

Vancouver Island University

# Facilities Services and Campus Development Health and Safety Manual



VANCOUVER ISLAND  
UNIVERSITY

Facilities Safety Committee  
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## **INTRODUCTION**

### **1. Overview**

The information compiled in this manual will serve as the Facilities Services and Campus Development (FSCD) Health and Safety Manual.

The FSCD Health and Safety Manual has been developed 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 FSCD are required to read and abide by all health and safety policies and procedures.

Each Unit will develop written, unit-specific standard operating procedures that are not covered in this manual.

These policies and procedures apply to ALL FSCD workers when engaged in the business of the employer regardless of the location of the work.

Regulatory amendments may be made at any time to keep in line with legislation. Administrative amendments must be approved by the FSCD Safety Committee.

### **2. Vancouver Island University Health and Safety Policy**

Vancouver Island University is committed to promoting a safe and healthy working and learning environment. It is the priority of the University to ensure safe working conditions and job safety practices in the planning, budgeting, direction and implementation of the University's activities.

### **3. Facilities Services and Operations Health and Safety Guidelines**

Facilities Services and Campus Development Services (FSCD) is committed to providing a healthy and safe environment for employees, students, and the public. 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 Executive Director, Facilities & Ancillary Services with assistance through the Health and Safety Services Department. 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 union agreement.

Employees are responsible for observing and following safe work practices and reporting accidents/incidents and unsafe conditions.

## 2. REGULATORY ROLES AND RESPONSIBILITIES

### 1. Statutory Authority

The following codes, statutes and their attendant regulations govern the health, safety, and environmental activities of both Facilities Services and Campus Development at Vancouver Island University.

BC Occupational Health and Safety Act and Regulations.  
Environmental Management Act  
Safety Codes Act  
The Universities Act  
Transportation of Dangerous Goods Act  
Nuclear Safety & Control Act  
Radiation Protection Act  
City of Nanaimo Storm Sewer Regulation #3808 and Bylaw 1982 No. 2496  
Public Health Act  
Canada/Alberta Labour Code

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 required where applicable.

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

#### a) Employer

The BC WCB Act defines an **employer** as:

"includes every person having in their service under a contract of hiring or apprenticeship, written or oral, express or implied, a person engaged in work in or about an industry;"

In the context of the BC WCB OH&S Act, Vancouver Island University is an employer for its own staff members. Administrative heads of units and line supervisors perform many of the duties specified under the Act as designated representatives of the University.

The BC WCB Act specifies the obligations of the **employer** as:

"Section 115(1):  
Every employer must  
(a) ensure the health and safety of  
(i) all workers working for that employer, and

- (ii) any other workers present at a workplace at which that employer's work is being carried out, and
- (b) comply with this Part, the regulations and any applicable orders.”

## **b) Worker**

The BC WCB Act defines a worker as, “a person who has entered into or works under a contract of service or apprenticeship, written or oral, express or implied, whether by way of manual labour or otherwise;”

In the context of the Occupational Health and Safety Act, all University staff members are considered workers.

The Occupational Health and Safety Act specify the obligations of the **worker** as:

“Section 116(1):

Every worker must

- (a) take reasonable care to protect the worker's health and safety and the health and safety of other persons who may be affected by the worker's acts or omissions at work, and
- (b) comply with this Part, the regulations and any applicable orders.”

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 rules and procedures developed as part of the University's 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 or the University's Health and Safety Management Program, which he/she may be aware.

## **3. Responsibilities under the BC Environmental Management Act**

The BC Environmental Management Act (BCEM) is quite clear on the specific and personnel responsibilities of directors and administration with respect to environmental issues. The BCEM Act states:

“If a corporation contravenes the Act or regulation or fails to comply with an order, permit or approval as described under subsection (1), an employee, officer, director or agent of the corporation who authorized, permitted or acquiesced in the contravention or failure is also liable under this section even though the corporation is liable for or pays an administrative penalty.”

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

Under the terms of the BCEM Act, individual staff, faculty 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 staff, faculty and students shall take all reasonable steps to protect the environment, and be alert to and report any contravention of the BCEM Act or the University's Health and Safety Management Program, which he/she may be aware.

#### **4. Responsibilities under the Safety Codes Act**

The University is responsible for ensuring that the University infrastructure meets the standards outlined in the regulations and guidelines under the Act.

#### **5. Facilities Services and Campus Development Management Responsibilities**

The University Health and Safety Management System can only be effective if unit managers assign health and safety issues the level of importance established by the University Health and Safety Policy and the (FSCD) Management Health and Safety Guidelines. Listed below are the responsibilities for health and safety within FSCD:

##### **a) Executive Director and Director**

- Provide financial and human resources to maintain an effective health and safety management system.
- Ensure implementation of the safety program, monitor, and evaluate the success of the program.
- Implement Health and Safety Programs and perform associated duties.
- Seek safety training by resources and information for all FSCD staff.

##### **b) Health and Safety Advisor (HSA)**

- Audit the program.
- Act as representative to deal with Governmental and statutory health and safety agencies.
- Act as a resource for Facilities Services and Campus Development Safety meetings
- Perform injury/incident investigation and recommend corrective action as necessary.

##### **c) Supervisors and/or Foremen**

- Provide training or seek training resources and information for their 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
- Conduct monthly safety meetings and provide follow-up on safety concerns of the workers.
- Interact with other supervisors to promote health and safety, and address concerns.
- Perform injury/incident investigations and implement corrective actions as necessary.
- Maintain training records of workers.

##### **d) Workers**

- Abide by statutory regulations and FSCD health and safety rules, policies, practices and procedures.

- Work in a manner that will not endanger themselves or others at work.
- Participate with their employer to promote safety.
- Report unsafe conditions or hazards to a supervisor.
- Report all injuries and incidents.

**e) Assigning Responsibilities**

The Executive Director, Facilities and Ancillary Services may delegate responsibility for health and safety issues to another competent individual. Competent in this case means, as defined in the Health and Safety Act, an individual, “adequately qualified, suitably trained and with sufficient experience,” however, the Executive Director will retain overall responsibility to ensure that the delegated duties are fulfilled.

**6. Maintaining Records**

There shall be a written record maintained of all aspects of health and safety issues in the unit. Records of actions taken are essential in demonstrating due diligence. These may include, but are not limited to the following:

- Policy statements.
- Assignment of responsibility.
- Hazard assessments, inspections, and audits.
- Training records.
- Standard operating procedures.
- Health and Safety meeting minutes.
- Injury and incident reports and corrective actions.

**7. Disciplinary Action**

**a) 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 accidents and losses.

**b) Unsafe Conditions**

Although personnel from the Health and Safety Services office 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.

**c) Disciplinary Action**

Disciplinary action will be in accordance with the CUPE Collective Agreement, Article 10.

### 3. HEALTH AND SAFETY COMMITTEES

#### 1. Health and Safety Committees

Vancouver Island University has a Joint Health and Safety Committee that meets once a month. Any safety issues that cannot be resolved within the department may be forwarded to the JOHSC representative through their union. Health and Safety Committees increase worker involvement and awareness.

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 Health and Safety Advisor.

In the event of a **serious health and safety concern**, this regular route shall be circumvented. These issues shall be reported to the Health and Safety Advisor 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 in the unit and recommend changes as required.

### 4. HEALTH AND SAFETY MEETINGS

#### 1. Unit Safety Meetings

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

#### 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.
- Discuss the potential health and safety hazards, and precautions to be taken.
- Ensure all required equipment is available.
- Ensure all personnel performing the work know how to use the equipment.
- Assess potential health and safety hazards.

Pre-job Safety Instructions

- Is the area safe to work?

- 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?
- Is the crew knowledgeable on how to properly use all personal protective equipment?
- Can the crew 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, is the crew aware of the hazards and safety controls required to safely complete work assignments?
- Is the crew aware that the Pre-Job Safety Instruction is there 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 crew been advised to report any unsafe acts or unsafe conditions to their supervisors?

## **5. WORKERS' COMPENSATION**

### **1. What injuries and illnesses must be reported?**

- Work-related injuries that cause or are likely to cause your worker to be off beyond the day of the injury.
- Injuries that require modified work beyond the day of the injury.
- Injuries that require ongoing medical treatment (physical therapy, prescription medications, etc.).
- Injuries that may result in a permanent disability (amputations, hearing loss, etc.)

### **2. When to report an injury?**

Under the legislation, you must report work-related injuries within 72 hours of being notified of the injury. If you fail to report an injury within this period, you may be fined.

The BC WCB considers an employer to have acquired knowledge of an accident if the employer, or anyone considered by the BC 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. (See the link on the [Forms and Documents](#) section of the website.)

## **6. RIGHT TO REFUSE UNSAFE WORK**

- “A person must not carry out or cause to be carried out any work process or operate or cause to be operated any tool, appliance or equipment if that person has reasonable cause to believe that to do so would create an undue hazard to the health and safety of any person ...”
- BC WCB Regulation 3.12, “Procedure for Refusal.”

- Contentious issues should be resolved with your supervisor.
- HSS should be consulted if an issue cannot be resolved.

## 7. PERSONAL PROTECTIVE EQUIPMENT

*For more comprehensive information, access WorkSafe BC, [Personal Protective Equipment and Clothing](#)*

### 1. Minimum Requirements

All personnel entering work areas where risks will be encountered, are required to abide by the following minimum requirements; depending on the work activity in which they are involved:

- Full length pants.
- Long- or short-sleeved shirts, no tank tops.
- CSA Grade 1 safety boots as per unit specifications.
- CSA approved hard hats as per unit specifications.
- CSA approved safety glasses complete with approved side shields as per unit specifications. (CSA approved wrap around safety glasses can be used over prescription glasses if not CSA approved.)
- Protective gloves are required for those activities where potential for hand injury exists.
- Hearing protection is required if there is a risk of noise exposure.

Refer to the VIU FSCD standard on appropriate clothing.

### 2. General Requirements

The following are general requirements for the use of personal protective equipment:

- All personal protective equipment shall meet statutory requirements as well as CSA, ANSI, NIOSH or MSHA approvals where applicable.
- 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 or the Repair shop as required. This equipment should be red-tagged with an explanation of the defect or problem.
- Personal protective equipment shall be inspected by the worker, prior to each use.
- Personal protective equipment shall be worn as per signage shown on equipment:



### 3. Respirator Selection and Use

*The Respiratory Protection Program, Health and Safety Services, (HSS) shall be the guidelines used for respiratory protection.*

#### a) Medical Review

Personnel required to use a respirator are to complete the *Respirator Wearers' Questionnaire*. The Health and Safety Services Advisor or approved designate, prior to fit testing shall review this questionnaire. If there is a concern with a workers' ability to wear a respirator, the worker shall be advised to consult with a physician for medical fitness to wear a respirator, prior to fit test and issue.

All health/medical information shall be kept in the worker's personal health file in Human Resources.

#### b) Fit Testing

All workers required to wear a respirator shall be fit tested. Contact Health and Safety Services to arrange for a fit test.

The fit test shall normally involve:

- Sensitivity test with test medium using a fit testing hood.
- Installation and adjustment 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 with a copy given to the Repair Shop or Utilities supervisor for provision of appropriate size of respirator.

#### c) Worker Training

Prior to issue of a respirator the worker shall have received training. Training is provided for every employee required to wear a respiratory protective device as well as all supervisors of workplaces where respiratory protection is required. The training program as a minimum shall cover the following points (*training is available through HSS*)

- i) Respirator user
  - A discussion of the nature, extent, and effects of respiratory hazards to which the employee 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, supervisors shall also be provided training:
  - Selection, fitting, issuance, and inspection of respirators

- Monitoring respirator use
- 4. Fall Protection**

*For more comprehensive information, access WorkSafe BC, [Fall Protection](#)*

**a) 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*

**b) General**

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

Fall protection shall be used at all unprotected elevations 1.2 M (4 feet) for permanent work and 3.5 M (12 feet) for temporary work.

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 arrest systems or equipment shall only be used for the purpose intended. Fall arrest 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 safety harness system must be used.

**c) 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 Supervisor for scheduled inspection.

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

**d) 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, 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.

**e) 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.

**5. Hearing Protection**

*For more comprehensive information access WorkSafe BC, [Hearing Protection](#).*

**a) Standards**

Hearing protection shall comply with the *CSA Standard Z94.2-02, Hearing Protection Devices - Performance, Selection, Care, and Use*

**b) Occupational Noise Exposure Limits**

Sound Level (dBA)	Maximum Permissible Exposure (Hrs/day)
80	16
85	8
90	4
95	2
100	1
105	½
110	¼
115	0
>115	0

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.

Types of hearing protection used are earplugs and earmuffs. The degree of protection, and the reduction in attenuation (noise level), will depend on the class and the manufacturer.

**c) Guide to Selection of Ear Protectors**

Sound Level (dBA)	Minimum CSA Class	Type of Protector
Under 85		None
85-89	C	Ear plugs
90-95	B	Ear plugs & muffs
96-105	A	Ear plugs or muffs
Greater than 105	A	plugs and A or B muffs

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: Personally fitted 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.*

**d) 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.
- The protector is kept in good shape.
  - inspect it every day.
  - replace it when necessary.
  - keep it clean and dry.
  - store it in a clean place when not in use.

**6. Eye and Face Protection**

*For more comprehensive information, access WorkSafe BC, [Eye and Face Protection](#).*

**a) General**

- Equipment used for eye and face protection shall be properly fitted and approved to *CSA Standard CAN/CSA-Z94.3-92, 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.

**b) Eye and face protection is intended to protect against such hazards as:**

- Flying particles
- Molten metals such as welding sparks and slag
- Chemical splashes
- Radiation, such as ultraviolet from welding

**c) Eye protection includes:**

- Safety glasses
- Mono goggles
- Cutting goggles
- Welding hood lenses

**d) Face protection includes:**

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

- Plastic or mesh face shields
- Welding helmets
- Leather hoods for sand blasting
- Barrier creams

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.

**7. Limb and Body Protection**

*For more comprehensive information, access WorkSafe BC, [Limb and Body Protection](#).*

**a) 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

**b) Hand Protection**

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

**8. Head Protection**

*For more comprehensive information, access WorkSafe BC, [Head Protection](#).*

**a) 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*.

**b) Designated Hard Hat Areas**

All persons entering these areas are required to wear head protection:

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

**c) Tasks Requiring Head Protection**

- These include, but 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

**d) 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.

**9. Foot Protection**

For more comprehensive information access WorkSafe BC, [Foot Wear](#).

General

- Minimum requirement for safety footwear is CSA Z195-M92 *Protective Footwear*
- Workers required to wear safety footwear are eligible for reimbursement as per Article 24.01 of the CUPE Collective Agreement.

Safety footwear must always be worn when:

- 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.

**10. 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.

**8. EMERGENCY PREPAREDNESS**

**1. Emergency Procedures**

**a) General**

In the event of an occurrence requiring an emergency response call **6600**.

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 and 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.

## **2. Department Business Continuity Plans**

*Each unit shall develop department business continuity plan specific to their unit as per Vancouver Island University, Emergency Response Master Plan.*

### **a) 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

## **3. Fire Prevention and Protection**

### **a) Fire Watch Procedure**

This procedure outlines the requirement of a fire watch should the fire alarm system in any University building becomes inoperative for any reason. The primary goal of this procedure is to ensure the property and its occupants are provided with an early warning fire detection and alarm system during a fire emergency.

#### **i) When Required**

A fire watch shall be established in a building when any portion of the fire alarm system is temporarily shut down for any reason, including maintenance or periodic inspection for a period of more than four hours. In occupied

buildings under renovation and where the fire alarm system is not operational, a fire watch shall be established.

**ii) When Acceptable**

A building fire alarm system may only be shutdown on the approval of Facilities Services and Campus Development designate and only if a fire watch service can be provided. Approval to shutdown a system will be given only with sufficient prior notice, where a demonstrate need is shown and the occupants or the building are not exposed to undo risk.

**iii) Definitions**

- Fire Watch Service is a group of qualified people who shall patrol the entire building. These people will function as the fire alarm system to report fires or similar emergencies, to Facilities Services and Campus Development and initiate the evacuation of the building if a fire occurs. The person must be trained in the University's procedures for reporting fire emergencies and in building evacuations. Fire Watch personnel shall be trained in the proper operation of first aid and fire extinguishers. Fire Watch personnel shall be trained on the use and equipped with two-way radios operating on the University frequency.
- Patrol shall mean walking the entire area of the affected building so that all areas are observed every 45 minutes.
- University Occupied Building is any building with one or more persons inside or a building owned or leased by the University.
- Operational Fire Alarm System is an approved and verified system with components of combustion detectors, manual pull stations, signal appliances, fire suppression flow indicators and a fire alarm control panel (FACP) along with remote annunciation to the University's Control Centre located at Facilities Services and Campus Development. When activated, the fire alarm system will initiate an alarm condition in the building and the remote signal as specified.
- Alarm Condition is a signal notification of a fire alarm within a building and at the Control Centre, initiated by the FSCD or the Fire Watch Service.
- Trouble Condition is a signal notification of a system malfunction within a building and at the Control Centre, initiated by the FSCD or the Fire Watch Service.

**b) Fire Emergencies in University Buildings**

- Activate fire alarm system, located along exit route; (Fire Department is dispatched automatically).
- Close door(s) in fire area.
- Evacuate fire area and building.
- If possible, call 6600 give name, location, nature of fire emergency.
- Meet fire department at main entrance.
- Only attempt to extinguish fire if no danger exists and the first three steps have been followed.

**c) Hot Work Permit Procedure**

This procedure outlines the requirement for the issuance of a Hot Work Permit prior to undertaking any cutting, welding, grinding, or soldering operation that may cause

activation of the building's fire alarm system or create an unwarranted fire risk condition. The prevention of fire and false fire alarms caused by these perilous operations are the primary goals of this procedure.

**i) Permits**

Permits are required for any cutting, welding, grinding, or soldering in University owned buildings. Facilities Services and Campus Development may arrange for permits, with a minimum of 72 hours prior notice.

**ii) Issuing Permits**

Permits may be issued by the Director, Facilities or approved designate.

**d) The person/department issuing the permit is responsible for:**

- E-mailing staff in FSCD to avoid scheduling problems;
- Reading and understanding the conditions outlined on both sides of the permit card.
- Informing the individual trades people conducting this work of the terms and conditions outlined on the permit card, including the conspicuous on-site posting of the card;
- Issuer and worker must be knowledgeable of Vancouver Island University Emergency Procedures.

**e) Follow-up Actions**

Technicians will take the necessary action to eliminate false fire alarm occurrences initiated by smoke, products of combustion, vapor, dust or other foreign products that are incompatible with the automatic fire detection equipment in the immediate area noted on the permit. The initial inspection will include a survey of the area for potential fire and safety hazards and to ensure compliance with the conditions outlined on the permit. Upon completion of the work, the Fire Alarm system shall be restored and the area re-inspected for potential problems.

**4. Fire Prevention**

- Do not prop open fire doors except on a temporary basis to facilitate your work. Close the door as soon as possible.
- Keep fire exits clear of obstructions.
- Access to fire extinguishers and other emergency equipment must free of obstructions.
- Familiarize yourself with the location of fire alarm pull stations and 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, contact Health and Safety Services at 250-740-6283.*

**5. Chemical Safety**

- All units shall have a current list of chemical products. MSDS shall be available and all workers shall be able to access these at all times. MSDS should be less than three years old.

- No worker may use a chemical unless an MSDS has been provided and the worker has been informed of the presence and hazard of the chemical.
- It is the supervisor's responsibility to train all workers regarding safe handling storage and disposal of products. This training should include the location of the nearest emergency shower and eye wash stations, and their use.
- All chemical containers shall be properly labeled as to contents, physical hazards and potential effects of exposure.
- In all cases of eye contact with a chemical, immediately flood the eye(s) with water, continuously and gently, for at least 15 minutes and then seek medical attention.
- Skin exposure should also be flushed continuously for at least 15 minutes and then seek medical attention.
- Incompatible chemicals shall be separated (e.g., acids, bases, flammable solvents, etc.)
- Hazardous chemicals shall not be poured down drains. They are to be placed in appropriate waste containers and properly identified according to Provincial and Federal chemical waste regulations.
- Adequate ventilation is necessary when hazardous chemicals are being used.
- All chemical spills shall be immediately reported to the Health and Safety Services Office at 740-6283.
- When dust, fumes, or vapour-generating work is to be performed in a department, local supervision and management shall be advised in advance so arrangements can be made for temporary relocation of personnel, if required.
- In areas where corrosive chemicals are used, an eye wash station should be available within 10 seconds.
- An emergency shower is required in areas where there is a potential for chemical splash to the whole body.

**a) Chemical spills**

A chemical spill is defined as an uncontrolled release of hazardous chemical, either in the form of a gas, liquid or solid. In the event of a spill:

- Stay clear and warn others in the immediate area of the spill. Isolate the area around the spill.
- Assist injured or contaminated persons if you are trained to do so, but do not place yourself at risk of injury or contamination in the process.
- Assess the situation, and determine (a) if it constitutes an emergency situation or (b) even though it is not an emergency, but assistance is required to clean up the spill. If so, call 6600 and provide the information listed above.
- If the spill is minor, and trained local personnel, personal protective equipment and spill abatement material are available, the spill may be cleaned up according to the procedures.

**b) Storage**

- Store products according to instructions on the label or MSDS (i.e., should it be stored in the refrigerator, freezer, away from direct sunlight, etc.).
- Segregate incompatible products.
- Do not store chemicals near exits.

- Ensure containers are within easy reach of everyone, and no higher than eye level. In particular, large containers should be stored as near to the floor as is practical.
- Chemical products should not be stored directly on the floor unless they are in ULC approved safety cans, or if the chemicals are still in their shipping container.
- Shelves used to store chemicals should be chemical-resist, secure, and strong enough to support the weight, have a lip to control spills, and bolted to the wall to prevent tipping.

*For information or assistance with chemical related matters, contact Health and Safety Services at 250-740-6283.*

## **6. Radiation Safety**

Before proceeding into a lab or area that has a Radiation Warning sign, contact Health and Safety Services. *For information or assistance radiation related matters, contact Health and Safety Services at 250-740-6283.*

## **7. Biosafety**

Before proceeding into a lab or area that has a Biohazard Warning sign, contact Health and Safety Services. *For information or assistance with biohazard related matters, contact Health and Safety Services at 250-740-6283.*

## **8. 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.

## **9. First Aiders and First Aid Kits**

- All first aid/medical incidents shall be recorded on a Injury/Incident/First Aid Report form. Each record will be kept in a confidential manner.
- If necessary, workers shall be trained in First Aid/CPR in accordance with BC WCB. Departments may exceed these requirements when necessary.

## **9. INJURY/INCIDENT INVESTIGATION AND REPORTING**

*Report all injury/incidents to your supervisor immediately.*

### **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 had the potential to be more severe

All injuries shall be documented by completing the Accident/Incident Form which must be sent to Health and Safety Services.

## **2. Non-Injury Incidents**

Non-injury incidents that require investigation are:

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

## **3. Investigation Responsibility**

Director, Facilities or designate and Health and Safety Services Advisor will complete investigations. The HSS representatives shall be responsible to assist supervision, 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 under Occupational Health and Safety legislation about Environment Regulations.

## **4. Investigation**

- Injury/incidents require investigation to find the basic cause and make recommendations to prevent future reoccurrence.
- Information can be recorded for future reference and/or training.
- Investigations will direct attention to safety.
- It should stimulate safety suggestions and job safety analysis.
- Injury/incident investigations should be a way of showing commitment to safety.

## **5. Incident Reporting Requirements to Federal and Provincial Regulatory Bodies**

### **a) Serious Injuries and Accidents**

The injuries and incidents to be reported to WorkSafe BC (WCB) 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

### **b) 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 Services Office. See Health and Safety Services website for the online form.

**c) Role of the Health and Safety Services Office**

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

**10. OCCUPATIONAL HEALTH**

**1. Hearing Conservation Program (Audiograms)**

**a) General**

- The Health and Safety Services Office reviews and stores hearing assessments for workers in accordance with occupational health and safety legislation.
- All noise-exposed workers are required to cooperate with this program according to the Workplace Health and Safety Noise Regulation.
- Each department is responsible for coordinating the assessments.

**b) Guidelines**

- The noise-exposed worker shall have a baseline audiogram at commencement of employment, repeated within 12 months and bi-annually thereafter.
- 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 file within the Health and Safety Services Office.

**2. Blood-Borne Pathogens**

**a) Preamble**

There may be potential for exposure by certain groups of workers within FSCD to blood-borne pathogens that may be present in human blood or body fluids. These pathogens include, but are not limited to Hepatitis B, C, and HIV.

**b) Exposure**

The most common form of accidental exposure to blood-borne pathogens at work is via sharps injuries (e.g., a used needle being disposed of in the regular garbage), or breaks in the skin existing cuts, chapped and/or cracked skin (e.g., plumber working on sink traps/drains/toilets). Blood-borne pathogens can also get into the body through splashes into the eyes, nose, or mouth.

**c) 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 because it is often difficult, if not impossible, to tell whether human substances contacted are infected with a blood-borne pathogen. 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 proper 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 Coordinator 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.
- Infectious Diseases awareness education is available from the Vancouver Island Health Authority.

**d) What to do after 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:
  - Force bleeding immediately at the site of puncture or laceration,
  - 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. Notify Health and Safety Services (250-740-6283) and your supervisor as soon as possible.

Comply with recommended follow-up testing.

Complete:

- Workers' Compensation form and submit to supervisor
- Injury/Incident Report form and submit to supervisor.
- 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 your family physician.

### **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.
- We should 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-handled 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.

### **3. Back Belts**

The use of back belts shall not be used, unless prescribed by your family physician.

### **4. Confidentiality of Worker Health and Medical Records**

- All worker health and medical records are kept at Human Resources.
- Individual health or medical information will not be released to anyone without the written consent of that individual.

## **11. TRAINING**

To enable workers to perform their work in a 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, Health and Safety Advisor, equipment suppliers, or outside agencies.

## 1. Orientation

Orientation is required for all new workers who start within FSCD, 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:*

- FSCD 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
- Complete 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 Health and Safety Services
- Whistle-blower protection

*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
- 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.

## **2. Mandatory Training for Selected Personnel**

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

## **3. Mandatory Training for Equipment**

- Operations
  - Powered platforms
  - Forklifts
  - Aerial devices
  - Fall arrest systems
- Powered industrial trucks
- Power actuated tools
- The following must cover safe operative procedures and equipment inspections for equipment 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

## **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

## **12. WORKER SIGNOFF**

It is a requirement that all workers sign off on the following sheet confirming that they have read, understood and will comply with the requirements of the Facilities Services and Campus Development Health and Safety Manual. The form can be found on the Health & Safety Program website.