

**Work Procedures**  
**School District No. 47 (Powell River)**

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#### SAFETY IN THE WORKPLACE

The Board of School Trustees recognizes the importance of maintaining a safe, danger free environment for all employees and students and encourages all employees, students and management staff to work together towards this goal.

## **INTRODUCTION**

### **TO ALL EMPLOYEES**

The following regulations and procedures are adopted by the School District and endorsed by the Occupational Health and Safety Committee and are intended to augment the “Industrial Health and Safety Regulations”, published by the Workers’ Compensation Board. All staff shall make themselves familiar with these Regulations and Procedures and those portions of the W.C.B. Regulations, and the WHMIS Manual that affect their work.

Many of the details of regulations, or rules, have not been covered in this booklet. Your Supervisor and you as the worker are responsible for ensuring that you know the safety and proper means of performing your job in all circumstances.

If you are not sure, or do not see details, or specifics, on a work practice, chemical used, etc. refer to the “Workplace Hazardous Materials Information System Manual” (W.H.M.I.S.) or consult your Supervisor.

One of the objectives of the Health and Safety Committee is to assist School District workers in becoming safety conscious. Your family, your fellow workers and the School District depend on you developing safe work habits. If you apply common sense to your daily efforts and think safety at all times, accidents can be prevented so that personal tragedy and hardship can be eliminated.

**READ THE SAFETY HANDBOOK CAREFULLY AND OFTEN  
HELP MAKE THE POWELL RIVER SCHOOL DISTRICT A SAFE PLACE TO  
WORK**

**SECTION ONE – PERSONAL SAFETY – GENERAL CONDUCTS**

**FELLOW WORKER CONCEPT**

The lack of the ‘fellow worker concept’ is one of the major causes of accidents and injuries. Examples of the lack of concern for your fellow worker include: Not wanting to call attention to co-worker about to commit an unsafe act because you don’t want to get involved; using a fire extinguisher and then not notifying a supervisor immediately; leaving a guard off, or removing but not replacing, the grate; throwing a gas mask in the corner after using it, instead of notifying your Foreman of its usage; becoming involved in horseplay; covering up for unsafe acts; observing employees without the proper protective equipment for the job, but saying nothing to them because “it’s their own business”. These examples of lack of concern for our fellow employee can and often does result in serious injuries or death to you and to them. Our safety effort is based on how much you are willing to contribute to it and your concern for your fellow employee is a major part of that effort.

**HORSEPLAY**

No employee shall engage in any improper activity, or behavior, that might create or constitute a hazard to themselves, or any other worker. For the purpose of this regulation, improper activity, or behavior, includes “horseplay”, scuffling, fighting, practical jokes, unnecessary running or jumping, tripping others, throwing things, directing compressed air at others, or similar unsafe conduct that may startle or distract other employees.

**WORKING ALONE**

Where a worker is employed under conditions which present a significant hazard of disabling injury, and when the worker might not be able to secure assistance in the event of injury or other misfortunes, the worker shall make himself aware of and comply with the periodic check-in procedures, as determined by the School District.

**Working Alone**

## Safe Work Procedures

1. Mechanic Bus Drivers
2. Maintenance Personnel

Work of **High Risk** has been described as follows:

- using power tools, table saws, power saws, skills saws.
- confined spaces, working from heights above 6 feet (2 M), or in isolation.

The following procedures that presents a high risk to employees will be followed when working:

1. Have a helper present during the scheduled work assignment.
2. Call Tina, Len, or Robert before starting the task at which time times will be established to confirm the well being of the individual. These intervals will be no more than two hours in duration.
3. Individuals contacted will keep a journal indicating times of initial contact and confirmation at the predetermined times that everything is okay.

The following is a list of contact numbers in event of emergency or if working at high risk:

Tina	604 414 2612
Len	604 414 2613 (cell 604 483 8332) Home 604 483 3732
Robert	604 483 8913
911	Emergency Only

In the event the work is considered high risk, or you are unsure, contact your immediate supervisor.

If and when the work to be undertaken is considered to be of a nature considered as high risk, and no contact can be made as outlined in the procedure, the work will not commence.

### DRUGS AND INTOXICANTS

A prime factor in an alarming number of industrial accidents is an employee's physical impairment due to being under the influence of drugs or intoxicants. A new, serious problem is a combination of prescribed drugs and alcohol, which can also impair an employee.

### SPEED LIMITS

Speed limits are posted and must be complied with.

## **SECTION TWO – PERSONAL APPAREL – GENERAL**

### **PERSONAL WEARING APPAREL**

The personal wearing apparel of a worker shall be of a type and condition that will not expose them to any unnecessary and avoidable hazard. Example of this would be:

- Personnel working with chemicals or corrosive materials shall not expose parts of the body to these substances.
- Personnel working with materials or objects which through the existences of their work could inadvertently expose parts of the body to undue risk.
- Personnel working around moving machinery shall ensure the clothing is tight fitting in nature and no dangling objects are worn.

As a requirement for personal wearing apparel, long pants and T-shirts are acceptable minimum.

### **FOOTWEAR**

All employees are responsible to provide and wear footwear suitable for their environment.

All employees shall wear substantial footwear, made of leather or other material appropriate to the protection required. Rubber boots are acceptable if working in water.

All Custodial and other employees, while stripping floors, shall wear non slip footwear or attach safety (steel) toed work boots.

All Maintenance and other employees entering and working in a construction site are required to wear safety (steel) toed work boots.

Safety boots must be laced up. Pant legs should always be fitted over the boots to protect the feet from debris and chemicals getting into the boots.

### **CONTACT LENSES**

All employees who wear contact lenses must notify their Administrator, Supervisor and the Personnel Department that they wear contacts. For your sake, tell your fellow workers as well.

#### WALKMAN-TYPE RADIOS

In accordance with W.C.B. Industrial Health and Safety Regulations, employees in any work area must not wear Walkman-type radios or other music sources designed for use with headsets. Muff-type hearing protectors worn by employees must not be designed or modified to accept AM or FM radio or other music sources.

## **SECTION THREE – PERSONAL PROTECTIVE APPAREL**

### **HARD HATS**

Safety headgear. Hard hats are provided by School District No. 47 and must be worn in compliance with the W.C.B.'s Regulations.

Hard hats can be used with face shields, welder hoods, ear muffs, winter liner and chin straps. When putting on your hard hat, make certain that the bill is towards the front. Disengage the head band fastener, adjusting to your head size and then re-engage the fastener.

Each employee issued a hard hat shall be responsible for returning the same upon leaving employment of the District.

Damaged hard hats will be replaced by the District. The general condition of the hat checked regularly and any deficiencies reported to your Supervisor.

Hard hats must be worn in the areas defined as follows:

- In areas in which a potential hazard exists from falling, flying, or thrown objects, or from other harmful contacts.
- All mobile equipment operators shall be required to carry a hard hat in their vehicles and must wear the hard hat at all times when outside the vehicle when any of the conditions listed above exist,

### **GLOVES**

All employees must wear gloves when handling materials likely to puncture, chafe, or irritate hands.

### **OTHER**

Since blood and body fluids may carry various infectious agents, all schools personnel should be encouraged to adopt good hygiene practices for handling anything soiled by blood, urine, stool, vomit or other body fluids. School personnel involved in such cleaning must wear appropriate gloves to avoid exposing open skin to blood or body fluids.

## **SECTION FOUR – PERSONAL PROTECTIVE EQUIPMENT**

Should you have a piece of personal protective equipment that has become damaged or inoperable because of normal wear, or as a result of an incident or accident, must return the equipment for replacement.

### **EYE PROTECTION**

All employees must wear the appropriate eye protection devices when using grinding, welding, cutting, steam cleaning equipment, weed eaters, spraying, operating chain saws, pneumatic hammers, air hoses, or where injury to the eye may result from flying particles, dust, chemicals, gas, smoke, paint spray, fumes, hot oils, or any other hazard which may be present, or suspected.

### **SAFETY GOGGLES**

The safety goggles are provided to protect the eyes against impact of particles traveling up to feet per second. They protect the eyes from dust and chemical splashes.

Goggles, by themselves, do not provide adequate protection against chemical splashes and therefore must be worn under a face shield in areas where a chemical splash may occur.

When placing goggles on the face, make certain that the bridge of the goggles fits snugly against the nose. Adjust the head band so that the goggles fit securely, but comfortably. They may be worn alone, with face shields and over prescription safety glasses. To remove goggles, pull head band out and over the head. This method reduces the possibility of particles dropping off the goggles and entering the eyes.

### **FACE SHIELDS**

The face shields are provided to protect the eyes and face against heavy impact, flying particles and, when used with safety goggles, chemical splashes.

### **HEARING PROTECTION**

All employees exposed to excessive noise from operating vacuums, mobile equipment, jack hammers, power activated tools, or any other excessive noise levels, shall wear

hearing protection to standard as set out in the W.C.B. Industrial Health and Safety Regulations.

#### RESPIRATORY PROTECTION

All employees exposed to high concentrations of dust or noxious gases shall wear the appropriate respiratory equipment.

#### LEG/FOOT PROTECTION

#### CHAINSAWS

All employees shall wear leg protection devices when operating chain saws. Such devices are to be of a standard acceptable to the Workers' Compensation Board.

#### PESTICIDES

Pesticides shall be applied only by a licensed operator. See Handbook for Pesticide Applicators and Pesticide Dispensers (Province of B.C., Pesticide Control Branch), and/or Standard Practices for Pesticide Applicator's Handbook (W.C.B.) for applicable protective equipment.

#### CHEMICALS

Always measure to dilute according to manufacturers specifications.

Use the recommended personal safety gear, as recommended in the MSDS information, when handling and diluting chemicals.

## **SECTION 4 – PROCEDURES FOR USE, CARE AND LIMITATIONS OF RESPIRATORY PROTECTION DEVICES**

### **RESPIRATORY PROTECTION**

All employees exposed to high concentrations of dust or noxious gases shall wear the appropriate respiratory equipment.

### **PESTICIDES**

Shall be applied only by a licensed operator. See Handbook for Pesticide Applications and Pesticide Dispensers (Province of B.C. Pesticide Control Branch) and for Standard Practices for Pesticide Applicator's Handbook (W.C.B.) for applicable protective equipment.

### **ASBESTOS**

As per manual "Procedures for Handling Materials Containing Asbestos". All employees using a respirator shall be familiar with the Instruction Manuals provided for the use and care of the respirator being used. Additional copies will be provided in the Maintenance Office upon request.

Each respirator shall be properly maintained to retain its original effectiveness. Any defective respirators will be tagged as "Out of Order" and reported to the immediate Supervisor.

Each respirator shall be properly sanitized after use by the user using the following procedures.

Limitations will be outlined as outlined in the Operator's Instruction Manual. Any employees that are not totally sure of these limitations are to contact immediate Supervisor before using respiratory equipment.

### **YEARLY PROCEDURES FOR FIT TESTING RESPIRATORS**

Procedures for fit testing respirator AO 55500 NF dual cartridge respirator and AOS 770 full dual cartridge respirator.

## General

Qualitative fit testing shall be carried out by each individual using respirators once each calendar year.

Individuals using respirators shall be clean shaven to allow for positive seal of face piece.

Test results for each individual shall be recorded in the log book which is kept in the Maintenance Shop.

### Procedures to be used when carrying out odorous-vapor test: (Requires two people)

1. Don respirator ensuring a organic vapor cartridge is installed on unit
2. Crush ampoule (isoamyl acetate) between thumb and fore finger
3. Hold ampoule approximately 1 to 2 inches from the face. Testee must have eyes closed during test procedure. Pass ampoule around the face seal area and exhalation valve, while the following exercises are carried out:
  - a. Breathing normal
  - b. Deep breathing
  - c. Nodding the head from side to side
  - d. Turning the head from side to side
  - e. Talking
4. If the respirator wearer detects the odor of isoamyl acetate (banana like) during the test, he or she should re-adjust the seal of the respirator.
5. If the respirator wearer is unable to detect the odor of isoamyl acetate (banana like) vapor, he or she has achieved a satisfactory fit with the respirator. His or her name, date, place and signature shall be entered into the log book.
6. Only persons who qualify or pass the Odorous-Vapor Fit Test shall be allowed to use the equipment.

## RECOMMENDED PROCEDURES FOR FIELD TESTING THE RESPIRATOR SEAL

### Field Testing the Respirator Seal

The seal of a respirator to the wearer's facial skin can be tested in the field by procedures recommended by the respirator manufacturer or by any of the tests outlined below.

### Negative-Pressure Seal Test

A negative air-pressure sealing test can be used on air-purifying respirators equipped with tight-fitting face pieces and on atmosphere-supplying respirators equipped with tight-fitting face pieces and breathing tubes that can be squeezed or blocked at the inlet to

prevent the passage of air. This test may be difficult or impossible to carry out on valveless respirators.

The rest consists of closing off the inlet opening of the respirator so that it will not allow the passage of air, inhaling gently, and holding the breath for at least 10 seconds. The face piece must not be distorted while performing this test.

If a face piece collapses slightly and no inward leakage of air into the face piece is detected, it can be reasonably assumed that the fit of the respirator to the wearer is satisfactory.

For a respirator equipped with a mouthpiece and nose clamp, if leakage of air into the nose or the mouth cannot be detected, then it can be reasonably assumed that the fit of the respirator to the wearer is satisfactory.

#### Positive-Pressure Sealing Test

A positive air-pressure test can be used on respirators equipped with tight-fitting face pieces that contain both inhalation and exhalation valves. This test may be difficult or impossible to carry out on valveless respirators.

The test is conducted by closing off the exhalation valve or breathing tube or both, and exhaling gently. The fit of a respirator equipped with a face pieces is considered to be satisfactory if a slight positive pressure can be built up inside the face pieces without detection of any outward leakage of air between the sealing surface of the face pieces and the respirator wearer's face.

For some respirators, this test method requires that the respirator wearer first remove an exhalation cover from the respirator and then replace it after completion of the test. This task is often difficult to carry out without disturbing the fit of the respirator to the wearer.

#### RECOMMENDED PROCEDURES FOR CLEANING AND SANITIZING RESPIRATORS

Remove filters, cartridges, or canisters. Disassemble face pieces by removing speaking diaphragms, demand and pressure-demand valve assemblies, hoses, or any components recommended by the manufacturer. Discard or repair any defective pieces.

Wash components in 50 degree C water with a mild detergent or with a cleaner recommended by the manufacturer. A stiff bristle (not wire) brush may be used to facilitate the removal of dust.

Rinse components thoroughly in clean, warm (50 degrees C maximum), preferably running water. Drain.

Where the cleaner used does not contain a sanitizing agent, respirator components should be immersed in 2 minutes of one of the following:

1. Hypochlorite solution (500 ppm/v chlorine) made by adding approximately 1 ml of laundry bleach to 1 L of water at 50 degrees C; or
2. Aqueous solution of iodine (50 ppm/v iodine) made by adding approximately 0.8 ml of tincture of iodine to 1 L of water at 50 degrees C.

Rinse components thoroughly in clean, warm (50 degrees C maximum), preferably running water. Drain. The importance of thorough rinsing cannot be over-emphasized. Detergents or sanitizers that dry on face pieces may result in dermatitis. In addition, some sanitizers may cause deterioration of rubber or corrosion of metal parts if not completely removed.

Components should be air dried.

Reassemble face pieces, replacing filters, cartridges and canisters where necessary.

Test the respirator to ensure that all components work properly.

Store respirator in a sealed plastic bag in a cool, dry, dark location.

## **SECTION FIVE – MOBILE EQUIPMENT REGULATIONS**

No worker shall operate any mobile equipment unless the operator:

1. possesses all necessary licenses and/or certificates, and
2. has received adequate instruction and has demonstrated to a supervisor or instructor that he/she is a competent operator,
3. has been authorized to operate the equipment.
4. is thoroughly familiar with W.C.B. Regulations pertaining to Mobile Equipment

The operator of any mobile equipment shall be directly responsible for the safe operation of that equipment. He/she shall maintain full control of the equipment and shall comply with all laws and regulations governing the operation of the equipment. The operator shall assure that the equipment is not overloaded and shall comply with recommended gross vehicle weight. Operators must examine their equipment before starting it and they are responsible for reporting to their Supervisor, in writing, using logbooks provided, all defects or unsafe conditions of their equipment.

All operators of mobile equipment shall be familiar with “Working in Proximity of Overhead Power Lines”. W.C.B. Regulations.

Where the mobile equipment operator’s vision is obstructed, he/she shall not move the equipment until suitable precautions have been taken to protect himself/herself and any other workers from possible injury.

The operator shall examine his/her equipment before initial daily operations and thereafter as required. He/she shall report in writing those defects and conditions affecting the safe operation of the equipment to his Supervisor or other authorized person.

The fuel tanks of mobile equipment shall not be filled with gasoline, or vaporizing liquids:

1. while the engine is running, or
2. while anyone is smoking in or about the vehicle
3. or while there is any known source of ignition in the immediate vicinity.

No worker shall remain in the cab of any vehicle while loads are elevated over the cab, unless he/she is protected by means of adequate overhead guards against moving or falling material.

When a hazard is created by the swinging movement of the load, cab, counterweight, or any other part of the mobile equipment, no worker shall remain within range of the swinging load, or equipment, and the operator shall not move the equipment when any worker is so exposed.

No operator of a loader, or other similar equipment, working over an excavation where men are working, shall move that equipment with pipe, or other material, suspended from it in such a manner as to possibly endanger the men working.

When a worker is required to work beneath elevated parts of mobile equipment, the elevated parts shall be securely blocked.

When materials and equipment are being transported, they shall be so loaded or secured as to prevent any movement of the load which could create a hazard to fellow workers and or any member of the public.

Effective means of load restraint shall be provided to protect the crew of a vehicle transporting any load which might otherwise shift on rapid deceleration of the vehicle.

The operator of any vehicle shall be responsible for keeping the vehicle clean inside and out, including the windshield, rear view mirrors, etc. and shall be responsible for insuring that each vehicle has the prescribed safety equipment.

No worker shall stand or sit on the side, or the tailgate, of any moving equipment.

Where seat belts are installed they must be worn, by all employees, when the equipment they are operating is in motion.

No unauthorized worker shall be allowed on any part of powered mobile equipment while the equipment is in motion.

The operator of mobile equipment shall be the only worker allowed to ride the equipment, unless seat belts or other safe facilities for other workers are provided and used.

Proceed slowly around corners, or blind spots, sound horn.

Avoid sudden stops

Always shut off engine, set parking brake and put in gear when leaving.

Avoid bumps, holes and slick spots.

No “hitchhikers”

### FRONT END LOADERS

Operator of front end loaders are responsible for the safe operation of them. They must examine their equipment before operating it. They are responsible for reporting to a supervisor, in writing, all defects or unsafe conditions of this equipment.

Only trained, experienced employees, or those in training with an experienced operator present, are allowed to operate front end loaders.

Seat belts, where in place, must be worn by all operators.

The bucket must always be lowered to the ground before leaving the cab.

No one is to stand in the loader buckets and they are never to be used as platforms.

### LAWN MOWERS: (General)

DO NOT operate the machine without proper instructions or allow unauthorized personnel to operate machine.

DO NOT carry passengers.

DO NOT leave the machine unattended with the engine running.

DO NOT direct discharge of materials from the mower deck towards bystanders.

DO NOT start the machine until the operator is properly seated.

DO NOT back the machine up without knowing what is behind you.

DO NOT drive the machine at high speeds with the deck or other attachments in the raised position.

DO NOT put hands or feet under any part of machine while it is running.

DO NOT stand while operating the machine.

DO clear area of rocks and debris before mowing

Keep all cutting attachments sharp and properly adjusted.

Keep all guards in place and properly adjusted.

### **SCHOOL BUSES**

If it becomes necessary for the driver of a school bus to leave the driver's seat to attend to a situation on the bus, correctly position front wheels, turn off ignition and remove key before leaving the seat.

If it becomes necessary for the driver of a school bus to leave the bus when carrying passengers, or parking on street, set parking brake, turn off ignition, remove key and apply wheel blocks to front and back of right front wheel after correctly positioning front wheels.

When the driver of a school bus is doing the mandatory pre and post trip inspections or adjusting brakes, it is mandatory to place wheel blocks in front and behind right front wheel before performing this procedure.

If the driver of a school bus encounters a dangerous situation such as a mechanical failure in a dangerous location or the danger of fire, he or she must secure the bus, quickly determine a safe location and evacuate the bus to that location immediately, driver can then get the necessary help needed.

### **VEHICLE FUELING**

Always set brake and turn off ignition before fueling any vehicle. Never fuel a vehicle while passengers are aboard. Be aware of the location of fire extinguishers and emergency fuel shut off. Be aware of persons that are smoking – approaching fueling area. Always follow fueling station instructions.

## **SECTION SIX – POWER EQUIPMENT**

### **REGULATIONS**

No worker shall use any power tool, or other similar type equipment, unless he is familiar with same or has received specific instructions in the equipment.

All workers shall receive instructions as to the use and maintenance of power tools or other similar equipment they may use.

Chain saw operators shall not cut materials or objects higher than chest level. Eye and ear protection are mandatory when operating chain saws. Leg protection devices shall be worn by workers regularly operating chain saws in circumstances where a hazard of leg injury exists. Such devices shall be in conformity with Workers' Compensation Board Personal Protective Equipment Standard 14.1, or other standards acceptable to the Board.

No worker, other than those qualified, or specially trained, shall tamper with electrical equipment.

When “throwing” an electrical circuit breaker, always stand to one side.

No worker shall commence work on any electrical equipment until the the equipment has been shut off and locked-out using a padlock. Workers required to work on machinery or equipment shall be thoroughly familiar with “Lock-Out Procedures” of the W.C.B. Regulations (Reference Section 18).

### **DRILLS, AIR AND ELECTRIC**

- eye protection is mandatory
- when using power equipment, never hold small parts in your hand
- cords should be placed where they won't be a tripping hazard
- cords should be checked for breaks and tears in the insulation, or other damage and wear
- plugs should be capped and have the grounding prong
- never take a check key to a drill cord, as electrolysis results when insulation has worn through

### **MACHINE GUARDS**

Any employee who is responsible for putting any equipment into operation is also responsible to see that all guards are in place. If, because of damage or deterioration, the regular guard provided on a piece of equipment cannot be put into place, some temporary method, offering equivalent protection, as approved by W.C.B., shall be used. Failing this, the equipment shall not be for the protection of themselves, or other workers.

### JACKHAMMERS

A jackhammer must never be operated until it has been positioned on the work. The hammer trigger must be guarded to protect from inadvertent operation. Air supply must be shut off before you release the trigger. Foot protection, hand protection, hearing protection and safety glasses, or goggles, are mandatory.

### AIR HOSES

Compressed air hoses present a serious hazard when used incorrectly, or with worn or damaged fittings. Air hoses must not be used to clean floors unless first approved by Supervisor. NEVER use a hose to clean your hair, face, arms, hands or clothing unless properly designated as such as per W.C.B. Regulations 8.56. Blowing dust from clothing on the body can cause skin damage, ruptured ear drums, eye injuries and, if used on skin where a small cut is evident, it can allow air to enter the bloodstream. Horseplay with air hoses, such as using the feet to disconnect them or startling others by blowing air at them, is extremely dangerous and will not be tolerated.

When using air hoses to clean parts of machinery, use protective screening and wear goggles. Restraining devices shall be used on connections of hoses or pipes under pressure, when inadvertent disconnection could cause a reaction dangerous to workers. Air hoses must not be used to clean out dust accumulation when working on brakes.

### ROTARY FLOOR MACHINES, SANDERS, BURNISHERS, SCRUBBERS

Never alter a momentary contact switch, if the trigger mechanism fails to operate, tag it – DO NOT USE with the current date, your name, report it and don't use the machine.

### VACUUMS

Check and ensure the proper filter is in the machine for the task at hand i.e. dry/wet. Do not use vacuums equipped with faulty wiring especially when using for wet pick up.

## **SECTION SEVEN – CARPENTRY REGULATIONS AND SAFETY**

- Maintain good housekeeping in your work area.
- Wear foot protection and hard hats in construction areas.
- Wear eye protection (goggles or face-shield) when using shop machinery.
- Wear hearing protection if using equipment for extended periods of time (muffs or plugs).
- Never allow a circular saw to protrude more than  $\frac{1}{4}$  inch above the material being sawed.
- Always use “push” tools when using saw.
- Always replace guards on woodworking equipment.
- Lock-out machines when changing blades
- Always either remove the nails, or bend them down, on used lumber (Reference Nails, Section 10)
- Always use only the proper ladder for the job. Make certain that all ladders have shoes (Reference – Ladders, Section 15)

## **SECTION EIGHT – CUSTODIAL REGULATIONS AND SAFETY**

### **FLOOR BUCKETS AND WRINGERS**

Use proper body position when carrying out a wet mop i.e. Bend your knees, not your back when compressing the mop in the wringer. Never leave a mop ‘hanging’ out of the floor bucket; put the heel of the mop resting in the cavity of the wringer so that the handle is in an upright position. When handling anything with a long handle, always be aware of what is overhead. Refer to Page \_\_\_ for proper lighting procedures.

*(Insert page number)*

### **SAFE WORK PROCEDURES FOR STAFF USING ELEVATORS**

- Elevators should only be used when the need arises to move heavy equipment between floors and not for personal convenience
  
- When using elevators, the following procedures shall be followed:
  1. Inform another custodian/or person in the facility that you are about to use the elevator, provide them with a specific finish time and contact them when finished.
  
  2. Inform the person who will monitor your use of the elevator that if you do not contact them at the pre arranged time they are to first attempt to find you, then if unsuccessful, contact a supervisor for assistance. Supervisors should be called out in the following order: Principal, Vice Principal, Operations Manager.
  
  3. Elevators should not be used while custodians are working alone in a building.

## EMPTYING 45 GALLON OUTSIDE GARBAGE DRUMS

### **Tools required:**

**Gloves**

**Plastic bags**

**Hoe or shovel**

1. Assess contents of drum to determine weight involved before lighting the contents from the drum. If manageable, lift contents from drum.
2. If it is determined to be too heavy, tip drum on side
  - Remove contents onto ground using the plastic liner or use shovel or hoe
  - Using shovel, place contents into plastic container for removal to dumpster
  - Do not use unprotected hands to sort or remove contents (danger from needles and or sharp objects)
  - Upright 45 gallon drum and insert plastic liner

## CLEANING UP RODENT DROPPINGS

### Tools required:

Rubber gloves

Dust mask NIOSH/MSHA approved (3M 8210 or better)

Germicidal cleaner

Sponge or cloth

1. Put on rubber gloves and respiratory protection (approved particulate mask) before cleaning up.
2. Don't stir up dust by sweeping up or vacuuming up droppings, urine or nesting materials
3. Thoroughly wet contaminated areas with detergent or liquid to deactivate the virus. Most general purpose disinfectants and detergents are effective.
4. Once everything is wet, take up contaminated materials with a damp towel, then mop or sponge the area with disinfectant.
5. Spray dead rodents with disinfectant, then double-bag along with all cleaning materials and bury or burn – or throw out in appropriate waste disposal system.
6. Disinfect gloves before taking them off with disinfectant or soap and water. After taking off the clean gloves, thoroughly wash hands with soap and warm water.

## **SECTION NINE – GENERAL REGULATIONS AND SAFETY**

Gasoline must only be transported in approved containers and must not be carried in the cabs of vehicles. Gasoline must not be used for cleaning.

### **WELDING**

It is the responsibility of any arc-welder, working in an area where other workers may be exposed to radiation from the arc, to screen his/her work from the line of sight of the other workers by means of canvas or other suitable screens. Any worker exposed to arc flash must wear welders helper goggles with tinted lenses.

Exposure to arc flash will produce painful burns to the cornea of the eye and also possible permanent damage. NOTE; Particular care must be taken when inert gas shielded, arc technique is used, as the harmful effects are evident at far greater distances than the regular arc.

### **Procedures for using Oxy-Fuel Gas Welding, Cutting and Heating Equipment**

- Momentarily “crack” cylinder valves to blow out dust before attaching regulators.
- Back out the regulator adjusting knob before opening cylinder valve.
- Stand on opposite side of cylinder from the regulator, with valve pointing away, when opening cylinder valve.
- Open cylinder valve very slowly.
- Never light the torch before purging each hose line independently. Purge the oxygen line first, then the fuel gas line.
- ONLY USE approved lighting apparatus to light off torch. Do not use matches or cigarette lighters as a source of ignition to light off cutting or heating equipment.
- Light the fuel gas first, then open the torch oxygen valve.
- Close the torch oxygen valve first when shutting down.
- Never use oil or grease on any oxy-fuel gas welding arc cutting equipment.
- Never use acetylene at pressures above 15 p.s.i..
- Do not use oxygen as a substitute for air.

### **Reverse Flow Check Valves**

All check valves shall be tested to ensure operational efficiency the by persons using the equipment:

1. at least once each month
2. when a flash back occurs
3. when there is a decrease in gas flow on demand with ample supply in the cylinders

## SECTION TEN – HOUSEKEEPING/SAFETY

### HOUSEKEEPING REGULATIONS

Each worker shall maintain good housekeeping procedures in his/her work area, or vehicle.

Work areas shall be arranged to allow the safe movement of workers, equipment and materials.

Wherever practicable, aisles and passageways in work and in storage areas shall be clearly delineated by floor markings. Such markings shall be maintained in a clearly visible condition.

### OFFICE SAFETY

Office safety depends a lot upon good housekeeping, adequate lighting, proper aisle layout and good judgment on the part of all office personnel. Some causes of office injuries include:

- slipping on paper clips, pencils, etc. left on floor
- tripping over or bumping into open drawers
- file cabinets falling forward when more than one drawer is opened
- tripping over poorly located telephone or electrical cords
- standing on cabinets, chairs and desks
- being struck by objects falling from tops of filing cabinets and over-head shelves
- tripping over or bumping into material left in the aisles
- using non-approved or unguarded fans or electrical appliances
- starting fires by dumping the contents of ashtrays or flocking ashes into wastebaskets
- using pocket knives or razor blades as paper cutters
- leaving paper cutter blades in an “up” position
- being splashed by hot coffee, etc.

### VDT AND COMPUTER USE

- adjust your chair height so your feet are flat on the floor

- position your keyboard so your elbows are at the same height as the keyboard and your wrists have little or no tilt
- position your mouse at the same height as your keyboard
- set up your display so the top of the screen is at or slightly below eye level
- position the screen so it doesn't reflect glare into your eyes
- keep your screen clean
- make sure your display's brightness and contrast controls are properly adjusted
- place your laser printer in a well ventilated area and make sure it receives regular maintenance
- alternate working at the computer with tasks that use different muscles
- take frequent breaks to rest your eyes and move your body
- visit a qualified health professional if persistent pain develops while using your computer

### HOUSEKEEPING – GENERAL

Housekeeping involves us all, as we are all responsible for it. Poor housekeeping is responsible for numerous injuries. You are required to do the following in an effort to maintain good housekeeping in your area:

- If. You spill any liquids on the floor, wipe it up and, if available, apply a non-skid material over the spill. In the case of chemical spills, refer to the WHMIS Manual.
- Keep aisles clear of materials that could cause falls
- Throw rubbish in the receptacles provided
- Dispose oily, used rags only in approved containers
- Remove parts, materials, tools after you have completed a job in the area
- Pick up tripping hazards such as nuts, bolts, metal, scrap wood, paper clips, pencils, wire, etc.
- Recoil hoses after you have used them
- Replace covers on grates or barricade the holes if you haven't completed the job
- Do not store heavy articles on overhead shelves
- Use only approved and guarded fans or electrical appliances/machinery

### SCREWDRIVERS

Screwdrivers are the most commonly used and abused of the hand tools. The tips are hardened to keep them from wearing out, but not from breaking. Breaking occurs when they are used to pry, punch as a wedge, or used as a pinch bar. A hammer must not be used on a screwdriver. Screwdrivers that have rounded or uneven blades, or are the wrong size for the job, are the major cause of hand injuries; they require more pressure and usually slip in the screw slot. Screwdrivers carried loosely in the pocket also result in many injuries. They should be kept out of pockets.

## NAILS

Boards with nails protruding from them must not be left lying around. If you do notice them, bend them over even if you weren't the one who left them that way in the first place.

## AEROSOL CANS

Aerosol cans are hazardous in temperatures over 120 degrees F (48 degrees C). Damage to an aerosol can may increase the pressure enough to rupture the can causing bits of metal to be sprayed in all directions. Puncturing the can, tampering with the nozzle, or leaving it lying around to rust, can cause the same problem. Don't leave empty aerosol cans lying around. Dispose of them by putting them in garbage receptacles.

You are not only responsible for cleaning up after yourself; you are responsible for maintaining your own area housekeeping.

## SAFE HANDLING OF SHARPS

To be inserted at a later date

## **SECTION ELEVEN – MAINTENANCE BUILDINGS**

### **FIRE SAFETY**

All buildings shall be equipped with proper fire extinguishers. All fire extinguishers shall be tested and certified annually.

It is the responsibility of each employee to be aware of the location and operations of fire extinguishers in their area.

Any worker who used a fire extinguisher shall report to his Supervisor that the extinguisher has been used. The Supervisor shall have any used fire extinguisher recharged immediately.

### **WELDING**

All welding in buildings shall be carried out in accordance with the Fire Marshals Act. Anyone carrying out welding shall make themselves familiar with these regulations (Reference – Welding, Section 9)

### **FLAMMABLE LIQUIDS**

All flammable liquids in buildings shall be kept in approved safety vessels. The storage and handling of hazardous substances shall be done in accordance with W.C.B. Regulations.

### **HOUSEKEEPING**

All work areas in buildings shall be kept in a clean tidy condition (Reference – Housekeeping/Safety, Section 10)

## **SECTION TWELVE – GENERAL SHOP SAFETY**

### **PAINTING**

Where adhesives, paints, thinners, solvents and similar substances contain flammable ingredients, which are likely to cause a health hazard to workers, the employer shall ensure that the harmful nature of the materials is known and that safe means of handling and using the materials are followed. Airborne contaminants resulting from painting shall be maintained at or below acceptable levels and concentrations.

Workers shall wear eye, skin and respiratory protection as required.

During minor painting operations, eye protection and the dust masks and overalls are required. All employees in the work area must also follow these requirements. Non authorized persons must leave. All shop doors must be open and the ventilation fan running during the work. No sources of ignition or vehicle running will be permitted.

### **ASBESTOS (BRAKE JOBS)**

All operations involving the use of asbestos or materials containing asbestos shall be conducted in accordance with the procedures as outlined in the District Procedure Manual for Handling and Removal of Asbestos Containing Materials.

When pads containing asbestos materials are installed, dust concentrations shall be controlled through effective local exhaust ventilation with the discharged air passed through an effective filter or other equally effective means (by saturation of the materials with water).

Signs posted on the exterior of all doors, all non authorized persons vacated, all employees working in area will wear disposable overalls, goggles, HEPPA filter dust masks and gloves. Water down work area and services containing asbestos materials. On completion re water entire work area, shoes, gloves and dispose coveralls in properly marked bag and seal. Wash and clean respirators as per manufacturers specifications.

### **SERVICE PIT**

Upon entering the service pit, every person must first check to ensure the detectors are on and in working condition. The ventilation fan for the service pit must also be turned on and working. Refer to Industrial Health and Safety Regulations 25.07 for more details.

### PRESSURE WASHER

Employees working with the pressure washer will first ensure no unauthorized personnel are permitted in the work area before starting. The use of aprons, gloves and goggles or face shields will be worn by all people in the work area once the work commences.

Hearing protection is required in prolonged cases of use.

Workers handling or using acids, caustics, steam, abrasives, hot fluid jets, or similar harmful substances, shall use suitable personal protective equipment, or other means shall be adapted that will provide protection against these hazards.

### PARTS WASHER

While using parts washer, proper ventilation must be available (doors open) and protective equipment i.e. designated gloves, full face shields and aprons will be worn.

If compressed air is used than those written work procedures will also apply.

NOTE: WHMIS regulations for “Standard Solvent 350” should be followed.

### HOISTING AND JACKING

Hoisting equipment shall be operated only by authorized persons. Never rely on jacks and lifts without the aid of shoring blocks or safety stands.

### FUELING

The fuel tanks of mobile equipment shall not be filled with gasoline or vaporizing liquids:

1. while the engine is running
2. while anyone is smoking in or about the vehicle
3. while there is any known source of ignition in the immediate vicinity.

Propane fueling can only be done by those authorized to do so and providing they have passed the required training course (certification must be on hand).

### ENGINE EXHAUST

Always use exhaust ventilation whenever running a vehicle inside shop.

When engine exhaust gases inside repair shop exceed values listed in the Industrial Health and Safety Regulations, Appendix A, a local exhaust stack must be used.

#### BUS AND VEHICLE WASHING

Caution should be used by those employees as to directing the water hose directly in contact with fellow employees. Climbing on buses and vehicles to reach hard to get places is not permitted without proper scaffolding or ladders.

Rubber gloves and rubber boots must be worn at all times to prevent cuts to hands and feet.

Caution – only approved equipment and supplies are to be used and no mixing of cleaning supplies is allowed.

#### BATTERY FILLING

The filling of batteries with electrolyte shall be done as follows:

1. No smoking and extinguish all sources of ignition
2. Wear rubber gloves, apron, goggles or face shield
3. Do work under well ventilated conditions
4. Perform work as close as possible to floor to prevent any spills

## **SECTION THIRTEEN – EXCAVATIONS**

Every worker involved in work around, or in an excavation, shall be familiar with W.C.B. Regulations pertaining to this work

### **PRE EXCAVATION**

Burned utilities must be identified (Reference – Section 21)

Remove any hazardous objects

Proximity of utility poles must be identified

Proximity of adjacent foundations must be identified

Proximity of overhead power lines must be identified (Reference – Section 20)

### **ENTRY**

During excavation, conditions in trench and pit must be observed carefully. Any sign of cracking, sloughing, or excessive ground water lows, may change the original decision on the type of shoring.

No worker shall enter any excavation over 4 feet in depth until:

- the sides of the excavation are sloped to a safe angle; or
- the sides are supported by the use of properly constructed shoring; and
- a ladder extending from the bottom of the excavation to a minimum of 3 feet above the excavation, has been provided.

### **HEAVY EQUIPMENT**

Derricks, or other heavy objects, shall not be placed close to the edge of an excavation unless additional bracing has been installed.

### **SIGNS AND BARRICADES**

Each worker shall assure that all excavations have adequate signs and barricades to warn and protect fellow workers, motorists and the public.

## EXCAVATED MATERIAL

Excavated material shall be kept back a minimum distance of 2 feet from the edge of any trench excavation, and 4 feet from any other excavation.

## **SECTION FOURTEEN – OPEN MANHOLES**

If left open, all manholes, pits, hatchways and channels must be barricaded indicating a hazard exists. If the roped off area is outside and requires illumination to call attention to it, lights must be provided. Always replace the covers when the job is done.

## **SECTION FIFTEEN – LADDERS**

GENERAL SAFETY PRECAUTIONS which apply to step, extensions and single ladders include:

- No worker shall work from the top two rungs of a single, or extension ladder, or the top two steps of a step ladder. Metal ladders, or wire reinforced wooden ladders, shall not be used in proximity to energized electrical equipment, except where authorized by the W.C.B., or on authority acceptable to the W.C.B.
- Ladders must not be placed on boxes, barrels, or other unstable bases, to obtain greater heights.
- Ladders must not be placed in front of doors opening towards the ladder, unless the door is blocked open, locked, or guarded.
- Step ladders must be opened before using
- Always face the ladder when climbing up or down

### **KEY POINTS IN LADDER SAFETY**

When ladders are used, they shall be so inclined so the horizontal distance from the foot of the ladder to a plumb line dropped from the upper point of support is not less than  $\frac{1}{4}$  ladder length. In case of necessity where the ladder must be inclined less than this, it must be secured by rope at the top and bottom to prevent tipping or slipping.

The ladder must be of sufficient length to reach three feet above the top landing.

All single or extension ladders must be equipped with ladder shoes or safety feet and, if necessary, be otherwise secured, to prevent its “kicking out”.

If ladder (particularly an extension ladder) length is sufficient to cause it to spring when weight is applied, it must be braced to overcome the spring.

Under no circumstances is the upper half of an extension ladder to be used as a single ladder.

No more than one worker should be on a ladder at a time.

Lift lines, buckets or bags must be used to hoist tools and parts. They are not to be carried by hand while climbing up and down ladders.

Always properly store the ladder after you have used it.

## **SECTION SIXTEEN – LIFTING**

Lifting incorrectly is a major cause of back injuries. Correct lifting consist of 4 main steps:

1. Size up the load and get help if it is needed and be certain of the footings
2. lift with the legs not the back; keep the back as straight as possible
3. Keep your balance; don't twist under the strain, or jerk the load
4. Don't turn while lifting; lift first, then turn.

Materials, articles or objects to be manually lifted, carried or moved shall be lifted carried or moved in such a manner and with such precautions and safeguards, including training, protective clothing and mechanical aids as will ensure that the process does not endanger the health and safety of any worker.

Before commencing the project, ensure you can safely and comfortably handle the weight and size of the article. Ensure that floor is clean of slip hazards, cords, hoses etc. and that a clear path is available to you. If the article is more readily moved by equipment, always use the equipment. Protective equipment must always be used.

## **SECTION SEVENTEEN – ASBESTOS**

All workers subject to work involving asbestos, or materials containing asbestos, must be familiar with Policies and Procedures detailed in Procedure Manual.

**SECTION EIGHTEEN – PROPANE**

“NO SMOKING” when working with, or in proximity to, propane.

Only qualified personnel properly trained and certified by the gas safety branch shall repair propane and its related equipment.

## **SECTION NINETEEN – LOCKOUT/TAG OUT**

All personnel, whom could be injured or endangered due to the hazardous release of energy, shall ensure his/her personal safety by either locking out the source of energy or controlling it by some other means. To this end, the following steps are to be taken.

Step 1: View the location where the work is to be conducted

Step 2: Identify all energy sources

Step 3: Ask . . . What would be the result if any of the energy be hazardous causing injury?

If your answer was a “no result” follow normal safe working procedures.

If your answer was “yes”, then control devices must be used to isolate the hazardous energy and lock out shall be applied.

Lock out procedures shall follow these five basic principles:

1. Identify the equipment or machine that needs to be locked out
2. Ensure that the machine is stopped
3. Identify and de activate the main energy source
4. Apply personal locks to the energy source
5. Ensure that the lock is effective. i.e. The most common energy source to which lock out must be applied is electrical. Two types of wiring are common in equipment and equipment that is permanently connected or hard wired. When working on plugged in equipment, such as a radial arm saw, the worker shuts off the saw, unplugs it, and places the plug in plain view. In this case and application of a lock is not required as the plug is under the worker’s control.

Rules for applying locks

1. Locks must be identified as to the owner, combination locks are not acceptable
2. Each person working on the machinery is responsible for locking out the control device. Multiple locks can be applied with scissor adapters.
3. The first worker who applies his lock must ensure the effectiveness of the lock out, in other words, make certain that the equipment will not start.
4. The person who applied the lock is responsible for removing it, if it is the last lock he may be responsible for ensuring the machine is safe to re-energize.

5. The designated supervisor may remove a lock only after every effort to contact the owner of the lock has been made and the machine is determined to be safe to operate. The incident shall be documented.

**SECTION TWENTY – WORKING IN PROXIMITY TO OVERHEAD POWER LINES**

As a general practice, when approaching a job site “LOOK UP” to ensure work area is clear of power lines.

All workers working in proximity to overhead power lines shall make themselves familiar with “Proximity to Overhead Power Lines” Section of the W.C.B. Regulations. Supervisors are responsible to obtain Form 30M33, when required, according to Regulations.

**SECTION TWENTY-ONE – WORKING IN PROXIMITY TO UNDERGROUND SERVICES**

Before commencing excavation, in any area likely to have underground utility services, including oil, gas, steam, water, sewer and electrical lines, the location of such service facilities shall be accurately determined.

Probing with pointed tools to locate underground gas and electrical services is not permitted.

## **SECTION TWENTY-TWO – ACCIDENT/INJURY REPORTS AND INVESTIGATION**

### **ACCIDENT REPORTING/INVESTIGATIONS**

Each school principal or supervisor in conjunction with all workers are responsible to immediately report any accident by completion of the Workers' Compensation's Form 7 "Employer's Report of Injury or Industrial Disease" within a maximum of 3 days. Any accidents resulting in death or critical condition (as per 6.02 of the Industrial Health and Safety Regulations) must be reported by phone (1 250 276 3100) to the Worker's Compensation Board.

The School Principal or Supervisor shall immediately upon being notified of an accident prepare an Accident Investigation Report and send copies to the Worker's Compensation Board and District Safety Committee.

### **SAFETY FOLLOW UP**

The District Safety Committee will review all worksite Safety Committee Reports and recommend what follow-up actions are required to the Operations Department with copy to the Board's Operations Committee, Secretary-Treasurer and Superintendent of Schools. Any matters that cannot be dealt with the Operations Committee will be referred to the Board of School Trustees for action.

### **DISTRICT SAFETY COMMITTEE MEMBERSHIP**

The District Safety Committee shall be made up of two C.U.P.E. representatives, two teacher representatives and two management representatives, and meet monthly. The committee's terms of reference shall be in accordance with W.C.B. guidelines.

(Taken from the School Board Policy Book item No. 4617 (R) dated June 1989)

### **SECTION TWENTY-THREE – REVISION OF HANDBOOK**

This handbook will be revised and added to from time to time. Until this handbook is again reprinted, revisions and additions will be provided to supervisory personnel and it will be their responsibility to ensure all employees are informed of these changes or additions.