guidelines)			Value Factor
			Rating
8.1	Is there an up-to-date inventory of all hazardous materials used or stored?	10	
8.2	Are all non-essential (5) or used hazardous materials (5) disposed of appropriately?	10	
8.3	Are current MSDSs on hazardous materials readily available to employees in the workplace?	10	
8.4	Are containers properly labeled?	10	
8.5	Are hazardous materials eliminated or replaced with less hazardous substitutes when possible?	5	
8.6	Have the approved warning signs (symbols) been posted where the materials are stored?	10	
8.7	Is WHMIS training provided to all employees.	10	
8.8	Are records maintained on personnel who have received WHMIS training?	5	
8.9	Are written operating procedures (5), including emergency measures (5), provided to personnel on the procurement, issue, use, handling, storage, transportation and disposal of hazardous materials and are they being followed?	10	
8.10	Are the necessary protective measures being provided to prevent contact, inhalation, ingestion or absorption of hazardous materials?	10	
8.11	Are storage facilities in compliance with applicable regulations governing areas such as structure, fire and product compatibility?	10	
TOTAL		100	

NOTES ON REQUIREMENTS

GENERAL Evaluator comments to justify a rating over 90 or under 60 are required. Line authority comments on action that will be taken to bring any particular requirement or the total rating to an acceptable level (75% or above) are to be recorded.

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|---|---|
| 8.1 Confirm by personal observation and spot check to determine whether recently received products are on inventory list. | 8.8 Same as 9.4. |
| 8.2 Verify with managers/supervisors. | 8.9 Verify documentation. Ensure new hazardous products are identified and new product training given. |
| 8.3 Verify by observation and random sampling with personnel. Confirm MSDS are current (expire 3 years from date issued). | 8.10 Verify checking work space, ventilation, PPE, guarding, handling tools, emergency equipment, wash stations, respiratory protection, etc. |
| 8.4 Verified by personal observation | 8.11 Appropriate expertise in these areas should be sought. |
| 8.5 Same as 9.2. | |
| 8.6 Same as 9.4. | |
| 8.7 Confirm by random sampling. | |

REMARKS: (Use Reverse for Additional Remarks)

OCCUPATIONAL HEALTH & SAFETY PROGRAM EVALUATION				
COMMITTEE EVALUATED		EVALUATOR	DATE	
OH&S PROGRAM ELEMENT <i>Emergency Preparedness</i>		REFERENCES	A. PEI OH&S Act 19.6 (3) B. PEI OAG Program Manual Section 12	
REQUIREMENTS (See Evaluator's Guidelines)			Value Factor	Rating
9.1 Are there detailed plans outlining the evacuation of the worksite(s)?			10	
9.2 Is the necessary equipment available to respond to emergency situations?			10	
9.3 Have personnel been designated to respond to specific emergency response plans?			10	
9.4 Do all employees know who the designated fire warden is for their worksite?			10	
9.5 Have drills been conducted to exercise the emergency response plans?			10	
9.6 Are personnel aware of emergency response plans and how to activate them during work hours?			10	
9.7 Are the required number of First Aid attendants available as per regulations?			10	
9.8 Are records maintained on personnel who have received First Aid training?			10	
9.9 Are First Aid kits, stations or treatment rooms maintained as per regulations?			10	
9.10 Are emergency response plans reviewed and updated as necessary?			10	
TOTAL			100	

NOTES ON REQUIREMENTS

GENERAL Evaluator comments to justify a rating over 90 or under 60 are required. Line authority comments on action that will be taken to bring any particular requirement or the total rating to an acceptable level (75% or above) are to be recorded.

- 9.1 Verify by personal observation of plans.
- 9.2 Verify by personal observation of equipment against the equipment list in the plan.
- 9.3 Verify by random questioning of personnel regarding training.
- 9.4 Verify with manager/supervisor and random sampling of personnel.
- 9.5 Same as 9.4.
- 9.6 Verify by random sampling of employees.
- 9.7 Verify by checking those trained against that required by relevant regulations.
- 9.8 Verify documentation.
- 9.9 Verify by personal observation.
- 9.10 Confirm with managers/supervisors and by personal observation of plans.

REMARKS: (Use Reverse for Additional Remarks)

OCCUPATIONAL HEALTH & SAFETY PROGRAM EVALUATION			
COMMITTEE EVALUATED		EVALUATOR	DATE
OH&S PROGRAM ELEMENT <i>Safety Reference Material</i>		REFERENCES: A. PEI OH&S Act 19.6 (3) B. PEI OAG Program Manual Section 12	
REQUIREMENTS (See Evaluator's Guidelines)			Value Factor
			Rating
10.1	Has the required safety reference material been identified, obtained and made readily available?		25
10.2	Where required is the safety reference material amended to date?		20
10.3	Are personnel aware of the physical location of safety reference material?		15
10.4	Are safety publications, topic brochures and extracts relative to the work environment and equipment circulated to users?		15
10.5	Has someone been appointed to ensure that safety posters are held and periodically rotated to maintain novelty and meet campaign, display, exhibit work, seasonal and other safety needs?		15
10.6	Is there a list of safety related videos, publications, manuals, brochures, etc. available?		10
TOTAL			100

NOTES ON REQUIREMENTS

GENERAL Evaluator comments to justify a rating over 90 or under 60 are required. Line authority comments on action that will be taken to bring any particular requirement or the total rating to an acceptable level (75% or above) are to be recorded.

10.1 Verify by personal observation.

10.2 Verify by personal observation of reference material.

10.3 Confirm by random sampling of staff.

10.4 Confirm by random sampling with employees.

10.5 Verify by checking poster stocks, notice boards and that someone has been appointed to monitor this.

10.6 Verify by personal observation.

REMARKS: (Use Reverse for Additional Remarks)

OCCUPATIONAL HEALTH & SAFETY PROGRAM EVALUATION				
COMMITTEE EVALUATED		EVALUATOR	DATE	
OH&S PROGRAM ELEMENT <i>Procurement and Safety Controls</i>		REFERENCES: A. PEI OH&S Act 19.6 (3) B. PEI OAG Program Manual Section 12		
REQUIREMENTS (See Evaluator's Guidelines)			Value Factor	Rating
11.1 Do policies exist to ensure that safety requirements are contained in the specifications for local purchase orders and other locally awarded goods and service contracts?			20	
11.2 Are locally purchased hazardous materials received with appropriate supplier labels and related MSDSs?			15	
11.3 Does the receiver/user check that locally purchased items comply with the desired standards of safety before they are accepted?			15	
11.4 Do local users check to ensure that the safety precautions related to the assembly, maintenance, operation and disposal instructions of locally purchased items are provided?			15	
11.5 Are there instructions and controls to prevent prohibited chemicals, or those restricted from use, from being procured?			15	
11.6 Are there local controls to ensure that contractors meet the safety requirements specified in their contracts?			20	
TOTAL			100	

NOTES ON REQUIREMENTS

GENERAL Evaluator comments to justify a rating over 90 or under 60 are required. Line authority comments on action that will be taken to bring any particular requirement or the total rating to an acceptable level (75% or above) are to be recorded.

11.1 Confirm by personal observation and documents.

11.2 Confirm with staff.

11.3 Verify with receiver/user on a random basis.

11.4 Verify with the user on a random basis.

11.5 Review list and spot-check.

11.6 Check documentation and verify with contract supervisors.

REMARKS: (Use Reverse for Additional Remarks)

Section Title	Section Number	Date	Page
Concern and Complaint Process	13	October 25, 2004	1 of 1

1. The employee must address the issue with their immediate supervisor or manager. This can be done verbally or in writing and dated.
2. The manager or supervisor must investigate the concern or complaint and respond to the employee.
3. If the employee believes that the response is unsatisfactory he or she shall forward the concern or complaint in writing to the Occupational Health and Safety Committee chair and the Co-ordinator of the Occupational Health and Safety Program.
4. The OHS Committee chair and OHS Program Co-ordinator will investigate and respond in writing to the employee and employer with their recommendations.
5. The employer will review the recommendation and will respond in writing to the employee and the OHS Committee chair within 30 days from receipt of the written recommendations.
6. If the employee is still not satisfied with the response, he/she has the right to follow the Right to Refusal Process (section 5 of this Program.)

Completed by employee and forwarded to Supervisor and JOHSC

Location _____ Date Submitted _____

Employee Name _____ Telephone _____

Supervisor Name _____ Telephone _____

Nature of Request/Issue :

.....
.....
.....

Effect of this on the employee: _____

.....
.....
.....
.....

SUPERVISOR SECTION

Received by _____ Date _____ CHAIR JOINT

OCCUPATIONAL HEALTH & SAFETY

Received by _____ Date _____

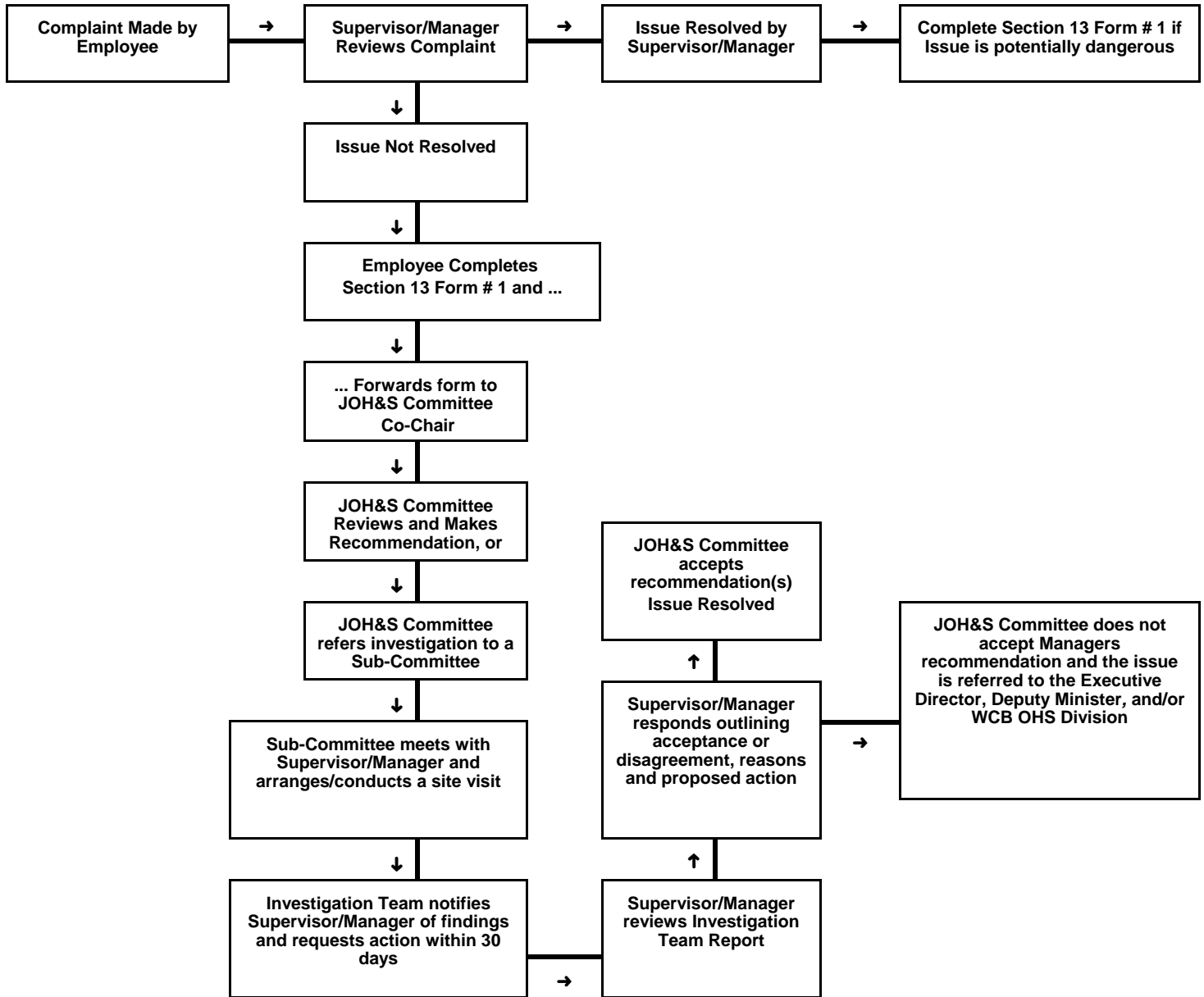
RESOLUTION (For use by the Occupational Health and Safety Committee)

Description _____

.....
.....
.....

Chair's Signature _____ Date: _____

Concern / Complaint Flow Chart



Section Title	Section Number	Date	Page
Information Posting	14	October 25, 2004	1 of 1

The Prince Edward Island Office of Attorney General recognizes the need to make information available in a suitable and timely manner. The Department will use a combination of notice boards, e-mail, OHS Manuals and written notices to inform employees on matters affecting their health and safety. The Joint Health and Safety Committees will assist with posting and/or dissemination of the following information in accordance with the Act and Regulations.

Ensure the following are posted in all workplaces:

- Joint OH&S Committee information, including the names of the committee members, work location and phone number;
- The most recent OHS Committee minutes;
- Any order, compliance notice, notice of appeal or decision from the OHS Division of the Workers Compensation Board. These are also to be provided to the OHS Committee; and Co-ordinator
- Names of qualified first aiders, work telephone number and location of the first aid kit

The following are to be made available for examination in each workplace:

- The Attorney General Occupational Health and Safety Program;
- Information that a Workers Compensation Board OH&S Officer considers advisable to enable employees to become acquainted with their rights and responsibilities; and
- The *OH&S Act* and its regulations

As well, the Department endorses the use of internal bulletins, e-mail and newsletters as a means of sharing information on occupational health and safety matters.

Section Title	Section Number	Date	Page
The Hazard Identification System	15	October 25, 2004	1 of 3

Section 19.6(3)(e) and (f) of the *Act* state;

The program shall include ...

- (e) *a hazard identification system that includes*
- (i) *evaluation of the workplace to identify potential hazards*
 - (ii) *procedures and schedules for regular inspection*
 - (iii) *procedures for ensuring the reporting of hazards and the accountability of persons responsible for the correction of hazards, and*
 - (iv) *identification of the circumstances where hazards must be reported by the employer to the committee or representative, if any and the procedures for doing so;*
- (f) *a system for workplace occupational health and safety monitoring, prompt follow up and control of identified hazards.*

A careful examination of work practices provides information that is essential for building an effective health and safety program. The Hazard Identification System will identify high risk tasks, break down each task into steps, identify potential hazards in each step and suggest ways to control or eliminate the hazard.

For this process to be effective, it is critical that the people doing the work contribute what they know. The first step is identifying potential hazards. To do this, use the following steps.

Procedure to Conduct Hazard Identification;

- List All Tasks
Identify and list each part of the work to be completed. If some of the work will be contracted out, the contractors can be responsible for their work analysis but the Employer is responsible to ensure that the hazard analysis is completed for their work.
- Identify "Critical" Tasks
Critical tasks are the high risk ones. It is not always practical to break down every job. Identify which tasks have a high risk by using your experience, accident history and estimated potential for serious consequences if something goes wrong. Ask the people who do the work for their input.

- Break the Critical Tasks into Steps
Break the job into its parts in the correct sequence. Do this by watching the job as it is being done. Consult with the person doing the job. Review each step
 - ▶ Are they all necessary?
 - ▶ Can they be simplified?
 - ▶ Combined?
 - ▶ Substituted?
 This can contribute to better productivity as well as improved health and safety.

- Identify Potential Hazards in Each Step and Find Ways to Control or Eliminate the Hazards in Each Step
Use accident experience, near-miss information, observation of the worker and equipment, as well as discussion with the workers doing the job. List the things that could go wrong. Assess the work environment. What hazardous materials are being used? Are there concerns with heat or cold? Are there lighting, ergonomic or noise considerations? Do the seasons or conditions affect the way work is to be done?

- Find Ways to Control or Eliminate the Hazards in Each Step
List what must be done to make the task safer and more efficient. Is there a way to substitute or eliminate the task? Can it be altered to reduce or remove the risk?

The Hazard Identification System or job hazard analysis identifies high risk tasks, breaks down each task into steps as above. This process should result in a record of hazards. The next step is to use the job hazard analysis as a basis for all procedures, training, orientation, and monitoring requirements.

Responsibilities:

Deputy Minister

- ▶ general responsibility to ensure the hazard identification system is implemented;
- ▶ delegate responsibility and authority to trained and competent personnel; and
- ▶ review its effectiveness on an annual basis.

Directors, Managers, and Supervisors

- ▶ ensure Hazard Assessment checklists are completed and are provided to the Occupational Health and Safety Program Co-ordinator and the Joint Occupational Health and Safety Committee/Representative;
- ▶ control hazards by administrative engineering, safe work practice/procedures and personal protective equipment solutions; and
- ▶ review work sites periodically and assess for effectiveness.

Employees

- ▶ co-operate in hazard assessments

Joint Occupational Health and Safety Committee/Representatives

- ▶ review hazard assessment checklists;
- ▶ co-operate in hazard assessments; and
- ▶ advise on improvements to Hazard Assessment System

Occupational Health and Safety Program Co-ordinator

- ▶ assist persons carrying out hazard assessments on request
- ▶ review and maintain hazard assessment checklists for all work sites
- ▶ reports on the Hazard Assessment System's effectiveness annually to the Deputy Minister

Hazard Assessment Information

Task Identification	Steps	Potential Hazards	Controls	Consequence Rating	Probability Rating	Risk Score
<p>a. review job Descriptions</p> <p>b. tour the entire operation</p> <p>c. observe employees for other duties</p> <p>d. list main task</p> <p>e. review policies</p>	<p>Break each task into steps</p>	<p>Identify any potential hazard(s) from each step. Discuss possible hazards with employees. Keep asking 'what if' for possible hazards with environment, material, equipment and people</p>	<p>When hazards are identified can they be better managed by being -</p> <ul style="list-style-type: none"> a. Eliminated b. Substituted c. Engineered d. Administrated <p>If so - specify.</p>	<p>5. Very High - may cause death or loss of function</p> <p>4. High - may cause severe injury, illness or major property damage</p> <p>3. Moderate - may cause non-serious injury, minor illness with loss of work day(s) or minor property damage</p> <p>2. Low - may cause minor injury, no health effect or property damage</p> <p>1. Very Low - violation of a standard or criteria</p>	<p>5. Very High - very likely to occur immediately</p> <p>4. High - likely to occur within a short time when exposed to the hazard</p> <p>3. Moderate - probably will occur in time</p> <p>2. Low - possible to occur in time</p> <p>1. Very low - unlikely to occur</p>	<p>consequence X probability = Score</p> <p><5 Low</p> <p>5 -10 Moderate</p> <p>> 10 High</p>

Hazard Assessment Form

Task Name :	COMMITTEE TASK / RISK INVENTORY WORKSHEET		
Task Steps	Potential Hazards	Controls	
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			

	Consequence	Probability	Score
	x	=	

Section Title	Section Number	Date	Page
Written Safe Work Procedures	16	October 25, 2004	1 of 3

Reviews of Written Safe Work Procedures:

Periodic reviews of written safe work procedures (WSWP) are an important process in the Safety Program. Outdated, misleading, and nonexistent WSWPs can lead to employee injury or property damage. To ensure that accurate WSWPs exist, this review process exists and both the Employer's and Employee's input is critical.

Employees, supervisors, and the OHS Committee must perform the review of WSWPs, as necessary.

Supervisors and managers must ensure employees are provided time to annually review WSWPs pertinent to the jobs and tasks they will perform that season.

The following steps outline the review process for creating and amending WSWPs :

1. A Written Safe Work Procedure Review Form must be completed in order to amend an existing or to create a new WSWP. Forms are available in this section of the Safety Manual or from your supervisor. Any employee may submit a request for a WSWP review.
2. The Review Form must be submitted to the immediate supervisor or manager.
3. The supervisor or manager will sign indicating they have received the request and return a copy to you.
4. The supervisor or manager will review the request, recommend that they agree or disagree, and forward the request to the Occupational Health and Safety Program Co-ordinator.
5. The OHS Program Co-ordinator will present the request at the next OHS Committee meeting.
6. If the OHS Committee agrees with the request, a draft WSWP in the approved format will be forwarded to the pertinent supervisor(s). The supervisor(s) must review the draft WSWP with their staff and make all necessary changes. The supervisor must return their written WSWP to the OHS Program Co-ordinator for final review with the Deputy Minister and, if approved, insertion in the Manual.
7. If the OHS Committee does not recommend the request to be considered, you will be notified in writing by the OHS Program Co-ordinator.

<p align="center">Written Work Practices and Procedures REVIEW PROCESS</p>	<p align="center">October 25, 2004</p>	<p align="center">1</p>
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Periodic reviews of written work practices and procedures (WWPP) are an important process in the Safety Program. Outdated, misleading, and nonexistent WWPPs can lead to employee injury or property damage. To ensure that accurate WWPPs exist, this review process exists and your input is critical.

Employees, Supervisors, and the OHS Committee must perform the review of WWPPs as necessary.

Supervisors/managers must ensure employees are provided time to annually review WWPPs pertinent to the jobs and tasks they will perform that season.

The following steps outline the review process for creating and amending WWPPs :

1. A Written Work Practice & Procedure Review Form must be completed in order to amend an existing or to create a new WWPP.
2. The Review Form must be submitted to your immediate Supervisor or Manager.
3. The Supervisor or Manager will sign indicating they have received your request and return a copy to you.
4. The Supervisor or Manager will review the request, recommend that they agree or disagree, and forward the request to the Occupational Health and Safety Program Coordinator.
5. The OH&S Program Coordinator will present the request at the next WWPP Sub-committee.
6. If the WWPP Sub-committee agrees with your request, a draft WWPP in the approved format will be forwarded to the pertinent Supervisor(s). The Supervisor(s) must review the draft WWPP with their staff and make all necessary changes. The Supervisor must return their written WWPP to the OH&S Program Coordinator for final review and insertion in the Manual.
7. If the WWPP sub-committee does not recommend your request to be considered, you will be notified in writing by the OH&S Program Coordinator.

**Prince Edward Island Department of Attorney General
SAFE WORK PROCEDURES / PRACTICES REVIEW**

Name of Safe Work Procedure / Practice:

Changes recommended by employee:

Signed: _____ **Date:** _____

Please forward to Supervisor when completed.

Comments by Supervisor:

Signed: _____ **Date:** _____

Comments by JOHSC:

Signed: _____ **Date:** _____

Comments by Manager:

Signed: _____ **Date:** _____

Received by JOHSC Co-Chairs

Signed: _____ **Date:** _____

Signed: _____ **Date:** _____

Preparation of Written Safe Work Practices and Procedures	October 25, 2004	1 of 2
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The Occupational Health & Safety Act requires employers to implement an OH&S program that includes “the preparation of written safe procedures required to implement safe and healthy work practices”. Performing hazardous tasks without the guidance of written safe work practices or procedures is a violation of the Occupational Health and Safety Act.

The following information indicates the process for creating written safe work practices and procedures in the PEI Department of Attorney General. Personnel preparing WWPP should have knowledge of the task for which the practice/procedure is intended is required.

GENERAL:

Insert a brief description & purpose for the procedure.

HAZARDS/RISKS:

Insert a list of primary hazards and risks.

TRAINING:

Identify any special training and or demonstration of tasks that is required if applicable to safety.

TOOLS, EQUIPMENT, MATERIALS:

Review the required format for a practice or procedure applicable codes of practice or acceptable industry standards for the specific task; operators manuals for equipment described within the practice or procedure; copies of safety labels on equipment described

PERSONAL PROTECTIVE EQUIPMENT:

Specify the personal protective equipment required when doing the job. Also specify when personal protective equipment is optional by placing optional in brackets after the specified equipment.

PRACTICE:

1. Prepare a numbered list of the practices and procedures to be followed to safely implement the required task.
2. Locate written practices or procedures for a specific task in the Department from other government departments, industry, or other credible sources.

Preparation of Written Safe Work Practices and Procedures	October 25, 2004	2 of 2
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3. Organize a group of individuals who require the task practice/procedure to assist in the preparation of one acceptable practice/procedure for each required task for the entire section. The group may meet or communicate via email, phone or fax to establish one acceptable practice/procedure for all. A group leader is responsible for the written preparation of the practice/procedure.
4. The group leader will provide a copy of the completed written safe work practice/procedure to the Occupational Health and Safety Coordinator.
5. The Occupational Health and Safety Coordinator will maintain all prepared practices and procedures on file. Individual work places shall only be required to maintain copies of the practices or procedures required for that work place.
6. Staff who require specific practices or procedures may get copies of those completed from the Occupational Health and Safety Coordinator or from other sources specified from time to time by the Coordinator.

REFERENCES:

List additional information pertinent to this practice.

Procedure Title	Procedure Number	Effective date	Page
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TITLE

GENERAL: (Headings - Font 11)

Brief description & purpose of the procedure - Font 11

HAZARDS/RISKS:

Identify all hazards & risks - Font 11

TRAINING:

Identify Special Training and/or demonstration of task if applicable - Font 11

PERSONAL PROTECTIVE EQUIPMENT:

List equipment necessary to do procedure - Font 11

PROCEDURE:

A numbered step by step process for performing a job or task, the same way each time - Font 11

- 1.
- 2.
- 3.

REFERENCES:

List additional information pertinent to this procedure ie. Policy Procedure Manual

Procedures Title	Procedure Series	Effective Date
GENERAL	01	October 25, 2004

16 - 01 - 05	Cell Phones
16 - 01 - 10	Chairs
16 - 01 - 15	Dog Attacks
16 - 01 - 20	Electrical Safety
16 - 01 - 25	Emergency Information for Visitors
16 - 01 - 30	Fatigue
16 - 01 - 35	First Aid Equipment
16 - 01 - 40	Hazardous Materials
16 - 01 - 45	High Noise
16 - 01 - 50	Hostage Taking
16 - 01 - 55	Infection Control
16 - 01 - 60	Lifting, Manual and Team
16 - 01 - 65	Propane
16 - 01 - 70	Shift Work
16 - 01 - 75	Sitting, Prolonged
16 - 01 - 80	Slips and Trips
16 - 01 - 85	Standing, Prolonged
16 - 01 - 90	Violence in the Workplace
16 - 01 - 95	Water Cooler Bottle Replacement
16 - 01 - 100	Working Alone

Procedure Title	Procedure Number	Effective Date	Page
CELLULAR PHONE	16 - 01 - 05	October 25, 2004	1 of 2

GENERAL:

The following general guidelines for the safe use of cellular phones are being implemented to minimize the risk of personal and property damage. Employees while on government business are not to use cell phones while they are driving a motor vehicle.

HAZARDS/RISK:

Decreased alertness to surroundings. (Driving in heavy traffic, walking through a work site)
 Ignition of flammable or explosive Vapour (gas stations, below decks of boats)
 Fire (being left plugged in a vehicle and the power chord overheats)
 Chemical Burns (from battery)
 Medical Devices Malfunction (Radio Frequency & pace makers etc.)

TRAINING:

N/A

PERSONAL PROTECTIVE EQUIPMENT:

N/A

PROCEDURE:

1. Do not use phones in high risk situations created by lack of concentration, e.g., driving.
2. While operating a vehicle, the following steps should be followed:
 - A. Wait until you come to a safe place to pull over to make your call;
 - B. If you have a passenger, let them answer your phone for you;
 - C. Do not place phones or phone mounting equipment in the air bag deployment area of a vehicle.
3. Take care when changing batteries or placing batteries in a pocket as they can cause property damage, injury or burns if a conductive material, such as jewellery or beaded chains, touches exposed terminals. When batteries are detached from phones, place them in a protective cover.
4. Do not leave power cords to cell phones plugged and unsupervised for extended periods of time as there is a potential fire hazard from overheating

Procedure Title	Procedure Number	Effective Date	Page
CELLULAR PHONE	16 - 01 - 05	October 25, 2004	2 of 2

5. Persons with pacemakers should:
 - A. When a wireless phone is turned on, maintain a minimum of 15 cm (six inches) from the pacemakers to avoid potential interference with the pacemaker;
 - B. Use your right ear to minimize the potential for interference with your pacemaker from the cell phone. If there is any reason to suspect interference, turn the phone off immediately;
 - C. Not carry the phone in a breast pocket;
 - D. Consult a physician and the manufacturer of personal medical devices to determine if they are adequately shielded from external RF energy.
6. Turn cell phones off in any facilities when regulations instruct you to do so. The facility may be using equipment that could be sensitive to external RF energy.
7. Regulations prohibit using the phone while in the air.
8. Turn the phone off in any area with potentially explosive atmosphere.
9. If you have to call 911, you will first be connected with an operator who will connect you to 911. Provide your cellular telephone number, including your area code, your location and the nature of the emergency. Do not hang up until 911 indicates you can. Keep your cell phone turned on in case 911 needs to call you back to confirm any information.
10. Do not fuel any devices with flammable liquids or enter a space with explosive vapours with a cell phone on your person that is turned on.
11. Turn off cell phones in a vehicle cab when fueling the vehicle.

REFERENCES:

Cell Phone Owner's Manual
Transport and Public Works cellular Safety Pamphlet

Procedure Title	Procedure Number	Effective Date	Page
CHAIRS	16 - 01 - 10	October 25, 2004	1 of 1

GENERAL:

The safe use of standard and adjustable office (pedestal type) chairs is an integral part of maintaining employee health on a daily basis.

HAZARDS/RISKS:

Injuries due to spills if chair tips over or if chair collapses.
Bodily injury from improper posture.

TRAINING:

N/A

PERSONAL PROTECTIVE EQUIPMENT:

N/A

PROCEDURE:

1. Before sitting in any chair, inspect the chair for broken support parts or casters.
2. Consult owners' manual and *Painless Gains* Video for ergonomic tips.
3. Do not stand on a chair. Chairs are not meant to be used in place of footstools or ladders.
4. Leaning back in a chair with the leg(s) leaving the floor surface is prohibited.
5. Label any chair that is broken or in need of repair to ensure they are not used until replaced or repaired.
6. Adjustable (pedestal type) office chairs must be stable. All chairs must have five castors and rotate 360' with a minimum of 20" diameter base.
(Existing chairs with four castors are acceptable; however, when being replaced, must be replaced with a five-castor chair.)

REFERENCES:

Manufacturer Instruction Manual
'Painless Gains Video' PEI Gov. Web site

Procedure Title	Procedure Number	Effective Date	Page
DOG ATTACKS	16 - 01 - 15	October 25, 2004	1 of 2

GENERAL:

Many staff need to go into the community or just outside their work place as part of their duties. Dog attacks account for 1% of all hospital emergency room admissions.

HAZARDS / RISKS:

Bites
Sprains and strains
Death

TRAINING:

N/A

PERSONAL PROTECTIVE EQUIPMENT:

N/A unless you are an Animal Control Officer

PROCEDURE:

1. Avoid contact with dogs not known to you or known to be aggressive and do not touch a dog that is sleeping or eating even if the dog is known and friendly to you.
2. If confronted by an aggressive dog:
 - a) Do not run when confronted with a threatening dog.
 - b) Keep still and try to remain calm.
 - c) Do not look directly at the dog's eyes as dogs interpret this as a challenge.
 - d) Hold your ground and demonstrate moderate dominance by telling the dog firmly to go home.
 - e) If the dog backs away, slowly retreat also.
3. If the dog continues to approach you but does not attack:
 - a) Don't turn your back on a barking dog.
 - b) Speak to the dog in a calm voice.
 - c) Let the dog sniff you.
 - d) If the dog backs away, slowly retreat also.

Procedure Title	Procedure Number	Effective Date	Page
DOG ATTACKS	16 - 01 - 15	October 25, 2004	2 of 2

4. If the dog attacks you:
 - a) Do not try to out distance a dog unless you have an obvious advantage.
 - b) Jump on a car, climb a tree and/or call for help.
 - c) As a last resort throw or pretend to throw an object at an aggressive dog or distract it with your jacket, bike, books, etc. while you back away to safety.
 - d) If knocked down, curl into a ball and use your hands to protect your head and neck.
5. Seek immediate medical attention for all dog bites.

REFERENCES:

Dog owners' Manual; G. L. Clemons, DVM
<http://www.canismajor.com>

Procedure Title	Procedure Number	Effective Date	Page
ELECTRICAL SAFETY	16 - 01 - 20	October 25, 2004	1 of 2

GENERAL:

The electrical current in regular businesses and homes has enough power to cause death by electrocution. Even changing a light bulb without unplugging the lamp can be hazardous because contact with the live part of the socket could kill a person.

HAZARDS/RISKS:

electrocution electric shock burns falls

These injuries can happen in various ways

- direct contact with the electric energy
- when the electricity arcs (jumps) through a gas (such as air) to a person who is grounded
- thermal burns from the electric arc or materials which were ignited by the electricity and high voltage burns which burn internal tissues while leaving only small injuries on the outside of the skin
- involuntary muscle contractions and startle response can lead to serious falls

TRAINING:

First aid / CPR

Maritime Electric's Electrical Awareness Program (optional)

PERSONAL PROTECTIVE EQUIPMENT:

wooden or non-conductive ladders and tools within 12 feet of a power line

Note: Non-conductive ladders can conduct electricity, especially when dirty or wet.

PROCEDURE:

Basic electrical safety:

1. Check power cords and plugs prior to use and replace if worn or damaged. Any cord or outlet which is more than comfortably warm needs to be checked by an electrician.
2. Do not plug several cords into one outlet.
3. Pull the plug, not the cord.
4. Do not disconnect the power supply by pulling or jerking the cord from the outlet.

Procedure Title	Procedure Number	Effective Date	Page
ELECTRICAL SAFETY	16 - 01 - 20	October 25, 2004	2 of 2

5. Replace broken 3-prong plugs and ensure the third plug is grounded.
6. Use extension cords only for temporary supply of power.
7. Keep power cords away from heat, water, and oil.
8. Do not allow vehicles to pass over unprotected power cords. They should be put in a conduit or have planks alongside them.
9. When necessary always tape cords to walls or floors. Never use staples or nails.
10. Match the cords to the amperage or wattage you are using.
11. Replace fuses with the correct size fuse.
12. Ensure Ground Fault Circuit Interrupters are installed, especially in wet areas.
13. Know where the breaker box is located and ensure it is accessible.
14. Do not touch a person or electrical apparatus in the event of an electric accident before the electrical current has been stopped.

Electrical Power tools:

1. Switch off power tools before connecting them to a power supply.
2. Disconnect power supply before making adjustments.
3. Tools should be grounded or double-insulated by using 3-wire cords with 3-prong plugs into 3-pole outlets.
4. Do not bypass the switch by disconnecting and connecting the power cord.
5. Do not use power tools in wet conditions without a GFCI.
6. Do not clean tools with flammable or toxic solvents.
7. Do not operate tools in an area containing vapours or gases.

Electrical Power cords:

1. Keep power cords clear of tools during use.
2. Suspend power cords over aisles and work areas to avoid tripping hazards or tape to the floor.
3. Replace open front plugs with dead front plugs to avoid shock and short circuits.
4. Do not use light duty cords.
5. Do not carry tools by the power cord.
6. Do not tie power cords in tight knots.

REFERENCES:

Canadian Centre for Occupational Health and Safety
Owner's Manual of various electrical devices

Procedure Title	Procedure Number	Effective Date	Page
EMERGENCY INFORMATION for VISITORS	16 - 01 - 25	October 25, 2004	1 of 1

GENERAL:

Visitors unfamiliar with your workplace can hinder safe and timely reactions to emergency situations.

HAZARDS / RISKS:

Visitors;

- becoming victims
- being unable to assist themselves and others
- using inappropriate emergency exits
- becoming lost

TRAINING: N/A

PERSONAL PROTECTIVE EQUIPMENT:

N/A

PROCEDURE:

1. Maintain a Visitor tracking and identification system, where required.
2. Provide clear and legible signs and building diagrams for;
 - a) nearest First Aid Kit or Station;
 - b) nearest telephone with Emergency numbers;
 - c) fire exits and corresponding safe gathering places.

REFERENCES:

Canadian Centre for Occupational Health and Safety

Procedure Title	Procedure Number	Effective Date	Page
FATIGUE	16 - 01 - 30	October 25, 2004	1 of 2

GENERAL:

Unexpected and planned extended work hours are sometimes needed to accomplish work requirements. Being fatigued impacts the ability to perform tasks.

HAZARDS / RISKS:

Falling asleep while driving
Poor work performance

TRAINING:

N/A

PERSONAL PROTECTIVE EQUIPMENT:

N/A

General signs of fatigue may include:

- a) Your eyes close or go out of focus by themselves.
- b) You have trouble keeping your head up.
- c) You can't stop yawning.

Signs of fatigue for drivers may include:

- d) You don't remember driving the last few miles.
- e) You drift between lanes, tailgate, or miss traffic signs.
- f) You keep jerking the car back into the lane.
- g) You have drifted off the road and narrowly missed crashing.

PROCEDURE:

1. Be aware of your warning signs for falling asleep. Adjust your work schedule or your personal schedule to minimize fatigue situations from arising.
2. Pull off the road, sleep or find a place to rest.
3. Travel with another person.
4. Avoid tasks requiring high degrees of concentration for safety reasons.

Procedure Title	Procedure Number	Effective Date	Page
FATIGUE	16 - 01 - 30	October 25, 2004	2 of 2

REFERENCES:

Canadian Centre for Occupational Health and Safety
Working the Shift (Shapiro, Heslgrave, Beyers, Picard)

Procedure Title	Procedure Number	Effective Date	Page
FIRST AID EQUIPMENT	16 - 01 - 35	October 25, 2004	1 of 1

GENERAL:

First Aid Kits in themselves are not generally thought of as a risk but if they are the wrong type for the work situation, not maintained, inaccessible or have become contaminated - are a risk. First aid Kits need to contain the proper equipment and supplies to meet the number and type of workplace hazards found in each work place. First aid kits and training equipment can be a source of infection if not properly handled and maintained.

HAZARDS / RISKS:

Depleted supplies
Contaminated equipment from previous use
Inappropriate supplies
Unaccessible kits

TRAINING:

Infection Control

PERSONAL PROTECTIVE EQUIPMENT:

Gloves

PROCEDURE:

1. Wear latex or vinyl gloves when using or maintaining the kits.
2. Ensure someone is designated to maintain all the first aid kits in the work place.
3. Ensure the First aid kit meets the standard for your work place (which is based on the number of staff in the work place).
4. Ensure there is a maintenance and inventory system for the Kits.
5. Decontaminate or replace equipment after use (scissors, splints etc.).
6. Establish kits in accessible marked areas - including in each workplace vehicle.

REFERENCES:

Canadian Centre for Occupational Health and Safety

Procedure Title	Procedure Number	Effective Date	Page
HAZARDOUS MATERIALS	16 - 01 - 40	October 25, 2004	1 of 1

GENERAL:

Employees can prevent or control health and safety hazards from the use of Hazardous Materials by using the information provided by the Workplace Hazardous Material Information System (WHMIS). It covers a wide range of products from white out and toner to fuel, chemicals, infectious agents, and other materials.

HAZARDS/RISKS:

Hazardous Material can cause short or long term health and/or safety problems if not stored, handled or used properly.

TRAINING:

Workplace Hazardous Material Information System

PERSONAL PROTECTIVE EQUIPMENT:

Use whatever is recommended on the material safety data sheet.

PROCEDURE:

1. Read label before handling hazardous material.
2. Consult with and follow MSDS (Material Safety Data Sheet).
3. If Hazardous material is not a controlled product then follow label and manufactures recommendations.
4. Do not use if information is not available on how to safety handle the material.

REFERENCES:

Material Safety data Sheet.
Manufactures Information Label

Procedure Title	Procedure Number	Effective Date	Page
HIGH NOISE AREAS	16 - 01 - 45	October 25, 2004	1 of 1

GENERAL:

Motorized equipment (i.e. power saws, generators, ride-on lawn mowers and power tools) may produce high noise levels which cause health problems.

HAZARDS / RISKS:

Hearing loss
Indirect injury from impaired hearing

TRAINING:

N/A

PERSONAL PROTECTIVE EQUIPMENT:

Ear plugs
Head phones

PROCEDURE:

1. Wear hearing protection equipment where recommended.
2. When working with others , maintain frequent visual contact with others for communication purposes.
3. Agree and understand on basic hand signals when working with others.

REFERENCES:

Canadian Centre for Occupational Health and Safety

Procedure Title	Procedure Number	Effective Date	Page
HOSTAGE TAKING	16 - 01 - 50	October 25, 2004	1 of 2

GENERAL:

Hostage taking situations within social and community service sectors remains a relatively rare event but is a possibility and should be prepared for. Hostage taking can last as short as a few minutes to as long as months or years.

HAZARDS / RISKS:

Violence
Psychological trauma
Death

TRAINING:

Non Violent Crisis Intervention
Hostage taking awareness (optional)

PERSONAL PROTECTIVE EQUIPMENT:

N/A

PROCEDURE:

1. If taken hostage, don't be a hero, accept your situation and be prepared to wait.
2. The first 15 to 45 minutes are the most dangerous. Follow the captor(s)' instructions.
3. Mentally prepare yourself for possible physical, verbal and emotional abuse.
4. Don't speak unless spoken to, and only when necessary.
5. Try to rest.
6. Don't make suggestions.
7. Do not irritate your captor(s).
8. Regain your composure and portray yourself as a human being deserving respect.
9. Rid yourself of items or identification which may single you out as a target.
10. If rescue intervention by authorities comes - lie on the floor.
11. Do not resist being handcuffed or otherwise restrained by rescuers. This is standard practice for rescue Professionals until they have the situation stabilized.
12. Think long and hard about escaping. There may be extreme ramifications to hostages left behind and on those unsuccessful in the attempt.

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HOSTAGE TAKING	16 - 01 - 50	October 25, 2004	2 of 2

Extended hostage situations

1. Individuals who have “an accept and adapt” philosophy have fared better than those not willing to accept what has happened.
2. Retain control over your public display of emotions.
3. Take an interest in your immediate surroundings.
4. Build human relationships.
5. Display neither bravado nor cowardice.
6. Do not take sides in your captor’s internal quarrels.
7. Show gratitude for favours and watch for opportunities to do some favours yourself.
8. Use “we” to indicate mutual sharing of concerns in the outcome of the situation.
9. Develop exercise and relaxation techniques even for very tight quarters.
10. Practice a mental regimen of problem solving, memory exercises and spiritual nourishment.
11. Pay close attention to person cleanliness and clothing repair.
12. Try to maintain a sense of humour .
13. Try to establish a sense of tracking time.

Once released from hostage you must avail yourself to mental or emotional health resources.

REFERENCES:

www.albany.edu/ssw/projectsafe/hostage.html

Procedure Title	Procedure Number	Effective Date	Page
INFECTION CONTROL	16 - 01 - 55	October 25, 2004	1 of 3

GENERAL:

Standard Precautions (a.k.a. Universal Precautions or Routine Procedures) are infection control guidelines designed to protect workers from exposure to diseases spread by blood and certain body fluids. The Laboratory Centre for Disease Control, Health Canada and the U.S. Centres for Disease Control stress that all patients should be assumed to be infectious for blood-borne diseases such as AIDS and hepatitis.

Standard precautions should apply to all body fluids!

HAZARDS / RISKS:

Communicable diseases

TRAINING:

Infection Control

PERSONAL PROTECTIVE EQUIPMENT:

Gloves	Lab Coats	Gowns	Shoe Covers
Face shields	Masks	Resuscitation bags	
Resuscitation barriers	Mess kits	Search kits	
Disposable towels or Hot air dryer		Water-less scrubs (vehicles and remote areas)	
Liquid soap (antibacterial for high risk work places)			

PROCEDURE:

1. Risk of exposure to infection is high in a public setting. Staff need to constantly assess potential risks and take steps to avoid or minimize exposure to infection.
2. Use the proper Personal Protective Equipment for the situation.
3. Do not touch the client or their belongings unnecessarily.
4. Dispose of gloves after use or when they have become torn or punctured.
5. Wash hands before and after handling contaminated surfaces.

Procedure Title	Procedure Number	Effective Date	Page
INFECTION CONTROL	16 - 01 - 55	October 25, 2004	2 of 3

6. Protect any cuts or open sores.
7. Follow needle and sharps safe handling and disposal procedures.
8. Do not reach for or touch things you can not see during area searches. Use lights, wand mirrors and mechanical retrieval devices available in the search kits to retrieve or look for unseen items.
9. Transport body fluids in safe, secure leak-proof packages marked as 'bio-hazard material'.

Hand washing

Hand washing, if done correctly, is the single most effective way to prevent the spread of infections! Proper hand washing techniques include using an adequate amount of soap, rubbing the hands together to create friction, and rinsing under running water. The use of gloves is not a substitute for hand washing. Regular soap and water works not by killing microorganisms but, by creating a slippery surface that allows organisms to slide off .

Hand washing is necessary:

- after using the washroom (including changing diapers)
- before and after eating or handling food
- after touching raw meat, poultry, or fish
- after handling garbage
- before and after visiting sick people
- handling infected people and animals

and is encouraged to be done intermittently through the day.

HAND WASHING PROCEDURE:

1. Remove any rings or other jewelry.
2. Use hot water and wet your hands thoroughly.
3. Use soap (1-3 ml) and lather very well.
4. Scrub your hands, between your fingers, wrists and forearms with soap for 10 seconds.
5. Scrub under your nails.
6. Rinse thoroughly under running water.
7. Turn off the taps/faucets with a paper towel.
8. Dry your hands with a single use towel or hot air dryer.
9. Protect your hands from touching dirty surfaces as you leave the bath room.

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INFECTION CONTROL	16 - 01 - 55	October 25, 2004	3 of 3

Important tips:

- Artificial nails and chipped nail polish are associated with increased bacterial counts on the fingernails. Be sure to clean the nails properly.
- Keep your hands away from your eyes, nose and mouth .
- Liquid soap in disposable containers is best. Reusable containers must be washed and dried before refilling.
- Antibacterial soaps should be used where persistent antimicrobial activity on the hands is desired.
- Water less hand scrubs made of ethyl alcohol and emollients are good products where soap and water is inaccessible but are ineffective for heavy contamination of dirt, blood and other organic materials .

REFERENCES:

Canadian Centre for Occupational Health and Safety

Procedure Title	Procedure Number	Effective Date	Page
LIFTING, Manual, Team and Hand Carts	16 - 01 - 60	October 25, 2004	1 of 2

GENERAL:

Improper lifting of objects in the workplace can cause serious long term injury. Damage to the back and neck are the most common form of injuries associated with lifting. Use of handcarts is common when items are heavy or individual items are impractical to carry a distance. Team lifting is when more than one person is needed to lift and move an object.

HAZARDS / RISKS:

Muscle strain, overexertion
Slip, trip and fall
Musculoskeletal injury
Crush injuries

TRAINING:

Back care training (optional)

PERSONAL PROTECTIVE EQUIPMENT:

Gloves (sharp objects)
Steel toe boots (hard, heavy objects)

PROCEDURE:

1. Plan your move. Make sure your pathway is clear.
2. Use a dolly or other mechanical device if possible.
3. Ask for help when required.
4. Lift only when you believe you can handle the load safely.
5. Split the load when practical.
6. Stretch and warm up before initiating lifting.
7. Do not lift objects when your hands are wet or greasy.
8. When possible, push rather than pull.
9. Prior to lifting, place your feet 6 to 12 inches apart with one foot slightly ahead of the other.
10. Face the load.

Procedure Title	Procedure Number	Effective Date	Page
LIFTING, Manual, Team and Hand carts	16 - 01 - 60	October 25, 2004	2 of 2

11. Bend at the knees, not the back.
12. Get a firm grip using your fingers and hand only. Use handles when they are present.
13. Keep the object close to your body.
14. Lift smoothly, using your legs, keeping the back straight.
15. Do not twist your body when carrying a heavy load.
16. Do not lift an object from the floor to above your waist in one move. Set the load down on a table or bench and adjust your grip before lifting higher.
17. Set objects down by keeping your back straight, keeping the load close to your body and letting your legs slowly bend until the object is down.

Team Lifting:

1. Remember the combined strength of the team is less than the sum of individual strength.
2. Select team members of similar height and strength.
3. Assign a leader to the team.
4. Determine a set of commands to be used such as 'lift', 'walk', 'stop', 'down'. Make sure everyone knows what to do when they hear the command.
5. Follow the commands of the team leader.
6. Practice team lifting and carrying together before attempting the task.

Handcarts :

The use of handcarts to transport loads instead of carrying them saves workers a lot of effort. It decreases the risk of overexertion injuries that go along with manual lifting. Common injuries associated with handcarts are:

- fingers and hands being caught between the cart and other objects
- toes, feet and lower legs being bumped or crushed by the cart
- strained arms, shoulders, back muscles and joints

1. Do not load two, three or four wheeled carts over 200kg.
2. Expect heavy loads to increase your stopping distances once in motion.
3. Do not stack loads past your field of view unless you have a partner directing you.

REFERENCES:

Canadian Centre for Occupational Health and Safety

Procedure Title	Procedure Number	Effective Date	Page
PROPANE	16 - 01 - 65	October 25, 2004	1 of 2

GENERAL:

Propane is a common fuel source for Barbeques, Mosquito traps and other devices used by and around staff. Since propane *is heavier than air and invisible*, it is a special concern when it is used on the job-site. All installations and use of this product on the job-site must comply with the Government Legislation set out for its safe use.

HAZARDS/RISKS:

Carbon monoxide can be produced when primary air and secondary air are deficient while combustion is taking place.

Explosive air - vapour mixtures may form if propane is allowed to leak to the atmosphere

Contact of liquid propane with the skin may cause Cold Burn

TRAINING:

Workplace Hazardous Material Information System

PERSONAL PROTECTIVE EQUIPMENT:

N/A

PROCEDURE:

1. Check the date on the tank to insure it is valid and meets the safety standard.
2. All cylinders must be transported and stored in an upright secure position in a ventilated space.
3. All cylinders must be inspected before transporting or using. Before use check cylinders for evidence of corrosion or leakage.
4. All vehicles used to transport propane tanks must be equipped with a fire extinguisher appropriate for the size and type of tank being handled.
5. Eliminate all ignition sources. Do not store with oxidizing agents, e.g. oxygen or chlorine cylinders. Keep away from heat and welding operations.
6. Regulators are to be removed from the tank prior to any movement of the tank.

Procedure Title	Procedure Number	Effective Date	Page
PROPANE, GENERAL	16 - 01 - 65	October 25, 2004	2 of 2

7. Tanks are to be hooked up and used with the appropriate regulator. Ensure equipment is compatible with cylinder pressure and contents. Follow supplier recommendations. Before connecting the cylinder for use, make sure that back feed from the system into the cylinder is prevented.
8. Leave cylinder cap on cylinder until cylinder is secured and ready for use. Do not handle cylinder with oily hands. Do not open cylinder if damaged. Never use excessive force when opening.
9. Open cylinder valve slowly to prevent rapid decompression and damage to valve seat. Keep cylinder valves clean and free from contaminants (particularly oil and water). Make sure valves on gas cylinders are fully opened when gas is used. Open and shut valves at least once a day when cylinder is in use to prevent valve freezing. Make sure cylinders are labelled clearly.
10. Except in an emergency, any movement of repositioning of tanks shall be performed by a competent worker. Do not drop cylinders or permit them to bang against each other. Do not lift cylinders by the cap or with lifting magnet.
11. Tanks are not to be heated to increase flow.
12. When in use, propane bottles are to be securely held in an upright position. Keep empty cylinders under slightly positive pressure. Do not use cylinders as rollers or for any other purpose than to contain the gas as supplied.

REFERENCES:

Workplace Hazardous Material Information System
Material Safety Data Sheets
Transportation of Dangerous Goods Regulations

Procedure Title	Procedure Number	Effective Date	Page
SHIFT WORK	16 - 01 - 70	October 25, 2004	1 of 2

GENERAL:

As early as 1978, the National Institute of Occupational Safety and Health issued a warning that shift work posed a significant health risk to workers. Shift work is generally defined as working outside the normal daylight hours (7am - 6 pm) or more than 7 to 8 hours at a time. When people work shift work they disrupt their circadian rhythms. Disruptions of circadian rhythms have short and long term negative health aspects. Shift work also impacts the social / familial aspects of workers. Educate employees on the potential health and safety effects of shift work and what can be done both at the organizational and individual level to minimize those effects. In particular, education in stress recognition and reduction techniques is helpful. People who work shifts face many challenges that others do not recognize. The difficulties stem from the change in eating, sleeping and working patterns.

HAZARDS / RISKS:

Fatigue	Gastro-intestinal disorders	Cardiac disease
Accident prone	Stress	Depression
Social Isolation		

TRAINING:

Shift work awareness (optional)

PERSONAL PROTECTIVE EQUIPMENT:

N/A

PROCEDURE:

Diet and Eating Patterns :

1. Maintain regular eating patterns with balanced, varied meals.
2. Keep the family meal times the same but alter the meal content to suit the shift worker.
3. Evening workers should eat their main meal in the middle of the day.
4. Night workers should eat lightly through out the shift and have a moderate breakfast.
5. Drink lots of water and follow the Canadian Food Guidelines for a balance of food groups.

Procedure Title	Procedure Number	Effective Date	Page
SHIFT WORK	16 - 01 - 70	October 25, 2004	2 of 2

6. Avoid greasy food, particularly on night shift.
7. Eat crackers and fruit during work breaks and reduce the intake of salt, caffeine and alcohol in general.
8. Avoid use of antacids, tranquilizers, and sleeping pills.
9. Relax during meals to allow time for digestion.
10. Establish and maintain a physical fitness regime.

Sleep :

1. Sleep on a set schedule to help establish a routine for easier sleep. Experiment to find your own ideal sleep period.
2. Ensure friends and family are aware and considerate of your sleep hours.
3. Set up one place of sleep that is dark, quiet, air conditioned, and has an answering machine.
4. Learn to use relaxation techniques to assist in falling asleep.
5. If sleep does not come after an hour, read a book, listen to quiet music. If sleep still does not come, reschedule your sleep for later - do not lay in bed.
6. After finishing your last night shift of a rotation, sleep for only a few hours that day and go to bed at your normal time that evening.

REFERENCES:

Canadian Centre for Occupational Health and Safety
Working the Shift (Sapiro, Heslegrave ,Beyers and Picard)
Into the Night: Coping with the Effects of Shift Work (David X. Swenson Ph.D)

Procedure Title	Procedure Number	Effective Date	Page
SITTING, Prolonged	16 - 01 - 75	October 25, 2004	1 of 1

GENERAL:

Continuous sitting while working is a common source of discomfort and fatigue. Prolonged sitting can cause severe and chronic health problems.

HAZARDS/RISKS:

Restricts breathing
Restricts blood circulation
Fatigue
Compresses internal organs
Back strain

TRAINING:

N/A

PERSONAL PROTECTIVE EQUIPMENT:

Adjustable chair
Adjustable work surface heights
Foot rests

PROCEDURE:

1. Adjust your chair for your ergonomic comfort.
2. Support your forearms to avoid shoulder and neck strain.
3. Keep wrists straight to avoid muscle cramps.
4. Take regular breaks from sitting.
5. Adjust work so you need to stand or walk on a regular basis through out your work day.
6. Do not sit back in the chair with your legs resting on a surface higher than your hips.

REFERENCES:

Canadian Centre for Occupational Health and Safety

Procedure Title	Procedure Number	Effective Date	Page
SLIPS AND TRIPS	16 - 01 - 80	October 25, 2004	1 of 2

GENERAL:

In Canada sixty thousand workers get injured annually due to fall accidents. Sixty percent of these happen on level surfaces. In most cases these are preventable.

HAZARDS / RISKS:

Slips (traction deficiency)

- wet or oily surfaces
- occasional spills
- weather hazards
- loose, unanchored rugs or mats
- flooring or other walking surfaces with different degrees of traction

Trips (foot colliding with an object)

- obstructed view
- poor lighting
- clutter in the way
- wrinkled carpeting
- uncovered cables
- bottom drawers not being closed
- uneven walking surfaces

TRAINING:

N/A

PERSONAL PROTECTIVE EQUIPMENT:

- Appropriate footwear
- Flash light

PROCEDURE:

Slippery surfaces:

1. Wear the appropriate footwear.
2. Take your time and pay attention to where you are going.

Procedure Title	Procedure Number	Effective Date	Page
SLIPS AND TRIPS	16 - 01 - 80	October 25, 2004	2 of 2

3. Adjust your stride to a pace suitable to the walking surface and task at hand.
4. Walk with your feet pointed slightly outward.
5. Do not walk with your hands in your pockets. Keep your hands free as much as possible.
6. Make wide turns at corners.
7. Ensure warning signs are posted at appropriate areas, such as wet floors.

Trips:

1. Provide sufficient light for your task.
2. Use a flashlight where no light is available.
3. Ensure any thing you are carrying does not block your view.
4. Ensure the walking surface is free from clutter as much as possible.
5. Immediately report all maintenance related tripping hazards.

REFERENCES:

Canadian Centre for Occupational Health and Safety

Procedure Title	Procedure Number	Effective Date	Page
STANDING, Prolonged	16 - 01 - 85	October 25, 2004	1 of 2

GENERAL:

Continuous standing while working is a common source of discomfort and fatigue. Prolonged standing can cause severe and chronic health problems.

HAZARDS/RISKS:

Sore feet
 Varicose veins
 Lower-back pain
 Muscular fatigue
 Insufficient blood flow
 Temporary immobilization of joints
 Rheumatic diseases

TRAINING:

N/A

PERSONAL PROTECTIVE EQUIPMENT:

Adjustable chair
 Adjustable or alternative work surface heights, where possible
 Foot rests
 Rubber mat

PROCEDURE:

1. Have access to a chair or stool to allow sitting, when possible.
2. Change working positions frequently.
3. Avoid extreme bending, stretching and twisting.
4. Take periodic breaks.

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STANDING PROLONGED	16 - 01 - 85	October 25, 2004	2 of 2

5. Adjust the work surface or yourself so the work surface is :
 - 5 cm above standing elbow height for precision work (writing, electronic assembly, etc),
 - 5 - 10 cm below standing elbow height for light work (assembly line),
 - 20 - 40 cm below standing elbow height for heavy downward forces.
6. Always face and stand close to the object of work.
7. Adjust the workplace to allow space to change working positions.

REFERENCES:

Canadian Centre for Occupational Health and Safety

Procedure Title	Procedure Number	Effective Date	Page
VIOLENCE IN THE WORK PLACE	16 - 01 - 90	October 25, 2004	1 of 3

GENERAL:

Violence covers a broad spectrum behaviour. It encompasses threatening behaviour, verbal or written threats, harassment, verbal abuse and physical attacks. Work place and work-related violence can occur at off-site business related functions, social events, clients' homes, and at your own home. Occupational groups recognized as having greater risk of violence are health care employees, correctional staff, social service workers, teachers, municipal housing inspectors, public works employees, legal service personnel and retail employees.

Work factors increasing the risk of violence within the general population:

- working with the public
- handling money, valuables, prescription drugs
- inspection and enforcement duties
- providing service, care, advice or education
- working with unstable or volatile persons
- working where alcohol is served
- working alone or in isolated areas
- working in community based settings
- having a mobile workplace
- working during periods of intense organizational change

Risk factors specifically within the division of Community and Correctional Services:

Divisional staff are responsible, on an ongoing basis, to assess the level of risk posed by the clients with whom they interact and minimize the risks to protect the client, staff and others.

- transportation of clients
- client access to tools and equipment that could be used as weapons
- dealing with emotionally charged topics
- being alone with clients

Times of greater Risk of Violence:

- late night and early morning
- tax return season
- overdue utility bill cut-off dates
- Christmas and other Holidays
- pay days
- report card and parent interview days
- performance appraisals

Procedure Title	Procedure Number	Effective Date	Page
VIOLENCE IN THE WORK PLACE	16 - 01 - 90	October 25, 2004	2 of 3

Geographical areas of greater Risk of Violence:

- near other businesses which attract violent crimes (bars, banks etc.)
- in isolated areas away from buildings, structures or people who are apt to intervene such as parking lots at night.

HAZARDS/RISKS:

rumours	swearing	verbal abuse	pranks	arguments
property damage	sabotage	pushing	theft	physical assaults
psychological trauma		rape	arson	murder

TRAINING:

Harassment Policy awareness
 Non Violent Crisis Intervention

PERSONAL PROTECTIVE EQUIPMENT:

(access varies with occupation from N/A to Riot Gear)

PROCEDURE:

Workplace design considerations:

1. Position reception, sales or service counters so they are visible to fellow employees or high public traffic areas.
2. Position office furniture so the employee is closer to a door or exit than the client to facilitate escape of the employee, if required.
3. Install physical barriers, as required (pass-through windows, bullet proof glass, etc.)
4. Minimize the number of entrances to the workplace.
5. Use coded cards and keys to control access to and within the workplace, as required.
6. Use adequate exterior lighting around the workplace, near entrances and parking areas.
7. Where practical, use fencing or hedges to control access to the workplace.
8. Use any existing electronic video surveillance for advance warning and as a deterrent of violence in areas of high risk where possible.

Administrative procedure for cash handling:

1. Keep cash funds to a minimum in a work site.
2. Use electronic payment systems to reduce cash availability.
3. Vary the time of day you reduce funds or empty the cash register.
4. Install a locked drop safe, where possible.
5. Arrange regular cash collection by a licenced security firm, where possible.

Procedure Title	Procedure Number	Effective Date	Page
VIOLENCE IN THE WORK PLACE	16 - 01 - 90	October 25, 2004	3 of 3

Workplace procedure:

1. With consideration to your duties and responsibilities, do not enter any situation or location where you feel unreasonably unsafe.
2. Where possible, check relevant information about your client.
3. Get assistance when your personal safety is at risk.
4. Immediate, reliable, accessible communication is a must.

REFERENCES:

Canadian Centre for Occupational Health and Safety
Community and Correctional Services Policy and Procedures

Procedure Title	Procedure Number	Effective Date	Page
WATER COOLER BOTTLE REPLACEMENT	16 - 01 - 95	October 25, 2004	1 of 1

GENERAL:

Improper lifting of objects in the workplace can cause serious long term injury. Damage to the back and neck are the most common form of injuries associated with lifting. Each bottle contains 18.9 liters of water weighing 18.9 kilograms or 42 pounds.

HAZARDS / RISKS:

Muscle strain, overexertion
Musculoskeletal injury

Slip, trip and fall
Equipment Damage

TRAINING:

Back care

PERSONAL PROTECTIVE EQUIPMENT:

N/A

PROCEDURE:

1. Follow the general safe lifting procedures.
2. Do not lift heavy objects if you have a recent back injury.
3. Ensure the area around the water cooler is dry.
4. Pick up the bottle, move to the cooler, invert bottle and insert into receptacle.

REFERENCES:

Canadian Centre for Occupational Health and Safety
Lifting Safe work Procedure

Procedure Title	Procedure Number	Effective Date	Page
WORKING ALONE	16 - 01 - 100	October 25, 2004	1 of 1

GENERAL:

When working alone a person is vulnerable to all the workplace risks but has no or delayed access to assistance during times of need. Working alone can encompass remote work sites many kilometers from assistance, driving alone, to being alone in or in one part of a building removed from direct support of coworkers.

HAZARDS/RISKS:

Violence Medical emergency Social isolation False accusations

TRAINING:

First aid Non Violent Crisis Intervention

PERSONAL PROTECTIVE EQUIPMENT:

Survival kits Communication equipment First aid Kit

PROCEDURE:

1. If there are concerns regarding individual tasks or situations, discuss with your supervisor in advance to receive direction.
2. Always ensure someone knows your schedule for your work day.
3. Always have a communication device on your person or within reach.
4. Schedule high-risk tasks during normal business hours or when another worker is capable of assisting if an emergency arises.
5. Position work areas in places of high visibility where possible.

REFERENCES:

Canadian Centre for Occupational Health and Safety

Procedures Title	Procedure Series	Effective Date
OFFICE	02	October 25, 2004

16 - 02 - 05 Audio Visual Equipment
 16 - 02 - 10 Computer Components
 16 - 02 - 15 Handling Cash
 16 - 02 - 20 Laminating
 16 - 02 - 25 Liquid Paper / Markers
 16 - 02 - 30 Mail Handling
 16 - 02 - 35 Moving and Storage of Boxes
 16 - 02 - 40 Office File Cabinets
 16 - 02 - 45 Office Ergonomics
 16 - 02 - 50 Paper Shredder
 16 - 02 - 55 Paper Trimmer
 16 - 02 - 60 Photocopier, Printer, Fax

Procedure Title	Procedure Number	Effective Date	Page
AUDIO VISUAL EQUIPMENT	16 - 02 - 05	October 25, 2004	1 of 1

GENERAL:

Safe Work Procedures for setting up standard Audio Visual equipment and large Trade-show types of audio - visual equipment.

HAZARDS/RISKS:

Electric shock
 Back strain
 Muscle strain
 Burns (handling and changing replacing bulbs)
 Injuries to head, feet or body should display unit fall
 Scrapes, cuts or other skin punctures

TRAINING:

N/A

PERSONAL PROTECTIVE EQUIPMENT:

Non-slip footwear that covers the complete foot
 Heels no higher than 1.5 inches when assembling large AV units
 Gloves (optional)
 Hard hat, if display unit is more than seven feet high

PROCEDURES:

1. Maintain equipment at all times. Check equipment before each usage.
2. Clean equipment before setup.
3. Have all necessary grounded extension cords available.
4. Use safety lock stands or sturdy table to support all equipment.
5. Ensure all electrical hook ups are properly fitted.
6. All power and other associated cables must be securely anchored and/or covered to prevent tripping. This is especially important if the cables lie in an aisle, pathway or a dark room. Cables should be secured with gaffers tape (a grey tape similar to duct tape with a matte surface). If duct tape is used, remove after use.

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AUDIO VISUAL EQUIPMENT	16 - 02 - 05	October 25, 2004	2 of 2

7. Multiple cables should be bundled together with plastic ties and shrouded under a low wooden platform.

Large Trade show Display units:

1. Wear personal protective equipment as required.
2. Always use proper lifting techniques. See Safe Work Procedures Lifting Techniques.
3. Ask for assistance or use a dolly when moving heavy or awkward components, hardware and tools to display area.
4. If a display exceeds six feet in height have at least two people present to assist with assembly, adjustments and removal.
5. Use a step ladder when placing lights on the top of display units exceeding six feet in height. See Safe Work Procedures Use of Portable Ladders/Step Ladders.
6. Ensure all light fixtures, extension cords and power bars are in good working condition. Tape down any exposed electrical cords.
7. Exercise caution in the operation of lights or other electrical equipment in outdoor or damp conditions. Disconnect all lights and electrical equipment in rainy conditions or on wet floors.
8. Use only the hardware supplied by the manufacturer or equivalent to join and stabilize display units.
9. When disassembling a display unit wear protective gear and exercise the same care as assembling the unit.
10. Return all components to their shipping cases and protect from rainy and wet conditions.

REFERENCES:

Safe Work Procedures 'Lifting'
Safe Work Procedures 'Ladders'
Operator manuals for each piece of equipment.

Procedure Title	Procedure Number	Effective Date	Page
COMPUTER COMPONENTS	16 - 02 - 10	October 25, 2004	1 of 2

GENERAL:

A keyboard requires a person to make small, exact movements with their hands, fingers and thumb. When these movements are repeated continually, the same small muscles become tired and over worked. Prolonged sitting while typing can lead to muscle strains and stiffness.

The proper set up for a monitor in regards to distance and angle to the worker is essential for the workers' health and comfort. The proper combination of distance and angle varies with each user. Most people will fall into the guidelines listed in the 'Procedures' section.

A mouse requires a person to make small, exact movements with their hands, fingers and thumb. When these movements are repeated continually, the same small muscles become tired and over worked.

HAZARDS and RISKS:

Carpal Tunnel Syndrome
Ganglionic Cysts
Musculoskeletal Injuries
Eyestrain
Ganglionic Cysts

TRAINING:

N/A

PERSONAL PROTECTIVE EQUIPMENT:

Mouse Pad
Arm Rests
Adjustable work surfaces and chairs
Wrist rests (see #3 procedure)

Procedure Title	Procedure Number	Effective Date	Page
COMPUTER COMPONENTS	16 - 02 - 10	October 25, 2004	2 of 2

PROCEDURES:

Key Board:

1. Ensure your work station is set up ergonomically.
2. Keep your wrist straight and aligned with your fingers.
3. Do not use a wrist pad for extended periods of time with heavy contact of the wrist and wrist pad as they restrict blood flow and lead to Carpal Tunnel Syndrome.
4. Use shortcut and function keys on the keyboard whenever possible.
5. Ensure you take breaks from prolonged typing.
6. Practice stretching techniques at your work station periodically.

Monitor:

1. Place the monitor at about 15 degrees below your horizontal line of sight.
2. Make sure the top of the screen is not at a level higher than the workers eyes.
3. Distance between the worker and monitor should fall between 60 to 80 cm (24 - 32 inches).
4. Look away from the monitor and focus on a distant object every 15 to 20 minutes.
5. Take breaks away from viewing the monitor at least every hour and a half to two hours.
6. Use large enough font to read the computer data comfortably or use special computer glasses.

Mouse:

1. Hold the mouse in a relaxed grip.
2. Keep your wrist straight and aligned with your fingers.
3. Do not use a wrist pad for extended periods of time with heavy contact of the wrist and wrist pad as they restrict blood flow and lead to Carpal Tunnel Syndrome.
4. Keep the mouse clean and free rolling.
5. Alternate hands when using the mouse extended periods.
6. Use shortcut and function keys on the keyboard whenever possible.

REFERENCES:

Instruction manuals from the manufacturer
Canadian Centre for Occupational Health and Safety
Prolonged Sitting Procedures
Painless Gains Video PEI Government Public Service Commission Web site

Procedure Title	Procedure Number	Effective Date	Page
HANDLING CASH	16 - 02 - 15	October 25, 2004	1 of 2

GENERAL:

Receiving cash for bill payment, fines, accounts for clients and other services within the Division.

HAZARDS/RISKS:

Robbery
Violence
Communicable diseases

TRAINING:

N/A

PERSONAL PROTECTIVE EQUIPMENT:

Wash facilities
Panic button, if available

PROCEDURES:

1. If at all possible, counting cash should not be done alone.
2. Use a secure room away from the general public.
3. Lock doors and close window blinds.
4. Have phone or two way radio handy.
5. Once cash is reconciled, record the amount and secure in a locked safe.
6. Wash hands thoroughly immediately after handling money.
7. If robbery occurs, do not give any resistance.
8. Call the police as soon as possible.
9. Fill out incident form and complete description of individual as soon as possible after incident.

Procedure Title	Procedure Number	Effective Date	Page
HANDLING CASH	16 - 02 - 15	October 25, 2004	2 of 2

Administrative Procedures for cash handling:

1. Keep cash funds to a minimum.
2. Use electronic payment systems to reduce cash availability.
3. Vary the time of day you reduce funds or empty the cash.
4. Install a locked drop safe, where appropriate.
5. Arrange regular cash collection by a licenced security firm, where possible.

REFERENCES:

'Business Security - Working together to prevent crime'
Published by: The Ministry of the Solicitor General of Canada
Canadian Centre for Occupational Health and Safety

Procedure Title	Procedure Number	Effective Date	Page
LAMINATING	16 - 02 - 20	October 25, 2004	1 of 1

GENERAL:

Sealing a document in plastic sheeting using the heat roller laminator.

HAZARDS/RISKS:

Crush or pinch injury by loose clothing
Jewellery or long hair being pulled into the rollers.
Burns

TRAINING:

N/A

PERSONAL PROTECTIVE EQUIPMENT:

N/A

PROCEDURES:

1. Make sure to place the unit on a secure stable work area.
2. Check machinery and plugs for hazards. Switch the machine ON and allow to warm up to operating temperature.
3. Ensure all jewellery, hair, ties, etc. are secured to avoid being pulled into machinery.
4. Insert the materials as directed in owner's manual.
5. Avoid coming into contact with hot surfaces and avoid breathing the hot plastic fumes (use in a well ventilated space).
6. Switch machine OFF when not in use to prevent overheating.

REFERENCES:

Owners Manual

Procedure Title	Procedure Number	Effective Date	Page
LIQUID PAPER / MARKERS	16 - 02 - 25	October 25, 2004	1 of 1

GENERAL:

Liquid Paper and Markers, depending on their type, give off toxic fumes.

HAZARDS/RISKS:

respiratory irritation	dizziness	headache	cardiac sensitization
nausea	unconsciousness	coma	death

TRAINING:

N/A

PERSONAL PROTECTIVE EQUIPMENT:

N/A

PROCEDURES:

1. Ensure product is used in a well ventilated area.
2. Avoid direct contact with eyes, skin and clothing.
3. Keep product capped tightly when not in use.
4. Consider using unscented markers and ribbon type liquid paper.

REFERENCES:

Manufacturers Safety Data Sheets

Procedure Title	Procedure Number	Effective Date	Page
MAIL HANDLING	16 - 02 - 30	October 25, 2004	1 of 2

GENERAL:

General safety for the handling of centralized mail for distribution to eliminate or minimize risks.

HAZARDS / RISKS:

Slips, trips, falls,
Muscle Strains
Cuts
Communicable Diseases

TRAINING:

N/A

PERSONAL PROTECTIVE EQUIPMENT:

Non-slip footwear.
Safety boots depending on weight of packages

PROCEDURES:

1. Examine package before handling and, if required, use proper lifting techniques.
2. Report suspicious packages immediately.
3. Always store boxes with labels facing outward so they can be easily read.
4. Always sheath scissors, razor blades or other sharp objects before storing them.
5. Always use staple remover to remove staples and do not run fingers along paper edges.

Office Machines:

1. Keep long hair, fingers and accessories away from moving machinery.
2. Use proper guards on machines.
3. Observe directions and cautions when adjusting machinery.
4. Call service for repairs, when required.

Procedure Title	Procedure Number	Effective Date	Page
MAIL HANDLING	16 - 02 - 30	October 25, 2004	1 of 2

REFERENCES:

1. *'Moving and Storing Boxes'* Safe Work Procedures.
2. *'Lifting'* Safe Work Procedures
3. *'Paper Cutter'* Safe Work Procedures.
4. *'Photocopier, Printer and Fax'* Safe Work Procedures.

Procedure Title	Procedure Number	Effective Date	Page
MOVING and STORING BOXES	16 - 02 - 35	October 25, 2004	1 of 2

GENERAL:

These Procedures are designed for employees who lift and store boxes as a function of their regular work, ie. receiving supplies. Moving boxes, as with any other object, requires lifting. Caution must be exercised by employees to reduce the risks of injuries to their back, arms, wrists, and feet. Frequent lifting can cause potential problems over time or an immediate injury can occur. By using this Procedures, in conjunction with proper lifting techniques, the potential for injuries can be reduced.

HAZARDS/RISKS:

Lifting injuries
Crushing injuries
Slips/falls

TRAINING:

Back care (optional)

PERSONAL PROTECTIVE EQUIPMENT:

Safety boots CSA Class 1
Gloves (optional)

PROCEDURES:

1. Refer to proper lifting techniques.
2. Wear personal protective equipment where required in consultation with your supervisor.
3. Ask for assistance when attempting to lift a box that is heavier or larger than you are capable of lifting.
4. Be sure boxes are assembled properly so that materials do not fall out of bottom when picked up.
5. Use a cart or other device to move boxes.
6. Never stack boxes too high on carts when moving them, make additional trips if necessary.
7. Lift a box by its handles when provided, avoid lifting a box from underneath, if possible.

Procedure Title	Procedure Number	Effective Date	Page
MOVING and STORING BOXES	16 - 02 - 35	October 25, 2004	2 of 2

STORAGE:

Boxes must be stored properly in order to prevent and reduce injuries. Boxes piled too high can fall down on an individual causing serious injury or death. Improper lifting can cause injuries to back, arms, and wrists.

PROCEDURES:

1. Use proper lifting techniques.
2. Use personal protective equipment.
3. Label boxes with a list of its contents to avoid unnecessary lifting and moving of boxes.
4. Store boxes with labels facing outward so they can be easily read.
5. NEVER stack boxes more than four feet high, all staff must be able to look down on the lid of the top box in a stack.
6. Store the heaviest box on the bottom of a stack.
7. Make certain boxes are assembled properly.
8. NEVER stack oddly shaped boxes, stacks must be stable.
9. Be sure each box has a lid securely fastened.
10. Be sure the box handles are unobstructed, if they are provided.
11. Leave enough space between stacks of boxes so that you and your co-workers can a move freely between boxes .

REFERENCES:

Moving Boxes safe work Procedures

Proper lifting techniques video (available from Public Service Commission web site)

Procedure Title	Procedure Number	Effective Date	Page
OFFICE FILE CABINETS	16 - 02 - 40	October 25, 2004	1 of 2

GENERAL:

Staff should be aware that office cabinets present a safety risk if they are not setup and used properly.

HAZARDS/RISKS:

Entire cabinet tipping and falling over
 Drawers falling out of the cabinet
 Material stored on top of the cabinet falling off or inside the cabinet falling out
 Cabinet covers falling down
 Tripping over open or extended drawers
 Running into extended or protruding cabinets drawers or drawer covers
 Pinching from moving parts of the cabinet

TRAINING:

N/A

PERSONAL PROTECTIVE EQUIPMENT:

N/A

PROCEDURES:

Location and Setup:

1. If possible, locate cabinets away from well travelled areas.
2. Allow an adequate area to access the cabinet.
3. If it is possible to do so, anchor cabinets to walls or to other cabinets to provide stability.
4. Increase the stability of the filing cabinet by ensuring that the heaviest material stored is kept in the bottom half of the cabinet and lighter material in the top half of the cabinet.
5. Cabinets should be inspected periodically to ensure cabinets work properly and are stable or secured.

Procedure Title	Procedure Number	Effective Date	Page
OFFICE FILE CABINETS	16 - 02 - 40	October 25, 2004	2 of 2

Use:

Open only one drawer of the filing cabinet at a time. The commonly used five, four, and two drawer filing cabinets should have stops that prevent more than one drawer from opening at any one time. If an inspection reveals that a cabinet does not have these stops, arrangements should be made to have stops installed or the cabinet should be taken out of service.

1. Close file drawers immediately after each use.
2. Close file drawers by hand (instead of using your feet) and take care to avoid getting fingers, hands, etc. in areas of the filing cabinet where they could get pinched, jammed, crushed or cut.
3. For cabinets that open from the top, use caution when opening, ensure that the cover is properly latched to prevent it from falling when you using the cabinet, and close it immediately when you are through using it.
4. For five drawer cabinets, minimize the use of the top of the cabinets for storage. Avoid storing heavy or unstable objects on top of these cabinets. Clearance between the ceiling and the top of any objects stored on top of the cabinet should exceed 18 inches.
5. For cabinets provided with modular furniture, take care not to overload them and check their stability periodically.

REFERENCES:

Canadian Centre for Occupational Health and Safety
Owners manual

Procedure Title	Procedure Number	Effective Date	Page
OFFICE ERGONOMICS	16 - 02 - 45	October 25, 2004	1 of 1

GENERAL:

Basic office activities involve sitting in front of a computer terminal and operating it by means of typing or using a mouse. These activities are not particularly hazardous when done occasionally but do have some long term health concerns.

HAZARDS/RISKS:

Fixed and constrained postures contribute to musculoskeletal injuries
 Repetitive Motion Injuries

TRAINING:

N/A

PERSONAL PROTECTIVE EQUIPMENT:

Ergonomically adjusted equipment

PROCEDURES:

1. See the individual procedures for prolonged standing and sitting.
2. The risk of injury increases the longer you work with awkward or static postures, or perform repetitive movements.
3. Vary the tasks you are doing, where possible and do some stretching techniques throughout your work day.
4. Signs and symptoms of injury may appear suddenly, or gradually over a number of weeks, months or even years.
5. Report any sign or symptom of an injury to your supervisor.

REFERENCES:

Sitting, prolonged Procedure
Standing, prolonged Procedure
Computer component Procedures
 Canadian Centre for Occupational Health and Safety

Procedure Title	Procedure Number	Effective Date	Page
PAPER SHREDDER	16 - 02 - 50	October 25, 2004	1 of 1

GENERAL:

Staff must be aware of the potential hazards associated with using a paper shredder in order to prevent or reduce injuries. A paper shredder that is operated without safety precautions can cause serious and possibly debilitating injuries to the operator.

HAZARDS/RISKS:

Neck, hand, wrist, arm, or head injury
Strangulation

TRAINING:

N/A

PERSONAL PROTECTIVE EQUIPMENT:

N/A

PROCEDURES:

1. Familiarize yourself with the machine by reviewing the manufacturer's operating instructions.
2. Familiarize yourself with the parts of the machine including on, off, forward, and reverse buttons.
3. Secure any loose fitting clothing, dangling jewellery, neck ties, long hair, etc. which can become entangled in the machinery.
4. Ensure the machine is in the "off " position and unplugged when you are removing paper jams, replacing the bag, dusting residue and paper from the front or back of the machine, or anytime you are near the moving parts of the machine.

REFERENCES:

Owner's manual.

Procedure Title	Procedure Number	Effective Date	Page
PAPER TRIMMER	16 - 02 - 55	October 25, 2004	1 of 1

GENERAL:

Staff must be aware of the potential hazards associated with using a paper trimmer in order to prevent or reduce injuries to the operator and others. Paper trimmers are designed to cut paper up to several sheets in depth.

HAZARDS/RISKS:

Cuts
Amputation

TRAINING:

N/A

PERSONAL PROTECTIVE EQUIPMENT:

None

PROCEDURES:

1. Hold on to handle while blade is elevated.
2. Keep blade down and locked when not in use.
3. Never leave blade in an elevated position.
4. Keep hands and fingers away from the blade.
5. Keep trimmer in proper working order and ensure blade safety lock is working properly.
6. Ensure you have a good grip on the blade handle to prevent the blade from slipping out of your hands.
7. Follow manufacturers instructions.
8. Ensure paper trimmer is positioned on a stable base.

REFERENCES:

Instruction manual from the manufacturer

Procedure Title	Procedure Number	Effective Date	Page
PHOTOCOPIER, PRINTER, FAX	16 - 02 - 60	October 25, 2004	1 of 2

GENERAL:

Photocopiers, printers and faxes are essential tools of the modern office, but have some unique health risks for workers.

HAZARDS/RISKS:

Electric shock
Burns
Inhalation of laser dust / fumes
Eye strain
Contact dermatitis
Muscle strain (prolonged standing)

TRAINING:

N/A

PERSONAL PROTECTIVE EQUIPMENT:

N/A

PROCEDURES:

1. Maintain equipment and associated filters.
2. Ensure there is good ventilation around these machines.
3. Establish equipment away from other work areas.
4. Keep the document cover closed to avoid eye strain.
5. Allow plastic transparencies to cool before touching them.
6. Switch off the machines and allow to cool before attempting to clear a paper jamb.
7. Read **Manufacturers Safety Data Sheet** information before handling chemical containers.
8. Wear disposable gloves when handling chemically treated paper or wet-process chemicals.
9. Position these machines at a comfortable height.
10. Alternate repetitive jobs with other duties.
11. Do not reach inside the machine where you can not see.

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PHOTOCOPIER, PRINTER, FAX	16 - 02 - 60	October 25, 2004	2 of 2

Changing the toner cartridges:

1. Read the appropriate MSDS.
2. Turn the printer off if required in manual.
3. Follow manufacturer's instructions on how to change toner .Avoid breathing the dust.
4. Follow manufacturer's instructions on disposal or recycling techniques for toner cartridge or bottle.
5. If there is a toner spill, follow the instructions on the MSDS.
- 6 Wash your hands with hot soapy water when completed.
- 7 Obtain First Aid treatment if required.

REFERENCES:

Owners' Manuals

Procedures Title	Procedure Series	Effective Date
EMERGENCY	03	October 25, 2004

- 16 - 03 - 05 Contact Lenses
- 16 - 03 - 10 Fire Drill & Emergency Evacuation
- 16 - 03 - 15 Fire Extinguisher
- 16 - 03 - 20 Suspicious Mail
- 16 - 03 - 25 Telephone Threats



Office of
Attorney General

Procedure Title	Procedure Number	Effective Date	Page
CONTACT LENSES	16 - 03 - 05	October 25, 2004	1 of 2

GENERAL:

Contact lenses may complicate safety especially under emergency situations. Contamination by chemicals, dusts, or smoke may disable a staff member during physical encounters in violent circumstances and other dangerous situations. Section 45.10 of the PEI OHS act states *“the employer shall ensure that no employee shall wear contact lenses where (a) gases, vapours or other materials are present which when absorbed by contact lenses may harm the eyes; or (b) dusts or other materials are present which may harm the eyes or cause distraction which may expose the employee to other injury.”*

HAZARDS / RISKS:

Distraction during emergency situations
Irritation and damage to the cornea
Impaired vision

TRAINING:

N/A

PERSONAL PROTECTIVE EQUIPMENT:

Where required ; shop glasses
face shields
eye flush stations and reservoirs

PREPAREDNESS PLANNING:

A higher risk exists when wearing contact lens in these situations -

- a) exposure to chemical fumes and vapours
- b) areas of potential chemical splash
- c) areas of high dust and particulate (wood shops, construction areas, etc.)
- d) exposure to extremes of infrared rays
- e) intense heat
- f) dry atmosphere
- g) flying particles
- e) areas containing caustic substances, particularly pressurized substances

Procedure Title	Procedure Number	Effective Date	Page
CONTACT LENSES	16 - 03 - 05	October 25, 2004	2 of 2

PROCEDURE:

1. If you wear contact lenses you must notify your employer. (OHS Regulations 45.9)
2. Provide access to clean areas for maintenance of contact lens and PPE.
3. Keep eye glasses available for unforeseen circumstances.
4. Ensure eye wash stations, reservoirs and safety eye-wear are available in high risk areas.

REFERENCES

PEI OHS Act 45.9 and 45.10
Canadian Centre for Occupational Health and Safety

Procedure Title	Procedure Number	Effective Date	Page
FIRE DRILL AND EMERGENCY EVACUATION	16 - 03 - 10	October 25, 2004	1 of 2

GENERAL:

In the event of fire or other emergency it is important that all employees, officials and guests get safely out of the building. This can be best achieved when an evacuation plan is in place and all occupants in the workplace have practised the plan.

NOTE: See also Custody Setting safe work procedure for Fire Drill & Emergency Evacuation

HAZARDS/RISKS:

Smoke inhalation
Burns
Panic
Death
Special danger to handicapped persons.

TRAINING:

Workplace Fire Safety Training

PERSONAL PROTECTIVE EQUIPMENT:

Fire extinguisher

PREPAREDNESS PLANNING:

1. The work place should establish regular inspection procedures and rectify hazards when identified.
2. Inspect causes for smoke, solvent, or fuel vapours and rectify the cause.
3. Inform all staff of the evacuation procedure and the safe assembly area plus the alternative safe assembly area depending on wind direction.
4. Instruct staff in the use of fire extinguishers and their location.
5. Instruct staff in the reporting procedure for fires and post the civic address at all work stations.
6. The work place should have monthly fire drills which include evacuations of the workplace or targeted areas of the work place.

Procedure Title	Procedure Number	Effective Date	Page
FIRE DRILL AND EMERGENCY EVACUATION	16 - 03 - 10	October 25, 2004	2 of 2

EMERGENCY EVACUATION PROCEDURE:

1. Sound the Fire Alarm and report the fire to Emergency Services (9 - 911).
2. All employees, officials and guests must exit the building immediately.
3. Only persons trained in firefighting should handle fire fighting equipment.
4. All employees, officials, and guests must meet in designated safe areas.
5. Controlled - access work sites with visitor, staff and client logs must notify Emergency Response Personnel of unaccounted people.
6. Do not re-enter the building until directed to do so.

REFERENCES

See also Custody Setting safe work procedure for Fire Drill & Emergency Evacuation

Procedure Title	Procedure Number	Effective Date	Page
FIRE EXTINGUISHER	16 - 03 - 15	October 25, 2004	1 of 2

GENERAL:

This written work procedure deals with the operation of a portable fire extinguisher. With the use of any piece of equipment, there are certain hazards and risks involved. Having an understanding of how, when and where to use a fire extinguisher are the first steps in saving lives and/or property in the event of a fire.

HAZARDS/RISKS:

Smoke inhalation	Panic
Toxic chemicals/fumes	Loss of consciousness
Excessive heat	Burns
Poor visibility	Death

TRAINING:

Work place fire training

PERSONAL PROTECTIVE EQUIPMENT:

In the event of an unexpected fire, there will be very little time to put on personal safety equipment, however, if immediately available, use whatever you can. Some work places will have Self contained breathing apparatus. Take extra care not to get close enough to the fire to cause flammable clothing to ignite or melt.

PROCEDURE:

1. Yell - FIRE, FIRE.
2. Pull the FIRE ALARM if provided.
3. Call (9) 911 if you have TIME, give details of fire (location, type, size, # of people, evacuation required, type of building, etc.) (If not, say FIRE - leave phone off the hook).
4. Before considering fighting a fire in the workplace, assess the fire for hazards. The main hazard from most fires will be smoke. Ensure you have a good supply of fresh air if you take action.
5. If your safety is at risk do not try to fight the fire.
6. Know beforehand where extinguishers are located.

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FIRE EXTINGUISHER	16 - 03 - 15	October 25, 2004	2 of 2

7. Be sure you know how to operate your fire extinguisher, the hazards of the chemicals and the proper technique for fighting fires.
8. Be sure you have an unobstructed escape route should you fail to extinguish the fire.
9. Know what materials are burning and be sure the extinguisher you are using is capable of fighting this particular type of fire. (ABC for all fires)
10. Consider the possible danger posed by hazardous or highly flammable materials near the fire.
11. If unable to fully extinguish the fire, GET OUT.
12. Always call the fire department to double check the area, even if you think the fire is out.

REFERENCES:

The National Fire Protection Association pamphlet - "Fire Extinguishers in the Workplace".
Knowledge of building emergency plan including location of fire extinguishers
Read Manufacturers Safety Data Sheet for fire extinguisher and any toxic materials in the building

Procedure Title	Procedure Number	Effective Date	Page
SUSPICIOUS MAIL	16 - 03 - 20	October 25, 2004	1 of 2

GENERAL:

Envelopes and packages have been the vehicle to deliver harmful and explosive substances to individuals and organizations. Characteristics of a suspicious package may include:

- No return address
- Possibly mailed from a foreign country
- Excessive postage
- Restrictive markings like “Personal” or “Special Delivery”
- Misspellings in the address
- Addressed to a title rather than an individual
- Badly typed or written
- Uneven in shape
- Rigid or bulky packaging
- Strange odour
- Oily stains, discolouration or crystallization, powder on the packaging
- Excessive tape or string
- Arrives unexpectedly or from someone unfamiliar to you
- Protruding wires
- The city in the postmark does not match the return address

HAZARDS/RISKS:

Communicable diseases
Noxious substances
Explosive devices

TRAINING:

N/A

PERSONAL PROTECTIVE EQUIPMENT:

N/A

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SUSPICIOUS MAIL	16 - 03 - 20	October 25, 2004	2 of 2

PROCEDURE:

1. Do not open, smell or taste it.
2. Handle with care.
3. Don't shake or bump the package.
4. Isolate the package.
5. Wash your hands vigorously for five minutes with soap and water.
6. Call **911** .
7. Follow directions from Provincial Emergency Measures Organization Response Personnel.

REFERENCES:

Emergency Measures Organization
Telephone Threat Safe Work Procedures

Procedure Title	Procedure Number	Effective Date	Page
TELEPHONE THREATS	16 - 03 - 25	October 25, 2004	1 of 1

GENERAL:

Workers' safety is tied to the information they can gather from the phone caller, knowledge of their surroundings and observation skills.

HAZARDS / RISKS:

Anxiety
Panic
Stress
Injury
Death

TRAINING:

N/A

PERSONAL PROTECTIVE EQUIPMENT:

N/A

PROCEDURE:

1. When a person makes a threat by telephone, try to keep the caller on the line.
2. Have another worker call 911.
3. Follow the Bomb Threat Procedure Form where applicable.
4. Follow instructions from Police services personnel.
5. Inform Police services personnel of any unusual occurrences, items or misplacement of normal objects.
6. Refrain from using radio transmissions as they may trigger any explosive devices.

REFERENCES:

Workplace Emergency Procedures

Prince Edward Island Department of Attorney General

BOMB THREAT REPORT FORM

(Reference Safe Work Procedure 16 - 03 - 25)

Instructions: Be Calm, Be Courteous, Listen, Do Not Interrupt the Caller

Date: _____

Time: _____

Exact Words of Person Placing Call:

Questions To Ask:

1. When is the bomb going to explode? _____
2. Where is the bomb right now? _____
3. What kind of bomb is it? _____
4. What does it look like? _____
5. Why did you place the bomb? _____

TRY TO DETERMINE THE FOLLOWING (CIRCLE AS APPROPRIATE)

Caller's identity: Male • Female • Adult • Juvenile • Age ____ years

Voice: Loud • Soft • High Pitch • Deep Raspy • Pleasant • Intoxicated • Other

Accent: Local • Not Local • Foreign Region

Speech: Fast • Slow • Distinct • Distorted • Stutter • Nasal • Slurred • Lisp

Language: Excellent • Good • Fair • Poor • Foul • Other

Manner: Calm • Angry • Rational • Irrational • Coherent • In-coherent • Deliberate
Emotional • Righteous • Laughing • Intoxicated

Background Noises: Office Machines • Factory Machines • Bedlam • Trains • Animals • Music
Quiet • Voices • Mixed • Airplanes • Street Traffic • Party Atmosphere

Additional information :

CALLER'S NUMBER (IF YOU HAVE CALLER ID) _____

RECEIVING TELEPHONE NUMBER _____

PERSON RECEIVING CALL _____

ACTION TO TAKE IMMEDIATELY AFTER CALL

1. Call Emergency Response (9-911)
2. Notify the Deputy Ministers Office
3. Share this information with appropriate personnel ONLY

Procedures Title	Procedure Series	Effective Date
COMMUNITY SETTINGS	04	October 25, 2004

- 16 - 04 - 05 Abusive Client
- 16 - 04 - 10 Client Visitation (On Private Property)
- 16 - 04 - 15 Office Security
- 16 - 04 - 20 Public Meetings

Procedure Title	Procedure Number	Effective Date	Page
ABUSIVE CLIENT	16 - 04 - 05	October 25, 2004	1 of 2

GENERAL:

In a workplace environment, it is possible that staff may encounter an abusive clients that can be obscene, harassing or threatening. A safe work practice will help prepare staff to deal with such situations. Divisional staff are responsible, on an ongoing basis, to assess the level of risk posed by the clients with whom they interact and minimize the risks to protect the client, staff and others.

HAZARDS/RISKS:

Stress
Violence

TRAINING:

Non Violent Crisis Intervention

PERSONAL PROTECTIVE EQUIPMENT:

Panic buttons, if available

PROCEDURE:

Telephone:

1. Allow the caller to state their concern.
2. If the person becomes abusive, interrupt the conversation firmly, but politely, and indicate you can't help them if they are abusive.
3. Advise the customer that you will end the call if the caller does not stop using abusive, obscene, harassing, or threatening language.
4. If available, record the client's name, telephone number from which they are calling, the date, and the time.
5. Advise your manager or supervisor of the incident.
6. If the caller calls back, interrupt the conversation firmly, but politely, remind the caller that you will not accept abusive treatment or language and end the call if necessary.
7. Discuss the situation with your supervisor if the action by the caller continues and determine appropriate action.
8. Document the incident.

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ABUSIVE CLIENT	16 - 04 - 05	October 25, 2004	1 of 2

In Person:

1. Do not panic.
2. Project calmness, move and speak slowly, quietly and confidently.
3. Try to maintain a reaction distance of 3 to 6 feet from the person.
4. Position yourself so the person cannot block your access to an exit.
5. Be an empathetic listener; encourage the person to talk.
6. Attempt to defuse the situation by offering alternative solutions.
7. Focus your attention on the person.
8. Maintain a relaxed attentive posture but position yourself at a right angle to the person, if possible.
9. If the situation escalates, remove yourself from the situation. Walk away to avoid a chase response from the person, if the situation allows.
10. Get help or activate a panic alarm, if applicable.

Physical attack:

1. If approaching a situation that you feel is threatening or has potential to be threatening, trust your instincts. Back away, turn back or go to the nearest safe place and telephone or call out for help.
2. If you are attacked, attract attention. Yell or scream as loud as possible. Try shouting words like STOP, FIRE, or HELP.
3. If you are being pulled along or dragged, fall to the ground and roll.
4. Consider carrying a whistle, or, if necessary, a personal security alarm.
5. Give bystanders specific instructions to help you. Single someone out and send them for help, eg. "You in the yellow shirt, call the police."
6. If someone grabs your purse, briefcase, deposit bag or other belongings, do not resist. Throw the item to the ground several feet away from the thief and run in the opposite direction, yelling "HELP" or "FIRE".
7. Do not chase a thief.
8. Run to the nearest safe place, a safe office, or an open store.
9. Call security or the police immediately after the incident.
10. Employees should seek medical help, if required.
11. Be prepared. Try to imagine yourself responding successfully to different types of attacks. Practice your responses.
12. File an incident report.

REFERENCES:

Canadian Centre for Occupational Health and Safety

Procedure Title	Procedure Number	Effective Date	Page
CLIENT VISITATION on private property	16 - 04 - 10	October 25, 2004	1 of 2

GENERAL:

Some occupations require workers to supervise, check-in, apprehend property and visit clients in the community. Every precaution should be taken to prevent a physical attack during visits to clients' homes and properties. Divisional staff are responsible, on an ongoing basis, to assess the level of risk posed by the clients with whom they interact and minimize the risks to protect the client, staff and others.

HAZARDS / RISKS:

Violence
Animal attacks
Personal injury
Death

TRAINING:

Non Violent Crisis Intervention

PERSONAL PROTECTIVE EQUIPMENT:

Varies with profession and intent of visit - from not applicable to;
pepper spray
hand cuffs
cell phone and/or radio

PROCEDURE:

1. If there are concerns about safety of the staff with a home visit, discuss the issue with your supervisor to determine whether the visit should take place and if so, under what conditions.
2. Ensure you have a reliable communication device on your person.
3. Ensure someone knows of your visit and approximate length of stay.
4. Scan the property for signs of trouble upon arrival.
5. Scan the inside of the home/business for obvious weapons.

Procedure Title	Procedure Number	Effective Date	Page
CLIENT VISITATION on private property	16 - 04 - 10	October 25, 2004	2 of 2

6. Leave the property if
 - a) client or others are visibly angry or disturbed.
 - b) irate animals are not being controlled.
 - c) there are signs of drug and alcohol use.
 - d) property owner denies you entry.
7. Where entry to the property is legally warranted and trouble is expected - request police presence before visitation.
8. Do not transport visibly angry, disturbed or intoxicated clients as passengers in your vehicle.

REFERENCES:

Canadian Centre for Occupational Health and Safety
'Project Safe' www.albany.edu
Community and Correctional Services Policies and Procedures

Procedure Title	Procedure Number	Effective Date	Page
OFFICE SECURITY	16 - 04 - 15	October 25, 2004	1 of 2

GENERAL:

Public and clients meet with staff on a regular basis. Some of these meetings have potential for violence. The design of the office or meeting room can affect the risk of violence to the staff. Divisional staff are responsible, on an ongoing basis, to assess the level of risk posed by the clients with whom they interact and minimize the risks to protect the client, staff and others.

HAZARDS/RISKS:

Stress
Violence
False accusations of inappropriate behaviour
Hostage taking

TRAINING:

Non Violent Crisis Intervention

PERSONAL PROTECTIVE EQUIPMENT:

Panic alarm, if so equipped

PROCEDURE:

1. The workplace should have a set plan for high risk meetings.
2. Where possible, arrange meetings during the day when other staff are present.
3. If a potentially violent meeting is expected, inform all staff of this and arrange for additional staff to be on hand during the meeting or in extreme cases forewarn and consult with the police regarding the meeting.
4. Arrange to have another staff present or in close proximity to the meeting room for the duration of the meeting.
5. Where possible, use a designated a meeting space near a well marked exit which allows an agitated client to leave the premises without having contact with other staff and clients.
6. Arrange the furnishings to allow the staff to exit the area quickly.
7. Remove or anchor any items which could be used as weapons.

Procedure Title	Procedure Number	Effective Date	Page
OFFICE SECURITY	16 - 04 - 15	October 25, 2004	2 of 2

8. Install a panic alarm in the room or arrange for a predetermined signal to indicate help is required.
9. The room should have windows to allow for non-obtrusive monitoring of the meeting.

REFERENCES:

Canadian Centre for Occupational Health and Safety

Procedure Title	Procedure Number	Effective Date	Page
PUBLIC MEETINGS	16 - 04 - 20	October 25, 2004	1 of 2

GENERAL:

Sometimes department employees have to meet with the public on topics which can be controversial and generate anger and possible violence. Divisional staff are responsible, on an ongoing basis, to assess the level of risk posed by the clients with whom they interact and minimize the risks to protect the client, staff and others.

HAZARDS / RISKS:

Violence
Property damage
Stress

TRAINING:

Non Violent Crisis Intervention

PERSONAL PROTECTIVE EQUIPMENT:

Cell phone

PROCEDURE:

1. Discuss with your supervisor the most appropriate manner to conduct the meeting.
2. If the situation merits - advise police of the meeting and its potential for unrest.
3. Before the meeting, become familiar with the building and its exits.
4. Come early and park your vehicle near your best exit .
5. Park your car where it won't be blocked by other vehicles.
6. Drive a vehicle not associated with you or your work.
7. Have friends or associates dispersed through the audience to monitor for trouble and signal for possible retreat from the meeting.
8. During the meeting remain calm and professional at all times.
9. Stick to the facts at all times.
10. Do not display negative body language.

Procedure Title	Procedure Number	Effective Date	Page
PUBLIC MEETINGS	16 - 04 - 20	October 25, 2004	2 of 2

REFERENCES:

Canadian Centre for Occupational Health and Safety
Community and Correctional Services Policies and Procedures

Procedures Title	Procedure Series	Effective Date
ENVIRONMENTAL	05	October 25, 2004

16 - 05 - 05 Air Quality
16 - 05 - 10 Cold, Extreme
16 - 05 - 15 Dermatitis
16 - 05 - 20 Heat, Extreme
16 - 05 - 25 Insects
16 - 05 - 30 Rabies
16 - 05 - 35 Sun Safety
16 - 05 - 40 Water and Shoreline Hazards

Procedure Title	Procedure Number	Effective Date	Page
AIR QUALITY	16 - 05 - 05	October 25, 2004	1 of 1

GENERAL:

The elimination, reduction or replacement of scented products, noxious chemicals and sources of will enhance air quality.

HAZARDS / RISKS:

Chemical fumes	Scents	Air borne diseases
Smoke	Asthma (trigger of)	
Fatigue	Head aches	Mould

TRAINING:

Workplace Hazardous Material Information System

PERSONAL PROTECTIVE EQUIPMENT:

N/A

PROCEDURE:

1. Maintain good house keeping cleaning standards.
2. Quickly and thoroughly clean up any chemical spills.
3. Keep supply and exhaust vents clear.
4. Store chemical agents in a well ventilated area.
5. Enforce scent reduction legislation.
6. Comply to Smoke-Free Places Act.
7. Ensure scheduled maintenance of air system is carried out.
8. Report any water staining or obvious mould growth.

REFERENCES:

Manufacturer Safety Data Sheet

Procedure Title	Procedure Number	Effective Date	Page
COLD, EXTREME	16 - 05 - 10	October 25, 2004	1 of 2

GENERAL:

The human body senses and compensates for temperature changes. When the body reaches its compensation limit, other procedures must be instigated - such as protective clothing, altered work procedures, etc. Hypothermia results when the body continues to lose heat. Involuntary shivers begin. This is the body's way of attempting to produce more heat and it is usually the first warning sign of hypothermia. Many cases of exposure have occurred in temperatures well above freezing. How cold the body gets depends on many factors, not just air temperature.

HAZARDS/RISKS:

Hypothermia
Frostbite
Death

TRAINING:

First Aid / CPR

PERSONAL PROTECTIVE EQUIPMENT:

Seasonal Clothing (hat, gloves or mitts, layered clothing, boots, wind protection)
Emergency kit for cold weather

PROCEDURE:

1. Dress in many layers of relatively light clothing with an outer shell of wind-proof material.
2. Make sure clothing allows some venting of perspiration. Wet skin will freeze more rapidly than dry skin.
3. Because metal will conduct heat away from the body quite rapidly, be very careful of skin contact with metal objects.
4. When stranded during a storm in a vehicle, it is better to stay with the vehicle. Be careful of carbon monoxide entering the passenger area from a leaky exhaust system or covered over exhaust tail pipe if the motor is running. The insulation can be taken from vehicle seats and stuffed in clothing. If travel is in areas where storms are frequent, emergency supplies should be carried to meet any weather conditions.

Procedure Title	Procedure Number	Effective Date	Page
COLD, EXTREME	16 - 05 - 10	October 25, 2004	1 of 2

5. If possible, have another person to check you for signs of frost bite that you are unable to view such as, ears nose, cheeks, etc.

REFERENCES:

Red Cross Association

Procedure Title	Procedure Number	Effective Date	Page
DERMATITIS, allergic and irritant	16 - 05 - 15	October 25, 2004	1 of 2

GENERAL:

Irritant contact Dermatitis is an inflammation caused by direct contact of irritating chemicals found in the environment and workplace. Allergic Contact Dermatitis is an allergic reaction to skin contact with some allergy causing material. Some substances are not normally allergic but some people may be prone to them or become 'sensitized' to them after repeated exposure to the substance. Allergic reactions are not necessarily confined to the area of contact on the body.

HAZARDS/RISKS:

Itching
Pain
Swelling
Blistering

TRAINING:

N/A

PERSONAL PROTECTIVE EQUIPMENT:

Depending on the circumstance and the employees' exposure and sensitivity:

Gloves (may need to be non-allergenic themselves)
Aprons
Barrier creams
Coveralls

PROCEDURE:

1. Practice good personal hygiene and hand washing techniques.
2. Where practical, substitute with a less harmful product.
3. Exercise good house keeping practices to reduce uncontrolled environmental exposure.
4. Follow the Workplace Hazardous Material Information System guidelines for the product and wear protective clothing where required.

Procedure Title	Procedure Number	Effective Date	Page
DERMATITIS, allergic and irritant	16 - 05 - 15	October 25, 2004	1 of 2

REFERENCES:

Canadian Centre for Occupational Health and Safety
Infection Control Procedures

Procedure Title	Procedure Number	Effective Date	Page
HEAT, EXTREME	16 - 05 - 20	October 25, 2004	1 of 2

GENERAL:

Extreme heat can quickly cause dehydration, exhaustion, and heat stroke. Job site personnel must be constantly aware of the effect extreme heat has and take safety precautions to avoid injury.

HAZARDS/RISKS:

Heat Cramps
Heat Stroke
Sunburn
Dehydration
Death

TRAINING:

First aid

PERSONAL PROTECTIVE EQUIPMENT:

Wide brimmed hat
Loose, light coloured, tight-woven clothing
SPF>15 sun screen (optional)
Water

PROCEDURE:

Staff may wish to take the following precautions if working in extreme heat:

1. Drink plenty of water.
2. Take more frequent rest breaks in shaded area if possible.
3. Use tinted safety glasses or sunglasses to relieve eye strain from sun.
4. Take breaks in shady area, if possible.

Procedure Title	Procedure Number	Effective Date	Page
HEAT, EXTREME	16 - 05 - 20	October 25, 2004	2 of 2

In addition, the following First-Aid information is provided, should an injury occur:

Heat cramps are painful muscle spasms of the legs and abdominal muscles that occur with vigorous exercise and prolonged sweating in hot environment.

Treatment: Place the casualty at rest in a cool place. Give conscious casualty slightly salted water and it may be repeated once in ten minutes. Transport to medical aid.

Heat exhaustion occurs when excessive sweating causes a depletion of body fluids and when conditions prevent the evaporation of sweat to cool the body.

Treatment: Place the casualty in a cool place with feet and legs elevated. Remove excessive clothing. Give conscious casualty slightly salted water. Place unconscious casualty in recovery position. Monitor breathing. Transport to medical aid.

Heatstroke occurs when there is prolonged exposure to a very hot environment with poor ventilation or over exposure to the hot sun. Sweating ceases, temperature rises rapidly, and can be fatal unless the body temperature can be lowered to near normal. High body temperatures and hot, dry skin indicate heatstroke.

Treatment: Place person in a cool place. Remove excess clothing. Place person in a cool bath or sponge with cool water. Monitor body temperature closely. Monitor breathing. Transport to medical aid in a cool conveyance.

REFERENCES:

First Aid

Procedure Title	Procedure Number	Effective Date	Page
INSECTS	16 - 05 - 25	October 25, 2004	1 of 2

GENERAL:

Working in areas of high incidents of insects exposes people to possible bites and stings. Some examples of hazardous insects are wasps, bees, flies (various), ticks, and spiders. West Nile Virus can be spread to humans through the bite of an infected mosquito. While the risk of exposure to West Nile Virus is low and the risk of serious health effects from the virus is even lower, it is important to know the symptoms and how to reduce your exposure. Most people who become infected have no symptoms at all; however, some people may experience mild flu-like symptoms, fever, headache and body aches, develop a mild rash or swollen lymph glands, muscle weakness, stiff neck, or a sudden sensitivity to light. In rare occasions, seniors, young and those with weak immune systems - are at greater risk for serious health effects, including meningitis or encephalitis. People who have become infected apparently acquire a lifelong immunity.

HAZARDS / RISKS:

Allergic reactions
West Nile Virus
Pain

TRAINING:

Workplace Hazardous Material Information System
First Aid

PERSONAL PROTECTIVE EQUIPMENT:

Proper clothing
Anaphylactic shock kit (allergic Staff)
Insect repellent containing DEET - Recommended

PROCEDURE:

1. Staff allergic to insect stings should carry their Anaphylactic shock kit with them .
2. Apply insect repellent to exposed flesh and vulnerable areas of clothing.
3. Do not kill stinging bees as this will release an odour which signals some types of bees to join the attack.

Procedure Title	Procedure Number	Effective Date	Page
INSECTS	16 - 05 - 25	October 25, 2004	2 of 2

4. Check for ticks on a daily basis when working in their habitat.
5. Carefully remove attached ticks with tweezers. Avoid crushing them while they are still attached to you.

To reduce your chance of getting a bite from an infected mosquito:

1. Be aware that temporary standing water is a prime mosquito habitat.
2. Avoid prolonged stopping in areas of heavy mosquito concentrations.
3. When possible, arrange your work schedule in active mosquito areas to avoid the peak mosquito biting times of dawn, dusk and early evening.
4. Wear an insect repellent containing DEET. (See below)
5. Wear light-coloured clothing with long sleeves and long pant legs, and hat. Wear clothing thick enough to prevent mosquito bite penetration. If thin, treat clothing with repellents containing DEET if required. If you spray your clothes, there is no need to spray repellent on the skin under your clothing.
6. After returning indoors, wash treated skin with soap and water.
7. Do not allow DEET to touch eyes or mouth (when applying or from your hands).

How to use insect repellent containing DEET:

1. Use an approved insect repellent containing DEET, sparingly, following manufacturer's instructions and MSDS sheet. Do not use a product containing more than 30% DEET. Choose a repellent that will provide sufficient protection for the amount of time they will be working outside. If you are concerned about using DEET, contact your health care provider for alternatives. Please note:
 - A product containing 23.8% DEET provides an average of 5 hours of protection.
 - A product containing 20% DEET provides almost 4 hours of protection.
 - A product containing 6.65% DEET provides almost 2 hours of protection.
 - A product with 4.75% DEET provides roughly 1.5 hours of protection.
2. Do not apply repellent to cuts, wounds or irritated or sunburned skin.
3. Do not spray aerosol products in enclosed areas. Always use in a well-ventilated area.
4. Ensure no one is standing immediately down wind where they will be exposed to the spray.
5. Do not apply aerosol or pump products directly to your face. Spray your hands and then rub them carefully over the face, avoiding eyes and mouth. If you get repellent in your eyes, rinse immediately with water.

REFERENCES:

First Aid
Manufacturers Safety Data

Procedure Title	Procedure Number	Effective Date	Page
RABIES	16 - 05 - 30	October 25, 2004	1 of 2

GENERAL:

Rabies is an infectious disease that spreads from animals to humans. The major risk of rabies comes from contact with the saliva, body fluids or tissue of infected animals. The virus can also be inhaled in areas of high air borne concentrations like bat caves and infested attics. All mammals are susceptible to the disease, but in particular ;

- wild animals - mostly foxes, skunks, bats, and raccoons
- livestock - cattle, horses, sheep, goats and pigs
- pets - cats and dogs

Recognition of suspect animals;

All animals do not behave in the same manner when they have rabies.

- Foxes and skunks may lose their shyness and fear of people, pets or livestock.
- Cattle usually become restless and aggressive, bellow loudly, drool, have weakness in the hind legs and appear to be choking.
- cats often become extremely vicious.
- dogs usually become excitable, vicious, wander aimlessly and bite with no provocation.

HAZARDS / RISKS:

Death unless treated promptly

TRAINING:

N/A

PERSONAL PROTECTIVE EQUIPMENT:

N/A

Procedure Title	Procedure Number	Effective Date	Page
RABIES	16 - 05 - 30	October 25, 2004	1 of 2

PROCEDURE:

Workers who have come in contact with saliva, body fluids or tissues of suspected rabid animals must take the following steps without delay.

1. Immediately clean and flush the wound to full depth with water for several minutes.
2. If available use soap or detergent to help kill the virus.
3. Shield your eyes, nose and mouth from any spray while flushing the wound.
4. After cleaning the wound and removing all traces of soap, apply an antiseptic.
5. Remove any contaminated clothing, place it in a labeled plastic bag and wash it separately from other clothing.
6. Seek medical treatment as soon as possible. **Immunization shots are essential!**
7. Disinfect anything which may have been in contact with the animal.

REFERENCES:

Canadian Centre for Occupational Health and Safety.

Procedure Title	Procedure Number	Effective Date	Page
SUN SAFETY	16 - 05 - 35	October 25, 2004	1 of 1

GENERAL:

Too much sun exposure can be dangerous .The sun's burning rays are UV(ultraviolet) rays.

HAZARDS/RISKS:

Sun burn
Skin cancer
Eye damage - blindness

TRAINING:

N/A

PERSONAL PROTECTIVE EQUIPMENT:

Staff should equip themselves with:

Long pants and long sleeve shirts
Wide brim hat recommended
Sun glasses (UVA/UVB ANSI compliant)
Sun screen SPF 15 or more

PROCEDURE:

1. Dress to minimize your exposure to the sun and check the UV rating. UV rays can penetrate clouds.
2. Plan activities when possible to avoid high risk periods.
3. Apply sun screen to your skin 20 minutes before going out in the sun and reapply periodically.

REFERENCES:

Health Canada Radiation Protection Bureau.
Working in Extreme Heat Procedure

Procedure Title	Procedure Number	Effective Date	Page
WATER AND SHORELINE HAZARDS	16 - 05 - 40	October 25, 2004	1 of 2

GENERAL:

When working along the shoreline hazards exist such as undercut banks that can give way unexpectedly , thin or broken ice near the banks of rivers and unstable banks. Always work in groups of two or more so there is someone available to help.

HAZARDS / RISKS:

Personal injuries or death from:

- Undercut banks that can give away unexpectedly causing person to fall into water.
- Weak or broken ice near shorelines which will not support a person.
- Cliffs with loose unstable edges which can cause serious injuries from a fall.
- Wet rocks & rocks covered in seaweed; sprained ankles are a common problem.

TRAINING:

N/A.

PERSONAL PROTECTIVE EQUIPMENT:

Safety boots
Rope (minimum of 15 meters)
Personal Flotation devices

PROCEDURE:

1. Ensure a pre site inspection has occurred and the project has been approved by the Institutional Manager.
2. Select a safe route along the edge of the watercourse.
3. When near any river or stream always watch for under cut banks .
4. When on beaches be careful when walking over wet or seaweed covered rocks.

Procedure Title	Procedure Number	Effective Date	Page
WATER AND SHORELINE HAZARDS	16 - 05 - 40	October 25, 2004	2 of 2

5. In winter be aware that the edge of the stream may not be clear and that the ice is often weakest where it meets the shore .
6. If someone falls in do not get too close to the edge but throw them a line or use a pole to help them out.

REFERENCES:

P.E.I. Agriculture and Fisheries Safe Work Procedures

Procedures Title	Procedure Series	Effective Date
CUSTODY SETTINGS	06	October 25, 2004

Custody settings include temporary holding facilities found within sheriff's, police, court and other institutional settings.

- 16 - 06 - 05 Area Searches
- 16 - 06 - 10 Body Searches
- 16 - 06 - 15 Custodial Fire Drills and Evacuations
- 16 - 06 - 20 Escorting Clients
- 16 - 06 - 25 Outside Patrols
- 16 - 06 - 30 Physical Restraint of Client

Procedure Title	Procedure Number	Effective Date	Page
AREA SEARCHES	16 - 06 - 05	October 25, 2004	1 of 2

GENERAL:

Staff are required to search areas of Custodial institutions and temporary holding facilities for the presence of contraband, security breaches and property damage. Contraband is usually considered to be weapons, drugs and drug items. Other items which are not so obvious may include what are usually innocent, non-threatening items. Common items can be turned into weapons or tools just by using them as such or by slightly altering their design.

HAZARDS / RISKS:

Slips, trips and falls
 Bodily fluids
 Communicable diseases
 Cuts
 Violence
 Needle stick Injury
 Parasites

TRAINING:

Search techniques
 Infection Control

PERSONAL PROTECTIVE EQUIPMENT:

Search and/or Latex gloves
 Search tool kit
 Auxiliary lighting

PROCEDURES:

1. Wear disposable gloves and/or search gloves when conducting searches.
2. Do not reach in areas you cannot see.
3. Use Standard Precautions when handling any item.
4. Wash hands upon completion of search.
5. Plan ahead to complete the search in a reasonable time frame and leave the search area clean and orderly to minimize client frustration.

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AREA SEARCHES	16 - 06 - 05	October 25, 2004	2 of 2

6. Account for all search tools at the end of the search - do an inventory!
7. Report items being used as contraband to your Supervisor and OHS Committee so the items may be eliminated, modified, substituted or better controlled.

REFERENCES:

Infection Control Procedures

Needle Stick Procedures

Community and Correctional Services Policies and Procedures

Procedure Title	Procedure Number	Effective Date	Page
BODY SEARCHES	16 - 06 - 10	October 25, 2004	1 of 2

GENERAL:

Staff are required to search clients of Custodial institutions for the presence of contraband, injuries and other security concerns. Searches may detect the presence of parasites, injuries and communicable diseases. Searches take place upon the client entering the institution and at other times set by procedure or direction by staff. Searches (pat downs) are conducted on clothed clients or the client may be directed to do a strip search. Some clients resist being searched or having their clothing removed. Resistant clients may indicate the presence of contraband, including weapons. Staff are responsible, on an ongoing basis, to assess the level of risk posed by the clients with whom they interact and minimize the risks to protect the client, staff and others.

HAZARDS / RISKS:

Body fluids
 Communicable diseases
 Parasites
 Violence
 Stress (false allegations of abuse)
 Needle stick

TRAINING:

Search techniques
 Infection Control
 Non-Violent Crisis Intervention

PERSONAL PROTECTIVE EQUIPMENT:

Search and/or disposable gloves
 Auxiliary lighting
 Spit shields
 Restraint equipment
 Pepper Spray
 Closed Circuit cameras, where required

Procedure Title	Procedure Number	Effective Date	Page
BODY SEARCHES	16 - 06 - 10	October 25, 2004	2 of 2

PROCEDURES:

1. A partner must be present during all types of body search.
2. Wear latex or search gloves, when conducting a body search.
3. Isolate the client to be searched.
4. Be professional in conduct towards the client.
5. Always do a pat down on new admission clients before removing restraints from the client.
6. During strip searches do not touch a cooperative client. Have them expose search areas at your direction.
7. Where possible, conduct searches where a surveillance camera records the actions of the staff members.
8. Use Standard Precautions when having to handle clothing or items.
9. Seal any contraband found in appropriate containers which will not leak, be punctured or otherwise become a hazard to those who must handle it afterward.
10. Label contraband containers as to their risk (eg. 'Bio-hazard', 'sharp', 'powder', etc.)
11. Wash hands after search procedures.
12. Clients with suspected parasites or diseases must be isolated until treated and deemed clear of infecting the rest of the clients and staff.
13. Intoxicated lock-up clients may be too difficult to be directed to the shower facilities. It would be safer for the client and staff to decontaminate the client, their effects and cell area when the client has stabilized.
14. Long term safety from communicable disease and infestation is directly tied to staff enforcing, teaching and observing good hygiene practices with the clients.

REFERENCES:

Needle-stick Injuries
Infection Control Procedures
Community and Correctional Services Policies and Procedures

Procedure Title	Procedure Number	Effective Date	Page
CUSTODIAL FIRE DRILLS AND EVACUATIONS	16 - 06 - 15	October 25, 2004	1 of 3

GENERAL:

In the event of fire or other emergency it is important that all employees, clients, officials and guests get safely out of the building. The number of people and the security concerns around custody clients make custodial drills and evacuations complex. Unorganized movement of high risk clients can provide opportunities for escape, hostage taking or physical confrontations. Fire drills disrupt the clients' routine - increasing risk of agitation. Safe drills and evacuations can best be achieved when an evacuation plan is in place and all occupants in the workplace practices the plan. Staff are responsible, on an ongoing basis, to assess the level of risk posed by the clients with whom they interact and minimize the risks to protect the client, staff and others.

HAZARDS / RISKS:

Smoke inhalation
Violence
Burns
Panic
Death
Special danger to handicapped persons.

TRAINING:

Workplace Fire Safety Training
Monthly Fire Drills and Evacuations

PERSONAL PROTECTIVE EQUIPMENT:

Staff only where available;

Scott Paks
Riot gear
Pepper Spray

Procedure Title	Procedure Number	Effective Date	Page
CUSTODIAL FIRE DRILLS AND EVACUATIONS	16 - 06 - 15	October 25, 2004	2 of 3

PREPAREDNESS PLANNING:

The work place is to :

1. Establish regular inspection procedure and rectify hazards identified.
2. Inspect causes for smoke, solvent, or fuel vapours and rectify the cause.
3. Perform regular fire drills at least once a month.
4. Ensure visitors are informed of emergency procedures for their safe evacuation.
5. Ensure all signs are posted which indicate escape routes and safe gathering areas.
6. Instruct staff in the use of fire extinguishers and other fire equipment.
7. Instruct staff in the reporting procedure for fires and post the civic address at all work stations.

PROCEDURES:

Fire Drills

Supervisors are to:

1. Pre plan for the particular unit to have the fire drill.
2. Isolate other clients not involved in the drill to minimize conflict.
3. Inform staff not affected by the drill.
4. Balance the affected staff's need to know with the learning aspect of a 'surprise' drill.
5. Have reserve staff on hand to maintain security at the assembly area if slow-to-respond clients are delaying the unit staff's arrival.
6. Have reserve staff on hand to intervene with resistant clients.

Evacuations

Whether it is in conjunction with a fire drill or a real situation, the complexity and risks of evacuations are relative to the extent of evacuation and availability of staff resources.

1. When the fire or simulated fire location is in a client residential area - do not enter until back up staff arrive at the scene. While the fire is a risk, the fire may have been set deliberately for other reasons.
2. Evacuate only those areas which are threatened by the situation to avoid confusion and depletion of staff resources.
3. Place high risk clients in the most secure safe assembly area.
4. Perform a head count of staff and clients.
5. Call in reserve staff when needed.
6. Do not reenter the building.
7. If someone is not accounted for, inform the Emergency Response Personnel team.
8. Ensure a staff member is assigned to liaison with Community emergency response personnel to inform them of security concerns.

Procedure Title	Procedure Number	Effective Date	Page
CUSTODIAL FIRE DRILLS AND EVACUATIONS	16 - 06 - 15	October 25, 2004	3 of 3

9. If the building is rendered partly or wholly unusable for an extended time , the supervisors need to transport clients and staff to safe and secure holding areas. Time constraints will be effected by weather conditions.

REFERENCES

Work Place Policy and Procedures

Community and Correctional Services Policies and Procedures

Procedure Title	Procedure Number	Effective Date	Page
ESCORTING CLIENTS	16 - 06 - 20	October 25, 2004	1 of 2

GENERAL:

Staff are required to escort custodial clients within institutions, Courthouses , other institutions, medical centres and other venues. The majority of all off-ground escorts are classed as High Risk. They are high-risk because of the potential for escape and/or violence. High risk clients are hand-cuffed and shackled and are awkward to move even under ideal conditions. Some clients arrange for third parties to meet them en route or at the destination for various unauthorized reasons. The client can also be a target of violence from third parties.

Divisional staff are responsible, on an ongoing basis, to assess the level of risk posed by the clients with whom they interact and minimize the risks to protect the client, staff and others.

HAZARDS / RISKS:

Slips, trips and falls
 Contact with hostile third parties
 Violence
 Transportation conditions

TRAINING:

Non-Violent Crisis Intervention
 OC Spray

PERSONAL PROTECTIVE EQUIPMENT:

Portable radio or Cell phone
 Appropriate footwear and clothing for the weather conditions
 Handcuffs
 Shackles
 Pepper Spray
 Secure vehicle
 Flashlight

Procedure Title	Procedure Number	Effective Date	Page
ESCORTING CLIENTS	16 - 06 - 20	October 25, 2004	2 of 2

PROCEDURES:

On Foot and In General

1. Staff are to wear the appropriate footwear and clothing for the weather conditions.
2. Ensure communication device is working.
3. Ensure another staff is with you at all times during transport in public places.
4. Search any area the client will have access to (bathrooms, waiting rooms, etc)
5. Search the client prior to leaving a secure area.
6. Secure the client with handcuffs and shackles as needed.
7. Notify and get clearance where needed before moving the client.
8. Do not walk with your hands in your pockets. Keep your hands free as much as possible.
9. Walk behind and to one side within arm reach of the client.
10. Avoid contact with other people where possible.
11. Keep a reaction distance (approximately 1 meter) from structures or vehicles when going around blind corners.
12. Keep in mind wet footwear on dry floors is as slippery as dry footwear on wet floors.
13. Entry and exit from tall vehicles is difficult for shackled clients and the assisting staff. Use caution in supporting the client as needed.
14. Keep the client in direct sight at all times.
15. Where two or more clients are involved ensure they are compatible or arrange to keep them separated.

Transportation by Vehicle

1. Search vehicles before and after transport.
2. Perform a pre-trip vehicle inspection.
3. Ensure the vehicle Emergency Kit is complete.
4. Ensure communication equipment is working.
5. Check the road and weather conditions before transport.
6. Ensure plexi-glass barriers and cage doors are secured.
7. Ensure your planned route and time table are known to the appropriate staff.
8. Ensure any Community escort resources (Police) are in place as needed before departure.
9. Have the client use the washroom, if necessary before departure.
10. Travel via the most direct route unless conditions warrant otherwise. If changes are made while en route, inform the appropriate staff or police forces where required.
11. Do not stop en route unless necessary.

REFERENCES:

Escort briefing form
Workplace Policy Procedure Manual
Slips and Trips Safe Procedures
Community and Correctional Services Policies and Procedures

Procedure Title	Procedure Number	Effective Date	Page
OUTSIDE PATROLS	16 - 06 - 25	October 25, 2004	1 of 2

GENERAL:

Staff are required to check the general property for security concerns. Outside Patrols occur at any time of day and in any type of weather. Divisional staff are responsible, on an ongoing basis, to assess the level of risk posed by the clients with whom they interact and minimize the risks to protect the client, staff and others.

HAZARDS / RISKS:

Slips, trips and falls
 Violence
 Working alone
 Hostage taking
 Limited lighting
 Contact with wildlife
 Exposure to extremes in temperature
 Clients involved in a security breach
 Non-authorized personnel

TRAINING:

Non-Violent Crisis Intervention

PERSONAL PROTECTIVE EQUIPMENT:

Hand-held flashlight
 Portable radio (optional, with collar Microphone)
 Appropriate footwear and clothing
 Handcuffs
 OC spray where authorized

PROCEDURES:

1. Wear the appropriate footwear and clothing for the weather conditions.
2. Check the flashlight and portable radio for operation.
3. Where violence is likely - arrange for a partner or other security personnel to accompany or observe you.
4. Ensure another staff is aware of your patrol and expected return time.

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OUTSIDE PATROLS	16 - 06 - 25	October 25, 2004	2 of 2

5. Radio for back-up immediately upon observation of unauthorized intruder or security breach, where possible.
6. Do not walk with your hands in your pockets. Keep your hands free as much as possible.
7. If there is unsalted/unsanded ice conditions or snow blocked pathways report to the supervisor and have the pathway sanded and/or salted and cleared.
8. Keep a good reaction distance from structures or vehicles when going around blind corners.
9. Report light outages, structural damages, etc. for repair.
10. Keep in mind wet footwear on dry floors is as slippery as dry footwear on wet floors.

REFERENCES:

Canadian Centre for Occupational Health and Safety
Community and Correctional Services Policies and Procedures

Procedure Title	Procedure Number	Effective Date	Page
PHYSICAL RESTRAINT OF CLIENT	16 - 06 - 30	October 25, 2004	1 of 2

GENERAL:

Staff are required to restrain clients to prevent violence, escape attempts, significant damage to property, suicide and self-mutilation. Restraint of clients usually occurs after non violent intervention has failed, however, circumstances may dictate immediate use of force. Many scenarios can lead to physical altercations. These include sit-ins, drug abuse, personal vendettas, 'power and control' plays, saving 'face' in front of peers, intimidation, hostage taking, escape, riots, acting out, and many other reasons. Staff are responsible, on an ongoing basis, to assess the level of risk posed by the clients with whom they interact and minimize the risks to protect the client, staff and others.

HAZARDS / RISKS:

Slips, trips and falls
 Bodily fluids
 Communicable diseases
 Minor to serious long term injury
 Bites
 Death
 Contamination by Pepper Spray splatter and fumes

TRAINING:

Cell extraction
 Self defense (optional)
 First aid
 Non Violent Crisis Intervention

PERSONAL PROTECTIVE EQUIPMENT:

Search or Latex gloves
 Auxiliary lighting
 Spit shields
 Riot gear
 OC Spray
 Radio code red

Procedure Title	Procedure Number	Effective Date	Page
PHYSICAL RESTRAINT OF CLIENT	16 - 06 - 30	October 25, 2004	2 of 2

PROCEDURES:

1. If it appears that physical restraint will be required to ensure personal safety of clients, staff, or others - immediate notification for assistance is essential.
2. Where possible, do not enter a violent situation without backup. This includes suspected scenes of suicide / self-mutilation.
3. Take time to plan action and equip staff for intervention when possible.
4. Isolate the violent client(s) from other clients to avoid a larger confrontation.
5. Back-up staff is prudent, but too many involved with the actual restraint of the client can be a hindrance and may cause injuries.
6. The proper and timely application of Pepper Spray, in most cases, eliminates the occurrence of injury to the client and staff.
7. If the client has agreed to cooperate prior to or during violent intervention - have the client assume a submissive position to allow the application of restraint gear or restraint holds by the staff.
8. Search the client for weapons.
9. Use Standard Precautions when handling the client and their effects.
10. Be aware the violent occurrence may be a diversion or opportunity to facilitate other violence or security breaches elsewhere.
11. Use only as much force as necessary to protect yourself and others.
12. Examine yourself and partners for injuries after the client is secured.
13. Search the area for contraband, personal items and other articles before allowing other clients to return to that area.
14. Decontaminate the area if body fluids or chemical weapon residue is present. (Except where the area needs to be secured for investigative purposes).
15. Avail yourself to the follow-up Critical Incident Stress Debriefing.

REFERENCES:

Slips and Trips Safe Procedures
Infection Control Procedures
Continuum of force policy
Community and Correctional Services Policies and Procedures

Procedures Title	Procedure Series	Effective Date
KITCHEN	07	October 25, 2004

These procedures were focused on Institutional Kitchens but also have safety applications to kitchenettes and other areas designated for food handling and storage.

- 16 - 07 - 05 Kitchen, General
- 16 - 07 - 10 Knives
- 16 - 07 - 15 Meat Saw
- 16 - 07 - 20 Microwave Use
- 16 - 07 - 25 Propane and Electrical Cooking

Procedure Title	Procedure Number	Effective Date	Page
KITCHEN, General	16 - 07 - 05	October 25, 2004	1 OF 2

GENERAL:

Kitchens are one of the most vulnerable risk areas of work. Only authorized personnel should be in a kitchen area. Besides the usual procedures found in the "GENERAL" section of this manual, other steps are identified or reemphasized for kitchen workers.

HAZARDS/RISKS:

Cuts
Burns
Musculoskeletal Injuries
Diseases

TRAINING:

Training in house by Food Services Manager.

PERSONAL PROTECTIVE EQUIPMENT:

Non slip footwear
Traction mats for constantly wet areas
Gloves (various)
Hearing protection, as needed
Face or eye shields, as needed
Hair nets or hats

PROCEDURE:

Slips and spills:

1. Do not let anyone distract you or talk to you. Pay attention!
2. Ensure the work area is safe (clear of all obstacles and the floor is dry)
3. Clean up spills immediately.
4. Do not overload carts, trays, counters or yourself.
5. Don't reach past your body's centre of balance when serving food.
6. Wet floors require shorter, carefully placed steps.
7. Slip resistant footwear shall be worn.
8. Cover full food trays when moving from place to place.
9. Areas which are constantly wet shall have a non-slick surface or floor mat.
10. Broken, worn, and defective mats are to be replaced or repaired immediately.

Procedure Title	Procedure Number	Effective Date	Page
KITCHEN, General	16 - 07 - 05	October 25, 2004	2 OF 2

FIRE PROTECTION:

11. Kitchen staff shall clean grease screens, filters, and greasy areas regularly.
12. Kitchen staff shall ensure automatic extinguisher system is inspected.
13. Keep aisles and areas around fire extinguishers and other equipment clear at all times.
14. Turn off all appliances at the end of the work day.

HOUSE KEEPING:

1. Keep cooking and working areas clear and clean.
2. Never let pot handles overhang stove or counters.
3. Place food carts against walls and away from corridors, corners and door ways.
4. Detergents, cleaners and insecticides shall be properly marked and stored away from food.
5. Aisles and stairways shall be kept clean and unobstructed.

HOT AREAS AND POTS:

1. Use potholders when moving hot pots or suspected hot pots.
2. Shield face and arms when lifting pot lids or reaching near steam tables.
3. When moving large, hot loads, get help; use potholders or gloves, clear space for the load and warn others .
4. Avoid placing hands or arms into the baking chamber.
5. Before emptying hot grease, be sure container to receive the grease is absolutely dry (free from water).

CLOTHING AND Personal Protective Equipment:

1. Do not wear loose clothing or accessories.
2. Long hair is to be contained in hair nets and/or hats.
3. Eye protection shall be worn during use of caustic cleaning materials and in the presence of flying particles, hot grease splatters, etc.
4. Hearing protection shall be worn when exposed to noise levels in excess of 85 dB.
5. Gloves which protect the forearms shall be used when cleaning with caustic cleaners.
6. Leather gloves must be worn when loading or unloading supplies having sharp or rough surfaces. (See safe lifting procedures)

REFERENCES:

On-line safety manual <http://www.selu.edu>

Slip and Trip safe work Procedures

Occupational Health and Safety Act Regulations 45.7 and 45.14

Procedure Title	Procedure Number	Effective Date	Page
KNIVES	16 - 07 - 10	October 25, 2004	1 of 1

GENERAL:

Safe use and proper handling of knives.

HAZARDS/RISKS:

Cuts
Contamination
Potential weapon

TRAINING:

Training in house by Food Services Manager.

PERSONAL PROTECTIVE EQUIPMENT:

Gloves, (meat cutter and/or disposable vinyl) depending on the risk of work being performed.

PROCEDURE:

1. Always keep knives sharp so that they are safe and functional.
2. Do not use a knife as a screwdriver.
3. Make sure the type of knife fits the job to be done.
4. When using knives, make sure that the sharp edge faces away from your body.
5. Always store knives in their proper cases when not in use.
6. Do not place knife containers so the handles or cases protrude into walkways, working areas, and aisles.
7. Do not catch falling knives.
8. When cleaning blades, wipe away from the sharp edge.
9. Protect cuts and injuries of the hands and fingers with bandages.
10. Perform a Sharps and knife inventory at the beginning, regularly through the day and at the end of the day. Policies may also direct cutlery counts after each meal.
11. Search custodial client workers before they leave the work area.

REFERENCES:

SLU On Line Safety manual <http://www.selu.edu>

Procedure Title	Procedure Number	Effective Date	Page
MEAT SAW	16 - 07 - 15	October 25, 2004	1 of 2

GENERAL:

As with all power tools there is a certain amount of hazard involved when using this tool. Using the tool with respect and caution will considerably lessen the risk of personal injury.

HAZARDS/RISKS:

Cuts Severed Fingers Air Borne Dust and biological particles

TRAINING:

Training in house by Food Services Manager.

PERSONAL PROTECTIVE EQUIPMENT:

Eye protection for flying particles
 No loose clothing or jewellery
 Non slip footwear
 Dust masks for dusty operations
 Meat cutters gloves (optional)

PROCEDURE:

1. Do not let anyone distract you or talk to you while cutting. Pay attention!
2. Ensure the work area is safe (clear of all obstacles and the floor is dry).
3. Wash your hands before and after handling the meat.
4. Make sure the table is clear of objects before starting the saw.
5. Never start the saw with the meat contacting the blade.
6. Adjust blade tension if needed before starting the saw.
7. Keep fingers and hands away from the blade.
8. Use suitable supports if meat does not have a flat surface.
9. Hold meat firmly and feed into the blade at moderate speed.
10. Turn off machine if the meat is to be backed out of an unfinished cut.

Procedure Title	Procedure Number	Effective Date	Page
MEAT SAW	16 - 07 - 15	October 25, 2004	2 of 2

11. Make sure blade is stopped before removing scraps from table.
12. Shut off the saw, unplug it if possible and clean and disinfect the table, band saw and work area when finished with the saw.
13. When installing a new blade wear gloves and make sure the saw is tracking properly on the wheels before starting the saw.

REFERENCES:

Owner's manual.

Procedure Title	Procedure Number	Effective Date	Page
MICROWAVE	16 - 07 - 20	October 25, 2004	1 of 1

GENERAL:

Like any appliance which heats food, burns may result from improper use. There is additional risk due to the radiation produced by the microwaves' magnetron. Newer microwaves have lower instances of radioactive leakage but some risk remains under certain circumstances.

Exercise extreme caution when heating clear water. Water can be brought to and past the point of boiling, by way of microwave, without actual boiling occurring. Spontaneous boiling, and a resulting expelling of boiling water and steam may occur due to a slight bump or jar from someone moving the water container. A wooden stir stick or tea bag left in the cup will diffuse the energy and reduce the occurrence of this phenomenon .

HAZARDS/RISKS:

Burns Pace maker interference

TRAINING:

Training in house by competent individuals.
Owner's manual

PERSONAL PROTECTIVE EQUIPMENT:

Oven mitts

PROCEDURE:

1. Do not operate oven when empty.
2. Exercise extreme caution around microwaves if you have a pacemaker. Any leakage of radiation can interfere with some pacemakers.
3. Check to see that the door seal and inside surfaces of the door and oven cavity are clean after each use.
4. Do not put your face close to the door window when the oven is operating.
5. Do not bypass the door interlocks.
6. Avoid super heating clear water.

REFERENCES:

SLU On Line Safety manual <http://www.selu.edu>

Procedure Title	Procedure Number	Effective Date	Page
PROPANE AND ELECTRICAL COOKING	16 - 07 - 25	October 25, 2004	1 of 2

GENERAL:

Staff operate cooking devices within institutions and out in the community. Fixed and portable propane and electrical cooking devices have some unique risks. Propane is extremely flammable gas and can form explosive mixtures with air. The gas is heavier than air and can travel a considerable distance to a source of ignition and flash back to a leak or open container. It can also accumulate in confined spaces resulting in an explosion or a toxic hazard. Propane tanks exposed to a heat source can build up enough pressure to rupture or trip the safety release valve, if so equipped. Propane is a clean burning gas and the flames can be invisible especially in bright light. Electric cooking devices can cause burns or fires if they are not kept in good repair, cleaned and operated properly.

HAZARDS/RISKS:

Death	Burns	Explosive Injuries
Frostbite (exposure to compressed gas)		Asphyxiation

TRAINING:

Training in house by competent individuals.

PERSONAL PROTECTIVE EQUIPMENT:

Oven mitts
Apron
Face or eye shields

PROCEDURE:

1. Do not let anyone distract you.
2. Eliminate all ignition sources and keep away from heat sources.
3. When being transported in a vehicle, cylinders should be electrically grounded to prevent the build up of static electrical charges.
4. Post 'no smoking' signs.
5. Keep the area clear of flammable materials.
6. Use the smallest practical size of cylinder.
7. Leave the cylinder cap on until the cylinder is to be used.
8. Always secure the cylinder in an upright position.

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PROPANE AND ELECTRICAL COOKING	16 - 07 - 25	October 25, 2004	2 of 2

9. Do not open the valve if there is any apparent damage.
10. Never use excessive force to open the valve.
11. Open the valve slowly to prevent decompression and damage.
12. Keep valves clean and free, particularly of oil and water.
13. Make sure the valve is open fully when in use.
14. Open and shut the valve daily to prevent valve freezing.
15. Do not drop or bang cylinders together.
16. After use shut off both the regulator and the valve.
17. When using a barbeque, keep people away from the controls and hot surfaces.
18. Use protective clothing, hand wear and eyes shields when necessary.
18. If you smell propane coming from a room do not use a key to open the door to the room or turn on a light switch for the room. **Both of these actions are enough to create an electrical spark to ignite a propane saturated area.**

ELECTRICAL:

1. Check all electrical cords before using appliance.
2. Place all cooking appliances on a level, stable surface.
3. Only use approved extension cords in controlled circumstances.
4. Ensure the appliance is Canadian Standards Association approved.
5. Never use electrical appliances in wet conditions.

REFERENCES:

On line safety manual <http://www.selu.edu>

Procedures Title	Procedure Series	Effective Date
VEHICLES	08	October 25, 2004

Note: The following procedures are for Government owned and leased vehicles. Users of privately owned vehicles on Government business are encouraged to use the safe work procedures .

- 16 - 08 - 05 Automatic Overhead Doors
- 16 - 08 - 10 Bio-medical Waste, Transport of
- 16 - 08 - 15 Battery Boosting
- 16 - 08 - 20 Changing Tires
- 16 - 08 - 25 Driving in Severe Weather
- 16 - 08 - 30 Emergency Roadside Repair
- 16 - 08 - 35 Motor Vehicles Operation
- 16 - 08 - 40 Refueling Portable Containers
- 16 - 08 - 45 Securing Cargo in Passenger Vehicles
- 16 - 08 - 50 Vehicle Check
- 16 - 08 - 55 Vehicle Fires
- 16 - 08 - 60 Vehicle Refueling
- 16 - 08 - 65 Vehicle Towing

Procedure Title	Procedure Number	Effective Date	Page
AUTOMATIC OVERHEAD DOORS	16 - 08 - 05	October 25, 2004	1 of 1

GENERAL:

While on government business staff may need to operate overhead doors in the course of their driving duties.

HAZARDS/RISKS:

Door failure causing damage to vehicle and personal injuries

TRAINING:

N/A

PERSONAL PROTECTIVE EQUIPMENT:

N/A

PROCEDURE:

1. Check owner's manual for operating instructions.
2. Operate the door with a remote opener only when the door is clearly visible.
3. Do not close the door with an obstruction under it.
4. Never pass under the door when it is in operation (either up or down).
5. Do not leave the door partly open.
6. Report any failure of the door's fail-safe mechanisms, unusual movements of the door or visible damage and only use the door manually until the fail-safe feature is repaired.

REFERENCES:

Owners manual

Procedure Title	Procedure Number	Effective Date	Page
BATTERY BOOSTING	16 - 08 - 10	October 25, 2004	1 of 2

GENERAL:

On occasion, the vehicle batteries need to be boosted.

HAZARDS/RISKS:

Explosion
Shocks
Burns
Crush injuries

TRAINING:

N/A

PERSONAL PROTECTIVE EQUIPMENT:

Safety Glasses
Gloves

PROCEDURE:

1. Do not smoke when checking batteries (risk of hydrogen gas explosion).
2. Do not place yourself between the two vehicles at any time.
3. Inspect jumper/booster cables and do not use them if the insulation is cracked or the wires are showing bared.
4. When connecting cables use 6 gauge or heavier cables only.
5. Do not allow jumper cables to contact each other or the vehicle.
6. Jump only with a battery source with the same voltage as the vehicle needing the boost.
7. Do not let vehicles touch when boosting.
8. Ensure start switch and all accessories are 'off' on boosted vehicle.
9. Stop engine on boosting vehicle.
10. Ensure battery caps are in place.
11. Connect positive (+) jumper cable to positive (+) cable terminal of discharged battery.
Note: Batteries in series may be located in separate compartments. Use terminal that is connected to starter solenoid.

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BATTERY BOOSTING	16 - 08 - 10	October 25, 2004	2 of 2

12. Connect the positive (+) jumper cable to the positive (+) terminal of the boost battery. Connect one end of the negative (-) jumper cable to the negative (-) boost battery terminal.
13. Connect remaining negative (-) cable to frame (not battery negative post) away from battery, fuel or hydraulic lines, or moving parts.
14. Start engine of boost vehicle.
15. Wait a minimum of two minutes for the batteries in the boosted vehicle to partially charge.
16. Attempt to start the boosted vehicle.
17. Immediately after starting the engine, disconnect jumper cables in reverse order.

REFERENCES:

Read owners manual for vehicle

Procedure Title	Procedure Number	Effective Date	Page
BIO-MEDICAL WASTE, transport of.	16 - 08 - 15	October 25, 2004	1 of 2

GENERAL:

Bio-medical waste includes a variety of discarded materials from hospitals, medical laboratories, doctors' offices, and similar sources. Materials may include used needles and other sharp objects, laboratory samples and items contaminated with blood or body fluid or tissue. Some of these materials are disinfected or decontaminated, but others may simply be packaged for later destruction by incineration. When bio-medical waste is being transported there is a possibility of a motor vehicle accident and it may become a contamination risk.

HAZARDS/RISKS:

None while in bio-container

During clean up - body fluids, disease, cuts and punctures

TRAINING:

Standard Precautions

PERSONAL PROTECTIVE EQUIPMENT:

Bio - medical container

During clean up of contaminated site :

- gloves, puncture resistant (kevlar, leather)
- gloves, impermeable (PVC, Nitrile, Vinyl, Neoprene and natural rubber)
- safety glasses
- coveralls
- safety boots

PROCEDURE:

1. Containers of bio-medical waste (including solid containers and double plastic bags) should be identified with the Workplace Hazardous Material Information System symbol.

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BIO-MEDICAL WASTE	16 - 08 - 15	October 25, 2004	1 of 2

2. In the event bio-medical waste has been dislodged from the vehicle, except for immediate life saving activities, these materials should not be handled until a hazard assessment has been undertaken.
3. The hazard assessment should determine whether
 - a. the materials are contained; or
 - b. the materials are loose and sharp objects are present
4. Access police assistance to control traffic during the clean up operations.

If materials are safely contained:

- a. workers should wear safety boots, hard hats, safety glasses, normal work clothes and heavy work gloves depending on the injury risks from any vehicle debris at the crash scene.
- b. collected material to be disposed of at an approved location.
- c. no decontamination of this protective clothing and equipment is required.

If material is loose and sharp objects are present:

- a. workers should wear safety boots, hard hats, safety glasses, coveralls, and heavy work gloves.
- b. use rakes, brooms, shovels or tongs where possible during cleanup.
- c. use two heavy plastic bags to secure the material.
- d. seal the bags closed and label them as containing bio-hazardous material.
- e. clean up operations should be discontinued in poor visibility.
- f. dispose of material at an approved location.
- g. after the clean up, all Personal Protective Equipment should be decontaminated.

REFERENCES:

Infection Control Procedures

Procedure Title	Procedure Number	Effective Date	Page
CHANGING TIRES	16 - 08 - 20	October 25, 2004	1 of 1

GENERAL:

Safety changing tires involves careful observance of conditions, precautions and safe practices.

HAZARDS/RISKS:

Vehicle traffic, collision, soft, uneven or inclined jacking surfaces

TRAINING:

N/A

PERSONAL PROTECTIVE EQUIPMENT:

Caution markers from emergency kit
Work gloves
High visibility clothing

PROCEDURE:

1. Safely move the vehicle off the highway away from traffic and erect warning markers.
2. Turn on hazard warning flashers, park on a level surface and apply the parking brake.
3. Shift manual transmission into reverse (automatic transmission into "P").
4. Turn off the engine.
5. Raise the hood to warn other traffic.
6. Have all passengers exit vehicle and stand in a safe place. If they are high risk clients call for another secure van or police to arrive before dealing with the flat tire.
7. If the vehicle is a Government vehicle call for professional assistance.
8. If a privately owned vehicle and you wish to change the tire yourself - start by blocking the tires to prevent movement.
9. Follow directions found in each vehicle owner's manual as all vehicles have different spare tire, jack storage as well as jacking points.

REFERENCES:

Manufacturer Vehicle Owner's Manual
Custody Policy and Procedures

Procedure Title	Procedure Number	Effective Date	Page
DRIVING IN SEVERE WEATHER	16 - 08 - 25	October 25, 2004	1 of 2

GENERAL:

Operating a motor vehicle in inclement weather requires special care and consideration. Visibility and operation of vehicle may be reduced in snow, ice, heavy rain and/or heavy wind conditions. Degree of hazard may vary with vehicle type, vehicle condition, tire wear and inflation and load carried.

HAZARDS/RISKS:

Collision with another vehicle	Losing control of vehicle
Getting stuck	Exposure to elements
Panic	Reduced visibility / depth perception

TRAINING:

Valid drivers licence of appropriate classification for the vehicle

PERSONAL PROTECTIVE EQUIPMENT:

Seat belt Head lights on Emergency kits Communication device

PROCEDURE:

- Awareness of hazards
 - assess current weather conditions and acquire weather forecast and road report for travel route (Weather Line, Plow Dispatch at TPW, RCMP,)
 - assess vehicle preparedness
 - is the emergency kit fully stocked
- Assess travel risk through Highway maintenance personnel or police services.
 - should you travel at all? Is there an alternative? Avoid travel in severe weather.
- Personal safety preparedness (should be considered for private vehicles as well)
 - protective clothing, blanket, etc.
 - communications (telephone or radio)
 - food and water

Procedure Title	Procedure Number	Effective Date	Page
DRIVING IN SEVERE WEATHER	16 - 08 - 25	October 25, 2004	1 of 2

- special personal needs (medication)
4. Vehicle preparedness
 - assess condition of vehicle for travel (lights, tires, wipers, fluid levels, brakes, battery)
 - special equipment present (shovel, scrapers, sand, salt, chains, grippers, flares, lock deicer, candles, tow rope/chain, emergency kit)
 5. Vehicle operation
 - drive cautiously, attentively, and defensively
 - ensure clear visibility for driver
 - use headlights and ensure they are clear of snow, mud, salt
 - if weather conditions deteriorate stop and/or find a place to stay, or turn back.

Should you become stranded in the vehicle during a snow storm:

1. Stay with the vehicle if no place of safe refuge is visible.
2. Do not operate the engine unless the tail pipe is clear and there are no exhaust leaks.
3. Run the engine for only 10 minutes at a time to conserve gas.
4. Keep a window slightly open for fresh air.

REFERENCES:

Owners manual

Procedure Title	Procedure Number	Effective Date	Page
EMERGENCY ROADSIDE REPAIR	16 - 08 - 30	October 25, 2004	1 of 2

GENERAL:

Should the Government vehicle you are operating becomes disabled call for professional assistance. If you are driving a private vehicle, you may wish to attempt to safely repair the following:

- flat tire
- engine overheating
- running out of fuel
- small fires
- dead battery
- wipers and wiper fluid

Staff driving vehicles transporting clients, may need to call for a replacement vehicle before attempting any repairs or being hauled to a service station.

HAZARDS / RISKS:

Traffic
Death
Burns
Electrical shock
Vehicle moving or falling off jack
Cuts, bruises, broken bones
Eye damage

TRAINING:

N/A

PERSONAL PROTECTIVE EQUIPMENT:

Safety glasses (optional) Work gloves (optional) Communication device

PROCEDURE:

1. Keep Safe - yourself, others, vehicle and contents.
2. Survey the scene to identify hazards and risks.
3. Minimize hazards and risks by:
 - parking vehicle in safe location to minimize traffic hazard
 - ensure vehicle is visible by others
 - identify vehicle as disabled (hood up, safety triangle, flare)

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EMERGENCY ROADSIDE REPAIR	16 - 08 - 30	October 25, 2004	2 of 2

- notify office of situation and location (if possible)
 - call for a backup vehicle and a service truck if required
4. Assess need for repair and type of repair required.
 5. Conducting Repair:
 - Do not attempt a repair if you can not identify the problem or if the problem is beyond your knowledge.
 - Use equipment designed for use in the repair (eg., jack, battery boost cables) and follow manufacturers instructions.
 - Follow up repair with more thorough inspection and assessment of vehicle condition to ensure problem is rectified.

REFERENCES:

Vehicle owner's manual

Procedure Title	Procedure Number	Effective Date	Page
MOTOR VEHICLES	16 - 08 - 35	October 25, 2004	1 of 2

GENERAL:

Vehicles are to be operated in such a manner as to ensure a safe environment for the operator, vehicle passengers and other motorists and/or pedestrians. Adhere to the Motor Vehicle Act and obey all posted signs and regulations.

HAZARDS/RISKS:

Personal injury	Collision	Loss of control
Mechanical breakdown	Loose cargo	

TRAINING:

Valid driver's licence for vehicle type (Type 4 for Passenger Van)

PERSONAL PROTECTIVE EQUIPMENT:

Seat belt
Personal safety equipment for job being performed

PROCEDURE:

1. Approach vehicle
 - perform a visual check "walk around" of the vehicle to ensure the exterior components such as tires, lights, tail pipes, etc., are in good condition and/or secured.
 - look for hazards which may be encountered as the vehicle leaves the parked position.
2. Enter vehicle
 - put on seat belt.
 - adjust mirrors, seat and steering column as required.
 - locate (and ensure validity of) the vehicle permit, insurance papers, vehicle manual and motor vehicle inspection sticker.
 - start engine and check operation of gauges, lights, horn, wipers, warning lights, etc., to ensure they are functioning and readings are within an acceptable range.
 - ensure proper safety equipment (fire extinguisher, first aid kit, communication device, etc.,) is present.

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MOTOR VEHICLES	16 - 08 - 35	October 25, 2004	2 of 2

3. Move vehicle (operation)
 - obey the law and follow safe driving procedures.
 - safe transport of equipment with trailer (boat, flatbed, utility).
 - see the cell phone safe work practice for operation of a cell phone.
4. Park vehicle
 - where possible, park the vehicle so it can be driven forward when leaving.
 - park in designated parking areas only.
 - avoid parking on a road travel surface.
5. Maintenance:

Vehicle Supervisor/Coordinator shall -

 - follow maintenance schedule (refer to owner's manual).
 - record problems and inform fleet/vehicle supervisor/manager.
 - follow up on correcting problems.
 - maintain and monitor vehicle maintenance record.
6. Accidents
 - stop vehicle.
 - conduct a primary survey of the accident scene for safety then, if safe to do so, check injured people for Airways, Breathing, & Circulation.
 - assess safety (yours, your vehicle, other vehicle and occupants, oncoming traffic, site assessment).
 - accident follow up
 - a. follow the Treasury Board procedure on accidents.
 - b. collect and exchange appropriate information with others involved in accident and collect the information on witnesses if possible.
 - c. obtain roadside repairs if appropriate.
7. Passengers (Also see procedure on Escorting Custody Clients)
 - adhere to the seating capacity of vehicle and wear seat belts properly. It is illegal to ride in a part of a vehicle that is not equipped with seatbelts.
 - be aware of insurance/liability rules. Employees using their own vehicle on Government business are required to have \$1,000,000 coverage.
 - do not distract the driver while he/she operates the vehicle.
8. Loading and transporting of cargo
 - refer to vehicle owner's manual regarding cargo transport, load capacity, hauling procedures, tire pressure, vehicle handling, etc.
 - load cargo in a safe manner.
 - secure the cargo to prevent shifting or loss of load.
 - be aware of proper transporting procedure for dangerous goods, pesticides, etc.
 - adhere to weight restrictions.
 - ensure good visibility.

REFERENCES:

Owners manual
Treasury Board policy and procedure for vehicle accidents

Procedure Title	Procedure Number	Effective Date	Page
REFUELLING PORTABLE CONTAINERS	16 - 08 - 40	October 25, 2004	1 of 2

GENERAL:

Refuelling stations are areas of risk due to high traffic, flammable and toxic products. Staff need to obtain gas for fuelling tools and equipment.

HAZARDS/RISKS:

Fire
Slips
Fuel spill
Explosion (ignition source, vehicle running, static electricity, electrical device)

TRAINING:

N/A

PERSONAL PROTECTIVE EQUIPMENT:

Eye protection (optional)

PROCEDURE:

1. Use only CSA or UL approved containers.
2. Inspect the container, caps, vents, hoses and nozzles for leaks.
3. Ensure the contents of the canister is clearly marked on the container.
4. Check Manufacturers Safety Data Sheets for proper grounding procedures for decanting (pouring the product from one container to another, as in mixing oil and gas).
5. Ensure no smoking or other ignition sources, including battery boosting, is present within 25 feet of the refuelling.
6. Fuel transfer should be carefully monitored at all times.
7. Fill the container to a level which will allow for expansion in warm weather.

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REFUELLING PORTABLE CONTAINERS	16 - 08 - 40	October 25, 2004	2 of 2

8. Clean and report all spills.
9. Decontaminate your hands and skin.
10. Do not wear fuel soaked clothing.

REFERENCES:

Owners manual

Procedure Title	Procedure Number	Effective Date	Page
SECURING CARGO IN PASSENGER MOTOR VEHICLES	16 - 08 - 45	October 25, 2004	1 of 2

GENERAL:

Travelling in highway motor vehicles is an essential means of transportation in conducting business and frequently involves the transportation of a variety of cargo items and equipment that if unsecured, may have potential for personal injury in a motor vehicle collision or other incidents/accidents. Safe practices in securing cargo items and equipment are an important part of personal safety in motor vehicle operation.

HAZARDS/RISKS:

Unstable load
Cargo becoming projectiles during collisions
Cargo as contraband (custody settings)

TRAINING:

Proper lifting

PERSONAL PROTECTIVE EQUIPMENT:

Seat belt
Cargo straps

PROCEDURE:

If you are transporting equipment or other cargo, especially heavy objects in a passenger motor vehicle, the following are guidelines and actions to follow in securing these items to minimize the hazard and potential for personal injury from uncontrolled motion of objects into or within the passenger area:

1. Do not exceed the (Gross Vehicle Weight) GVW of the vehicle.
2. Heavy and bulky cargo should be transported and secured in rear cargo areas of passenger trucks and related vehicles designed for this purpose.

Procedure Title	Procedure Number	Effective Date	Page
SECURING CARGO IN PASSENGER MOTOR VEHICLES	16 - 08 - 45	October 25, 2004	2 of 2

- 3. Where possible any cargo or transported objects should be placed in the trunk of passenger vehicles so designed.
- 4. Cargo that must be transported in the passenger compartment of vehicles such as sport utility and station wagon models should be secured in such a manner as to reduce the hazard of uncontrolled motion and impact with occupants in the event of a collision. Cargo items may be secured by mechanical devices such as appropriate straps, nets, safety barriers, etc. and or placed within suitable secured containers. Do not obstruct visibility.
- 5. In the event cargo items had been transported inside the secure compartments of custody vehicles, the secure compartments must be searched prior to a client being placed in the compartment.

REFERENCES:

Canadian Centre for Occupational Health and Safety

Procedure Title	Procedure Number	Effective Date	Page
VEHICLE CHECK	16 - 08 - 50	October 25, 2004	1 of 2

GENERAL:

Vehicles should be checked prior to being used. Obvious damage to critical vehicle mechanical, optical and signal systems make the vehicle not road-worthy and a risk to the driver, passengers and others. Fluid leaks, fumes and noises can also be used to detect damage to systems.

HAZARDS/RISKS:

Vehicle fires
Loss of control
Degraded visibility

TRAINING:

Class 4 licence

PERSONAL PROTECTIVE EQUIPMENT:

N/A

PROCEDURE:

1. Check owner's manual for operating instructions.
2. Develop a habit of checking vehicles in the same pattern, eg.
3. Begin at driver's door for a 360 degree walk around for obvious vehicle damage (Fluid leaks, smells, tire and rim damage, body integrity, etc).
4. Use a partner to check for main and signal lights function or use reflective surfaces like building windows to check for their function.
5. Check cargo for stability and condition of tie down equipment.
6. With the vehicle turned off - check vehicle fluid levels, belt conditions, etc.
7. Test the horn and backup beeper if so equipped.
8. Check the condition of the spare tire and its associated tools.
9. Ensure emergency supplies, medical kits and fire extinguisher are all at standard condition.
10. Clean all windows and lights of dirt, snow and films.

Procedure Title	Procedure Number	Effective Date	Page
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VEHICLE CHECK	16 - 08 - 50	October 25, 2004	1 of 2
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11. Test any communication equipment before departing to ensure it is working.

REFERENCES:

Owners manual

Procedure Title	Procedure Number	Effective Date	Page
VEHICLE FIRES	16 - 08 - 55	October 25, 2004	1 of 1

GENERAL:

Most vehicle fires start when vehicle is unattended, however some do occur with vehicle in use.

HAZARDS/RISKS:

Personal injury from explosions from fuel tanks, tires, etc.

Personal injury from toxic fumes from vinyl mouldings, upholstery, tires and other parts.

TRAINING:

Fire extinguisher use

PERSONAL PROTECTIVE EQUIPMENT:

Fire extinguisher

First Aid Kit

PROCEDURE:

1. If in motion, quickly move to side of highway and turn off engine.
2. Have all passengers exit vehicle and stand in safe place away from the fumes and traffic.
3. Report fire to 911 if you have a cell phone or portable radio and give exact location.
4. Only attempt to control minor electrical or upholstery fires with the ABC type fire extinguisher found in vehicles.
5. If burning out of control move well away from the vehicle and wait for professional help.

REFERENCES:

Vehicle owners manual

Safe work procedures for fire extinguisher

Procedure Title	Procedure Number	Effective Date	Page
VEHICLE REFUELLING	16 - 08 - 60	October 25, 2004	1 of 2

GENERAL:

Refuelling stations are areas of risk due to high traffic, flammable and toxic products.

HAZARDS/RISKS:

Fire
Slips
Fuel spill
Vehicle rolling
Explosion
Collision

TRAINING:

N/A

PERSONAL PROTECTIVE EQUIPMENT:

N/A

PROCEDURE:

1. Reduce speed and use extra caution when near fuel pumps.
2. Use parking brake or wheel blocks to secure vehicle.
3. Engines must be turned off before starting to refuel.
4. Ensure no smoking or other sources of ignition are within 25 feet of the refuelling. (this includes the use of jumper cables).
5. Inspect dispensing system for leaks before refuelling.
6. Ensure fuel nozzle is secure in fuel tank and use manual pressure on the lever at all times.
7. Do not leave the dispensing nozzle unattended during refuelling.
8. Do not over fill the tank so as to compensate for volume expansion in warm weather.
9. Replace the fuel tank cap and return the pump nozzle and hose to their proper location.
10. Inspect the site and report any spills or leaks.
11. Wash any fuel from your hands or skin.

Procedure Title	Procedure Number	Effective Date	Page
VEHICLE REFUELLING	16 - 08 - 60	October 25, 2004	2 of 2

12. Fuel contaminated clothing must be removed and placed in an air tight bag until properly cleaned.

REFERENCES:

Owners manual
Designated refuelling signage at pumps

Procedure Title	Procedure Number	Effective Date	Page
VEHICLE TOWING	16 - 08 - 65	October 25, 2004	1 of 1

GENERAL:

Vehicles may need to be towed for transport to repair stations or to free the vehicle from being stuck. A Professional towing service is required for Government owned vehicles.

HAZARDS/RISKS:

Breakage of vehicle parts
 Personal injuries
 Flying debris
 Snapped tow cable

TRAINING:

N/A

PERSONAL PROTECTIVE EQUIPMENT:

N/A

PROCEDURE:

1. Government vehicles should be towed by professional towing services.
2. Check owner's manual for towing instructions if you elect to tow your own private vehicle.
3. Only use an approved towing device.
4. Use tow hooks if available.
5. Tow with a steady pressure on the tow line ensuring no one is between the two vehicles.
6. Ensure the towed vehicle is either in neutral or the transmission is engaged for the direction of the tow.
7. Disengage when the vehicle is free or if the vehicle cannot be freed.

REFERENCES:

Owners manual

Procedures Title	Procedure Series	Effective Date
WORKSHOP/ HOBBY SHOP	09	October 25, 2004

These procedures shall pertain to use of these tools whether inside or outside a shop area.

16 - 09 - 05	Axe Sharpening
16 - 09 - 10	Band Saw
16 - 09 - 15	Chop Saw
16 - 09 - 20	Circular Saw
16 - 09 - 25	Compressed Gas Cylinders
16 - 09 - 30	Cut off Saw
16 - 09 - 35	Drill, Power Hand Tool
16 - 09 - 40	Drill Press
16 - 09 - 45	Grinder, Die
16 - 09 - 50	Grinders, Disc
16 - 09 - 55	Grinders, Pedestal & Bench
16 - 09 - 60	Hammer
16 - 09 - 65	Hand Saw / Hack Saw
16 - 09 - 70	Jig Saw
16 - 09 - 75	Lathe
16 - 09 - 80	Lumber Storage
16 - 09 - 85	Planer
16 - 09 - 90	Pliers
16 - 09 - 95	Power Tools, General
16 - 09 - 100	Radial Arm Saw
16 - 09 - 105	Routers
16 - 09 - 110	Sander, Belt
16 - 09 - 115	Screwdriver
16 - 09 - 120	Solder Gun
16 - 09 - 125	Spray Painting
16 - 09 - 130	Table Saw
16 - 09 - 135	Treated Lumber
16 - 09 - 140	Vibrating Tools
16 - 09 - 145	Work Shop, General

Procedure Title	Procedure Number	Effective Date	Page
AXE SHARPENING	16 - 09 - 05	October 25, 2004	1 of 1

GENERAL:

This practice is for the safe sharpening of a hand axe. This will identify hazards and risks in order to minimize the risk of injury to oneself or others in the performance of this specific task.

HAZARDS / RISKS:

Cuts
Flying debris

TRAINING:

Training in-house by individuals, experienced and knowledgeable with the tool.

PERSONAL PROTECTIVE EQUIPMENT:

Leather gloves or leather palmed work gloves (optional)
Eye protection

PROCEDURE:

1. All files must have a handle on them.
2. If using a power grinder - a) properly inspect the grinder before using it and b) do not overheat the edge of the axe as this will negatively impact the temper of the steel.
3. Use a supporting stay on the grinder to rest the axe on.
4. When using a file, keep the head of the axe in a vise if possible and hold file with both hands. Keep some of your fingers on the tip of the file as you push the file away from yourself with firm and even strokes.
5. If no vise is available at the work site, establish a stable rest for axe and file away from the blade to improve the edge to accomplish the job.
6. Always keep the original shape of the bit and the bevel. An axe that is given the wrong shape and bevel face can easily slide and cut you.
7. Install a plastic or rubber guard on the sharpened blade or duct tape cardboard over the sharpened edge.

REFERENCES:

Canadian Centre of Occupational Health and Safety



Office of
Attorney General

Procedure Title	Procedure Number	Effective Date	Page
BAND SAW	16 - 09 - 10	October 25, 2004	1 of 2

GENERAL:

As with all power tools there is a certain amount of hazard involved when using this tool. Using the tool with respect and caution will considerably lessen the risk of personal injury.

HAZARDS/RISKS:

Cuts

Severed Fingers

Air Borne Dust

TRAINING:

Training in-house by individuals, experienced and knowledgeable with the tool.

PERSONAL PROTECTIVE EQUIPMENT:

Eye protection

No loose clothing or jewellery

Safety boots CSA class 1

Dust masks for dusty operations

Hearing protection

PROCEDURE:

1. Do not let anyone distract you or talk to you while cutting. Pay attention!
2. Ensure the work area is safe (clear of all obstacles and the floor is dry).
3. Adjust blade tension if needed prior to starting.
4. Make sure the table is clear of objects before starting the saw.
5. Never start the saw with the workpiece contacting the blade.
6. Keep fingers and hands a minimum of 6" away from the blade.
7. Use suitable supports if material does not have a flat surface.
8. Hold work piece firmly against the table.
9. Hold material firmly and feed into the blade at moderate speed.
10. Turn off machine if the material is to be backed out of an unfinished cut.
11. Make release cut before cutting long curves.
12. Make sure blade is stopped before removing scraps from table with a stick .

Procedure Title	Procedure Number	Effective Date	Page
BAND SAW	16 - 09 - 10	October 25, 2004	2 of 2

13. Shut off the saw, unplug it if possible or turn the breaker off and clean the table and work area before leaving the saw.
14. When installing a new blade unplug or turn the breaker off to the saw, wear gloves if using large blades and make sure the saw is tracking properly on the wheels before starting the saw.

REFERENCES:

Owner's manual.

Procedure Title	Procedure Number	Effective Date	Page
CHOP SAW (metal)	16 - 09 - 15	October 25, 2004	1 of 2

GENERAL:

As with all power tools there is a certain amount of risk involved with the operator and the use of the tool. Using the tool with respect and caution will considerably lessen the possibility of personal injury.

HAZARDS/RISKS:

Eye injury or penetration wounds from flying sparks, small chunks of metals and debris
Loss of limbs

TRAINING:

Training in-house by individuals, experienced and knowledgeable with the tool.

PERSONAL PROTECTIVE EQUIPMENT:

Safety glasses or face shield
Hearing protection
Dust masks for dusty operations
Safety boots CSA class 1
Gloves (optional)

PROCEDURE:

Machine operating instructions:

1. Do not let anyone distract you or talk to you while cutting. Pay attention!
2. Ensure the work area is safe (clear of all obstacles and the floor is dry).
3. Inspect the tool, its attachments, guards and accessories for defects and function before use.
4. Inspect the material to be cut for foreign materials such as nails and remove prior to cutting.
5. Keep hands a minimum of 6" away from the saw blade.
6. Start cutting only after the saw has reached full speed.
7. Turn the saw off if the cut-off wheel stops rotating or if motor is straining.
8. Keep flammable and fragile objects away from tool.
9. Never stand in line with the wheel while cutting. Stand to one side.

Procedure Title	Procedure Number	Effective Date	Page
CHOP SAW (metal)	16 - 09 - 15	October 25, 2004	2 of 2

10. Always keep the guard in place.
11. Make sure the work piece is placed between vise and fence when making cuts.

Removing and installing cut off wheels:

1. Unplug the machine.
2. Pull the moveable portion of the guard back to expose the wheel arbor hex nut. Press in the spindle lock button and use the wrench to loosen and remove the hex bolt.
3. Remove the bolt, spring washer, washer outer flange sleeve and cut off wheel.
4. Check the 2 wheel flanges to be sure they are in good condition.
5. Install the inner flange, new wheel, outer flange, sleeve washer, spring washer and bolt. Press in the spindle lock button while tightening the bolt. Do not over tighten.
6. Allow the moveable portion of the guard to return to its original position.

WARNING: TO REDUCE THE RISK OF INJURY, USE ONLY THE PROPER WHEEL MADE FOR THIS MACHINE. DO NOT USE ANY OTHER TYPE OF SAW BLADE.

REFERENCES:

Owners manual.

Procedure Title	Procedure Number	Effective Date	Page
CIRCULAR SAW	16 - 09 - 20	October 25, 2004	1 of 2

GENERAL:

Efficiency and safety while using hand held power tools go hand in hand with manufacturers instruction and careful observances of safe work practices and precautions.

HAZARDS/RISKS:

Severing of limbs
Saw kick back
Severing of power cords & electrical shock
Extreme dust
Projectile injuries

TRAINING:

Training in-house by individuals, experienced and knowledgeable with the tool.

PERSONAL PROTECTIVE EQUIPMENT:

Approved safety glasses or face shield
Hearing protection
Dust mask if area not ventilated
Proper grounded extension cord
Safety boots

PROCEDURE:

1. Ensure the work area is safe (clear of all obstacles and the floor is dry).
2. Do not let anyone distract you or talk to you while cutting. Pay attention!
3. Inspect the tool, its attachments, guards and accessories for defects and function before use.
4. The proper sharp blade designed for the work to be done must be selected and used.
5. The power supply must be disconnected before making any adjustments to the saw or changing the blade.
6. Before the saw is set down be sure the retracting guard has fully returned to its down position.
7. Both hands must be used when appropriate to hold the saw while ripping.

Procedure Title	Procedure Number	Effective Date	Page
CIRCULAR SAW	16 - 09 - 20	October 25, 2004	2 of 2

8. Maintenance is to be done according to the manufacturer's specifications.
9. Ensure all cords are clear of the cutting area before starting to cut.
10. Before cutting, check the stock for foreign objects or any other obstruction which could cause the saw to "kick back."
11. When ripping, make sure the stock is held securely in place.

REFERENCES:

Manufacturer's instructions

Procedure Title	Procedure Number	Effective Date	Page
COMPRESSED GAS CYLINDERS	16 - 09 - 25	October 25, 2004	1 of 2

GENERAL:

Compressed gases are used as fuels for cutting and welding.

HAZARDS/RISKS:

Fire
Explosions
Asphyxiation
Frostbite
Projectile (under compression)

TRAINING:

Must be certified

PERSONAL PROTECTIVE EQUIPMENT:

Approved safety glasses for oxygen/acetylene work or face shield
Gloves

PROCEDURE:

1. Keep cylinders in a dry well ventilated area.
2. Do not let anyone distract you or talk to you while cutting. Pay attention!
3. Inspect the tool, its attachments, guards and accessories for defects and function before use.
4. Protect cylinders from contact with ground, ice, snow, salt, water, corrosion and high temperature.
5. Store oxygen separately from fuel cylinders by at least 6 metres or by a 5 foot high, ½ hour fire-resistant rated wall.
6. Mark and store empty cylinders away from full cylinders.
7. Do not smoke or use other sources of ignition in the area.
8. Do not use a cylinder that is not labelled or the label is not legible. **(Gas cylinder colours are not standardized)**

Procedure Title	Procedure Number	Effective Date	Page
COMPRESSED GAS CYLINDERS	16 - 09 - 25	October 25, 2004	2 of 2

9. Never use a flame or hot water to thaw a frozen valve.
10. Isolate cylinders from becoming part of an electrical circuit. Do not use the cylinder as a ground connection, or attach, lean or place the cylinder to structures that can become energized.
11. Store cylinder regulators away from grease and oil.
12. Keep protective caps on the cylinders when not in use.
13. Do not drag, slide, or drop cylinders.
14. Do not sling with ropes, chains or lift with an electromagnet.
15. Do not transport leaking cylinders.
16. Never use cylinders as rollers to move other equipment.
17. Transport cylinders in an upright position, securely fastened and with protective caps in place.

REFERENCES:

Manufacturer's instructions

Procedure Title	Procedure Number	Effective Date	Page
CUT OFF SAW	16 - 09 - 30	October 25, 2004	1 of 2

GENERAL:

To ensure safe operation of cut off saw (cross cutting lumber).

HAZARDS/RISKS:

Flying Material
Cuts
Blades
Dismemberment
Electric Shock
Electrical burns

TRAINING:

Training in-house by individuals, experienced and knowledgeable with the tool.

PERSONAL PROTECTIVE EQUIPMENT:

Safety Glasses or Face Shield
Dust exhaust system (if available) or utilize dust mask and ensure proper ventilation
Hearing protection
Safety boots
Close fitting clothing

PROCEDURE:

1. Ensure the work area is safe including material to be cut and the floor is dry).
2. Do not let anyone distract you or talk to you while cutting. Pay attention!
3. Inspect the tool, its attachments, guards and accessories for defects and function before use.
4. Wear close fitting clothing when operating cut off saw.
5. Wear safety glasses.
6. Inspect cut off saw (lock down, blade, blade guard, throttle lock). Ensure that there is no material around the saw that could fly up and cause injury.
7. Turn exhaust fan and/or dust collector on (if available).
8. Unlock lock down if engaged and plug saw in.

Procedure Title	Procedure Number	Effective Date	Page
CUT OFF SAW	16 - 09 - 30	October 25, 2004	2 of 2

9. Check material to be cut for nails.
10. Remove any nails in material to be cut.
11. Firmly secure material to be cut. (Do not cut freehand).
12. Bring blade up to full rotation before beginning cut.
13. Apply slow but firm pressure throughout the cutting procedure. Do not force cut.
14. Keep hands away from blade until blade comes to a complete stop.
15. Unplug and lock down when job is complete.

REFERENCES:

Owner's Manual

Procedure Title	Procedure Number	Effective Date	Page
DRILL PRESS	16 - 09 - 35	October 25, 2004	1 of 2

GENERAL:

As with all power tools there is a certain amount of risk involved with the operator and the use of the tool. Using the tool with respect and caution will considerably lessen the possibility of personal injury.

HAZARDS/RISKS:

Risk of electrical shock if working in damp locations, drill bit catching and send material spinning out of control, injury to hands and other parts of the body.

TRAINING:

Training in-house by individuals, experienced and knowledgeable with the tool.

PERSONAL PROTECTIVE EQUIPMENT:

Approved eye protection must be worn.

Safety boots

Gloves if needed.

No loose clothing as they may get tangled up while using the drill or drill press.

PROCEDURE:

1. Ensure the work area is safe (clear of all obstacles and the floor is dry).
2. Inspect the tool, its attachments, guards and accessories for defects and function before use.
3. To avoid accidents, disconnect tool from power source while inserting or removing drill bits.
4. When inserting drill bits, select the proper size bit and the proper type of bit for the material then insert the bit well into the jaws of the chuck.
5. Tighten by hand, until bit is firmly gripped by the jaws. Continue tightening with the chuck key until secure.
6. Use chuck key provided to tighten or loosen the chuck jaws.
7. Remove chuck key before starting tool.
8. Start and check to ensure the bit is properly aligned (if it wobbles turn off the drill and tighten the chuck assembly).

Procedure Title	Procedure Number	Effective Date	Page
DRILL PRESS	16 - 09 - 35	October 25, 2004	2 of 2

9. Ensure surface is clear of obstructions or foreign material that might fly off and cause injury.
10. Where appropriate, fasten material with clamps.
11. Complete the drilling and shut the machine down.

REFERENCES:

Owner's manual.

Procedure Title	Procedure Number	Effective Date	Page
DRILL, hand power tool	16 - 09 - 40	October 25, 2004	1 of 2

GENERAL:

Used for drilling out holes in walls for hanging various things - shelves, pictures, etc.

HAZARDS/RISKS:

Flying debris
Burns
Entanglement
Electric shock

TRAINING:

Training in-house by individuals, experienced and knowledgeable with the tool.

PERSONAL PROTECTIVE EQUIPMENT:

Eye protection
Safety mask if a dusty job
Gloves if needed
No loose clothing, jewellery or hair that might get caught

PROCEDURE:

1. Follow manufacturers' instructions when selecting bits for the job at hand.
2. Assess work area for obstructions, wetness, hidden electrical lines and lighting condition.
3. Inspect the tool, its attachments, guards and accessories for defects and function before use.
4. Before plugging in the drill, ensure that the bit or attachments are properly seated and tightened in the chuck.
5. Ensure bit is aligned correctly (check for wobbling and correct alignment if necessary).
6. Cooling or lubrication should be used when using high speed steel bits. Make sure bits are sharp and not bent.
7. Proper safety equipment must be used.
8. Do not over-reach.

Procedure Title	Procedure Number	Effective Date	Page
DRILL, Hand power tool	16 - 09 - 40	October 25, 2004	2 of 2

9. When drilling through something; slow the drill down prior to the completion of the hole. If the bit becomes stuck; shut off the drill before attempting to free the bit; do not force the bit while the drill is still operating.
10. If required, clamp the item being drilled to prevent movement.
11. Wear clothing that will not interfere with the safe operation of the drill.

REFERENCES:

Canadian Centre for Occupational Health and Safety

Procedure Title	Procedure Number	Effective Date	Page
GRINDER, Die	16 - 09 - 45	October 25, 2004	1 of 1

GENERAL:

As with all equipment being used there is a certain amount of risk involved to the operator when using this equipment. Using the tool with respect and caution will considerably lessen the risk of personal injury.

HAZARDS/RISKS:

Flying sparks, dust and debris causing injury
Severe cuts, abrasions

TRAINING:

Training in-house by individuals, experienced and knowledgeable with the tool.

PERSONAL PROTECTIVE EQUIPMENT:

Safety glasses	Dust mask if operation is dusty
Close fitting clothing	Non-skid safety boots CSA Class 1
Gloves	Hearing protection

PROCEDURE:

1. Do not let anyone distract you or talk to you while cutting. Pay attention!
2. Ensure the work area is safe (clear of all obstacles and the floor is dry).
3. Inspect the tool, its attachments, guards and accessories for defects and function before use.
4. Before starting a job, test the tool with the wheel pointed in a safe direction.
5. Keep a firm grip on grinder at all times. If grinder catches, it could cause serious injury to the operator or seriously injure bystanders.
6. Length of shaft should not exceed ½" in length when bit is installed into "chuck".

REFERENCES:

Owner's manual.

Procedure Title	Procedure Number	Effective Date	Page
GRINDERS, Disc	16 - 09 - 50	October 25, 2004	1 of 2

GENERAL:

As with all power tools there is a certain amount of hazard involved with the operator and the use of the tool. Using the tool with respect and caution will considerably lessen the possibility of personal injury.

HAZARDS/RISKS:

Injury from flying debris	Sparks
Dust inhalation	Severe cuts and abrasions

TRAINING:

Training in-house by individuals, experienced and knowledgeable with the tool.

PERSONAL PROTECTIVE EQUIPMENT:

Safety glasses and face shields
 Dust masks should be worn if the operation is dusty
 Keep the guard in place on the tool
 Provide safety barriers to protect others from flying debris if necessary
 Safety boots CSA class 1

PROCEDURE:

Inspect the tool, its attachments, guards and accessories for defects and function before use.
 Unplug the unit before servicing

Installing side handles:

1. Position the side handle on the side offering the best control and guard protection.
2. Thread handle into side handle socket and tighten securely.

Stopping and starting the motor:

1. Plug the tool in.
2. To start the tool, flip the lock - on button and simultaneously squeeze the paddle trigger.
3. Release the trigger to stop the tool.
4. Operate the grinder according to owner's manual.

Procedure Title	Procedure Number	Effective Date	Page
GRINDERS, Disk	16 - 09 - 50	October 25, 2004	2 of 2

ALWAYS KEEP THE GUARD IN PLACE

Installing Grinding Wheels:

1. When the guard is properly positioned, place flange spindle with flange facing away from tool.
2. Place selected wheel on spindle and align with flange.
3. Position flange nut according to wheel thickness.

Installing Wire Brushes:

1. Unplug the tool and place upside down on a level surface. Remove any accessories from the spindle.
2. Thread wire brush onto the spindle. Press spindle lock button while tightening.
3. To remove wire brush, press spindle lock button and thread wire brush off the spindle.

REFERENCES:

Owners manual.

Procedure Title	Procedure Number	Effective Date	Page
GRINDERS pedestal/ bench	16 - 09 - 55	October 25, 2004	1 of 2

GENERAL:

As with all power tools there is a certain amount of risk involved to the operator and the use of the tool. Using the tool with respect and caution will considerably lessen the possibility of personal injury.

HAZARDS/RISKS:

Flying sparks and debris
Severe abrasions
Cuts
Hearing damage

TRAINING:

Training in-house by individuals, experienced and knowledgeable with the tool.

PERSONAL PROTECTIVE EQUIPMENT:

Face shield **and** Safety glasses must be worn.
Safety boots CSA class 1
Hearing protection

PROCEDURE:

1. Ensure the work area is dry and free of flammables. Pay attention do not allow anyone to distract you.
2. Inspect the tool, its attachments, guards and accessories for defects and function before use.
3. Stand to one side out of line of the wheel when starting it up, especially if the wheel is new.
4. The face of the wheel must be flat and free from grooves.
5. Work should be fed slowly and gradually. Using too much pressure, or striking the wheel suddenly may cause it to break.
6. Make sure the tool rest is only 1/8" from the face of the wheel. To much clearance may cause the material to jam the wheel and break it.
7. Do not move the tool rest while the grinder is in motion.

Procedure Title	Procedure Number	Effective Date	Page
GRINDERS, pedestal & bench	16 - 09 - 55	October 25, 2004	2 of 2

8. Use the face of the wheel to grind and not the side of the wheel, otherwise side pressure may break the wheel.
9. Use the entire face of the grinding wheel to avoid grooves.
10. Never use a grinding wheel that is loose on the shaft or its rated speed is not safe for the number of rpm or rated spindle speed.(check the label).
11. Stop the grinding wheel if it chatters or vibrates excessively. This may be a danger signal that the wheel is not properly balanced or secured to the spindle. Check the wheel for any obvious signs of damage and or reattach the wheel securely.
12. Hold the work firmly against the wheel so that it will not slip out of the hands and cause your hands or fingers to come in contact with the wheel.
13. Use a clamp or other holding devices for grinding small work pieces.

REFERENCES:

Owners manual

Procedure Title	Procedure Number	Effective Date	Page
HAMMER	16 - 09 - 60	October 25, 2004	1 of 1

GENERAL:

For driving in nails , pounding auxiliary tools like punches and chisels.

HAZARDS/RISKS:

Blisters
Thumb smashes

Wrist strain
Repetitive motion Injuries

Flying debris

TRAINING:

Training in-house by individuals, experienced and knowledgeable with the tool.

PERSONAL PROTECTIVE EQUIPMENT:

Work gloves (optional)
Eye protection (optional)
Safety boots CSA class 1
Hard hat required where falling material potential exists

PROCEDURE:

1. Assess condition of the hammer: Do not use a hammer with a mushroomed or chipped face, or one with cracks in the claw or eye section, or with a loose hammer-head.
2. Look behind and above before swinging the hammer.
3. Strike the hammer blow squarely with the striking face parallel to the surface being struck.
4. Avoid glancing blows and over and under strikes.
5. Do not strike with the side of the hammer.
4. Do not use one hammer to strike another hammer or similar metal objects, stones or concrete.
5. If removing a nail, use the claw on the shaft, not the head of a nail and never pull a nail above the shoulder toward your face where a slip would allow the hammer to strike you.

REFERENCES:

Canadian Centre for Occupational Health and Safety

Procedure Title	Procedure Number	Effective Date	Page
HAND SAW / HACK SAW	16 - 09 - 65	October 25, 2004	1 of 1

GENERAL:

The safe use of a hand saw.

HAZARDS / RISKS:

Cuts
Falling material

TRAINING:

Training in-house by individuals, experienced and knowledgeable with the tool.

PERSONAL PROTECTIVE EQUIPMENT:

Leather gloves (optional)
Safety glasses (optional)
CSA safety boots (grade 1)

PROCEDURE:

1. Select the saw blade type for the job to be done.
2. Perform visual inspection of hand saw to ensure it is in working order. Do not use unless it is repaired.
3. Make sure hand saw is sharp.
4. Only cut material that hand saw is designed for cutting.
5. Support or ensure a safe landing surface for heavy material that will fall once it is cut through.

REFERENCES:

Owners manual

Procedure Title	Procedure Number	Effective Date	Page
JIG SAW	16 - 09 - 70	October 25, 2004	1 of 1

GENERAL:

As with all power tools there is a certain amount of hazard involved with the operator and the use of the tool. Using the tool with respect and caution will considerably lessen the possibility of personal injury.

HAZARDS/RISKS:

Dust inhalation
Cuts
Broken blade projectiles

TRAINING:

Training in-house by individuals, experienced and knowledgeable with the tool.

PERSONAL PROTECTIVE EQUIPMENT:

Safety glasses or face shields
Dust masks if the operation is dusty
Safety boots CSA class 1
Hearing protection

PROCEDURE:

1. Inspect the tool, its attachments, guards and accessories for defects and function before use.
2. Inspect the cut path for obstacles both above and below the work surface and to ensure the electric cords are clear of the cut path.
3. Clean all debris and tools from the working surface.
4. Check stock for defects and that glued joints are cured and dry.
5. Establish a firm grip on the handle and depress trigger switch to start the saw.
6. Never reach under or behind the stock.

RESOURCES:

On-line Safety Manual www.slu.edu

Procedure Title	Procedure Number	Effective Date	Page
LATHE	16 - 09 - 75	October 25, 2004	1 of 2

GENERAL:

As with all power tools there is a certain amount of hazard involved with the operator and the use of the tool. Using the tool with respect and caution will considerably lessen the possibility of personal injury.

HAZARDS/RISKS:

Injury from flying debris
Dust inhalation
Cuts
Entanglement

TRAINING:

Training in-house by individuals, experienced and knowledgeable with the tool.

PERSONAL PROTECTIVE EQUIPMENT:

Close fitting protective clothing and safety glasses or face shields
Dust masks should be worn if the operation is dusty
Provide safety barriers to protect others from flying debris if necessary
Safety boots CSA class 1
Push blocks
Hearing protection

PROCEDURE:

Inspect the tool, its attachments, guards and accessories for defects and function before use.

Pre - startup:

1. Ensure the lathe is unplugged and locked down.
2. Check the general condition of the machine for damage and maintenance issues.
3. Clean all debris and tools from the working surface.
4. Check stock for defects and that glued joints are cured and dry.
5. Ensure the stock is secured well into the teeth of the stock holders.

Procedure Title	Procedure Number	Effective Date	Page
LATHE	16 - 09 - 75	October 25, 2004	1 of 2

Use:

1. Make sure the tool rest is close to the stock.
2. Remove dangling clothing and secure long hair before using the machine.
3. Hold tools firmly in both hands.
4. When using V-belt, power should be off when changing speeds.
5. Remove tool rest before sanding or polishing.

RESOURCES:

On-line Safety Manual www.selu.edu

Procedure Title	Procedure Number	Effective Date	Page
LUMBER STORAGE	16 - 09 - 80	October 25, 2004	1 of 2

GENERAL:

Safe piling of lumber or timbers at depots and workshops.

HAZARDS/RISKS:

Unstable piles may tip or topple resulting in personal injury or damage to equipment
 Handling/cutting metal banding or strapping can result in cuts from edges or fragments.
 Splinters
 Muscle injury from improper lifting techniques

TRAINING:

Back care

PERSONAL PROTECTIVE EQUIPMENT:

Hard hat	Safety boots CSA Class 1
Leather gloves	Eye protection while cutting metal strapping

PROCEDURE:

1. Lumber must be piled on proper pile foundations designed and arranged to be level and to support the maximum loads without sinking, sagging or permitting the piles to topple.
2. If piles of lumber have become unstable or unsafe, they shall be immediately re-piled and made safe, or the area into which they might topple shall be fenced or barricaded and employees prohibited from entering .
3. If strapped packages are being piled, substantial unit separators shall be placed between each package. Unit separators should be placed directly over and under stickers.
4. Do not pile long packages or boards upon shorter ones.
5. Lumber should not be stacked higher than 1.07 m (3.5 ft) high for each 30 cm (1 ft) of pile width.
6. Stickers should be placed at least every foot of height in order to hold the pile together. Do not mix lumber of different thicknesses in the same course.
7. Place piles away from other traffic or near a building wall to reduce risk that they will be struck by a vehicle.

Procedure Title	Procedure Number	Effective Date	Page
LUMBER STORAGE	16 - 09 - 80	October 25, 2004	2 of 2

8. Where an industrial lift truck is operated amongst multiple piles of limber
 - a. in a one-way aisle, the width of the aisle must be at least the width of the vehicle or load being carried, which ever is wider, plus 0.6 metre; and
 - b. in a two way aisle, the width of the aisle must be at least twice the width of the vehicle or load being carried, which ever is wider, plus 0.9 metre.
9. Piles must not be resting against any partition or wall of a building unless that partition or wall is designed to support the load.
10. Keep pile areas tidy and free of old strapping, stickers, loose boards to avoid risk of trip and fall accidents.
11. Piles must be located so as not to interfere with:
 - illumination
 - ventilation
 - means of access and exit
 - passageways or traffic lanes
 - the operation of machines
 - sprinklers or firefighting equipment, or
 - electrical panels or energized electrical power lines.
12. Inspect a pile to ensure it is stable before adding to it or removing material from it.

REFERENCES:

Canadian Centre of Occupational Health and Safety

Procedure Title	Procedure Number	Effective Date	Page
PLANER, Electric	16 - 09 - 85	October 25, 2004	1 of 2

GENERAL:

As with all power tools there is a certain amount of hazard involved with the operator and the use of the tool. Using the tool with respect and caution will considerably lessen the possibility of personal injury.

HAZARDS/RISKS:

Injury from flying debris
Dust inhalation
Cuts

TRAINING:

Training in-house by individuals, experienced and knowledgeable with the tool.

PERSONAL PROTECTIVE EQUIPMENT:

Protective clothing and safety glasses or face shields
Dust masks should be worn if the operation is dusty
Provide safety barriers to protect others from flying debris if necessary
Safety boots CSA class 1
Push blocks
Hearing protection

PROCEDURE:

Inspect the tool, its attachments, guards and accessories for defects and function before use.

Pre - startup:

1. Ensure the planer is unplugged and locked down.
2. Ensure the blades are sharp, balanced and fastened securely.
3. Ensure the fence is anchored in the proper position.
4. Ensure the guard swings freely and returns to its position over the cutting head.
5. Check the general condition of the machine for damage and maintenance issues.
6. Replace square cutting heads with round heads as they are much safer.

Procedure Title	Procedure Number	Effective Date	Page
PLANER	16 - 09 - 85	October 25, 2004	1 of 2

7. Clean all debris and tools from the working surface.
8. Ensure there is a minimum of 3 feet clearance greater than the length of the longest stock being worked.

Use

1. Use double handed push blocks for holding down stock.
2. Maintain an adequate amount of downward and forward force with push blocks as the knife blades on a revolving cutting head can take the stock from an operator's hands.
3. Shut down the planer and wait for the blades to stop revolving before leaving the machine, even for a short time.
4. Do not make cuts deeper than .3 cm (1/16") in one pass.
5. Do not surface stock less than 12" long, 3/4" wide or more than 6" wide or less than 5/8" thick.
6. Do not pass hands over the cutters.
7. Do not remove dust or particles of wood from a table by hand or with compressed air. Use a stick or brush.

REFERENCES:

Owners manual.
Canadian Centre of Occupational Health and Safety

Procedure Title	Procedure Number	Effective Date	Page
PLIERS	16 - 09 - 90	October 25, 2004	1 of 1

GENERAL:

Occasional usage tool - cutting wire, gripping, etc.

HAZARDS/RISKS:

If protective gloves not used; blisters may develop. Wrist strain is also a possibility. Flying debris is a possibility when cutting through wire.

TRAINING:

Training in-house by individuals, experienced and knowledgeable with the tool.

PERSONAL PROTECTIVE EQUIPMENT:

Work gloves (optional)

Eye protection (optional unless cutting something that might fly off)

Safety boots CSA class 1 depending on location of use

Hard hat if working overhead

PROCEDURE:

1. Assess work area for obstructions, lighting condition.
2. Assess condition of pliers: grip span should be sufficient to prevent pinching of palm, fingers, when pliers are closed. Tool should not be worn, i.e. cutting edges should be sharp. Tool should open and close easily, (if not, then lubricant should be applied).
3. Proper safety equipment should be used.
4. Wire should be cut at right angles and not bent back and forth or side to side.
5. Tool should be used in the manner that it was designed for, IE. pliers should not be used as a hammer. Use a wrench, where possible, for nuts and bolts.

REFERENCES:

Canadian Centre for Occupational Health and Safety

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POWER TOOLS, General	16 - 09 - 95	October 25, 2004	1 of 2

GENERAL:

As with all power tools there is a certain amount of hazard involved with the operation and use of the tool. Using the tool with respect and caution will considerably lesson the possibility of personal injury.

HAZARDS/RISKS:

Entanglement
Electric shock
Vibration
Noise
Dust
Fire
Projectile debris

TRAINING:

Training in-house by individuals, experienced and knowledgeable with the tool.

PERSONAL PROTECTIVE EQUIPMENT:

Work gloves (optional)
Eye protection
Safety boots CSA class 1
Hard hat if working overhead
Dust mask
Hearing protection

PROCEDURE:

1. Before using the power tool assess the hazards in relationship to the tool being used, its power source, the environment, and the material being worked on.
2. Wear the appropriate protective equipment along with snug fitting clothing and hair netting if needed.
3. Ensure there is plenty of illumination.

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POWER TOOLS, General	16 - 09 - 95	October 25, 2004	2 of 2

4. Use the appropriate size and type of tool for the job. Ensure bits and blades are sharp.
5. Inspect the tool for damage or missing safety guards.
6. Repair and replace tools and accessories when needed.
7. Regular maintenance as per the owners' manuals must be followed.
8. Disconnect the power source when changing accessories, bits and blades.
9. Let the tool stop before laying it down.
10. Electric tools must be grounded or double insulated.
11. Ensure you plug electrical tools into Ground Fault Interrupted circuits only when operating in damp or wet locations.
12. Never use electric tools near flammable gasses or liquids.
13. Keep power lines and hoses clear of tools during use.
14. Do not carry electric tools by their cords or air tools by their hose.
15. Where possible, locate power lines and hoses above or below walkways, otherwise protect the cords and air lines from damage and entanglement.
16. To prevent loss of control, secure or support the work and hold power tool firmly.
17. Staff in custodial work shops and hobby shops must search clients before and after entering the area.
18. Always do a tool inventory and account for broken blades, bits and pieces of machinery or tools.

REFERENCES:

Canadian Centre for Occupational Health and Safety

Procedure Title	Procedure Number	Effective Date	Page
RADIAL ARM SAW	16 - 09 - 100	October 25, 2004	1 of 2

GENERAL:

As with all power tools, there is a certain amount of hazard involved with the operator and his/her use of the tool. Using the tool with the respect and caution demanded as far as safety precautions are concerned will considerably lessen the possibility of personal injury. However, if normal safety precautions are overlooked or completely ignored, personal injury to the operator may occur. This tool should be used only for the purpose intended and is NOT to be modified and/or used for any application other than for which it was designed.

HAZARDS/RISKS:

Kickback
 Tipping over (strong solid base)
 Cuts
 Electric shock
 Loose clothing, long hair, jewellery, and neckties becoming entangled in moving parts.

TRAINING:

Training in-house by individuals, experienced and knowledgeable with the tool.

PERSONAL PROTECTIVE EQUIPMENT:

Eye protection
 Safety boots CSA class 1
 Protective hair covering to contain long hair
 No loose fitting clothing
 Dust protection if required
 Hearing protection

PROCEDURE:

1. Do not operate this tool while under the influence of drugs, or medication that cause drowsiness.
2. Do not let anyone distract you or talk to you while cutting. Pay attention!
3. Know your power tool. Read the owner's manual carefully. Learn the tools applications and limitations, as well as the specific potential hazards peculiar to it.

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RADIAL ARM SAW	16 - 09 - 100	October 25, 2004	2 of 2

4. Inspect the tool, its attachments, guards and accessories for defects and function before use. Keep guards in place and in working order.
5. Be sure end plates are securely fastened to track-arm before using saw.
6. Remove adjusting keys and wrenches. Form habit of checking to see that keys and adjusting wrenches are removed from tool before turning it on.
7. Ensure other people in the area keep a safe distance from work area.
8. Don't force the saw. It will do the job better and be safer at the rate for which it was designed.
9. Use the right blades. Don't force tool or attachment to do a job it was not designed for.
10. Don't overreach. Keep your proper footing and balance at all times.
11. Use recommended accessories. Consult the owner's manual for recommended accessories. The use of improper accessories may cause hazards.
12. Avoid accidental starting. Make sure switch is in "OFF" position before plugging in cord.
13. Follow red warning on saw guard for instructions on ripping.
14. Direction of feed. Feed work into a blade or cutter against the direction of rotation of the blade or cutter only.
15. Never leave tool running unattended. Turn power off. Don't leave tool until it comes to a complete stop.
16. Always turn off power and wait until saw blade stops turning before adjusting, changing set-ups or leaving saw. Disconnect tools before servicing and when changing accessories such as blades, bits, cutters.
17. Check damaged parts. Before further use of the tool, a guard or other part that is damaged should be carefully checked to ensure that it will operate properly and perform its intended function - check for alignment of moving parts, binding of moving parts, breakage of parts, mounting, and any other conditions that may affect its operation. A guard or other part that is damaged should be properly repaired or replaced.
18. Keep saw blade clean, sharp and properly filed.
19. Adjust end of guard opposite dust spout down to material for all ripping operations.
20. Always use anti-kickback fingers when ripping.
21. Be sure that all clamp handles are properly tightened before operating machine.
22. Be sure material rests firmly against the guide fence in cut-off position before starting to cut.
23. Keep blade and arbor flanges free from dirt and grease.

REFERENCES:

Radial Saw Instruction Manual

Procedure Title	Procedure Number	Effective Date	Page
ROUTERS	16 - 09 - 105	October 25, 2004	1 of 2

GENERAL:

As with all equipment being used there is a certain amount of risk involved to the operator when using this equipment. Using the tool with respect and caution will considerably lessen the risk of personal injury.

HAZARDS/RISKS:

Rotating cutting parts
Electrical cords
Flying debris injuries
Injuries from sharp cutting edges

TRAINING:

Training in-house by individuals, experienced and knowledgeable with the tool.

PERSONAL PROTECTIVE EQUIPMENT:

Safety Glasses
Hearing protection
Dust mask if appropriate
Safety boots

PROCEDURE:

1. Do not let anyone distract you or talk to you while cutting. Pay attention!
2. Keep work areas clean.
3. Do not wear loose fitting clothing or jewellery.
4. Inspect the tool, its attachments, guards and accessories for defects and function before use.
5. Ensure the power cord is free of defects and clear of moving parts.
6. Inspect the router for safety and set the appropriate depth if adjustable.
7. Ensure the blade is facing the correct direction.
8. Ensure the router head is unobstructed before starting.
6. Router should be fed slowly and gradually.
7. Hold or clamp work firmly against the rotating cutters.

Procedure Title	Procedure Number	Effective Date	Page
ROUTERS	16 - 09 - 105	October 25, 2004	2 of 2

8. Make sure that the clamping devices will not interfere with cutting edges.
9. Use both hands to hold the router
10. Do not release hold on the router until the cutter has stopped rotating.
11. Do not attempt to remove cutters until the machine is unplugged.

REFERENCES:

Owner's manual

Procedure Title	Procedure Number	Effective Date	Page
SANDER, Belt	16 - 09 - 110	October 25, 2004	1 of 2

GENERAL:

As with all power tools there is a certain amount of hazard involved with the operator and the use of the tool. Using the tool with respect and caution will considerably lessen the possibility of personal injury.

HAZARDS/RISKS:

Injury from flying debris
Dust inhalation
Abrasions

TRAINING:

Training in-house by individuals, experienced and knowledgeable with the tool.

PERSONAL PROTECTIVE EQUIPMENT:

Safety glasses or face shields
Dust masks should be worn
Provide safety barriers to protect others from flying debris if necessary
Safety boots CSA class 1
Hearing protection

PROCEDURE:

1. Wear eye protection. Goggle type is best due to high concentration of localized dust.
2. Wear hearing protection.
3. Inspect the tool, its attachments, guards and accessories for defects and function before use.
4. Inspect belts for excessive wear and fraying.
5. Only install belts that are the same width as the pulley drum.
6. Use sanders with the local exhaust ventilation system turned on.
7. Keep hands away from the abrasive surface.
8. Hold small or thin pieces of stock in a jig or holding device.
9. Adjust work rests on manually fed sanders to provide minimum clearance between the belt and the rest.

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SANDERS, BELT	16 - 09 - 110	October 25, 2004	2 of 2

10. Adjust abrasive belt tension to keep the belt running the same speed as the pulley-drum when the wood is in contact with the belt.
11. Adjust guard feed rollers to allow boards to pass, but keep operators' fingers and arms out.
12. Do not wear loose fitting clothing, long hair or jewelry while using the sander.
13. Sand on the downward side of a disc sander so the wood is driven onto the table by the machines rotation.

REFERENCES:

Owners manual.

Procedure Title	Procedure Number	Effective Date	Page
SCREWDRIVER	16 - 09 - 115	October 25, 2004	1 of 1

GENERAL:

Occasional usage tool for installing screws, disassembling, performing small repair jobs, etc.

HAZARDS/RISKS:

If protective gloves not used; blisters may develop. Wrist strain is also a possibility due to repetitive usage. Cuts due to slippage of tool.

TRAINING:

Training in-house by individuals, experienced and knowledgeable with the tool.

PERSONAL PROTECTIVE EQUIPMENT:

Work gloves (optional)

Eye protection and hard hat when working over head

PROCEDURE:

1. Choose proper tip and size for the job.
2. Assess work area for obstructions, lighting condition.
3. Assess condition of the screwdriver: is screwdriver head rounded or damaged, split or broken handle; or bent shaft. The screwdriver handle should be clean and free of grease.
4. Do not lean or push on a screw-driver with any more force than necessary to keep contact with the screw. Keep the shank directly over the screw being driven.
5. Do not use pliers on the handle of a screwdriver for extra turning power. A wrench should only be used on the square screwdriver shank designed for that purpose.
6. Do not carry screwdrivers in pockets.
7. Tool should be used in the manner that it was designed for. Do not try to use screwdrivers on screw heads for which they were not designed or as a pry bar.

REFERENCES:

Canadian Centre for Occupational Health and Safety

Procedure Title	Procedure Number	Effective Date	Page
SOLDER GUN	16 - 09 - 120	October 25, 2004	1 of 1

GENERAL:

As with all power tools, there is a certain amount of hazard involved when using this tool. Using the tool with respect and caution will considerably lessen the risk of personal injury.

HAZARDS/RISKS:

Electrical Shock
Burns

TRAINING:

Training in-house by individuals, experienced and knowledgeable with the tool.

PERSONAL PROTECTIVE EQUIPMENT:

Eye protection
Work boots

PROCEDURE:

1. Heat is quickly on when trigger is pulled but cools more slowly when trigger is released.
2. Keep cord and flammable materials away from the tip when resting or storing the tool.
3. Make sure tip is tinned. This is done by melting solder over entire surface and removing the excess with a damp sponge.
4. Clean thoroughly all metals to be soldered.
5. All purpose solder is satisfactory for general use.
6. Heat the metal not the solder! Place the soldering tip on the metal and pull the trigger of the gun. Feed a little solder to the tip to release the flux, then apply solder to the metal until it flows freely. When soldering is complete, withdraw the gun.
7. Keep tip screws tight to ensure good contact and full constant heat.
8. Do not use acid core solder on electrical wires or circuits.
9. Keep in tool rest when not in use and to cool down before storage.

REFERENCES:

Owner's manual.

Procedure Title	Procedure Number	Effective Date	Page
SPRAY PAINTING & SPRAY CANS	16 - 09 - 125	October 25, 2004	1 of 1

GENERAL:

Employees can prevent or control health and safety hazards from the use of Spray Paints by using the information provided on the container label.

HAZARDS / RISKS:

Extremely flammable
Inhalation of spray may be harmful
Container may explode if heated

TRAINING:

Workplace Hazardous Material Information System

PERSONAL PROTECTIVE EQUIPMENT:

As per directions on container label. Dust mask as a minimum standard

PROCEDURE:

1. Read label/Manufacturer Safety Data Sheet before handling.
2. Contents under pressure.
 - Do not place in hot water or near radiators, stoves, or other sources of heat.
 - Do not puncture container.
 - Do not incinerate container.
 - Do not store at temperature over 50°C.
3. Use only under well ventilated conditions.
4. Contains petroleum distillate. If swallowed, call physician or poison control centre immediately.
5. Contents extremely flammable. Keep away from open flame, spark and cell phone.

REFERENCES:

Material Safety Data Sheet
Manufacturer's Information Label

Procedure Title	Procedure Number	Effective Date	Page
TABLE SAW	16 - 09 - 130	October 25, 2004	1 of 2

GENERAL:

As with all power tools there is a certain amount of hazard involved with the operator and the use of the tool. Using the tool with respect and caution will considerably lessen the possibility of personal injury.

HAZARDS/RISKS:

Severe cuts
Loss of limbs
Saw kickbacks
Flying debris
Hearing damage

TRAINING:

Training in-house by individuals, experienced and knowledgeable with the tool.

PERSONAL PROTECTIVE EQUIPMENT:

Safety boots CSA class 1
Safety Glasses
Dust masks if operation is dusty
Close fitting clothing
Hearing protection

PROCEDURE:

1. Do not let anyone distract you or talk to you while cutting. Pay attention!
2. Inspect the work surface for foreign materials or materials that might be projected by the saw. Inspect the tool, its attachments, guards and accessories for defects and function before use.
3. Select the appropriate saw blade for the cutting that must be implemented.
4. Turn on dust exhaust fans if available or use in a well ventilated space.
5. Set the depth of the saw cut to the amount required avoiding excessive saw blade exposure through the surface of the cut (1/8" maximum).
6. Set the fences and guards to implement the cut in a safe, controlled manner.

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TABLE SAW	16 - 09 - 130	October 25, 2004	2 of 2

7. If you are unfamiliar with the use of a table saw and before attempting regular work, work under the supervision of an experienced safe operator to get a feel for the saw using scrap pieces.
8. Always pay attention to safety precautions and use the safety features to avoid personal injury.
9. Never place hand on a cut piece near the blade to remove it or at anytime the blade is moving when the saw is running.
10. Use appropriate push devices to ensure narrow cuts do not endanger one's fingers.
11. Start motor and advance work piece toward the blade with a grip holding and guiding the piece to be cut and with part of the hand placed over the fence or the guard to control the feeding of the material.
12. If the saw jabs during use, shut the saw down, unplug the saw, and disengage the jab before making adjustment to the fence.

WARNING: NEVER STAND IN LINE WITH SAW CUT!

REFERENCES:

Owners manual

Procedure Title	Procedure Number	Effective Date	Page
TREATED LUMBER	16 - 09 - 135	October 25, 2004	1 of 2

(Chromated Copper, *Wolmanised*, Creosote)

GENERAL:

Treated lumber may be used by staff and clients in institutional workshops. Treated lumber is saturated with chemicals to prevent rot, insect infestation and fungus growth. These chemicals can be absorbed through the skin or inhaled via dust from cutting of the lumber.

HAZARDS/RISKS:

Corrosive material
Group 2A Carcinogen
Skin, eye, lung irritation
Toxic reaction

TRAINING:

Workplace Hazardous Material Information System

PERSONAL PROTECTIVE EQUIPMENT:

Eye protection
Gloves(impervious) *see Note below
Rubber boots or CSA approved material boots *see Note below
Dust mask
Skin protection (skin cream barrier and sun block 15 or greater) see # 6 below

PROCEDURE:

1. Ensure an eye wash station and washing materials are near by.
2. If the wood is to be cut, planed, drilled or sanded, masks must be worn and the work to be, done outdoors or in well ventilated conditions with outdoor exhaust.
3. If liquid creosote or chromated copper is to be used, MSDS sheets must be read.
4. Newly treated wood has more chemicals on its surface and thus is more volatile
5. Wear impervious gloves, footwear and disposable coveralls. Gloves, clothes and leather boots will absorb the chemicals and become contaminated and should not be worn.
6. Where prolonged exposure to treated wood is expected, sun block and chemical barrier cream must be applied to avoid photosensitization.

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TREATED LUMBER	16 - 09 - 135	October 25, 2004	1 of 2

7. Use automated or mechanical lumber handling devices when possible.
8. Avoid contact with saw dust .
9. Do not eat or drink in the work area.
10. Wash your hands and any other body parts which may have been exposed to the lumber or its saw dust immediately after handling lumber. Wash with water and mild soap or detergent. Do not use harsh or abrasive cleaning agents.
11. Change clothes after every shift and do not wear them again until washed.
12. When skin contact has occurred and skin irritation persists or blistering occurs, seek medical attention.
13. In case of eye contact, flush eye for at least 15 minutes and seek medical attention .

Note: Creosote-resistant materials for gloves, aprons or boots

Excellent: viton, neoprene, butyl rubber

Good: nitrile, polyvinyl chloride (PVC)

Fair: polyethylene, polyvinyl alcohol

REFERENCES:

Manufacturer Safety Data Sheet
International Agency for Research on Cancer

Procedure Title	Procedure Number	Effective Date	Page
VIBRATING TOOLS	16 - 09 - 140	October 25, 2004	1 of 2

GENERAL:

Vibrating tools can cause damage to the body over a period of time. The smaller blood vessels in the fingers, hands and other extremities exposed to prolonged vibration become damaged. Obvious tools are - pneumatic drills, jack hammers, chipping hammers, rivetting tools, impact wrenches, pavement breakers, gasoline powered chainsaws, electric tools, grinding wheels, especially pedestal grinders.

HAZARDS/RISKS:

Raynauds Syndrom (aka White Finger)which involves;

- Muscle and nerve damage
- Restricted blood flow
- Numb fingers and extremities
- Gangrene
- More susceptible to temperature injuries

TRAINING:

Training in-house by individuals, experienced and knowledgeable with the tool.

PERSONAL PROTECTIVE EQUIPMENT:

For prolonged career usage of vibrating tools staff should consider;

- Anti-vibration tools
- Anti-vibration gloves
- Anti-vibration shields

PROCEDURE:

1. Repair or adjust tools which are vibrating more than necessary.
2. Ensure cutting tools (eg. Jig saw) are firmly in contact with the cutting surface to minimize vibration for the user.
3. Wear protective equipment.
4. Check hands and fingers for numbness during extended use. Numb extremities can lead to the worker using inappropriate force which can lead to strain injuries, breakage of tools and materials, and loss of tool control.

Procedure Title	Procedure Number	Effective Date	Page
VIBRATING TOOLS	16 - 09 - 140	October 25, 2004	2 of 2

5. Lingering symptoms of numbness and cold extremities must be reported to medical practitioners.

REFERENCES:

Canadian Centre of Occupational Health and Safety

Procedure Title	Procedure Number	Effective Date	Page
WORK SHOP, General	16 - 09 - 145	October 25, 2004	1 of 2

GENERAL:

Safely working in a workshop go hand in hand with careful observance of inherent hazards and strict adherence to proper procedures.

HAZARDS/RISKS:

Exhaust fumes
Compressed air
Moving equipment
Overhead hazards, etc.

TRAINING:

Orientation to safe work procedures and practices by the workshop Supervisor.

PERSONAL PROTECTIVE EQUIPMENT:

Safety boots
Eye protection
Ear protection
Gloves
Masks

PROCEDURE:

1. Only authorized personnel may operate shop equipment.
2. Where the sound level exceeds 85 decibels, ensure a sign is posted indicating a hearing hazard area.
3. Shop ventilation equipment must be used when running equipment in the shop.
4. Have ABC fire extinguisher ready.
5. Use proper clamps and stands when securing equipment.
6. Check electrical cords and extension cords for damage.
7. Tools and equipment are to be checked regularly.
8. Report any defective tools as soon as they are discovered.
9. The supervisor is to ensure any damaged equipment is repaired or replace where needed.

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WORK SHOP, General	16 - 09 - 145	October 25, 2004	2 of 2

10. Use the exhaust hoses to vent gases outside the shop when starting and testing gas or diesel equipment in the shop.
11. Follow safe lifting practices - lift with your leg muscles and not your back.
12. Report any injury immediately and get first aid and/or medical treatment as required.
13. Employees in high noise areas must receive an audiometric test at the beginning of employment, and then once a year thereafter.

Housekeeping:

1. The work area and the machines must be kept neat and tidy.
2. Keep floors free of oil, grease or any other liquid. Clean up spilled liquids immediately as they are a slipping hazard.
3. Put tools away when not in use.
4. Place all scrap in the scrap boxes.
5. Store materials in such a way that they cannot become a tripping hazard.
6. Do not lean any material or tools against doors, inside or outside.

Repairs

- Ensure you are working in a clean area before starting a job.
- Make sure you have all necessary tools to do your job.
- Have the right parts on hand.
- Read all instructions thoroughly; **Do Not Attempt Shortcuts.**

Clothing

Keep hands and clothing away from moving parts. Do not take chances by wearing loose sleeves, watches and rings. Keep you pockets free of objects which can fall out and into machinery.

SECURITY:

1. Staff in custodial work shops and hobby shops must search clients before entering and prior to leaving the area.
2. Always do a tool inventory and account for broken blades, bits and pieces of machinery or tools.
3. Check shadow boards, sign out sheets and lock all safety cabinets at the end of the day.

REFERENCES:

Operating manuals for equipment and vehicles
Occupational Health and Safety Regulations 8.3 and 8.4

Procedures Title	Procedure Series	Effective Date
BUILDING AND GROUND MAINTENANCE	10	October 25, 2004

16 - 10 - 05	Brush Chippers
16 - 10 - 10	Calcium Chloride
16 - 10 - 15	Changing Light Bulbs
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BRUSH CHIPPERS	16 - 10 - 05	October 25, 2004	1 of 1

GENERAL:

Care should be exercised when using brush chippers to avoid personal injury and injury to others.

HAZARDS/RISKS:

Noise
Flying debris
Entanglement
Cuts

TRAINING:

Training in house by competent individuals.

PERSONAL PROTECTIVE EQUIPMENT:

Eye protection
Hearing protection
Gloves
Close fitting clothes
Safety boots

PROCEDURES:

1. Ensure all guards and safety features are present and functional before operating.
2. Check the muffler system for obvious damage and have it repaired if needed.
3. When replacing chipper blades ensure chipper is locked out and gloves are worn.
4. Ensure chipper in-feed chute is long enough to prevent the operator from reaching inside.
5. Ensure chipper has an anti-kickback device to prevent debris discharge from in-feed chute.
6. Shut down chipper engine immediately if any malfunction occurs.
7. Do not sit on any part of the chipper while it is operating.
8. Never leave the chipper unattended while it is running.
9. Check for and remove any non-wood debris in the brush before feeding it into the chipper.

REFERENCES:

Owners manual.

Procedure Title	Procedure Number	Effective Date	Page
CALCIUM CHLORIDE	16 - 10 -10	October 25, 2004	1 of 1

GENERAL:

Calcium chloride is used to melt ice on walk and road ways. The product can be spread manually, sprayed or broadcast mechanically. Generally a safe product unless there is direct contact or inhalation of dust over prolonged periods. Some ice melting products contain silica particles.

HAZARDS/RISKS:

irritation to mucous membranes
shortness of breath
silicosis
dermatitis

TRAINING:

Workplace Hazardous Manufacturer Information System

PERSONAL PROTECTIVE EQUIPMENT:

Safety footwear for low traction conditions
Gloves

PROCEDURE:

1. Ensure eye and hand washing facilities are near by.
2. Wear gloves when handling the product.
3. Skin exposed to the product should be washed thoroughly.
4. Eye exposure to the product requires 15 minutes of flushing and medical follow up.
5. Store product in a cool, dry location away from food, children and pets.

REFERENCES:

Manufacturer Safety Data Sheet for Calcium Chloride
Slip and trip procedures

Procedure Title	Procedure Number	Effective Date	Page
CHANGING LIGHT BULBS	16 - 10 - 15	October 25, 2004	1 of 1

GENERAL:

Routine building maintenance often requires the changing of bulbs and fluorescent tubes.

HAZARDS/RISKS:

Electrical shock
Falls

Burns
Falling objects

Cuts
Exploding bulbs

TRAINING:

Workplace Hazardous Information System

PERSONAL PROTECTIVE EQUIPMENT:

Eye protection (florescent tube replacement)

Hard hat (where overhead hazards exist)

Gloves, if required (thin enough to grip the bulb well but tough enough to resist cuts)

PROCEDURE:

1. Turn off switch.
2. Follow information and directions supplied by bulb/tube manufacturer/supplier.
3. Select ladder of proper length to reach working height. Heights over 9' may require assistance.
4. Remove any protective coverings from light fixture.
5. Carefully remove burned out bulb or tube. Do not use excessive force.
6. Always replace with tubes and bulbs of proper voltage and wattage.
7. Replace all covers and ensure that they are properly secured.
8. If problem still exists, call a qualified electrician.

REFERENCES:

Safe Work procedures for Ladders
Owners Manuals for the light fixture

Procedure Title	Procedure Number	Effective Date	Page
COMPRESSOR MAINTENANCE	16 - 10 - 20	October 25, 2004	1 of 1

GENERAL:

To safely perform the servicing of compressors.

HAZARDS/RISKS:

Electric shock
Moving belts
Compressed air

TRAINING:

Training in house by competent individuals.

PERSONAL PROTECTIVE EQUIPMENT:

Safety glasses, goggles or shield
Safety boots CSA class 1
Work gloves

PROCEDURES:

1. Before working on compressors, ensure electricity is locked out at the panel.
2. Remove oil drain plug when changing oil and replace plugs after oil has been removed.
3. Remove electric motor from brackets and send away for servicing if required.
4. If belts need to be changed remove and replace with new ones (see owners manual).
5. If any serious problems occur a service technician is called for immediate repairs.
6. Drain air receiver to prevent build up of humidity weekly.
7. Listen for air leaks and tighten connections if any required.
8. Investigate excessive noise which if detected could mean loose bolts, uneven mounts, loose pulleys, loose flywheel, etc. and repair.
9. If a problem is discovered submit a work order request for repair.

REFERENCES:

Owner's Manual

Procedure Title	Procedure Number	Effective Date	Page
COMPRESSORS, Air	16 - 10 - 25	October 25, 2004	1 of 2

GENERAL:

Air powered tools in construction range from stapling guns to jack hammers. If not treated with respect, these tools can be very dangerous to the user and bystanders.

HAZARDS/RISKS:

Eye and ear injury from blown dust particles

Hearing damage

Injury from projectiles from equipment (e.g. nails, staples, etc.)

Note: Air, itself, under high pressure can cause considerable damage to the human body if compressed air is not handled properly.

TRAINING:

Training in house by competent individuals.

PERSONAL PROTECTIVE EQUIPMENT:

Eye protection or face shields

Hearing protection above 85 decibels

Safety boots CSA class 1

PROCEDURES:

1. Compressed air must not be used to blow debris or to clear dirt from any workers' clothes.
2. Ensure that the air pressure has been turned off and that the line pressure is relieved before disconnecting the hose or changing tools if quick connectors not installed.
3. All hose connections must be of the quick disconnect pressure release type.
4. Hoses must be checked on a regular basis for cuts, bulges ,or other damage. Ensure that defective hoses are repaired or replaced.
5. A proper regulator and relief device must be in the system to ensure that correct pressures are maintained.
6. The correct air supply hoses must be used for the tool or equipment used.
7. The equipment must be properly maintained according to the Manufacturer's requirements.
8. Establish a safe work area for equipment use.

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COMPRESSORS, Air	16 - 10 - 25	October 25, 2004	2 of 2

REFERENCES:

Owners Manual

Procedure Title	Procedure Number	Effective Date	Page
FLAMMABLES AND SOLVENTS	16 - 10 - 30	October 25, 2004	1 of 2

GENERAL:

The proper storage of flammables and solvents (eg., gasoline, solvents, paints, chemicals, etc.) within a work area is very important in order to protect personnel from fire, inhalation of vapours, and other health and safety hazards. When 2 or more classes of liquid are stored in the same building refer to the National Fire Code 1995 or contact the office of the Fire Marshal for permitted quantities of specific classes.

HAZARDS/RISKS:

Flammables and Solvents are Hazardous Materials and can cause short or long term health and/or safety problems if not stored, handled or used properly. Materials that can contribute to a flammable liquid/solvent fire should not be stored with these liquids. Examples of incompatibles are oxidizers and organic peroxides.

TRAINING:

Workplace Hazardous Materials Information System

PERSONAL PROTECTIVE EQUIPMENT:

Refer to Material Safety Data Sheet of specific product being used. If not a controlled product follow manufactures recommendation and label.

PROCEDURES:

STORAGE of:

APPROPRIATE Signage TO BE POSTED (check the label)

1. Storage of not more than 5 L of Class 1 Liquid is permitted within the office (Business and Personal Services) portion of a building provided no fumes are being released.
2. Storage of not more than 100 L of class 1 Liquid is permitted within the Shop portion of a building.
3. Store Flammables and solvents in special storage areas.
4. Flammables and Solvents must be stored in approved containers with proper fitting caps.
5. Have a fire extinguisher or retardant chemical near storage site.
6. Only store compatible products when using mixed storage sites. Refer to MSDS of Products.

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FLAMMABLES AND SOLVENTS	16 - 10 - 30	October 25, 2004	2 of 2

7. Provide Adequate Ventilation .
8. Ensure all employees using or in the vicinity of storage area are trained and certified in the Workplace Hazardous Materials Information System.
9. Never leave flammables or solvents in open tubs or vats.
10. Flammable liquids or combustible liquids shall not be stored in or adjacent to exits, elevators, or principal routes that provide access to exits.
11. Where individual containers with a capacity of more than 5 L are required for storage, containers of not more than 25 L capacity shall be used.

PROCEDURES FOR USE OF SOLVENTS/FLAMMABLES;

1. Use nonflammable solvents for general cleaning where possible.
2. When flammable liquids are used, make sure that no open flame, hot work or cell phone is permitted in the area.
3. Store flammable and solvents in storage areas designed for flammable material.
4. Read toxic hazard of all solvents before use (MSDS).
5. Provide adequate ventilation where all solvents and flammable are being used.
6. Use goggles or face shields to protect the face and eyes from splashes or sprays.
7. Use rubber gloves to protect hands.
8. Wear protective clothing to prevent contamination of workers' clothes.
9. When breathing hazards exist, such as in enclosed spaces, use the appropriate respiratory protection.
10. Never leave solvents in open tubs or vats - return them to storage drums or tanks.
11. Ensure one chemical does not mix with another chemical. Even small amounts of cross-contamination can produce explosive or poisonous reactions.
12. Ensure that proper containers are used for transportation, storage and field use of solvents/flammable.
13. Cleanup any spills properly and dispose of clean up material properly.
14. Remove any contaminated clothing and have it washed before wearing it again.

REFERENCES:

Workplace Hazardous Information System Regulations
Material Safety Data Sheet (MSDS)
Transportation of Dangerous Goods Regulations
National Fire Code 1995.

Procedure Title	Procedure Number	Effective Date	Page
FUELS (GAS/OIL MIXTURE)	16 - 10 - 35	October 25, 2004	1 of 2

GENERAL:

It is very important to use the proper mix ratio of gas / oil in equipment requiring mixed fuels. If the mixture used is other than the manufacturers recommended ratio excessive engine wear or serious damage may occur.

HAZARDS/RISKS:

Fire burns

Gas and Mix Oils are Hazardous Materials and can cause short or long term health and/or safety problems if not stored, handled or used properly.

TRAINING:

Workplace Hazardous Materials Information System

PERSONAL PROTECTIVE EQUIPMENT:

The selection of personal protective equipment varies, depending upon conditions of use. Read Material Safety Data Sheet of specific product being used before mixing.

PROCEDURES:

1. Scan the fuel mixing area and, if possible, remove any potential ignition devices.
2. Use manufacturers recommended mix ratios.
3. Use high octane fuel.
4. Use a CSA approved container.
5. Ensure adequate ventilation when mixing fuels.
6. Don't smoke while mixing fuels.
7. Avoid Ignition Sources. (e.g. Cell phones, open flame, mechanical sparks, static sparks.)
8. Use a funnel to avoid splash and spills of the fuel.
9. Pour mix oil into Gas Container.
10. Add approximately ½ of your gas, put on the cover and shake well.
11. Remove the cover, add the rest of your gas, replace the cover and shake well again.
12. Remember, always shake your fuel container before filling equipment.

Procedure Title	Procedure Number	Effective Date	Page
FUELS (GAS/OIL MIXTURE)	16 - 10 - 35	October 25, 2004	2 of 2

REFERENCES:

Workplace Hazardous Information System

Procedure Title	Procedure Number	Effective Date	Page
GAS POWERED GRASS TRIMMERS	16 - 10 - 40	October 25, 2004	1 of 2

GENERAL:

Care and control should be exercised when using grass trimmers to avoid personal injury and injury to others.

HAZARDS/RISKS:

Noise
Cuts
Flying debris
Back strain

TRAINING:

Workplace Hazardous Materials Information System

PERSONAL PROTECTIVE EQUIPMENT:

Eye protection
Hearing protection (minimum protective rating of 24 decibels).
Long pants
Safety boots
Back harness for heavy trimmers and/or extended periods of use

PROCEDURES:

Grass Cutting:

1. Operate machine at full throttle while cutting grass. Operation at low RPM can lead to premature clutch failure.
2. Hold the grass trimmer so the trimmer head is angled slightly into the area being cut. To ensure maximum trimmer line service life, cut only with the tip of the trimmer line. Cut grass by swinging the machine head from right to left.
3. Be extremely careful of slippery terrain, especially during rainy weather.
4. Reduce the risk of bystanders being struck by flying debris. Make sure no one is within 50 feet (15 metres) while operating machine and avoid use that throws projectiles capable of causing injury.
5. Make sure bystanders inside the 50 foot danger zone wear eye protection.

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GAS POWERED TRIMMERS	16 - 10 - 40	October 25, 2004	2 of 2

6. Always make sure the debris shield is in place.
7. If contact is made with a hard object, stop engine and inspect for damage.
8. Be constantly alert for objects and debris that could be thrown either from the rotating cutting attachments or bounced from a hard object.
9. Never operate trimmer with line lengths that limit Engine speed to less than two thirds of full throttle.
10. Keep the unit as clean as practical. Keep it free of loose vegetation, mud, etc.
11. Hold the machine firmly with both hands when trimming and maintain control at all times.
12. Use the harness - a harness can increase operator comfort during extended periods of operation.
13. Never start engine from operating position.
14. Make sure unit is on a clean level surface before starting machine.

REFERENCES:

Owners manual.

Procedure Title	Procedure Number	Effective Date	Page
HIGH PRESSURE FLUIDS	16 - 10 - 45	October 25, 2004	1 of 1

GENERAL:

Escaping fluids under high pressure can penetrate skin causing serious injury. Fluid which has been injected under the skin must be surgically removed within a few hours by a doctor to avoid serious medical complications.

HAZARDS/RISKS:

Skin puncture
burns

TRAINING:

Training in house by qualified individuals.

PERSONAL PROTECTIVE EQUIPMENT:

Eye protection
Leather or impermeable gloves
Coveralls
Safety boots

PROCEDURES:

1. Ensure all PPE is in place and all skin is covered.
2. Keep hands and body away from pin holes and nozzles which eject high pressure fluid.
3. Never point high pressure equipment at yourself or others.
4. Before servicing the equipment follow the instructions on relieving system pressures.
5. Relieve system pressures when unhooking pressure lines.
6. Ensure all couplings are tight when refitting lines and accessories.
7. Use a piece of cardboard to search for leaks in the system.

REFERENCES:

Manufacturer's owners manual.

Procedure Title	Procedure Number	Effective Date	Page
HOUSE KEEPING, General	16 - 10 - 50	October 25, 2004	1 of 2

GENERAL:

While some workplaces have specific personnel for house keeping duties, all staff are responsible for maintaining good housekeeping practices. Managers and supervisors should be responsible to monitor housekeeping as their facility safety inspection procedures. Attention to general cleanliness, storage and housekeeping greatly reduces the risk of accidents, communicable disease and vermin.

HAZARDS/RISKS:

Accidents
Fire
Poisoning
Disease

TRAINING:

N/A

PERSONAL PROTECTIVE EQUIPMENT:

Protective clothing
Moving equipment

PROCEDURES:

OFFICES

1. All aisles, emergency exits, fire extinguishers, etc. will be kept clear a minimum of three feet on either side of material storage at all times.
2. Storage areas will be maintained in an orderly fashion at all times.
3. When supplies are received they are to be put away in their place immediately.
4. Spills and waste must be cleaned up immediately and disposed of properly.
5. All waste receptacles will be lined with a plastic trash bag to avoid direct contact while handling.
6. Keep file and desk drawers closed when not attended to avoid injuries.
7. Open only one drawer at a time to prevent tipping.

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HOUSE KEEPING, General	16 - 10 - 50	October 25, 2004	2 of 2

- At the end of the work day all office equipment, area heaters, lamps, coffee makers and other electrical appliances are to be turned off to prevent fires.

WORK AREAS

- All aisles, emergency exits, fire extinguishers, eye wash and body wash stations will be kept clear by a minimum of three feet on either side of product storage, material storage, fork lifts and carts at all times .
- Spills must be cleaned up immediately.
- Slippery floors must have warning signs posted until dry.
- Aisles and floor areas are to be kept clear of debris.
- All refuse and waste materials should be placed in recognized containers for disposal.
- Stored items are to be stacked properly.

REST-ROOMS, LOCKERS AND CAFETERIA

- Clean up after yourself as a common courtesy to fellow employees as well as reducing health hazards and vermin.
- Perishable food items are not to be stored in locker or cafeteria areas overnight.
- All waste receptacles must have a plastic trash bag as a liner and/or comply with waste management practices.

GROUNDS

- All trash to be discarded only in waste containers provided.
- Park only in designated parking areas.
- Mowing and trimming of vegetation around buildings must be maintained to discourage vermin.
- Snow and ice removal practices must be established.
- Hanging ice and snow hazards must be clearly identified near buildings and walkways.

FLAMMABLE STORAGE

- All flammables must be stored in approved flammable storage cabinets or stored outside at least 50 feet from any structure.
- Fuels, solvents and other flammables not stored in original shipping containers are to be stored in approved self-closing containers with flame arresters.
- Do not store flammables in open containers like open parts baths.
- Keep flammable storage areas dry and well ventilated.
- Open flames and exposed electrical components are not allowed in flammable storage areas.

REFERENCES:

Owners manuals.

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INDOOR SPRAY PAINTING	16 - 10 - 55	October 25, 2004	1 of 2

GENERAL:

The use of paints can include a variety of paint types (latex, oil, mineral) from a variety of sources such as cans, large tubs or spray cans. Depending upon the paint type and source, the hazards may vary. Long exposures to oil or mineral based paints create the most significant problems.

HAZARDS/RISK:

Organ damage
Breathing problems
Respiratory disease

Note: Inhalation of paint fumes, inhalation of aerosol, skin damage by solvents, absorption of solvents, eye contamination by aerosol, oil and mineral based paints and ingestion of paint.

TRAINING:

Workplace Hazardous Material Information System

PERSONAL PROTECTIVE EQUIPMENT:

Coveralls (or long sleeve shirt and long pants)
Gloves if specified in the MSDS
Safety glasses and face shield
National Institute of Occupational Safety and Health approved respirator or fume hood if specified in the MSDS.
Safety boots CSA class 1

PROCEDURES:

1. Review the directions of the label for each paint product and follow the application and safety precautions noted.
2. A paint spray booth or designated paint room or paint area must be used. If no such area is available, the article must be taken outside.

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INDOOR SPRAY PAINTING	16 - 10 - 55	October 25, 2004	2 of 2

3. Painting should occur when other workers are not present in the painting area unless the other worker is properly protected.
4. Ventilation systems must be turned on if present.
5. When using oil based or aerosol paints, a NIOSH (National Institute of Occupational Safety and Health) approved air purifying respirator with organic vapour cartridge (or an air supplied respirator or hood) must be used.
6. A full face shield should be worn over safety glasses while spray painting.
7. Paint which gets onto the skin should be removed by washing thoroughly as specified in the MSDS.
8. Any residue created from the cleaning of brushes or paint containers must be disposed of properly (see Environmental Protection Act and Building Codes).
9. Use of latex paints is encouraged, where possible, instead of oil based products.

REFERENCES:

Manufacturer Safety Data Sheets for paints and cleaning materials being used
Environmental Protection Act
Building Codes

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LADDERS / STEP LADDERS	16 - 10 - 60	October 25, 2004	1 of 3

GENERAL:

Before using any ladder, make sure that it is in good condition and is the right ladder for the job being done.

HAZARDS/RISKS:

Falls
Electrocution

TRAINING:

N/A

PERSONAL PROTECTIVE EQUIPMENT:

Safety boots CSA class 1
Hard hat where overhead hazards exist

PROCEDURES:

Extension or Single-Section Straight Ladders

Proper Selection:

1. Select ladder of proper length to reach working height.
2. Select ladder grade by projected use and load rating.
3. **Danger! Metal ladders conduct electricity. Use wooden or fibreglass ladders.** Keep in mind even these ladders can conduct electricity especially if they are wet and/or dirty.

Inspection:

1. Inspect ladder upon receipt and before each use.
2. Make sure all rivets and joints, and nuts and bolts are tight; rungs are secure; ladder extension locks and feet are functioning (if necessary, lubricate); and rope is properly affixed and in good condition.
3. Never climb a damaged, bent or broken ladder.

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LADDERS / STEP LADDERS	16 - 10 - 60	October 25, 2004	2 of 3

4. Keep ladder clean, free from wet paint, mud, snow, grease, oil and other slippery materials. Keep your shoes clean; leather soles should not be used.
5. Never make temporary repairs of damaged or missing parts.
6. All parts must be in good working order.

Proper Set-Up

1. Do not let ladders of any material come in contact with live electrical wires.
2. Secure base when raising and never setup ladder when it is extended.
3. Set single or extension ladder at proper (75°) angle by placing ladder base a distance equal to one-fourth total working length of ladder away from base of vertical support.
4. Do not place on boxes, unstable bases or on scaffold, or tie or fasten ladders together to gain additional height. **Note:** Dust on concrete floor, or sand on an asphalt surface, can cause ladder feet to slide. Ensure that both the ladder feet and surface are clean.
5. Erect ladder with minimum 1 m (3 ft) extending above roof line; tie top at support points.
6. Extend top section only from ground, never by “bouncing” or from the roof.
7. Do not overextend. Maintain minimum overlap of ladder sections.
8. Place on firm level surface and ensure a secure footing.
9. Do not lean sideways. Do not use on slippery surfaces.
10. Do not place in front of door opening toward ladder.
11. Where possible, use second person to hold ladder.

Proper Climbing and Use:

1. Do not use ladders if you tire easily, are subject to fainting spells, or are using medicines or substances which cause impairment of reflexes or judgement.
2. To protect children, do not leave ladders set up and unattended.
3. Securely engage ladder locks before climbing. Check that top and bottom ends of ladder rails are firmly supported.
4. Face ladder when climbing up or down; do not overreach; keep body centred between side rails; move ladder as needed.
5. Maintain a firm grip. Use both hands in climbing.
6. Do not climb onto ladder from the side unless secured against side motion nor climb from one ladder onto another.
7. Do not stand on or above the third rung from the top of the ladder.

Step Ladders;

Proper Selection:

1. Select ladder of proper length to reach working height.
2. Select ladder grade by projected use and load rating.
3. **Danger! Metal ladders conduct electricity. Use wooden or fibreglass ladders.** Keep in mind even these ladders can conduct electricity especially if they are wet and/or dirty.

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LADDERS / STEP LADDERS	16 - 10 - 60	October 25, 2004	3 of 3

Inspection:

1. Inspect upon receipt and before each use; never climb a damaged, bent or broken ladder; all working parts must be in good working order.
2. Make sure all rivets and joints, and nuts and bolts are tight; feet, steps and rungs are secure; and spreader and pail shelf function properly.
3. Keep ladder clean, free from grease, oil, mud, snow, wet paint, and other slippery material. Keep your shoes clean; leather soles should not be used.
4. Never make temporary repairs of damaged or missing parts.

Proper Set-Up:

1. Danger! Do not let ladders of any material come in contact with live electrical wires.
2. Place on firm level surface with a secure footing. Do not use on slippery surfaces. Do not place on boxes, unstable bases, or on scaffolds to gain additional height. Do not place in front of door opening toward ladder.
3. Make sure ladder is fully open, spreaders are secure and pail shelf is in position.

Proper Climbing and Use:

1. Do not use ladders if you tire easily, are subject to fainting spells, or are using medicines or substances which cause impairment of reflexes or judgement.
2. To protect children, do not leave ladder set up and unattended.
3. Face ladder when climbing up or down; keep body centered between side rails.
4. Maintain a firm grip. Use both hands in climbing.
5. Never climb ladder from the side unless ladder is secured against side wise motion.
6. Do not overreach; move ladder when needed.
7. Do not "walk" or "shift" ladder when standing on it.
8. Do not stand, climb, or sit on ladder top, pail shelf, braces, or back section.
9. Do not overload; ladders are meant for one person. Do not use as brace, platform, or plank.
10. Keep ladder close to work; avoid pushing or pulling off to the side of ladder.

Proper Care and Storage:

1. Store ladder in a safe and dry place.
2. Properly secure ladder while in transit.
3. Never store materials on ladder.
4. Never paint a wood ladder; treat at frequent intervals with wood preservative or clear coating (on wood ladders only).
5. Keep ladder clean and free of all foreign materials.
6. Destroy ladder if broken, worn, or if exposed to fire or chemical action.

REFERENCES:

General Instruction No. 3 CSA Standard CAN3-Z11-M81, Portable Ladders.
OHS Act and Regulations



Office of
Attorney General

Procedure Title	Procedure Number	Effective Date	Page
LIFTING AND CARRYING TECHNIQUES	16 - 10 - 65	October 25, 2004	1 of 3

GENERAL

The following information is more detailed for building and maintenance personnel than what is found in the lifting procedure found in the 'General ' section. The tools and lifting devices referred to are not generally used by the average staff.

HAZARDS/RISKS

Personal Injury (crushing, cutting, etc.)
Slips/falls

TRAINING

Back care

PERSONAL PROTECTIVE EQUIPMENT

Appropriate footwear (steel-toe footwear may be required)
Back support device

PROCEDURES

The following is an 8- Step Procedure for safe manual lifting and carrying techniques:

SINGLE PERSON

- 1) Plan your move. make sure your pathway is clear.
- 2) Assess the load and check overall conditions. Do not attempt to lift alone if it appears too heavy or awkward. Check adequate space for movement and good footing.
- 3) Make certain of good balance. Place feet shoulder width apart; one foot beside the article to be lifted - the other foot behind the article to be lifted.
- 4) Bend the knees; do not stoop. Keep the back straight, not vertical (there is a difference). Tucking in the chin straightens the back.

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- 5) Grip the load with palms of the hands and the fingers. The palm grip is much more secure. With grip taken, tuck in the chin to make certain the back is straight.
- 6) Use body weight to start the load moving and then lift by pushing up with the legs, making full use of the strongest set of muscles.
- 7) Keep the arms and elbows close to the body when lifting. (Hold it close to you so you can see over it).
- 8) Do not twist the body. To change direction, shift the foot position and turn the whole body.
- 9) If the load is to be lowered, bend the knees; do not stoop. Deposit load on a bench, shelf or table; place it on the edge and push into position.

TEAM LIFTING

Where the weight, shape or size of the article to be moved makes the job too much for one person and mechanical equipment is not practical, as many additional workers as required should be assigned to assist. Everyone should be instructed in team lifting and one person should be responsible for control of the action to ensure the necessary coordination. If one worker lifts too soon, shifts the load or lowers improperly, either he/she or someone working with him may be overloaded and suffer strain or injury. Talk the job out before commencing so each knows the procedure to be used.

PROPER USE OF MECHANICAL AIDS & ACCESSORIES

1. Hooks:

Ensure that hand hooks will not slip when applied to a box or other object. The handle should be strong, securely attached and shaped to fit the hand. Ensure that the hook point is shielded when not in use.

2. Bars:

Select the proper bar for the job. Never work astride the bar in case it slips. Position yourself so that you will not be pinched or crushed if the bar should slip or move suddenly. Ensure that the bar is structurally sound.

3. Rollers:

When moving heavy or bulky objects on rollers, be careful not to crush your fingers or toes between the rollers and the floor. Use a sledge or bar, not your hands and feet, to change direction of the object. Avoid unnecessary turns by making sure that the rollers are properly placed before moving is started.

4. Tongs:

Ensure that the handles of the tongs you are using are offset so that you will not pinch your hands or fingers.

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5. Hand trucks:

(A) Two-wheeled

1. Keep the centre of gravity of the load as low as possible. Place heavy objects below lighter objects.
2. Place the load well forward so the weight will be carried by the axle, not the handle.
3. Place the load so it will not slip, shift or fall. Load only to a height that will allow a clear view ahead.
4. Let the truck carry the load. The operator should only balance and push.
5. Never walk backwards with a hand truck.
6. When going down an incline, keep truck ahead.
7. When going up, keep truck behind.
8. Move trucks at a safe speed. Do not run. Keep truck constantly under control.

(B) Four-wheeled

1. Follow rules similar to those for two-wheeled trucks.
2. Ensure that trucks are evenly loaded to prevent tipping.
3. Four-wheeled trucks should be pushed rather than pulled. A truck that has a fifth wheel and a handle may be pulled.
4. Avoid high racks on the truck which obscure vision, or else use another person as a guide.
5. Ensure that the load is stable and that objects will not fall off if the truck is bumped.
6. Exercise caution with truck handles so that your hands will not contact or scrape passing traffic, walls or objects.

REFERENCES:

Canadian Centre for Occupational Health and Safety

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LUBRICANTS, Working with	16 - 10 - 70	October 25, 2004	1 of 2

GENERAL:

Employees use and come in contact with lubricants in the work place. Some of these products are - general purpose oil, turbine oil, gear oil, and vacuum pump oil. Some oils and lubricants can cause immediate and long term health effects. Oils and lubricants also cause unsafe conditions due to their slippery properties when not handled properly or controlled. Some oils and lubricants can compromise seals in machinery and gas cylinders.

HAZARDS/RISKS:

Dermatitis
Cancer
Skin irritation
Pulmonary disease
Asphyxiation
Slip and fall injuries
Burns

TRAINING:

Workplace Hazardous Materials Information System

PERSONAL PROTECTIVE EQUIPMENT:

Eye protection
Safety footwear for low traction conditions
Gloves
Respiratory mask (spray and fumes)

PROCEDURE:

1. Minimize / avoid repeated and prolonged exposure with oils and lubricants.
2. Wear eye protection when using these products.
3. Wear breathing protection where needed.
4. Use products away from sources of ignition and open flames.

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LUBRICANTS, Working with	16 - 10 - 70	October 25, 2004	2 of 2

5. Over-spray and spills of oils and lubricants must be cleaned up quickly from traction surfaces, tools, hand grips, and walking areas.
6. Oils and lubricants must be stored in designated flammable liquids storerooms, cabinets and lockers.
7. Aerosol cans must be stored in areas below 50C temperatures (120 F) .

REFERENCES:

Manufacturer Safety Data Sheet
Slip and fall safe work procedures

Procedure Title	Procedure Number	Effective Date	Page
MOWERS, Ride-on	16 - 10 - 75	October 25, 2004	1 of 1

GENERAL:

Care and control will greatly reduce the risk of personal injury and injury to others.

HAZARDS/RISKS:

Rotating blades can cut hands, arms and legs
Injury to bystanders
Crush injuries

TRAINING:

Training in house by competent individuals.

PERSONAL PROTECTIVE EQUIPMENT:

Wear close fitting clothes and long pants
Safety boots CSA class 1
Ear protection (with a minimum decibel reduction rating of 26) must be worn

PROCEDURES:

Follow the manufacturer's instructions for specific models and accessories. In General;

1. Ensure the mower's safety deflector is in place on the tractor.
2. Avoid unnecessary engine idling in enclosed spaces like garages and sheds.
3. Select route and ensure no bystanders or debris is in the route selected.
4. Look down and behind before and while backing up.
5. Do not mow in reverse.
6. To avoid serious injury or death, drive up and down slopes - not across them.
7. Avoid sudden turns.
8. Keep safety devices in place and in working order.
9. When leaving the machine - a) disengage power to the blade; b) stop engine;
c) set park brake; d) remove key.

REFERENCES:

Information obtained from owners manual.

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MOWERS, Small-push	16 - 10 - 80	October 25, 2004	1 of 2

GENERAL:

This item includes use of any hand pushed, or, self propelled mowers. Most often these will be used to maintain base grounds, or around office buildings. These machines are common everyday tools but special considerations apply.

HAZARDS/RISKS:

Flying debris
Injury to feet and hands
Hearing damage
Fire & Explosion

TRAINING:

Workplace Hazardous Information System

PERSONAL PROTECTIVE EQUIPMENT:

Safety glasses (for dusty, windy conditions or use of exposed rotary blade type mowers)
Safety boots CSA class 1 and ear protection (minimum 26 decibels sound reduction rating)
Long pants or coveralls

PROCEDURES:

1. Familiarize yourself with any manufacturers manuals where available.
2. Check for hazardous conditions in the area to be mowed, manholes, electrical wires, rocks, glass bottles, debris, etc.
3. Wear appropriate clothing - Wear close fitting clothes and PPE appropriate for the job.
4. Do not smoke around gasoline engines when fueling, have a cell phone which is turned on on your person or refuel when engine is hot. Fuelling should take place in a well ventilated area using safety measures consistent with gasoline engines.
5. Gasoline engines should be fuelled outside.
6. Disconnect spark plug cap to prevent accidental starting.
7. Always ensure the mower is fully stopped and the engine ignition is in the off position before removing clumps of grass or obstructions.
8. Avoid mowing in wet conditions where possible.

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MOWERS, small-push	16 - 10 - 80	October 25, 2004	2 of 2

9. Never place hands, feet or arms near mower blades while engine is still running. Turn the engine off.
10. Ensure other people are clear from the area being cut or in which grass is being discharged.
11. Mower should be turned so the grass is pushed out towards the lawn, not against people or vehicles.
12. All debris should be picked up before mowing.
13. Keep a firm grip on the mower, never run with mower.

REFERENCES:

Owners Manual

Procedure Title	Procedure Number	Effective Date	Page
PAINT MATERIALS	16 - 10 - 85	October 25, 2004	1 of 2

GENERAL:

The paint materials group includes paints, primers, thinners, enamels, strippers, and varnishes. These materials often contain dangerous classes of chemicals.

HAZARDS/RISKS:

Extremely flammable
 Potential carcinogenic
 Allergic reactions
 Intoxication
 Unconsciousness
 Dermatitis
 Poisoning
 Organ damage
 Chemical reactions

TRAINING:

Workplace Hazardous Materials Information System

PERSONAL PROTECTIVE EQUIPMENT:

Gloves
 Coveralls
 Face mask
 Eye protection
 Eye wash station
 Respirator (poor ventilation or high toxic product)
 Safety boots

PROCEDURES:

1. Read label/MSDS before handling.
2. Use latex paints where possible.
3. In confined closed spaces, ensure local exhaust ventilation is in operation.

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PAINT MATERIALS	16 - 10 - 85	October 25, 2004	2 of 2

4. Wear full face-piece continuous-flow air-line respirator when applying paint materials in an area with inadequate ventilation or when the paint product contains toxic metals such as cadmium, beryllium, chromium, lead, and zinc.
5. Spray gun painting requires an organic (black coded) vapour cartridge and a paint mist pre-filter.
6. Use neoprene gloves for paint materials.
7. Wear splash proof goggles when mixing, brushing, rolling or spraying.
8. When pouring and mixing paint materials such as strippers and thinners, splash proof goggles and a face shield should be used.
9. Wear a cap when painting at waist height or higher.
10. Wear coveralls with full sleeves.
11. Use protective skin barrier creams on exposed parts of skin when using vinyl, vinyl-alkyd, polyurethane, epoxy, or alkyd materials.
12. Use soap and water to remove paint materials. NEVER use solvents such as paint thinner or kerosene on your skin. Always wash your hands before eating, smoking, chewing, drinking or applying cosmetics.
13. Keep paint product containers closed when not in use.
14. Return flammable products to their storage area after use.
15. Eye contact with materials demands immediate eye flushing for 15 minutes and medical attention.
16. Ingestion of materials requires immediate medical attention. DO NOT INDUCE VOMITING or give the victim anything to drink unless instructed by a qualified medical person.
17. Clean up all spills and over sprays following the manufacturer's recommendations.

REFERENCES:

Material Safety Data Sheet
 Manufacturer's Information
 Label

Procedure Title	Procedure Number	Effective Date	Page
PRESSURE WASHER	16 - 10 - 90	October 25, 2004	1 of 1

GENERAL:

Safe handling and operation of pressure washer systems

HAZARDS / RISKS:

Electrocution
Flying debris injuries
Skin puncture

TRAINING:

N/A

PERSONAL PROTECTIVE EQUIPMENT:

Safety glasses
Rubber or latex gloves (optional)

PROCEDURES:

Check all electrical connections before using;

1. Make sure units are grounded properly
2. Do not direct discharge spray at persons.
3. Fully read owners manuals as some systems may differ from others.
4. Always stay alert while operating systems.
5. Observe all chemical warnings and instructions before using (some chemicals react explosively if sprayed with water).
6. Keep operating area clear of all persons.

REFERENCES:

Owners manual

Procedure Title	Procedure Number	Effective Date	Page
SANITATION AND INFECTION CONTROL	16 - 10 - 95	October 25, 2004	1 of 2

GENERAL:

Staff are instrumental in the maintenance of a sanitary and infection free work place. These staff are also at risk from the products, procedures and the dirt and germs they are trying to manage if they do not take care in their duties.

HAZARDS/RISKS:

Bio-hazards
Illness and disease
Accidents
Injuries

TRAINING:

Workplace Hazardous Materials Information System

PERSONAL PROTECTIVE EQUIPMENT:

Eye protection
Coveralls
Boots and gloves (various for specific duties)
Ear protection
Caution signs (wet floors)

PROCEDURES:

SANITATION - GENERAL

1. Follow all safe work procedures.
2. Check product labels and MSDS for potential hazards.
3. Wear the appropriate Personal Protective Equipment.
4. Only use cleaning products approved for your work place.
5. Always wash and clean surfaces and areas before disinfecting them.

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SANITATION AND INFECTION CONTROL	16 - 10 - 95	October 25, 2004	2 of 2

6. Use germicides and diluted bleaches to disinfect areas as required.
7. Wash hands frequently, even after using gloves.
8. Report all spills, accidents, incidents, etc.

BLOOD, BODY FLUIDS and BIO-HAZARDOUS WASTE

1. Wear gloves and use disposable towels or other means of cleaning that will stop direct contact between you and the blood or body fluid.
2. Decontaminate the area with an approved germicide or a 1:100 solution of household bleach.
3. Wash and disinfect all equipment used when cleaning the fluid.
4. Discard all soiled cleaning materials in a leak-proof plastic bag.
5. Do not compress garbage in a container with your hands or feet.
6. Dispose of the bag according to local public health regulations for infectious waste.
7. Wash hands thoroughly if contaminated and when finished cleaning.
8. Change gloves after each task or exposure.
9. Dispose of gloves as you would for contaminated materials.
10. Contaminated sharps should be placed in a puncture proof lidded container marked as 'Biological Hazard'.
11. Wear puncture proof gloves when handling sharps.
12. When carrying or emptying any waste container, always carry it with your hands and fingers on the outside of the container.
13. Never reach into a waste container or receptacle which may contain hazardous waste.

REFERENCES:

Canadian Centre Occupational Health and Safety

Procedure Title	Procedure Number	Effective Date	Page
SEWAGE AND GREY WATER	16 - 10 - 100	October 25, 2004	1 of 2

GENERAL:

Maintenance and other staff are exposed to sewage and grey water on occasion when plumbing systems are not functioning properly. Others may come in contact with this contamination if the maintenance workers and their tools are not decontaminated before leaving the source area of contamination.

HAZARDS/RISKS:

Bio-hazards
Illness and disease

TRAINING:

N/A

PERSONAL PROTECTIVE EQUIPMENT:

Eye protection
Coveralls
Disinfectant boot tray
Impermeable boots and gloves

NOTE: medical and latex gloves are not to be used. Gloves and boots should be made of PVC, vinyl, urethane, poly-blend, neoprene or natural rubber.

PROCEDURES:

1. Ensure on site washing facilities are available and well stocked.
2. Control movement into and out of the contaminated area.
3. Ensure employees working in the area wear impermeable boots and gloves.
4. Ensure staff disinfect contaminated footwear in the disinfectant boot tray as they leave the contaminated area during repair and clean up activities.
5. Once the area is decontaminated, disinfect the staffs' boots, tools and gloves with a dilute bleach or disinfectant at the work-site, or transport the contained contaminated articles to a suitable area to be decontaminated.
6. Contaminated clothing should be removed and washed as soon as possible.

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SEWAGE AND GREY WATER	16 - 10 - 100	October 25, 2004	2 of 2

REFERENCES:

Canadian Centre of Occupational Health and Safety

Procedure Title	Procedure Number	Effective Date	Page
SHOVELLING	16 - 10 - 105	October 25, 2004	1 of 2

GENERAL

Shovels are used for moving loose, granular materials. Spades are used to dig straight edged holes and slicing sods and edging lawns and flower beds.

HAZARDS/RISKS

Back injuries
Strains
Heart attack
Exposure to environmental extremes
Blisters

TRAINING

Back care

PERSONAL PROTECTIVE EQUIPMENT

Gloves
Safety boots

PROCEDURES

1. Use the proper tool for the task.
2. The recommended rate for continuous shoveling is 15 scoops per minute with a total shovel and load weight not to exceed 10 to 15 pounds.
3. Continuous shoveling is considered as 15 minutes as a maximum.
4. Throw distances should not exceed 4 feet.
5. Shoveling is not recommended for people with back injuries or heart problems.
6. Shoveling rates, loads and rest breaks should be adjusted to compensate for environmental conditions like heat and cold.
7. Do moderate stretching and warm up exercises prior to beginning shoveling.
8. Be aware of other people within your 'swing' area and the landing area of shoveled material.
9. If digging in soil, be aware of possible electrical, gas or water lines.

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SHOVELLING	16 - 10 - 105	October 25, 2004	2 of 2

Shoveling;

1. Keep feet wide apart.
2. Place front foot close to shovel.
3. Put weight on front foot.
4. Use leg to push shovel.
5. Shift weight to rear leg.
6. Keep load close to body.
7. Turn feet in direction of throw.

Digging

1. Push spade with foot using leg muscle.
2. Slide load close to body.
3. Ensure load is loose from ground before lifting.

REFERENCES:

Canadian Centre of Occupational Health and Safety

Procedure Title	Procedure Number	Effective Date	Page
SNOW BLOWERS	16 - 10 - 110	October 25, 2004	1 of 2

GENERAL:

Care and control should be exercised when using snow blowers to avoid personal injury and injury to others.

HAZARDS/RISKS:

Noise
Flying debris
Entanglement
Cuts
Extreme cold
Crush and pinch injuries
Back strain

TRAINING:

Training in house by competent individuals.
Manufacturer's Manual

PERSONAL PROTECTIVE EQUIPMENT:

Face protection
Hearing protection
Close fitting winter clothing (no scarves, loose draw strings)
Proper footwear (for warmth and traction)

PROCEDURES:

1. Ensure you are wearing the proper clothing for the environment.
2. Ensure all guards and safety features are present and functional before operating.
3. Check the muffler system for obvious damage and have it repaired if needed.
4. Keep yourself and others clear of the discharge shoot.
5. Do not aim the discharge shoot at buildings.
6. Ensure buildings near the area to be cleared are free of snow and ice overhangs. Thrown snow and noise from the snow blower can trigger dislodgement of snow and ice cycles.
7. Check your hands, fingers and other extremities for frost bite frequently.
8. Always turn off the snow blower before trying to free the auger of any blockages.

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SNOW BLOWERS	16 - 10 - 110	October 25, 2004	1 of 2

9. Be aware of any obstacles behind you when reversing.
10. Ensure the transmission is in the proper slot before engaging.
11. Allow the machine to do the pushing through the snow.
12. Be aware of traffic where you are operating the blower.
13. Always turn off the blower if you are going to leave it unattended.

REFERENCES:

Owners manual.

Procedure Title	Procedure Number	Effective Date	Page
TRACTOR	16 - 10 - 115	October 25, 2004	1 of 3

GENERAL:

This provides safe work practices for farm-type tractors. This does not replace the operator's manual and operators shall familiarize themselves with the operator's manual before using the tractors. Only properly trained and authorized persons may operate department equipment.

HAZARDS/RISKS:

Tractor upsets, improper starting procedures, crushing and pinching during hitching, collisions with other motor vehicles, getting entangled in PTO shafts and falling from the tractor.

TRAINING:

Training in house by competent individuals.
Manufacturer's manual

PERSONAL PROTECTIVE EQUIPMENT:

Hard hat
Ear protection
Eye protection
Gloves
Safety boots CSA class 1
Clothing for weather and wind exposure

PROCEDURES:

Pre-trip inspection:

1. Check hydraulic and transmission levels.
2. Check engine oil.
3. Check radiator coolant.
4. Visually check drive belts.
5. Visually check engine over for malfunction.
6. Check tires for cuts, rocks, air and missing valve caps.
7. Check wheels for rim slippage.
8. Check around and under vehicle for signs of leaks (wet oil spots on the floor).

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9. Check all lights and back-up alarms.
10. Adjust mirrors.

Before starting the machine

1. Walk around the machine checking that all safety equipment is in place and functioning.
2. Any broken, worn, leaking, damaged or missing parts shall be repaired or replaced before using the machine.
3. Check all fluid levels, top up if necessary.
4. Make sure hand holds, steps and windows are clean before getting on machine.
5. Maintain three point contact when entering or exiting machine.

Starting the machine

1. The machine should only be started by the operator.
2. When starting, the operator should be seated in the operator's seat with the seat belt fastened.
3. Before starting, ensure that the parking brake is engaged.
4. Once the engine is running, observe all gauges, instruments and warning lights to ensure that they are functioning and readings are within acceptable range.
5. Test all controls, including engine idle speed control, steering, brakes, hydraulics, etc.
6. Advise supervisor of any repairs or maintenance needs discovered while using the tractor and its equipment.

After Starting But Before Moving

1. Ensure park brakes are fully released.
2. Ensure service brakes go on and off.
3. Check for fault codes (flashing lights on dash).
4. Check clutch pedal free play.
5. If repairs or service is required, see your supervisor.

Operation

1. First time operators require instruction from supervisory personnel. Equipment must be operated from the operator's seat with the seat belt fastened.
2. Never permit passengers to ride in the cab or on the outside of the machine.
3. Always watch for people when moving the machine or attachment.
4. Traveling should be done with attachments retracted or carried low for maximum stability and visibility.
5. When working at the base of a bank or overhang, watch for dangers such as rock or earth slides, overhanging trees or cave-ins.
6. Avoid steep slopes or unstable surfaces.

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7. Keep machine in gear when travelling down hills.
8. If tools or other equipment are in cab, they must be kept secure.

Safe Shutdown

1. Stop the machine using foot brake.
2. Lower attachments to ground.
3. Shift controls to neutral/park.
4. Engage parking brake.
5. Idle engine for a short time to promote cool down.
6. Cycle hydraulic controls to ensure attachments are in a stable position.

Servicing

1. Secure unit - brakes/blocking (key removed from ignition).
2. Clean unit.
3. Ensure grease is applied to all fittings.
4. Keep work area clean.
5. Properly dispose of any grease rags.
6. Clean tools and properly store.

Fuelling

1. Position unit in proper area.
2. Apply parking brake.
3. Select correct fuel type and begin fuelling.
4. Monitor for spills and leaks during fuelling.
5. Disconnect pumping hose.
6. Secure fuel cap.
7. Check for any fuel leakage and, if leakage occurred, implement appropriate cleanup and Department of Environment notification procedures.

Road Repairs

1. Move off roadway if possible.
2. Position flares or pylons.
3. Turn on any flashing lights.
4. Advise mechanic/supervisor.

REFERENCES:

Operators Manual

Procedures Title	Procedure Series	Effective Date
MEDICAL	11	October 25, 2004

16 - 11 - 05 Bio - Medical Waste
16 - 11 - 10 Custodial Clients - General Nursing
16 - 11 - 15 Latex Allergy
16 - 11 - 20 Mixing and Administering Drugs
16 - 11 - 25 Needle Stick Injuries

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BIO-MEDICAL WASTE	16 - 11 - 05	October 25, 2004	1 of 2

GENERAL:

Bio-medical waste includes a variety of discarded materials from hospitals, medical laboratories, doctors' offices, and similar sources. Materials may include used needles and other sharp objects, laboratory samples and items contaminated with blood or body fluid or tissue. Some of these materials are disinfected or decontaminated, but others may simply be packaged for later destruction by incineration. Medical staff are at risk until the material is safely contained and disposed .

HAZARDS/RISKS:

None while in bio-container
 Body fluids
 Disease
 Cuts and punctures

TRAINING:

Workplace Hazardous Material Information System

PERSONAL PROTECTIVE EQUIPMENT:

Bio - medical container

During clean up of contaminated site :

- gloves, puncture resistant (kevlar, leather)
- gloves, impermeable (PVC, Nitrile, Vinyl, Neoprene and natural rubber)
- safety glasses
- coveralls
- safety boots

PROCEDURE:

1. Containers of bio-medical waste (including solid containers and double plastic bags) should be identified with the WHMIS symbol.

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BIO-MEDICAL WASTE	16 - 08 - 15	October 25, 2004	1 of 2

2. In the event bio-medical waste has been dislodged from its container, keep people out of the contaminated area until the waste has been safely contained and the area decontaminated.
3. If material is loose and sharp objects are present:
 - a. wear safety boots, safety glasses, and gloves depending on the material and extent of the cleanup..
 - b. use two heavy plastic bags to secure the material.
 - d. seal the bags closed and label them as containing bio-hazardous material.
 - e. have the material disposed at an approved location.
 - g. after the clean up, all Personal Protective Equipment should be decontaminated.

REFERENCES:

Health Canada
Infection Control procedures

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CUSTODIAL CLIENTS -NURSING	16 - 11 - 10	October 25, 2004	1 of 2

GENERAL:

All Institutions have inherited risk factors related to building design, maintenance and environment. 24/7 residential institutions have additional risk factors which are influenced by the type of clients they serve and the climate of social values driving the stakeholders within the institution. In general, custodial clients bring with them high rates of drug use/dependency, inappropriate decision making, violent tendencies, antisocial behavior and other unresolved issues from the street. In general, custodial staff bring with them rules, regulations and authority. Besides the typical risks faced by nurses, they also face the same hazards common to custodial staff. Nursing staff in custodial settings must operate on a fine line between authoritarian and care giver roles which can make them more vulnerable to other risks. Nursing staff have been the target of aggression, inappropriate and manipulative client/staff interpersonal affairs and hostage taking by custodial clients. The medication and medical paraphernalia the Nurses' have in their care is also a target for custodial clients. This also applies to Security staff who distribute medicine during the absence of nursing staff.

HAZARDS / RISKS:

Violence
Hostage taking
Stress
Accusations of professional misconduct

TRAINING:

Non-Violent Crisis Intervention (core)
Dynamics of Interpersonal Violence
Hostage taking
Life Threatening Situations
Suicide Prevention
Mental Health Awareness

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CUSTODIAL CLIENTS -NURSING	16 - 11 - 10	October 25, 2004	2 of 2

PERSONAL PROTECTIVE EQUIPMENT:

Portable radio
 Personal alarm system if available
 Appropriate footwear and clothing

PROCEDURE:

Distribution of medicine:

1. Reserve medicine distribution rounds for that purpose only.
2. A security staff must be present during distribution.
3. Ensure your communication equipment is working and accessible to you at all times.
4. Respond professionally to clients.
5. Ensure only one client at a time is being served near the distribution area.
6. When a client wants to speak with you during distribution rounds inform them you will see them at a time after all clients have been given their medication.
7. Ensure that you do follow up on these requests.
8. Do not leave the medicine unattended .
9. Isolate the drugs and medication from the clients as much as possible during distribution.
10. Observe the clients for signs of drug use or agitation.

Examination / interview with custodial clients:

1. Security personnel must be aware and within a reasonable reaction distance depending on the security situation.
2. Client confidentiality must not compromise security. Security personnel are also bound by confidentiality.
3. Ensure examination and meeting rooms are to be kept free of potential weapons and contraband as much as reasonably possible.
4. Clients must be searched by security staff before and after entering the examination room.
5. Ensure examination and meeting room door locks must not be manual-locking from the inside.
6. Where reasonable use examination and meeting rooms which have unobstructed windows or have the door partially open.
7. Report all inappropriate client conversations or actions.

RESOURCES:

Canadian Centre of Occupational Health and Safety
 Community Safety Strategies for Social Service workers

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LATEX ALLERGY	16 - 11 - 15	October 25, 2004	1 of 1

GENERAL:

Latex is a sap harvested from trees and plants used to make latex rubber. Various chemicals are added to give the latex strength, elasticity and durability. Starch powder is added to the gloves to stop them from sticking together and easing the insertion of the hands into the gloves. A protein substance in latex has been found to be a major source of allergy. The starch powder absorbs the protein from the latex. People sensitive to latex or who are developing sensitivity to latex generally have no problems with powder less gloves. Some people do have severe sensitivity to any latex product which in some cases bring on respiratory distress and shock.

HAZARDS/RISKS:

Dermatitis
Blisters
Severe allergic reaction

TRAINING:

N/A

PERSONAL PROTECTIVE EQUIPMENT:

Latex free gloves

NOTE: be aware gloves listed as 'Hypo-allergenic' may contain latex

PROCEDURE:

1. Use latex free gloves.
2. Maintain good house keeping practices to remove latex-containing dust from the workplace
3. Ensure latex gloves are labelled and kept separate from non-latex gloves

REFERENCES:

Canadian Centre of Occupational Health and Safety

Procedure Title	Procedure Number	Effective Date	Page
MIXING AND ADMINISTERING DRUGS	16 - 11 - 20	October 25, 2004	1 of 2

GENERAL:

Medical staff can be exposed to medicines, chemicals and other substances used in the mixing and administering of drugs. Some drugs are kept in a powdered or solid form until needed and must be combined with a medium for delivery of the medicine to the patient.

HAZARDS/RISKS:

Allergic reactions
inadvertent exposure to staff

TRAINING:

Workplace Hazardous Manufacturer Information System

PERSONAL PROTECTIVE EQUIPMENT:

Mask
Gloves
Lab coat

PROCEDURE:

1. Ensure you are familiar with all the ingredients involved in the process.
2. If you are allergic, have someone else prepare and administer the ingredients, where possible.
3. High risk substances which are easily caused to be airborne must be mixed in a controlled environment.
4. Wear masks and gloves during preparation and administration of high risk ingredients.
5. Pour or mix ingredients in a manner which will limit airborne substances or splashing.
6. Immediately flush and wash away any substance spilled on your skin.

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MIXING AND ADMINISTERING DRUGS	16 - 11 - 20	October 25, 2004	2 of 2

7. Change into new clothes if clothing has been contaminated and have that clothing tagged and washed.
8. Always wash your hands after handling the ingredients.

REFERENCES:

Infection Control
Workplace Hazardous Material Information System

Procedure Title	Procedure Number	Effective Date	Page
NEEDLE-STICK INJURIES	16 - 11 - 25	October 25, 2004	1 of 2

GENERAL:

Needle-stick injuries are wounds caused by needles which accidentally puncture the skin. Needle -stick injuries occur during the use, disassembly, disposal and transport of syringes, needles and other sharps. Accidental punctures by contaminated needles can inject hazardous fluids into the body. Needle-stick injuries account for 60% of the occurrences of exposure to HIV of all health care workers. Exposure to Hepatitis B and C are the next most common diseases by way of needle-stick injuries. Other diseases involving viruses, bacteria, fungi, and other microorganisms have also been involved in exposure to health care workers.

HAZARDS/RISKS:

Blood borne diseases
Hazardous drugs
Allergic reaction
Bio-medical waste

TRAINING:

Infection Control

PERSONAL PROTECTIVE EQUIPMENT:

Gloves
Mask as needed
Lab coat as needed

PROCEDURE:

1. Use needles only where there is sufficient lighting .
2. Where possible use 'needle free' systems with self-sealing ports and other safety features.
3. Allow adequate room for working with the syringe and needle.
4. After pulling the needle cap off, hold the syringe down and away from yourself and others.
5. Remain stationary when uncapping and capping needles.

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NEEDLE-STICK INJURIES	16 - 11 - 25	October 25, 2004	1 of 2

6. Do not turn suddenly with a needle in your hand.
7. Ensure the patient remains still or is otherwise immobilized during the procedure.
8. Prepare for your body's rebound reflex when pulling a needle out of a rubber stoppered vacuum tube to avoid needle jabs to the hand.
9. Remain focussed on the needle until it is safely disposed. Bleeding and distraught patients can often distract the care giver during the disposal process of the needle.
10. Dispose the needle into a properly labelled sharps container.

REFERENCES:

Canadian Centre of Occupational Health and Safety

Procedures Title	Procedure Series	Effective Date
GYM, RECREATION and PROJECTS	12	October 25, 2004

- 16 - 12 - 05 Brush Axe
- 16 - 12 - 10 Chainsaw
- 16 - 12 - 15 Custodial Gym & Recreation
- 16 - 12 - 20 Floatation Devices
- 16 - 12 - 25 Food Handling
- 16 - 12 - 30 Generator
- 16 - 12 - 35 Small Boats
- 16 - 12 - 40 Staging
- 16 - 12 - 45 White Gas (Naphtha)
- 16 - 12 - 50 Work Site Pre-inspection

Procedure Title	Procedure Number	Effective Date	Page
BRUSH AXE	16 - 12 - 05	October 25, 2004	1 of 2

GENERAL:

This practice is for the safe use of a hand - held brush axe. This will identify hazards and risks in order to minimize the risk of injury to oneself or others in the performance of this specific task.

HAZARDS / RISKS:

Cuts
Falling debris
Flying debris.

TRAINING:

N/A

PERSONAL PROTECTIVE EQUIPMENT:

Hard Hat
Leg protection that meets the current standard for chain saw use
CSA Class 1 safety boots
Leather gloves or leather palmed work gloves (optional)
Eye protection

PROCEDURE:

1. Perform a visual inspection of axe to ensure integrity of handle and head (no cracks or fractures).
2. Ensure that the cutting edge has a safety guard attached when transporting.
3. Always carry an axe with a firm grip with cutting edge pointed away from the body.
4. When using the axe, the handle is to be held firmly with both hands, never use axe with one hand.
5. Do not cut or swing above shoulder height.
6. When cutting a tree, inspect the tree to be cut and preplan the falling operation.
7. Assess the tree for potential falling pieces and plan appropriately.
8. Lock wrists before swinging axe so as to control axe head and to guard against wild swings.

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BRUSH AXE	16 - 12 - 05	October 25, 2004	2 of 2

9. Stand on the opposite side of tree to the limbs being cut, using the tree trunk as a shield in case the axe is deflected.
10. Use a diagonal or side to side swing which is safer and more effective.
11. Ensure a proper stance and firm footing when swinging axe.
12. Always swing the axe so that it is directed away from your body.
13. Always ensure a safe working distance from others.
14. Make sure the work environment is clear of obstacles (nothing to impede your swing.)
15. Make sure that the axe is sharp, to prevent it from glancing off objects being struck.
16. Never use an axe as a pounding device or a throwing object.

REFERENCES:

PEI Dept. Of Forestry

Procedure Title	Procedure Number	Effective Date	Page
CHAIN SAW	16 - 09 - 10	October 25, 2004	1 of 2

GENERAL:

The power saw and work environment in which you operate pose hazards and risks to the operator and any bystanders.

HAZARDS/RISKS:

Cuts
Falling debris
Flying debris
Overhead hazards
Personal fatigue
Kickback
Fire

TRAINING:

Workplace Hazardous Materials Information System
Emergency First Aid Training
Chainsaw Operator's Course

PERSONAL PROTECTIVE EQUIPMENT:

Hard Hat
Hearing Protection
Face Screen and/or safety glasses
CSA approved chain saw boots with ballistic nylon
Chainsaw pants with protection to both the front and back of the legs

PROCEDURE:

1. Become familiar with the chain saw manufacturers operating instruction as outlined in the owners manual.
2. Complete a visual inspection of saw, guards and/or any other attachment if so equipped.
3. Observe and follow safe fuelling practices, as outlined.

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CHAIN SAW	16 - 09 - 10	October 25, 2004	2 of 2

4. Complete a visual inspection of work site for identification of hazards or obstacles one might encounter while using the clearing saw and complete a pre-felling plan for the tree to be cut.
5. Establish a safe work space zone of two tree heights from you.
6. Follow procedures on chain saw use as outlined in the Chain Saw Operator's Course.

REFERENCES:

Operators Manual supplied by Manufacturer
Course Material

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CUSTODIAL GYM & RECREATION	16 - 12 - 15	October 25, 2004	1 of 2

GENERAL:

Custodial gymnasiums and recreational equipment may be used by custodial staff. Besides the usual risks associated with gymnasiums and related equipment, other risks may be added due to the custodial setting. e.g. Equipment smuggled out of these areas may be used as weapons or tools in other areas of the institutions.

HAZARDS / RISKS:

Slips, trips and falls
Sprains and strains
Sabotaged equipment
Equipment used as contraband
Violence
Communicable diseases

TRAINING:

First Aid / CPR
Infection Control

PERSONAL PROTECTIVE EQUIPMENT:

Appropriate footwear and clothing
shadow boards

PROCEDURE:

6. Consult with your physician if you are at risk due to extended inactivity, predisposed to medical ailments or experience unusual pain, shortness of breath and/or light-headedness.
7. Follow instruction in the proper use of equipment.
8. Check to see all of the equipment is accounted for and record findings.
9. Check the equipment to see if it is in good repair or may have been compromised by natural wear and tear or sabotage. Have damaged equipment removed or effectively placed out of use until repaired.

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CUSTODIAL GYM & RECREATION	16 - 12 - 15	October 25, 2004	2 of 2

10. Disinfect equipment which may have been contaminated with body fluids.
11. Do not use equipment while supervising clients. (May not apply to Youth Centre staff)
12. Do not use equipment in the presence of clients. (May not apply to Youth Centre staff)
13. Warm up before exercising.
14. Hand wraps for heavy and speed bags must be applied correctly.
15. Only use clean hand wraps and place them to be cleaned after use.
16. Do not use more weight than you can control and lift without injury.
17. Weight train with a partner or 'spotter' when using heavy weights or high numbers of repetitions to the point of muscle exhaustion.
18. Before leaving the area ensure all equipment is accounted for and in its proper place.

RESOURCES:

Gym Equipment Manufacturers information

Procedure Title	Procedure Number	Effective Date	Page
FLOTATION DEVICES	16 - 12 - 20	October 25, 2004	1 of 2

GENERAL:

Custodial staff may supervise and accompany clients on small water craft during recreation and community projects. All persons shall be familiar with life jackets. Size is important and PFDs should be selected appropriate to body size. There are three types of Canadian-approved Flotation Devices;

- The **Standard Life-jacket** is keyhole style and comes in two sizes: one for people who weigh over 40 kg and one for people who weigh under 40 kg. It has a self righting capacity that can turn an unconscious person face up out of the water.
- A **Small Vessel Life-jacket** is more comfortable to wear than a Standard Life-jacket. It has a self righting capacity but is less buoyant than a Standard Life-jacket and can only be used on small vessels.
- A **Personal Flotation Device** keeps a person afloat but has less buoyancy than a Standard Life-jacket. PFDs are designed for constant wear and provide some protection against cold water. PFDs are only approved for use on pleasure craft.

HAZARDS / RISKS:

Entering the water head first or at the wrong angle
 Landing on others or objects in the water
 Flotation device coming off
 Flotation device loss of buoyancy

TRAINING:

N/A.

PERSONAL PROTECTIVE EQUIPMENT:

Whistle attached to life jacket

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FLOTATION DEVICES	16 - 12 - 20	October 25, 2004	2 of 2

PROCEDURE:

Standard Life Jackets in particular:

1. Ensure all straps are secured.
2. Cris-cross the waist strap at the back and tie the straps against the stomach - **not** on top of the Life jacket!

All floatation devices :

3. Wear the flotation device at all times near the water and while in the water craft.
4. If the flotation device can not be made snug, use the next smaller size of jacket.
5. Ensure the flotation device's whistle is attached and works.

Condition and safety test:

1. Ensure snaps, belts or zippers work.
2. Only Canadian approved devices are to be used.
3. Test your device by wearing it and wading into chest deep water and bending your knees to see if the device will keep your chin above water.
4. Test your device at the start of each season.

Entering the water:

1. Watch out for other people and objects in the water before entering the water.
2. When jumping in look straight ahead, don't look down.
3. Use one hand to protect the face; in a jacket use the other hand to hold the front of the jacket down.
4. Step off.
5. Keep the legs crossed or tightly together.
6. When you bob in the water, relax and position your body at an angle best suited to keep your face out of the water.

RESOURCES:

Canadian Red Cross Society

Procedure Title	Procedure Number	Effective Date	Page
FOOD HANDLING, off-site	16 - 12 - 25	October 25, 2004	1 of 1

GENERAL:

Off-site projects carried out by custody staff require food stuffs be taken with the project group.

HAZARDS/RISKS:

Food and water contamination

TRAINING:

Emergency First Aid Training

PERSONAL PROTECTIVE EQUIPMENT:

Insulated food and water containers

PROCEDURE:

1. Pack food in CSA approved food coolers.
2. It is best to over estimate the amount of food and water to take with the group, especially to remote locations.
3. Determine the length of time the cooler will be exposed to outside temperature and add enough *cold packs* to keep the food cool.
4. Be aware some food items will spoil quicker than others, such as egg and mayonnaise based food stuffs.
5. Some food items, like fruit, will spoil if they are in direct contact with frozen *cold packs*.
6. In hot weather the water should be kept as cool as possible to help quench thirst and stave off heat exhaustion especially for manual labour projects.
7. Do not drink directly from the water coolers - provide cups or refillable canteens.
8. Wash hands before handling food and ensure food is prepared and served in a sanitary manner.
9. Clean water and food containers after use.

REFERENCES:

Canadian Food Guide - *Out door living*

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GENERATOR	16 - 12 - 30	October 25, 2004	1 OF 2

GENERAL:

Portable generators may be used by employees when working in remote locations. They may be used to supply power for electric tools or lights at a remote camp. Before using the generator consult the owner's manual. This will provide information on things such as fuel and oil to use, maximum load, and proper operating procedures.

HAZARDS/RISKS:

Exposure to exhaust fumes
 Exposure to loud noise when working near generator
 Fire caused by spilled fuel
 Electrical shock
 Back or muscle strain caused while lifting / moving generator

TRAINING:

Manufacturers' manual
 Back care

PERSONAL PROTECTIVE EQUIPMENT:

Safety boots CSA class 1
 Hearing protection if over 85 dB

PROCEDURE:

1. Fully understand the operation of the generator.
2. Become familiar with all controls and safety devices.
3. Locate generator on a dry level site; preferably on bare mineral soil (if not remove all combustible material such as leaves and dry grass within 3 meters).
4. Use only outdoors.
5. Use proper lifting techniques when moving generator.
6. Check all fluid levels before starting.
7. Use proper fuel (fuel mixture if 2 stroke engine).

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GENERATOR	16 - 12 - 30	October 25, 2004	2 OF 2

8. Do not refuel while engine is running; do not over fill tank. If fuel is spilled, cleanup and move the generator to a new location.
9. Store fuel only in approved container.
10. Ground Fault Insulated receptacles are recommended and required in wet conditions.
11. Use only proper, grounded electrical cords designed for outdoor use.
12. Make sure that cords are a heavy enough gage for the electrical appliances being used and the distance to the appliance.
13. Inspect all cords. Do not use cut, frayed or damaged cords.
14. Make sure electrical tools are in good repair.

REFERENCES:

Manufacturer's Manual

Safe Work procedure 'Flammables and Solvents Storage'

Procedure Title	Procedure Number	Effective Date	Page
SMALL BOAT SAFETY	16 - 12 - 35	October 25, 2004	1 of 2

GENERAL:

The operator of a small boat must ensure the safety of the passengers while operating in various weather conditions in and upon lakes, rivers, ponds and coastal areas. The operator of a small vessel is responsible for the passengers and must have the skill and knowledge to safely operate that vessel. Some of this knowledge and skill can be taught, whereas others can only be gained through experience. The operator of a small vessel must ensure that the passengers are not exposed to any hazardous or life threatening situations.

HAZARDS/RISKS:

Drowning
Hypothermia
Physical Injuries

TRAINING:

Canadian Coast Guard Operator Proficiency Exam encouraged for non-motorized water craft and mandatory for motorized water craft.
Red Cross Water safety and Life saving Course
First Aid and CPR

PERSONAL PROTECTIVE EQUIPMENT:

Most personal protective equipment (PPE) is mandated by law and must be on the vessel when operated. Refer to Procedure Section. Additional equipment may be required depending on the time of year and the type of work being carried out. File a trip plan with intended return time.

Minimum required safety equipment for non-powered boats (canoe, kayak, rowboat and rowing shells) less than 6 meters:

- One PFD per person
- Buoyant heaving line not less than 15 m in length
- One manual propelling device or anchor with not less than 15 m of cable, rope or chain
- One bailer or manual water pump
- One sound-signalling device
- Navigation lights if operated after daylight or in low visibility conditions

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SMALL BOAT SAFETY	16 - 12 - 35	October 25, 2004	2 of 2

Minimum required safety equipment for powered pleasure craft less than 6 meters:

The same as for small non-powered boats plus -

One Class 5BC fire extinguisher

One watertight flashlight or 3 Canadian approved flares of Type A, B, or C

Optional equipment:

Suitable rain gear if required

Suitable cold weather gear if required

Sun screen (optional)

Wide brimmed hat (optional)

Communication device (radio and or cell phone)

PROCEDURE:

1. You must know and adhere to the Small Vessel Regulations.
2. Be able to use a compass and navigate in marine situations.
3. Read and understand the safe operation of the equipment and the particular vessel being operated.
4. Always be aware of current and forecasted weather conditions.
5. Do a pre-inspection of all equipment and vessel before each trip.
6. Never overload vessel (check capacity plate).
7. The operator, crew and passengers must share the responsibility to:
 - a) wear life jackets
 - b) wear safety equipment
 - c) wear proper clothing
8. Always keep the vessel clear and tidy so as not to create a hazardous situation.

REFERENCES:

Canadian Coast Guard Regulations

Procedure Title	Procedure Number	Effective Date	Page
STAGING	16 - 12 - 40	October 25, 2004	1 of 1

GENERAL:

Staging or scaffolds are temporary, elevated working platforms for supporting employees and material.

HAZARDS/RISKS:

Falls
Falling debris

TRAINING:

N/A.

PERSONAL PROTECTIVE EQUIPMENT:

Safety boots CSA class 1
Hard hat where overhead hazards exist

PROCEDURE:

1. Inspect staging sections for condition and properly matching components.
2. Footing and anchorage for staging shall be sound, rigid, and capable of carrying the intended maximum load without settling or displacement. Barrels, boxes, bricks and concrete blocks are not to be used to support staging or planks.
3. A safe access ladder shall be provided for all staging.
4. If the staging is erected in an area where people will pass under it, a screen of # 18 gauge standard ½" mesh shall be erected between the toe-board and top-rail of the guard-rail.
5. Staging 10' or more off the ground require guard-rails and toe-boards.
6. Staging planks shall be specifically designed staging platforms with locking U - hooks capable of supporting 4 times the expected load of employees and material.
7. Overhead protection shall be provided for staging where overhead hazards exist.
8. Attach staging only to secure sections of the building or structure.

REFERENCES:

Online safety manual www.slu.edu & Ladder Safe Work Procedure

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WHITE GAS (Naphtha)	16 - 12 - 45	October 25, 2004	1 of 2

GENERAL:

It is very important to use the correct fuel for the appliance being used. Using the incorrect fuel may be dangerous. White Gas is a Hazardous Material and can cause short or long term health and or safety problems if not stored, handled and used properly. The fuel is formulated and tested for long storage and includes rust inhibitor to help prevent corrosion.

HAZARDS/RISKS:

Burns
Inhalation of vapours causing injury
Explosive vapour

TRAINING:

Workplace Hazardous Material Information System

PERSONAL PROTECTIVE EQUIPMENT:

The selection of personal protective equipment varies, depending upon the conditions of use. Refer to Material Safety Data Sheet

PROCEDURE:

1. Ensure the appliance being used requires White Gas
2. Always use an approved container.
3. Always ensure adequate ventilation when fuelling. Never fill an appliance in an enclosed area, building, tent, trailer or boat.
4. Avoid all ignition sources. Use 12 feet as a minimum distance depending on fume density and ventilation from smoking, open flames, mechanical and static sparks, using cell phones).
5. Do not store the container in direct, strong sunlight or near heat sources.
6. Rinse the tank occasionally with fresh fuel to remove sediment, gum formation and moisture accumulation.
7. Follow the manufactures recommendations when fuelling an appliance.

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WHITE GAS (Naphtha)	16 - 12 - 45	October 25, 2004	2 of 2

8. Do not use in stoves designed for kerosene type fuels, BBQ's or open fires or for cleaning.
9. When not used, close cap on can immediately and securely.

REFERENCES:

Owners Manual Supplied with the appliance.
WHMIS Regulations and Product Material Safety Sheet (MSDS)
Safe Work Procedure on 'Flammables and Solvent Storage'

Procedure Title	Procedure Number	Effective Date	Page
WORK SITE INSPECTION	16 - 12 - 50	October 25, 2004	1 of 2

GENERAL:

Before beginning work at an off grounds project with clients, an inspection of the site should be carried out. The initial inspection is to be done before the project is authorized. On-going inspection and observation should be carried out through the course of the project for new hazards.

HAZARDS/RISKS:

electrical wires
unsafe structures
impaired communication capabilities
water hazards
environmental elements

TRAINING:

First aid

PERSONAL PROTECTIVE EQUIPMENT:

First aid kit
Communication equipment

PROCEDURE:

1. Check the site and make a list of all potential hazards.
2. Ensure washroom and shelter facilities are near by.
3. Check the site for communication accessibility. Try radio, cell phone and land line devices for function.
4. Make a corresponding list of all equipment and procedures needed to minimize or eliminate the hazards identified.
5. Share identified work related potential hazards data with the workers.
6. Ensure the workers are cleared to do the work of the project.

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WORK SITE INSPECTION	16 - 12 - 50	October 25, 2004	1 of 2

7. Be alert for contraband which may have been planted at the work site.
8. Stay alert for non authorized personnel arriving at the work site. They may be dropping off contraband, facilitating escape attempts or may be hostile towards clients and staff.
9. Precautions should be made to eliminate passing on of the location and occurrence of off grounds projects to non authorized personnel.

REFERENCES:

Escort Briefing Form