Appendix 1: Health and Safety Operational Requirements and Guidelines

Introduction
These Operational Requirements and Guidelines for Facilities and Operations workers are a summary of the health, safety and environmental rules and working procedures (Facilities and Operations Health and Safety Manual) which apply to all workers within Facilities and Operations, at the University of Alberta. They are consistent with, and supplemental to, federal and provincial statutes and regulations governing Occupational Health, Safety and Environment in the workplace.

The worker and supervisor must sign the acknowledgment signoff, retain a copy for the personnel file, and give a copy to the worker.

General Responsibilities
Workers will ensure that they perform their work in compliance with the appropriate regulatory requirements (Occupational Health, Safety and Environmental Regulations), the Facilities and Operations Health and Safety Manual, these Guidelines, and all other University of Alberta requirements which may apply to the particular job at hand.

Facilities and Operations, Health and Safety Guidelines
These guidelines are posted in various locations, including all safety centres. All workers shall be made aware of Facilities and Operation’s policy and where it is located in their area. Workers shall also be informed of the location in their area of the Facilities and Operations Health and Safety Manual.

Orientation
Before starting any job, all involved workers will participate in an orientation. The purpose of the orientation is to ensure that every worker involved in the job is made aware of potential health, safety, and/or environmental hazards at the worksite and how these hazards will be managed.

Worksite Safety Meetings
Worksite Safety meetings shall be held to discuss the work to be performed and to ensure that all personnel participating understand the potential health, safety and environmental hazards, the necessary precautions to be taken and that all required personal protective equipment is available and that all personnel know how to use the equipment.

Documentation of the meetings is required when critical items are discussed.

Training and Certification
Workers shall be trained in safe work practices. Depending on the type of work performed and the location, training/certification may include WHMIS, TDG, First Aid, CPR, confined space entry procedures, lock out/tag out procedures, personal protective equipment, scaffold erection, welding, asbestos management and control, machine shop safety, or any other work related training. A worker not trained or certified for that particular job must halt operations until training/certification has occurred or a trained/certified worker is brought in to complete the work.

Reporting Unsafe/Hazardous Conditions
All workers, whether or not in their area, shall report unsafe or hazardous conditions to their supervisor as soon as possible.

Reporting of Injuries and Incidents
Workers shall report all injuries/incidents, near miss and property damage situations to their supervisor immediately after occurrence. These shall be documented on the Injury/Incident Report Form and submitted to the F&O Safety Division within 24hrs.
Medical Emergencies
For serious injuries which require immediate assistance contact 911 immediately.

For injuries that are not serious or not of an emergency nature, workers may access the University Health Centre or their family physician.

Workers with after-hour's injury/illnesses shall access the University Hospital Emergency accompanied by a supervisor or a fellow worker.

Office of Environmental Health and Safety

The University of Alberta Office of Environmental Health and Safety is available for consultation and advice regarding all health and safety issues. The location of the office, contacts, and phone numbers shall be posted in all areas, accessed through the web site located at www.ehs.ualberta.ca or by contacting the Facilities and Operations Safety Division.

Facilities and Operations Health and Safety Committee

This committee meets four times a year and consists of management, worker, and EHS representation. Health and safety concerns may be brought to the attention of committee members if these issues are unable to be resolved by the supervisor.

Restricted Areas

All workers shall be familiar with signage for chemical, radioactive and biohazard rooms and what procedure is required regarding entry or no entry into these rooms. They shall also be familiar with signage for rooms where lasers and Ultraviolet light are used and when it is safe to enter these rooms.

Fire and Emergencies

Workers shall know where alarms (pull stations), exits, and fire extinguishers are located.

If a fire alarm sounds, workers shall immediately stop activities, secure the area, and proceed to the building’s muster point. The work site is not to be re-entered until notification is provided that it is safe to do so by the Edmonton Fire Department

If a fire begins at a work site and it cannot be safely extinguished by the worker(s) at the site, the fire alarm must be pulled immediately and 911 is called immediately. Work is to stop and the area evacuated. The worker(s) are required to proceed to the designated muster point area.

Emergency Equipment Location and Use

Workers shall be aware of the location of Emergency Eyewash Stations and Showers in every area where they will be working in the event a chemical/hazardous material exposure occurs.

Workers shall be aware of the location of First Aid Kits and Fire Extinguishers in every area where they will be working in case of injury or fire. Workers shall be trained in the appropriate use of fire extinguishers.
Before Starting Any Job, Workers Must Ask Themselves:
1. What are the hazards associated with the job?
2. What can and should be done to eliminate these hazards?
3. If the hazards cannot be eliminated, what precautions and/or protective equipment are necessary?
4. What could go wrong and what action will be taken if something does go wrong?
5. Have all these questions and answers been discussed with everyone involved with the job?
6. Is there a written procedure? If not, should there be?
7. Is this a deviation from a standard procedure? If so, what exactly is the deviation? What are the potential hazards involved?
8. What effect could the deviation have on normal activities? Is a new job plan necessary?

Asbestos
No asbestos work is to be performed except by certified asbestos workers. Workers are required to report any damage to asbestos containing materials to their supervisor, Facilities and Operations (F&O) HAZMAT Coordinator, and/or F&O Safety Coordinator. The Asbestos Control and Management Plan shall be followed when any potential asbestos exists.

Chemical Spill
If a worker has a chemical spill during a work activity at the worksite he/she shall immediately contact 911, secure the area, warn bystanders of the situation and attempt to clear the area of all personnel.

Fixed and Portable Ladders

Confined Space Entry
Workers shall use the Facilities & Operations Confined Space Entry Code of Practice. Confined Space Entry Permits are required when entering Class 1, Class 2 and Class 3 confined spaces. Only workers trained in confined space entry shall engage in this work activity.

Equipment and Tools
Workers shall ensure that the equipment and/or tools used on the job are appropriate tools/equipment for that job. Equipment and tools shall be in good condition, and rated for the job at hand. All electrical equipment must have ground fault protection in accordance with CSA standards.

Forklifts and Other Mobile Equipment
Workers shall not operate a forklift unless they have received training in the use of it. Workers will not use the buckets of tractors or the forks of forklifts for lifting or carrying workers on the work site.

Headphones/Inner Ear Buds
The use of headphones/inner ear buds while working is prohibited. These devices can limit a worker’s ability to respond to a person(s) attaining their attention and occupy their surroundings as well as reduce a workers ability to react appropriately during emergency situations.

Hazardous Wastes
Any hazardous waste produced as a result of the work performed by workers will be properly disposed of according to both government and University of Alberta Environmental Health and Safety guidelines and regulations. Chemical waste shall never be disposed of by pouring it down a drain. The hazardous waste shall be properly packaged and labeled prior to disposal.
Housekeeping
Good housekeeping practices shall be followed constantly on all work sites. Tools shall be maintained in good working condition and properly stored when not in use. Walkways and fire exits shall be kept clear of stored materials and all work sites shall be left in a good orderly fashion by the worker(s) at the end of each work day. A final cleanup of the area is required when the job is completed.

Intoxicating Beverages and Drugs
The possession of, or being under the influence of alcoholic beverages and/or illicit drugs is strictly prohibited on the worksite. It is the responsibility of workers to ensure that if prescription or over-the-counter drugs are used, they do not affect the worker's ability to safely perform their job.

Manual Material Handling
All workers that engage in lifting, holding, or transporting of loads shall receive appropriate training in safe methods of lifting, holding, or carrying loads.

Lock Out and Tag Out
Workers shall follow the lock out and tag out procedures that meet both regulatory and University of Alberta requirements. The supervisor will advise and designate the personnel for lock out /tag out procedures.

Machine Shop Safety
Workers shall be familiar with machine shop safety in the Facilities and Operations Health and Safety Manual before beginning work in these areas.

Overhead Work
When working overhead, the area below shall be roped off or other equivalent measures taken to protect workers on the worksite or persons inadvertently walking into the area. Signs stating “Danger-Worker(s) Above” shall be conspicuously posted. If conditions justify an observer, the observer shall be stationed to warn persons in the vicinity.

Personal Protective Equipment (PPE)
Protective clothing and equipment shall be worn when indicated by regulatory and University of Alberta requirements, or as per review of MSDS and physical hazards. The University of Alberta, as per NASA Agreement, shall provide personal protective equipment. The protective clothing and equipment that may need to be worn includes, but is not limited to, hard hats, safety glasses, mono-goggles, ear plugs/muffs, safety footwear, gloves, respirators, and fire retardant coveralls. All such equipment must meet CSA standards. Workers required to wear respirators shall be screened for health issues, fit tested, and trained in respirator use before using a respirator. These workers shall also be clean shaven before using a respirator.

Safe Work Permits
Safe Work Permits are required for hot work, confined space entry, work in radioactive rooms, excavations or any other work that has been designated as requiring a Safe Work Permit. Consult with your supervisor if unsure of requirements.

Smoking
The University of Alberta is a smoke free environment and smoking is only permitted outside of buildings.

Transportation of Dangerous Goods (TDG)
Workers shall ensure they comply with the requirements specified in the TDG regulations.
Vehicle and Passenger Safety
All workers operating University of Alberta vehicles shall ensure that they have completed the University of Alberta's Defensive Driving Course and Evaluation prior to operating any University vehicle. Operators shall adhere to the Vehicle Management and Driver Safety Program Manual safe driving and operating practices and have a valid driver’s license. Workers will not transport personnel in the rear of pick-up trucks or on the tailgate.

Ventilation Requirements
Workers shall ensure that work activities involving the production of vapors, mists and dusts have had ventilation requirements evaluated to ensure acceptable air quality levels at the work site and in the general area. Discuss specific ventilation needs (closing off existing ventilation systems, provision of exhaust fans, etc.) with the supervisor as required before the start of any work activity.

Worker's Right to Refuse Work
Workers have the right to refuse work if there is imminent danger to the health and safety of either the worker or other personnel. The situation must be reported immediately to the appropriate supervisor.

Working Alone
Workers shall be trained in the Working Alone Protocol for the area.

Workplace Hazardous Materials Information System (WHMIS)
All workers working with controlled substances shall receive WHMIS training upon hire. Each worker shall identify the chemical hazards present, have the appropriate, current MSDS(s) for the products they are using in a work activity and have reviewed the MSDS(s) before beginning the work activity. All chemicals under WHMIS jurisdiction must have a WHMIS workplace or supplier label.