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1.0 INTRODUCTION

1.1 Overview

The information in this manual will serve as the Facilities and Operations Health and Safety Manual. The manual has been developed, in cooperation with the Department of Utilities, to assist management and staff in fulfilling their commitment to conduct their activities and operations in a safe and healthy manner, and to protect the environment.

All workers of Facilities and Operations are required to read and abide by all health and safety policies and procedures. Each Unit will develop written, unit-specific safe work practices and standard operating procedures that are not covered in this manual.

These policies, procedures and guidelines apply to ALL Facilities and Operations' workers when engaged in the business of the employer regardless of the location of the work.

Regulatory amendments may be made at any time in accordance with legislation changes. Administrative amendments must be approved by management through the Facilities and Operations Health and Safety Committee.

1.2 University of Alberta Health and Safety Policy

All persons involved in conducting the University’s daily affairs will integrate health and safety into their work according to all pertinent Acts, Codes, Guidelines, Regulations and all University Policies and Procedures. As far as it is reasonably practicable, all faculty, staff and students are expected to meet these minimum standards and to eliminate or control workplace hazards. As far as it is reasonably practicable, Administrative Heads and Supervisors are responsible and accountable for making their work areas safe and for ensuring that staff members are aware of the health and safety requirements of their work activities. All faculty, staff, students and contractors are responsible and accountable for working in a manner which will not put themselves, their coworkers, fellow students, clients, visitors or the general public at risk of injury.

1.3 Facilities and Operations Health and Safety Policy Statement

Facilities and Operations (F & O) is committed to providing a healthy and safe environment for students, employees, the public and contractors.

Accountability for ensuring that an effective health and safety program is functioning in the workplace lies with the Directors reporting to the Vice-President, Facilities and Operations.

The Health and Safety Program will be coordinated through the University’s Environmental Health and Safety Office working actively with the F & O Safety Division.

Managers and supervisors are responsible for ensuring that employees are trained in safe work practices and follow all applicable health and safety procedures. They are also responsible for implementing all elements of the Health and Safety Program as defined in the charter agreement.

Employees are responsible for observing and following safe work practices and reporting incidents, injuries and unsafe conditions.

In the context of the Occupational Health and Safety Act, all University employees are considered workers.
2.0 REGULATORY ROLES AND RESPONSIBILITIES

2.1 Statutory Authority

Information contained in this manual is not inclusive of all Federal and Provincial Acts, Statutes and Legislation. Knowledge of and reference to these documents as well as manufacturers’ specifications and other statutory standards not specifically referenced here shall be followed where applicable.

The following are examples of codes, statutes and their attendant regulations that govern the health, safety, and environmental activities of Facilities and Operations at the University of Alberta.

- Alberta Occupational Health and Safety Act (AOH&S Act), Regulations and Codes
- Environmental Protection and Enhancement Act
- Safety Codes Act
- Post-Secondary Education Act
- Transportation of Dangerous Goods Act
- Canadian Nuclear Safety Commission Regulations
- Radiation Protection Act
- City of Edmonton/Camrose
- Public Health Act
- Canada/Alberta Employment Standards and Labour Code

It is not the intent of the health and safety program to replace the Occupational Health and Safety Act and other statutory authorities. The intent is to promote awareness of these requirements through inclusion of key sections of the applicable act and/or regulation. Statutory Occupational Health and Safety requirements must be confirmed through direct reference of the applicable statutory requirements.

2.2 Responsibilities under the Occupational Health and Safety Act (OH&S)

2.2.1 Employer

The Alberta Occupational Health and Safety Act defines an employer as a:

“(i) person who is self-employed in an occupation,
(ii) person who employs one or more workers,
(iii) person designated by an employer as [his] representative, or
(iv) director or officer of a corporation who oversees the occupational health and safety of the workers employed by the corporation.”

In the context of the Occupational Health and Safety Act, the University of Alberta is an employer for its own workers. Administrative heads of units and line supervisors perform many of the duties specified under the Act as designated representatives of the University.

The Occupational Health and Safety Act specifies the obligations of the employer as:

“Every employer shall ensure, as far as it is reasonably practicable for him to do so, (a) the health and safety of (i) workers engaged in the work of that employer, and (ii) those workers not engaged in the work of that employer but present at the work site at which work is being carried out, and (b) that the workers engaged in the work of that employer are aware of their responsibilities as duties under this Act and the regulations.”

2.2.2 Worker

The Alberta Occupational Health and Safety Act defines a worker as, “a person engaged in an occupation.”
The Occupational Health and Safety Act specifies the obligations of the worker as:

“Every worker shall, while engaged in an occupation,
(a) take reasonable care to protect the health and safety of the worker and of other workers present while he is working, and
(b) co-operate with his employer for the purposes of protecting the health and safety of
(i) himself;
(ii) other workers engaged in the work of the employer, and (iii) other workers not engaged in the work of the employer but present at the work site at which the work is being carried out.”

Every University worker and any other person working on the University campus is responsible for complying with the Occupational Health and Safety regulations, as well as the policies and procedures developed as part of the University’s Environmental Health and Safety Management Program. Included in this is an obligation to refrain from any activity that may endanger the health and safety of themselves or of any other person. Workers are also required to be alert to and report any contravention of the OH&S Act, Regulation and Codes or the University’s Environmental Health and Safety Management Program (EHS-MP).

2.3 Responsibilities under the Environmental Protection and Enhancement Act

The Environmental Protection and Enhancement Act (EPE) is quite clear on the specific and personal responsibilities of directors and administration with respect to environmental issues. The EPE Act states:

“Where a corporation commits an offence under this Act, any officer, director or agent of the corporation who directed, authorized, assented to, acquiesced in or participated in the commission of the offence is a party to and guilty of the offence, and is liable to the punishment provided for the offence, whether or not the corporation has been prosecuted or convicted.”

Under the principle of due diligence, active participation in the offense is not required. It is enough to show that the Board of Governors or administration failed to take all reasonable steps to prevent such an incident from happening.

Under the terms of the EPE Act, individual faculty, staff and students are generally not to be held legally responsible for actions that may contravene the Act if these actions are performed under the direction of the employer (i.e. the University or its designate). However, the guiding principle of the Act is that all persons have a responsibility for ensuring the protection of the environment and are expected to comply with environmental legislation. Therefore, University faculty, staff and students shall take all reasonable steps to protect the environment, and be alert to and report any contravention of the EPE Act or the University’s EHS-MP.

2.4 Responsibilities under the Safety Codes Act

The Safety Codes Act states that:

“The owner of any thing, process, or activity to which this Act applies shall ensure that it meets the requirements of this Act, that the this is maintained as required by the regulations and that when the process or activity is undertaken it is done in a safe manner.”

Therefore, the University is responsible for ensuring that the University infrastructure meets the standards outlined in the codes and regulations under the Act.

2.5 Facilities and Operations – Responsibilities

The University EHS-MP can only be effective if unit managers assign environmental health and safety issues a level of importance established by the University Environmental Health and Safety Policy,
Procedures, Roles and Responsibilities and the Facilities and Operations Health and Safety Guidelines. Listed below are the responsibilities for health and safety within Facilities and Operations:

2.5.1 Directors
- Provide financial and human resources to maintain an effective health and safety management system.
- Ensure implementation of the health and safety program, monitor, and evaluate the success of the program.
- May delegate responsibility for health and safety issues to another competent individual. Competent, as defined in the Health and Safety Act, is an individual, “adequately qualified, suitably trained and with sufficient experience,” however, the Directors retain overall responsibility to ensure that the delegated duties are fulfilled as per policy statement.

2.5.2 Health and Safety Coordinator (HSC)
- Develop and implement health and safety programs.
- Monitor and evaluate the success of the programs.
- Act as representative to deal with regulatory agencies as necessary.
- Seek health and safety training resources and information for all staff.
- Chair Facilities and Operations Health and Safety Committee meetings
- Assist with injury/incident investigation and recommend corrective action as necessary.
- Maintain all necessary records,

2.5.3 Managers, Supervisors and/or Foremen
- Provide training or seek training resources and information for workers.
- Ensure workers follow all applicable health, safety and environmental policies and procedures.
- Monitor and inspect work areas and activities for unsafe conditions and acts. Correct and issue safety violations as required
  Link: http://www.facilities.ualberta.ca/FO_Forms/Health_Safety_Fire.aspx
- Conduct monthly health and safety meetings and provide follow-up on safety concerns.
- Interact with other supervisors to promote health and safety and address common concerns.
- Perform injury/incident investigations and implement corrective actions as necessary.
- Maintain all necessary records of workers.

2.5.4 Workers
- Abide by statutory regulations, University and Facilities and Operations health and safety policies, practices and procedures.
- Work in a manner that will not endanger themselves or others at work.
- Participate with their employer to promote health and safety.
- Report unsafe conditions or hazards to a supervisor.
- Report all injuries and incidents immediately.

2.6 Maintaining Records
There shall be a written record maintained of all aspects of health and safety issues. Records of actions taken are essential in demonstrating due diligence. These may include; however, are not limited to the following:
- Policy statements.
- Assignment of responsibility.
- Hazard assessments and controls, inspections, and audits.
- Training records.
- Standard operating procedures and safe work practices.
- All Health and Safety meeting minutes.
- Injury and incident reports and corrective actions.

### 2.7 Disciplinary Action

#### 2.7.1 Enforcement

First line supervisors are primarily responsible for the implementation of the Health and Safety Program. Before they are able to enforce the program requirements, it is their responsibility to ensure that workers are aware of the elements that apply to the work in which they are involved. The first line supervisors are the key to effective control of operations because they are in the best position, of direct supervision, to detect and correct unsafe acts and conditions that cause incidents and losses.

#### 2.7.2 Unsafe Conditions

Although personnel from the Office of Environmental Health and Safety are considered primarily to have an administrative role, they, as well as management personnel, have the responsibility and authority to correct unsafe acts and conditions, and to stop unsafe work.

#### 2.7.3 Disciplinary Action

Disciplinary action will be in accordance with the Board/NASA Collective Agreement, Parts A and B, and the University of Alberta Disciplinary Process Policy, outlined in Appendix U, of Part A and Appendix K, of Part B.

### 2.8 HEALTH AND SAFETY COMMITTEES

A properly functioning Health and Safety Committee is an integral part of any operational Health and Safety Program. It serves as a link between workers, supervisors, and management, ensuring that everyone in the unit has a stake in the health and safety management system. The Health and Safety Committee increases the involvement and awareness towards the health and safety of the workers within Facilities and Operations.

The Committee is not a complaint department for every health and safety concern. When an individual has a health and safety concern, he/she should first approach his/her immediate supervisor and try to find a solution. Health and safety issues should be addressed within the operational unit, and only if the issue cannot be resolved should the matter be brought to the attention of the Safety Division.

In the event of a serious health and safety concern, this regular route shall be circumvented. These issues shall be reported to the Safety Division so that appropriate action can be taken immediately.

In addition, the Committee is not meant to take on all responsibilities for health and safety. Its role is to review the function of the Health and Safety Program and recommend changes as required.

#### 2.8.1 Terms of Reference

1. The committee will meet a minimum of four times a year; attendance by member or designate is mandatory.

2. Membership will consist of representatives from management and workers within Facilities and Operations, plus one individual from the Office of Environmental Health and Safety.
3. Members shall hold office for a term of not more than two years or until their successors are elected or appointed.

4. Members of the committee may be re-elected or re-appointed for further terms.

5. A member of the committee may be replaced at any time during that member’s term of office by those persons whom he/she represents.

6. Members will act as an information resource for the Health and Safety Committee activities.

7. Members shall attend a Health and Safety Committee training session.

8. Members shall participate in annual workplace inspections.

9. Members will review the Health and Safety Manual, every two years.

10. Members may suggest the development of health and safety practices and procedures as necessary.

11. Members will promote health and safety within Facilities and Operations.

12. Members will review roles, responsibilities, and Terms of Reference every two years.

13. The Chair will forward an annual report to the Executive Health and Safety Committee.

### 3.0 HEALTH AND SAFETY MEETINGS

#### 3.1 Area Safety Meetings

- Held regularly each month.
- Includes all workers in unit.
- Health and Safety meetings to be kept separate from operational meetings.
- The following are guidelines for safety meetings:
  - Short—no more than ½ hour.
  - Have a varied agenda.
  - Minutes recorded and posted (copy sent to HSC)
  - Attendees named in minutes.
  - Deal with specific work-related health and safety concerns/problems or programs.
  - Communicate new developments regarding health and safety.

#### 3.2 Pre-Job Meetings

Pre-job meetings shall be held to:

- discuss new, unusual or infrequent work to be performed and ensure all personnel participating understand the work to be done.
- ensure all required equipment is available.
- ensure all workers performing the work know how to use the equipment.
- assess potential health and safety hazards and discuss actions to minimize the hazard.

Pre-job Safety Instructions (Complete the form Pre-Job Safety Instruction)

Link: [http://www.facilities.ualberta.ca/FO_Forms/Health_Safety_Fire.aspx](http://www.facilities.ualberta.ca/FO_Forms/Health_Safety_Fire.aspx)

- Is this a safe work area?
- Will the activities of other crews interfere with safe operations?
- Has a job hazard analysis been completed and do workers understand their work assignments?
- Have proper tools and equipment been provided?
- Are tools and equipment in safe operating condition?
• Has personal protective equipment been provided?
• Are all individuals knowledgeable on how to properly use all personal protective equipment?
• Can individuals communicate effectively with each other or are their restrictions due to high noise, restricted vision or language barriers?
• If chemical products or compounds are being used, are the workers aware of the hazards and safety controls required to safely complete work assignments?
• Are the workers aware that the Pre-Job Safety Instruction is to assist them in getting the job done safely?
• Have workers been encouraged to make suggestions to assist in completing job assignments safely?
• Have the workers been advised to report any unsafe acts or unsafe conditions to their supervisors?

4.0 WORKERS’ COMPENSATION BOARD (WCB)

4.1 What injuries and illnesses must be reported?
• Work-related injuries that cause or are likely to cause a worker to be off work beyond the day of the injury
• Injuries that require modified work beyond the day of the injury.
• Injuries that result in medical treatment physician/clinic visit, physical therapy, prescription medications, etc.).
• Injuries that may result in a permanent disability (amputations, hearing loss, etc.)

4.2 WCB Employer’s Report

Under the WCB legislation, the employer must report work-related injuries within 72 hours of being notified of the injury. Failure to report an injury within this period may subject the University of Alberta to fines.

The WCB considers an employer to have acquired knowledge of an incident/injury if the employer, or anyone considered by the WCB to be acting on behalf of the employer (such as supervisor, foreman or first-aid attendant) receives notice or otherwise becomes aware that a worker may have received a work-related injury.

Link: http://www.facilities.ualberta.ca/FO_Forms/Health_Safety_Fire.aspx

5.0 RIGHT TO REFUSE UNSAFE WORK

• Alberta Occupational Health and Safety Act, section 35 “Existence of Imminent Danger.”
• “No worker shall carry out any work if, on reasonable and probable grounds, he believes that there exists an imminent danger to the health or safety of that worker…”
• Contentious issues should be resolved with your supervisor.
• EHS and/or HSC should be consulted if an issue cannot be resolved.
• For further information please see Article 6.02 of the NASA Collective Agreement

6.0 PERSONAL PROTECTIVE EQUIPMENT

For more comprehensive information, access Government of Alberta Human Services Employment & Immigration (http://employment.alberta.ca/sfw/53.html).

6.1 Minimum Requirements

All personnel entering work areas are required to abide by the Alberta Occupational Health and Safety Code Part 18 in correlation with a job hazard analysis.

In most cases, personal protective equipment required for special work procedures will be provided by Facilities and Operations.

- All personal protective equipment shall be used and maintained in accordance with manufacturer’s specifications.
- Personal protective equipment shall not be altered unless authorized by the manufacturer.
- All personal protective equipment that is damaged or in need of repair shall be removed from service. Return faulty equipment to the supervisor. This equipment shall be removed service and tagged with an explanation of the defect or problem.
- Personal protective equipment shall be inspected by the worker prior to each use.

6.2 Respirator Selection and Use

For further information please refer to the Respiratory Protection Program located in Appendix 29.

6.2.1 Health Assessment

Workers required to use a respirator are to complete the Respirator Wearers’ Questionnaire (please see link above). The Occupational Health Nurse (OHN), prior to fit testing, shall review this questionnaire. If there is a concern with a worker’s ability to wear a respirator, the OHN will refer the worker to a physician for medical fitness to wear a respirator, prior to fit test and issue.


All health/medical information shall be kept in a confidential manner in the Occupational Health Unit, Office of Environmental Health and Safety.

6.2.2 Training for Use of a Respirator

Prior to receiving a respirator, training shall be provided for every worker required to wear respiratory protection and for all supervisors of workplaces where respiratory protection is required. The training program as a minimum shall cover the following points: (training is available through the Safety Division)

i) Respirator User
   - a discussion of the nature, extent, and effects of respiratory hazards to which the worker may be exposed,
   - an explanation of the operation, limitations, and capabilities of the selected respirator(s),

...
• instruction in the procedures for the inspection, donning and removal, checking the fit and seals, and in wearing the respirator,
• an explanation of the procedure for maintenance and storage of the respirator,
• instructions on how to deal with emergency situations using different respirators or the malfunction of respirators.

ii) Supervisors, in addition to the above, shall also be provided training in:
• selection, fitting, issuance, and inspection of respirators
• monitoring respirator use

6.2.3 Fit Testing

All workers required to wear a respirator shall be fit tested. Contact the Safety Division to arrange for a fit test.

BEFORE THE FIT TEST
• Refrain from eating. Drinking, chewing gum, or smoking a half hour before the test. If you are ill, especially with a cold, call and reschedule the appointment.
• Workers are to be clean shaven where the face piece of the equipment seals to the skin of the face

The fit test shall normally involve:
• Sensitivity test with test medium using a fit testing hood.
• Donning and removal of the respirator.
• Positive and negative pressure checks.
• Exposure to test medium around perimeter of mask while worker talks, moves head up and down and side to side, and takes deep breaths.
  • Fit testing records shall be completed and retained by the Safety Division.

6.3 Fall Protection

For further information please refer to the Fall Protection Program located in Appendix 25.

For more comprehensive information, access Government of Alberta Human Services Employment & Immigration. Link: http://employment.alberta.ca/sfw/53.html

6.3.1 Approvals

Safety harnesses, lanyards, lifelines, and fall arresting devices must be approved under these CSA standards:
• Z259.10-M90 Full Body Harnesses
• Z259.1-95 (R1999) Safety Belts and Lanyards

6.3.2 General

Safety harnesses and lanyards complete with shock absorbers and locking snaps are mandatory requirements for personal fall protection.

Workers shall review and follow the manufacturer’s instructions on care and use of the harness. Harnesses shall be adjusted so they fit snugly to the body.

Lanyards shall only be attached to secure anchor points and care shall be taken to avoid damage from heat or sharp objects. Do not secure to the sprinkler systems or utility piping.

Fall protection systems or equipment shall only be used for the purpose intended. Fall protection equipment should only be used in a load-bearing manner in the event of a fall.
When work is conducted in close proximity to roof edges, no part of the worker’s body should extend over the vertical plane of the building wall. If it does, then a fall restraint system must be used.

6.3.3 Inspection

In addition to inspection prior to each use, fall arrest equipment shall be subject to documented inspection. Harnesses shall be numbered for reference on documentation during scheduled inspections.

Personal fall protection devices shall be returned to the Repair Shop or Utility Supervisor for scheduled inspection.

Fall arrest systems in service shall be field inspected. A properly trained and qualified worker shall conduct all inspections.

6.3.4 Harnesses and lanyards shall be inspected for:

- Damaged stitching, rivets, etc.
- Twisting or deformation of buckles, d-rings, quick connect fittings or lanyard snaps.
- Cuts, wears, tears, or burns on the harness, lanyards or rope lifelines.
- Damage to the shock absorber boot or visual indicators that the shock absorber has been engaged.

6.3.5 Horizontal and vertical lifelines and components shall be inspected for:

- Wire rope or cable damage.
- Deformation or twisting of anchorage hardware.
- Function and wear of components such as rope or cable grabs.
- Proper sag required for horizontal static lines.

6.4 Hearing Protection


6.4.1 Standards

Hearing protection shall comply with the Standard CSA-Z94.2 M1984, Hearing Protectors.

6.4.2 Occupational Exposure Limits for Noise

<table>
<thead>
<tr>
<th>Exposure Level (dBA)</th>
<th>Exposure duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>82</td>
<td>16 hours</td>
</tr>
<tr>
<td>83</td>
<td>12 hours and 41 minutes</td>
</tr>
<tr>
<td>84</td>
<td>10 hours and 4 minutes</td>
</tr>
<tr>
<td>85</td>
<td>8 hours</td>
</tr>
<tr>
<td>88</td>
<td>4 hours</td>
</tr>
<tr>
<td>91</td>
<td>2 hours</td>
</tr>
<tr>
<td>94</td>
<td>1 hour</td>
</tr>
<tr>
<td>97</td>
<td>30 minutes</td>
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<tr>
<td>100</td>
<td>15 minutes</td>
</tr>
<tr>
<td>103</td>
<td>8 minutes</td>
</tr>
<tr>
<td>106</td>
<td>4 minutes</td>
</tr>
<tr>
<td>109</td>
<td>2 minutes</td>
</tr>
<tr>
<td>112</td>
<td>56 seconds</td>
</tr>
<tr>
<td>115 and greater</td>
<td>0</td>
</tr>
</tbody>
</table>
Hearing protection is required for any worker who will be exposed to 85 dBA sound level or greater during the work day.

Construction and maintenance work areas often exceed exposure limits. For this reason, it is recommended that workers carry at all times, for use as required, hearing protection.

A “good rule of thumb” for the requirement of hearing protection is when it is difficult to hear a normal conversation from about 3 feet.

6.4.3 Guide to Selection of Ear Protectors

<table>
<thead>
<tr>
<th>Maximum equivalent noise level (dBA)</th>
<th>Minimum CSA Class</th>
<th>Type of Protector</th>
</tr>
</thead>
<tbody>
<tr>
<td>≤90</td>
<td>C, B or A</td>
<td>None</td>
</tr>
<tr>
<td>≤95</td>
<td>B or A</td>
<td>Ear plugs</td>
</tr>
<tr>
<td>≤100</td>
<td>A</td>
<td>Ear plugs or muffs</td>
</tr>
<tr>
<td>≤105</td>
<td>A</td>
<td>Ear plugs or muffs</td>
</tr>
<tr>
<td>≤110</td>
<td>A</td>
<td>A plugs + A or B muffs and limited exposure time</td>
</tr>
<tr>
<td>&gt;110</td>
<td>A</td>
<td>A plugs + A or B muffs and limited exposure time</td>
</tr>
</tbody>
</table>

Class “A” gives more protection than Class “B,” which gives more protection than Class “C.” Most hearing protectors also have a noise reduction rating (NRR). In general a NRR of 24 or higher can be considered equal to a Class “A” protector, a NRR of 17-23 equal to Class “B” and a NRR of less than 17 equal to Class “C.”

Note: Custom fit earplugs are currently being used by several individuals. These have been rated as NRR 25, Class “A.” A new pair should be obtained every 5 years, if there has been a weight change or the earplugs are beginning to deteriorate.

6.4.4 Noise-exposed workers should be sure that:

- The protector reduces noise levels enough so that hearing is protected.
- The protector is CSA approved.
- The protector fits properly.
- Protection is worn when necessary.
- Custom fit earplugs are to be:
  - inspected every day.
  - replaced when necessary.
  - kept clean and dry.
  - stored in a clean place when not in use.
- Do not chew gum while wearing hearing protection.

Supervisors are to contact the Occupational Health Unit (EHS) to arrange a hearing test for all new workers upon hire. Hearing tests are repeated 12 months after the initial and every two years thereafter.

6.5 Eye and Face Protection

For more comprehensive information, access Government of Alberta Human Services Employment & Immigration (http://employment.alberta.ca/sfw/53.html).
6.5.1 General
- Equipment used for eye and face protection shall be properly fitted and approved as per CSA Z94.3-99 Industrial Eye and Face Protectors.
- Prescription eyewear is acceptable if it meets the CSA Standard
- It shall be appropriate to the work being done and the hazard involved.

6.5.2 Eye and face protection is intended to protect against such hazards as:
- Flying particles, including dust
- Molten metals such as welding sparks and slag
- Chemical splashes
- Radiation, such as ultraviolet from welding

6.5.3 Eye protection includes:
- Safety glasses/goggles
- Mono goggles
- Cutting goggles
- Welding hood lenses

6.5.4 Face protection includes:
- Plastic or mesh face shields
- Welding helmets
- Leather hoods for sand blasting
- Barrier creams

*Prescription eyeglasses should be worn as prescribed when using face protection so as not to pose a safety risk and to enable individuals to visualize their work.*

Do not modify eye or face protection. Clean eye and face protection regularly. Replace if lens becomes pitted or scratched. Use anti-fog solution to reduce fogging in cold weather. Use double eye protection, glasses and face shields for tasks that generate flying particles, e.g. grinding or operating a weed eater.

6.6 Limb and Body Protection
For more comprehensive information, access Government of Alberta Human Services Employment & Immigration ([http://employment.alberta.ca/sfw/53.html](http://employment.alberta.ca/sfw/53.html)).

6.6.1 General
Where there is a danger of injury to a worker’s hands, arms, legs, or trunk, an employer must ensure that the worker wears properly fitted protective equipment that is appropriate to the work being done and hazards involved.

- Limb and body protection comes in many forms and is usually specific to the hazard. Some examples of limb and body protection are:
  - Ballistic pants and chaps for operation of chainsaws
  - Leather jackets and chaps for exposure to welding and other hot processes
  - Chemical or fire resistant coveralls
6.6.2 Hand Protection

When using gloves, MSDS and manufacturer’s specifications must be closely reviewed to ensure they are suitable for the hazard.

E.g. Latex gloves are prohibited when using chemicals, such as solvents

6.7 Head Protection

For more comprehensive information access Government of Alberta Human Services Employment & Immigration ([http://employment.alberta.ca/sfw/53.html](http://employment.alberta.ca/sfw/53.html)).

6.7.1 General

- Minimal requirement for hard hats is CSA-Z94.1-92 *Industrial Protective Headwear* when a significant risk of a lateral impact to the head exists.
- If the employer has determined that a significant risk of lateral impact does not exist, hard hats shall meet the requirements of ANSI Standard Z89.1-1986, *Protective Headwear for Industrial Workers*.

6.7.2 Designated Hard Hat Areas

Anyone entering these areas are required to wear head protection:

- Heating Plant
- Cooling Plant
- Services Corridor
- Construction sites
- Any other location signed “Hard Hat Area”

6.7.3 Tasks Requiring Head Protection

These include; however are not limited to:

- Felling trees or portions of trees
- Overhead operations above 8 feet (for workers working below)
- Working with cranes or hoisting equipment
- Working in a sunken pit
- Working in confined spaces
- Working near or around unguarded electrical equipment
- As directed by supervisor

6.7.4 Bump Hat

The use of a bump hat may be permitted where the danger of injury is limited to striking the head against a stationary object.

6.8 Foot Protection

For more comprehensive information access Government of Alberta Human Services Employment & Immigration link: [http://employment.alberta.ca/sfw/53.html](http://employment.alberta.ca/sfw/53.html)

6.8.1 General

- Minimum requirement for safety footwear is CSA 2195-M92 *Protective Footwear*
- Workers required to wear safety footwear are eligible for reimbursement as per Article 6.06(e) of the Board/NASA Collective Agreement.
Safety footwear must always be worn when there is a potential hazard that may result in foot injury such as:

- Moving or lifting heavy loads
- Using chain saws, lawn mowers, weed eaters, etc.
- Working in/or entering construction areas
- Performing demolition/renovation activities depending on the scope of the project.

6.9 **Fire Retardant Clothing**

Where the potential exists for a worker to be exposed to a flash fire or flashover of electrical equipment, a supervisor must ensure that the worker wears fire retardant outerwear and uses other protective equipment appropriate to the hazard.

A worker must ensure that clothing worn beneath fire retardant outerwear and against the skin is made of fire retardant fabrics or natural fibers, such as wool, silk or cotton, that do not melt. Polyester is not allowed.

7.0 **EMERGENCY PREPAREDNESS**

7.1 **Emergency Procedures**

7.1.1 **General**

In the event of a fire or medical emergency, call **911**.

When **reporting** an emergency the following information shall be provided:

- Name
- Type of emergency (injury, fire, chemical spill, etc.).
- Number of people involved.
- Location of the emergency.
- Where the emergency response team can be met for guidance to the location.

**First Aiders** responding to an injury/incident shall:

- Assess and take control of the situation (make area safe prior to entering).
- Designate someone to initiate emergency reporting.
- Commence airway, breathing, circulation assessment.
- Administer First Aid or CPR as required.
- Turn over control of the scene when a more qualified responder arrives and assist as requested.

**Others** at the scene can assist by:

- Reporting the occurrence.
- Meeting the emergency response team.
- Controlling traffic or personnel.
- Reporting the injury/incident to your supervisor.

Emergency procedures shall be posted throughout the work area and occupied buildings. Emergency phone numbers shall be placed at all phones.

7.2 **Emergency Action Plans**

Each unit shall develop an emergency action plan specific to their unit as per the University of Alberta, Emergency Response Master Plan.
7.2.1 Emergency Procedures:

The emergency action plan for fire and other emergencies shall include:

- Location of the written plan
- Evacuation routes and assembly points
- Emergency phone numbers
- Fire wardens
- Trained first Aiders and their names
- First aid kits and their locations
- Location and training in use of fire extinguishers
- Familiarization with audible alarms
- Location of critical switches, valves, etc.
- Hazardous material spill control procedures
- Incident/injury reporting procedures
- Shutdown of equipment as necessary

7.3 Fire Prevention and Protection

7.3.1 Fire Emergencies in University Buildings

- Activate fire alarm system located along exit route (Edmonton Fire Department is dispatched automatically).
- Close door(s) in fire area.
- Evacuate fire area and building.
- If possible, call 911 give name, location, nature of fire emergency.
- Meet fire department at main entrance.
- Only attempt to extinguish fire if no danger exits and the first three steps have been followed and you have been trained in the use of a fire extinguisher

7.3.2 Fire Prevention

In accordance with the Alberta Fire Code:

- Fire doors shall not be propped open except on a temporary basis to facilitate work. Close the door as soon as possible.
- Keep fire exits clear of obstructions.
- Access to fire extinguishers and other emergency equipment must be free of obstructions.

Familiarize yourself with the location of fire alarm pull stations, extinguishers in your work area, types of fire extinguishers, and their usage.

Comply with “No Smoking” rules.

For information or assistance on fire safety related matters, email us at FOSafety@ualberta.ca

7.3.3 Hot Work Permit

For further information please refer to Appendix 26

7.3.4 Fire Watch Procedure

For further information please refer to Appendix 27

7.3.5 Shutdown

For further information please refer to Appendix 28
7.4 Chemical Safety
Under Revision

7.5 Radiation Safety
Before proceeding into a lab or area that has a Radiation Hazardous Work Area sign, contact Radiation Safety. For information or assistance with radiation related matters, contact Radiation Safety at 492-5655, http://www.ehs.ualberta.ca/EHSDivisions/RadiationSafety.aspx.

7.6 Biosafety
Before proceeding into a lab or area that has a Biohazard Warning sign, contact the laboratory contacts on the sign (see example in Appendix 3) for access into the area. For information or assistance with biohazard related matters, contact Biosafety at 780.492.3142.

7.7 Emergency Equipment
Emergency equipment such as eyewash stations, deluge showers, first aid kits, fire extinguishers, fire alarms, rescue, and breathing apparatus must be clearly identified with open access to them maintained.

All workers must be familiar with the nearest locations of emergency equipment and exits in their workplace.

7.8 First Aiders and First Aid Kits
• Each area shall have a fully stocked first aid kit at all times. An individual shall be designated to check and replenish first aid supplies monthly or as needed.
• All first aid/medical incidents shall be recorded on a Departmental Injury/Incident/First Aid Report form and this record will be kept for 3 years by the Safety Division. These records will be kept in a confidential manner.
• Workers shall be trained in Standard First Aid/CPR/AED in accordance with Part 11 of the Alberta Occupational Health and Safety Code. Departments may exceed these requirements when necessary.
• A list of trained First Aiders are to be posted near First Aid kits

8.0 INJURY/INCIDENT REPORTING AND INVESTIGATION

Report all injury/incidents to your supervisor immediately.

8.1 Injury/Incidents
The following injury/incidents shall be investigated:
• All medical aid, modified work and lost time incidents
• Any incident involving costs for a Workers’ Compensation claim
• First aid injuries as follows:
  ▪ Back injuries
  ▪ Exposure to chemicals
  ▪ Injuries that have the potential to be more severe

All injuries shall be documented by the supervisor and worker using the appropriate forms

8.2 Non-Injury Incidents

Non-injury incidents that require investigation are:

- Fires
- Equipment and vehicle damage exceeding $500
- Near misses
- Environmental releases or spills

8.3 Investigation Responsibility

First-line supervisors and the Facilities and Operations Safety Division will complete investigations. The Office of Environmental Health and Safety representatives will assist supervisors, and direct all incident investigations involving:

- Near misses having the potential for serious injury or major equipment damage
- Equipment damage over $500
- All serious or major environmental incidents
- All incidents that require reporting as per the Occupational Health and Safety Act

8.4 Investigation

- Injuries/incidents require investigation to find the basic cause and make recommendations to prevent future reoccurrence.
- Information can be used for future reference and/or training.

8.5 Incident Reporting Requirements to Federal and Provincial Regulatory Bodies

8.5.1 Serious Injuries and Accidents

The injuries and incidents to be reported to Alberta Human Resources and Employment-Workplace Health and Safety are:

- An injury or incident that results in death,
- An injury or incident that results in a worker(s) being admitted to a hospital for more than two days,
- An unplanned or uncontrolled explosion, fire or flood that causes a serious injury or that has the potential of causing a serious injury,
- The collapse or upset of a crane, derrick or hoist, or
- The collapse or failure of any component of a building or structure necessary for the structural integrity of the building or structure

8.5.2 Department Injury/Incident/First Aid Report Form

This form shall be completed using the following process:

**Part A**

To be completed by the individual directly involved in the injury/incident. *This report shall then be forwarded to the supervisor immediately.*

**Part B**

To be completed by the supervisor within 24 hours of receiving the form. Recommendations and actions must be noted and individual(s) responsible for the actions must be listed. A time limit shall also be noted for completion of action.

Forward a copy of the completed report to the Health and Safety Office. Visit the Health and Safety Program website for the online form.

Link: [http://www.facilities.ualberta.ca/FO_Forms/Health_Safety_Fire.aspx](http://www.facilities.ualberta.ca/FO_Forms/Health_Safety_Fire.aspx)
8.5.3 Role of Facilities and Operations Safety Division

- Provide direction and technical assistance for injury/incident and near miss investigation.
- Review injury/incident reports and make recommendation as necessary.

9.0 OCCUPATIONAL HEALTH

9.1 Noise Management

For further information please refer to the Hearing Conservation Program located in Appendix 30.

9.1.1 General

- The Office of Environmental Health and Safety has a Noise Management Program to prevent hearing loss in workers in accordance with occupational health and safety legislation.
- All noise-exposed workers are required to cooperate with this program according to the Occupational Health and Safety Code Part 16 “Noise.”
- Hearing conservation education is available from the Occupational Health Unit.

9.1.2 Guidelines

- The noise-exposed worker shall have a baseline audiogram (hearing test) at commencement of employment, repeated within 12 months and bi-annually thereafter.
- All Facilities and Operations supervisors are to provide names of new workers to the Occupational Health Unit so baseline audiograms can be completed as soon as possible after a worker has begun employment.
- Workers are to be provided with ear plugs and/or ear muffs when noise abatement is not feasible or when abatement does not lower noise to acceptable levels.
- Noise-exposed workers shall wear hearing protection supplied.
- Departmental supervisors will be informed as to the number of workers tested, number of abnormal and normal test results and number of referrals to a physician.
- Audiograms will be scheduled to accommodate slack work periods and shift schedules as much as possible.
- All audiogram results are kept in a confidential manner within the Occupational Health Unit.

9.2 Blood-Borne Pathogens

9.2.1 Preamble

There may be potential for exposure by certain groups of workers within Facilities and Operations to human blood/body fluids. Blood/body fluids may contain pathogens such as hepatitis B, hepatitis C, and HIV.

9.2.2 Exposure

The most common potential exposure to blood or body fluids at work is via sharps injuries (e.g., a used needle being disposed of in the regular garbage), breaks in the skin such as existing cuts, chapped and/or cracked skin, or splashes into the eyes, nose or mouth (e.g., plumber working on sink traps/drains/toilets).

9.2.3 Preventing Exposure

There are many ways to protect you from these hazards and prevent infection:
• Use Universal Precautions and treat all blood/body fluids as potentially infectious as it is often difficult, if not impossible, to tell whether human substances contacted are infected with an infectious agent. This can also include human sewage.
• Use personal protective equipment that is appropriate for your work. Personal protective equipment can include gloves, masks, goggles, face shields, or protective clothing.
• Follow appropriate procedures at all times. Make sure to clean spills with an appropriate disinfectant (1:10 bleach/water solution). Do not put hands into garbage and carry garbage bags away from your body. There are many safety procedures to follow. Ask your supervisor or the Health and Safety Office if you are unsure of safe work practices.
• Take precautionary measures by covering cuts and scratches on your skin before going to work.
• Wash your hands! Washing your hands is a good protective measure to help prevent the spread of many infectious diseases.
• Get immunized. There is an effective immunization program for Hepatitis B. Discuss this with your supervisor and the Occupational Health Nurse.
• Infectious Diseases awareness education is available from the Occupational Health Unit.

9.2.4 What to do after an Exposure

Following an exposure to human blood/body fluids via a sharp instrument, fluid splashed into the eyes, nose, or mouth, or fluid exposure on non-intact skin; this protocol should be followed:

Immediate Action

i. If exposure was via a sharp instrument:
   ▪ Allow the wound to bleed freely,
   ▪ Wash with large amounts of soap and water,
   ▪ Apply antiseptic solution, and
   ▪ Cover area with dry dressing.

ii. If skin exposure:
   ▪ Wash exposed skin thoroughly for 5-10 minutes.

iii. If mucous membrane exposure:
   ▪ Flush eyes/mouth with water for 10-15 minutes.

SEEK MEDICAL ATTENTION at a medical facility (University Health Centre during work hours and University Hospital Emergency after work hours). The Human Blood/Body fluid Exposure Protocol for Staff and Students on Campus can be found on the EHS website http://www.ehs.ualberta.ca/en/EHSDivisions/OccupationalHealth/HumanBloodBodyFluidExposure.aspx.

Notify Environmental Health and Safety (492-5378) and your supervisor as soon as possible.

Comply with recommended follow-up testing.

Complete:
• Workers are to complete WCB Workers form and submit to supervisor
• Supervisor to complete WCB Employer’s Report
• Complete the Human Blood/Body Fluid Report form and submit to Occupational Health Unit.

9.2.5 Immunizations

• All workers should receive up-to-date tetanus immunization (a booster is required every 10 years).
• Any other immunizations should be discussed with the Occupational Health Nurse.
9.3 Manual Materials Handling

Back Care
- Do not let back injuries happen – PREVENT THEM!
- Preventive back care is your responsibility!
- 80% of individuals will have a back injury in their lifetime. It is usually a muscle strain and is self-limiting and resolved within 3-4 weeks.
- Also look at leisure/at home activities, as well as at work.
- Activities on and off the job all contribute to back health

Lifestyle Hazards
- Poor posture
- Too much sitting
- Not enough physical activity
- Too much forward bending
- Stress
- Decreased flexibility

Common Work Site Risk Factors
- Physically heavy work
- Static work postures
- Frequent bending and twisting
- Lifting and forceful movements
- Repetitive work
- Prolonged vibration
- Improper body mechanics
- Working in cold environment

Golden Rules for Lifting and Moving Loads
- Warm-up your body-stretch and relax your muscles.
- Lift mentally-plan your move.
- Test the load-can you move it safely?
- Stop and Think before you lift
- Use a wide walking stance-one foot ahead of the other.
- Maintain the natural curvature of your spine.
- Bring load as close as possible to your body.
- Keep your head and shoulders up while lifting.
- Tighten stomach muscles as move begins.
- Lift with your legs-stand up smoothly and gently.
- Move your feet (pivot)-do not twist your back.
- Communicate when team lifting-two or more persons involved.
- Avoid over-reaching.
- Pulling is harder-so push.
- Use long-handed tools.
- Use pulleys, hoists, and other equipment or seek assistance if load is too heavy.
- Contact the Occupational Health Unit for training sessions regarding back care.

9.4 Confidentiality of Worker Health and Medical Records
- All worker health and medical records are kept in the Office of Environmental Health and Safety in a confidential manner and can only be accessed by the Occupational Health Nurse.
- Individual health or medical information will not be released to anyone without the written consent of that individual or if required by law.
10.0 TRAINING

To enable workers to perform their work in a healthy, safe and competent manner, instruction of all workers in the safe performance of their duties shall be provided. Orientation, on-the-job training, and ongoing supervision will occur to ensure that safe procedures are followed.

Supervisors/managers shall keep comprehensive training records, which shall be easy for regulators to inspect. Failure to provide training is interpreted as an “intentional violation” of the Due Diligence legislation.

Training may be provided by a competent co-worker, supervisor, the Health and Safety Office, Office of Environmental Health and Safety, equipment suppliers, or outside agencies.

10.1 Orientation

Orientation is required for all new workers who start within Facilities and Operations, for workers transferring to a new work area or for those returning to work after a prolonged absence, or work experience students.

A health and safety orientation shall include; but not be limited to:

- Facilities and Operations Health and Safety Manual
- Restricted areas or equipment
- Hazard reporting
- Reporting incidents and/or injuries
- Reporting unsafe conditions
- Emergency procedures
- Medical Aid Facilities
- Right to refuse unsafe work
- Completion of WCB forms
- Proper lifting and carrying techniques
- Portable fire extinguisher use
- Location of First Aid Kit and Fire Extinguisher
- Smoking Policy
- Working Alone Protocol
- Information regarding Safety Division and Office of Environmental Health and Safety
- Whistle-blower protection
- Mold Awareness
- Asbestos Awareness
- Violence in the Workplace

Job Specific

- Workplace Hazardous Information System (WHMIS)
- Chemical spills
- Housekeeping
- Health and Safety Committee representative
- Emergency eye wash station and shower
- Appropriate clothing
- Personal Protective Equipment
- Immunization
- Hot Work Permit
- Standard Operating Procedure
- Specific hazards and controls
- Lock Out/Tag Out Procedure
- Confined Space Entry Procedure
- Any other job-specific health and safety issue.

All workers require training when new equipment, processes, or procedures are introduced into a work area.
10.2 Mandatory Training for Selected Personnel

- Respiratory protection
- Lock-out/tag-out procedures
- Asbestos Certification
- Confined space entry
- Blood-borne pathogens
- Overhead work
- Vehicle and passenger safety
- Ventilation requirements
- First aid/CPR/AED training
- Transportation of Dangerous Goods (TDG) training
- Health and Safety Training for Supervisors
- Hazard identification and control for all workers

10.3 Mandatory Training for Equipment

- Operation of:
  - Powered platforms
  - Forklifts
  - Aerial devices
  - Fall arrest systems
- Servicing rim wheels
- Powered industrial trucks
- Power actuated tools
- The following must cover safe operating procedures and equipment inspections for integrity and safety:
  - Machine guarding
  - Wood-working machinery
  - Metal-working machinery
  - Abrasive wheel machinery
  - Electrical safety-related work practices
  - Oxygen fuel gas welding and cutting
  - Arc welding and cutting
  - Fixed and portable ladders

10.4 Recommended Training for Other Selected Personnel

- Workers’ Compensation Information-for supervisors
- Injury/incident investigation for supervisors
- Back injury prevention for material handling personnel
- Office ergonomics
- Orientation and job specific for work experience students, summer students, volunteers, etc.

11.0 WORKER SIGNOFF

It is a requirement that all workers acknowledge that they have read, understood and will comply with the requirements of the Facilities and Operations Health and Safety Manual. The acknowledgement form can be found on the Health & Safety Program web pages.