

**OPERATIONS MANUAL**

[ENTER DIVISION NAME]

march 2020

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**1**

# Chapter 1: Duties, Roles and Responsibilities of Operations Staff

[ENTER DIVISION NAME]

## T:\Logos\Logos\Logos SASWH\High Res Files\Screen Versions\Logo\SASWH-logo-RGB_cropped.jpgSection 1.1: Job Descriptions

**FACILITIES FOREMAN**

**Position Profile:** The Facilities Foreman provides support to the Journeyman Carpenters, Facilities Technicians, and contractors through efficient task coordination, facility management techniques and evaluation.

**Directly Reports To:** Facilities Operations Supervisor

**Indirectly Reports To:** Manager ofFacilities & Transportation

**Required Education, Knowledge, Qualifications and Experience:**

* Minimum of Grade 12 diploma from a recognized educational institution as approved by the Board of Education or General Educational Development (GED) is required
* Minimum of four (4) years’ experience performing building maintenance or facility operation skills
* Minimum of two (2) years’ supervisory experience related to building maintenance or facility operation
* Facilities Management or Journeyman status in any related trade would be considered an asset
* Knowledge of building systems, trades and materials including electrical, plumbing, HVAC, carpentry, painting, flooring and grounds
* Knowledge of practices & procedures governing construction, renovations & maintenance of facilities
* Knowledge of Fire and Building Codes as well as fire/safety system requirements
* Valid Fireman’s Fifth Class or higher Engineer’s Certificate is preferred
* Valid Class 5 Driver’s License
* If required to operate a Division owned vehicle, must provide copy of driver’s license
* Complete education of the Workplace Hazardous Materials Information System 2015 (WHMIS)
* Knowledge of computer software including MS Office and related programs

**Required Skills and Abilities:**

* Ability to work independently with minimal supervision
* Ability to delegate work to staff and provide appropriate supervision or support to ensure the quality of work meets requirements
* Clear understanding and ability to provide situational leadership
* Ability to prioritize multiple demands and effectively manage time
* Ability to provide for professional growth and evaluation of staff
* Ability to do High Load Work which includes:
* exerting up to 100 lbs. of force occasionally (lifting and/or carrying)
* exerting up to 50 lbs. of force frequently
* exerting up to 20 lbs. of force constantly to move objects
* Employees must be physically fit and able to handle various tasks involving lifting, bending, twisting, turning, and climbing
* Ability to interpret construction blue prints
* Superior interpersonal and communication skills, both verbal and written
* Ability to work in a team oriented, collaborative environment
* Present a professional attitude and appearance

**Supervision of Staff:**

Provide direct supervision to Journeyman Carpenters, Facilities Technicians and contacted services.

**Duties and Responsibilities:**

Without restricting the generality of this job description, the Facilities Foreman shall perform such duties and responsibilities as may be assigned including but not restricted to the following:

* Develop, implement and maintain a preventative maintenance program for the responsible facilities
* Review and recommend the renovation, replacement, decommission of existing facilities
* Maintain and control adequate inventory and maintenance supplies
* Ensure that Department purchasing follows the guidelines established by the Board
* Assist with the overall coordination of capital projects and renovations to existing facilities
* Attend all site meetings at which the architect, general contractor and sub-contractors are in attendance
* Provide leadership, including planning, hands on completion of tasks, coaching, evaluating and rewarding
* Develop and maintain a positive working rapport with School Administration, staff and the public
* Maintain awareness of technical developments and advancement in practices, equipment, and materials
* Maintain awareness of codes and regulations by conversing with applicable regulatory agencies
* Advise the facility operating staff the safe efficient operation of school building systems
* Supervise contractors who may be engaged to perform maintenance work for the Division
* Provide leadership in emergencies which may involve emergency call-outs to repair and re-secure buildings
* Promote safe work practices and procedures within the workplace
* Conduct failure analysis on building and equipment where applicable
* Ensure yard maintenance, snow clearing, parking lots, lanes and repairs of play structures are carried out
* Recommend in the area of energy management and potential cost saving measures
* Conduct oneself in a manner appropriate to an educational setting that provides services to children
* Prepare reports as required by the Operations Supervisor (i.e., budget, cost estimates, planning)
* Be knowledgeable about and supportive of Administrative Procedures and directives
* Be willing to engage in lifelong learning with respect to professional development and training
* Perform other duties as may be required or assigned by the Facilities Operations Supervisor

**Judgment, Independence and Client/Peer Contact**

**Confidentiality:** *(Reference applicable policy)*

At no time should an employee discuss in public, information pertaining to anyone in the School Division. The Facilities Foreman is expected to respect the confidential nature of the position by avoiding the discussion about any topics that are not formally communicated to the public by the administration of the schools or the School Division. Breaching confidentiality is a serious violation of acceptable conduct.

**Independence:**

The Facilities Foreman is expected to work independently and as a team member of the Facilities & Transportation Department, all schools and the division office as required.

**Client/Peer Contact:**

The Facilities Foreman works collegially with school staff, school-based administration and other division-based staff. Contact with other employees and outside agencies is regular and frequent.

**Responsibility for Quality of Assigned Work:**

The Facilities Foreman is under direct supervision and is responsible for the quality of work and is expected to seek clarification and direction on any matters of concern.

**JOURNEYMAN ELECTRICIAN**

**Position Profile:** The Facilities Journeyman Electrician provides support to the Operations Supervisor and Facilities Foreman through electrical code interpretation, facility electrical upgrades, project planning and budget management.

**Directly Reports To:** Facilities Operations Supervisor

**Indirectly Reports To:** Manager ofFacilities & Transportation

**Required Education, Knowledge, Qualifications and Experience:**

* Minimum of Grade 12 diploma from a recognized educational institution as approved by the Board of Education or General Educational Development (GED) is required
* Valid Journeyman Certificate in the electrical trade
* Minimum of three (3) years’ experience in commercial electrical installations & maintenance of control systems
* Knowledge of the Saskatchewan & Canadian Electrical Code
* Knowledge of installing, repairing and operating building electrical and emergency power generation systems.
* Knowledge of operating, troubleshooting and maintaining electrical systems of various applications including HVAC systems
* Knowledge of safety procedures for the installation, repair and maintenance of electrical systems
* Completed education of the Workplace Hazardous Materials Information System 2015 (WHMIS)
* Knowledge of computer software including MS Office and related programs.
* Valid Class 5 Driver’s License
* If required to operate a Division owned vehicle must provide copy of driver’s license
* Knowledge of Fire & Building Codes

**Required Skills and Abilities:**

* Ability to work independently with minimal supervision
* Clear understanding and ability to provide situational leadership
* Skill in reading and evaluating electrical blueprints, panel layout sheets and other technical schematics
* Skill in using analytical and research skills to define and solve problems
* Ability to prioritize multiple demands and effectively manage time
* Ability to do Medium Load Work which includes:
* exerting up to 100 lbs. of force occasionally (lifting and/or carrying)
* exerting up to 50 lbs. of force frequently
* exerting up to 20 lbs. of force constantly to move objects
* Employees must be physically fit and able to handle various tasks involving lifting, bending, twisting, turning, and climbing
* Ability to work in a team oriented, collaborative environment
* Ability to interpret construction blue prints
* Knowledge of computer software including MS Office and related programs
* Superior interpersonal and communication skills, both verbal and written
* Present a professional attitude and appearance

**Supervision of Staff:**

Provide indirect supervision to Facilities Technicians and contractors.

**Duties and Responsibilities:**

Without restricting the generality of this job description, the Facilities Journeyman Electrician shall perform such duties and responsibilities as may be assigned including but not restricted to, the following:

* Develop, implement and maintain a preventative maintenance program for the facilities where it relates to the electrical trade
* Assist with the overall coordination of capital projects and renovations to existing facilities
* Provide leadership, including planning, coaching, reviewing, and rewarding.
* Develop and maintain a positive working rapport with the Principals, staff and the public
* Maintain awareness of technical developments and advancement in practices, equipment, supplies and materials
* Maintain awareness of codes and regulations; converse with inspectors for regulatory agencies within the area of accountability
* Advise the facility operating staff the safe efficient operation of school building systems that relates to the electrical trade
* Supervise contractors who may be engaged to perform maintenance work for the Division
* Assist in emergencies which may involve emergency call-outs to affect repairs and re-secure the buildings
* Promote safe work practices and procedures within the place
* Conduct failure analysis on building and equipment where applicable
* Recommend in the area of energy management and potential cost saving measures
* Conduct oneself in a manner appropriate to an educational setting that provides services to children
* Prepare reports as required by the Facilities Foreman. (i.e., budget, cost estimates, planning)
* Be knowledgeable about and supportive of Administrative Procedures and directives
* Be willing to engage in lifelong learning with respect to professional development and training, in-service and courses of study
* Perform other duties as may be required or assigned by the Facilities Operations Supervisor

**Judgment, Independence and Client/Peer Contact:**

**Confidentiality:** *(Reference applicable policy)*

At no time should any employee discuss in public, information pertaining to anyone in the School Division. The employee is expected to respect the confidential nature of the position by avoiding the discussion about any topics that are not formally communicated to the public by the administration of the schools or the School Division. Breaching confidentiality is a serious violation of acceptable conduct.

**Independence:**

The Facilities Journeyman Electrician is expected to work as a team member of the Facilities & Transportation Department, all schools and division owned facilities as required.

**Client/Peer Contact:**

This position works collegially with school staff, school-based administration and other division-based staff. Contact with other employees and outside agencies is regular and frequent.

**Responsibility for Quality of Assigned Work:**

The employee is under direct supervision and is responsible for the quality of the work and is expected to seek clarification and direction on any matters of concern.

**JOURNEYMAN CARPENTER**

**Position Profile:** The Facilities Journeyman Carpenter provides support to the Operations Supervisor and Facilities Foreman through electrical code interpretation, facility electrical upgrades, project planning and budget management.

**Directly Reports To:** Facilities Foreman

**Indirectly Reports To:** Facilities Operations Supervisor

**Required Education, Knowledge, Qualifications and Experience:**

* Minimum of Grade 12 diploma from a recognized educational institution as approved by the Board of Education or a General Educational Development (GED) is required
* Valid Journeyman Certificate in the carpentry trade
* Minimum of three (3) years’ experience in commercial or residential carpentry trade
* Knowledge of safety procedures for the installation, repair and maintenance of building systems
* Completed education of the Workplace Hazardous Materials Information System 2015 (WHMIS)
* Knowledge of computer software including MS Office and related programs
* Valid Class 5 Driver’s License
* If required to operate a Division owned vehicle must provide copy of driver’s license
* Knowledge of Fire & Building Codes

**Required Skills and Abilities:**

* Ability to work independently with minimal supervision
* Clear understanding and ability to provide situational leadership
* Skill in reading and evaluating construction blueprints and other technical schematics
* Skill in using analytical and research skills to define and solve problems
* Ability to prioritize multiple demands and effectively manage time
* Ability to do Medium Load Work which includes:
* exerting up to 100 lbs. of force occasionally (lifting and/or carrying)
* exerting up to 50 lbs. of force frequently
* exerting up to 20 lbs. of force constantly to move objects
* Employees must be physically fit and able to handle various tasks involving lifting, bending, twisting, turning, and climbing
* Knowledge of computer software including MS Office and related programs
* Superior interpersonal and communication skills, both verbal and written
* Present a professional attitude and appearance
* Ability to work in a team oriented, collaborative environment.

**Supervision of Staff:**

Provide indirect supervision to Facilities Technicians and contractors.

**Duties and Responsibilities:**

Without restricting the generality of this job description, the Facilities Journeyman Carpenter shall perform such duties and responsibilities as may be assigned including but not restricted to, the following:

* Develop, implement and maintain a preventative maintenance program for the facilities where it relates to the carpentry trade
* Assist with the overall coordination of capital projects and renovations to existing facilities
* Provide leadership, including planning, coaching, reviewing, and rewarding
* Develop and maintain a positive working rapport with the School Administration, staff and the public
* Maintain awareness of technical developments and advancement in practices, equipment, supplies and materials
* Maintain awareness of codes and regulations; converse with inspectors for regulatory agencies within the area of accountability
* Advise the facility operating staff of the safe and efficient operation of school building systems that relates to the carpentry trade
* Supervise contractors who may be engaged to perform maintenance work for the Division
* Assist in emergencies which may involve emergency call-outs to affect repairs and to re-secure buildings
* Promote safe work practices and procedures within the workplace
* Conduct failure analysis on building and equipment where applicable
* Recommend in the area of energy management and potential cost saving measures
* Conduct oneself in a manner appropriate to an educational setting that provides services to children
* Prepare reports as required by the Facilities Foreman (i.e., budget, cost estimates, planning)
* Be knowledgeable about and supportive of Administrative Procedures and directives
* Be willing to engage in lifelong learning with respect to professional development and training
* Perform other duties as may be required or assigned by the Facilities Foreman

**Judgment, Independence and Client/Peer Contact:**

**Confidentiality:** *(Reference applicable policy)*

At no time should an employee discuss in public, information pertaining to anyone in the School Division. The employee is expected to respect the confidential nature of the position by avoiding the discussion about any topics that are not formally communicated to the public by the administration of the schools or the School Division. Breaching confidentiality is a serious violation of acceptable conduct.

**Independence:**

The Facilities Journeyman Carpenter is expected to work as a team member of the Facilities & Transportation Department, all schools and division owned facilities as required.

**Client/Peer Contact:**

This position works collegially with school staff, school-based administration and other division-based staff. Contact with other employees and outside agencies is regular and frequent.

**Responsibility for Quality of Assigned Work:**

The employee is under direct supervision and is responsible for the quality of the work and is expected to seek clarification and direction on any matters of concern.

**FACILITIES TECHNICIAN**

**Position Profile:** The Facilities Technician performs major maintenance practices to facilities so as to ensure a safe and efficient environment is maintained.

**Directly Reports To:** Facilities Foreman

**Indirectly Reports To:** Facilities Operations Supervisor

**Required Education, Knowledge, Qualifications and Experience:**

* Minimum of Grade 12 diploma from a recognized educational institution as approved by the Board of Education or a General Educational Development (GED) is required
* Facilities Management, an Administration Degree or Journeyman status in any of the related trades would be considered an asset
* Minimum of one (1) year experience related to building maintenance or facility operation
* Knowledge of building systems, trades and materials including electrical, plumbing, HVAC, carpentry, painting, flooring and grounds
* Knowledge of policies, practices and procedures governing construction, renovations and maintenance of facilities
* Knowledge of Fire & Building Codes as well as fire/safety system requirements
* Valid Fireman’s Certificate
* Valid Class 5 Driver’s License
* If required to operate a Division owned vehicle must provide copy of driver’s license
* Completed education of the Workplace Hazardous Materials Information System 2015 (WHMIS)
* Knowledge of computer software including MS Office and related programs

**Required Skills and Abilities:**

* Ability to work independently with minimal supervision
* Ability to prioritize multiple demands and effectively manage time
* Ability to do Medium Load Work which includes:
* exerting up to 100 lbs. of force occasionally (lifting and/or carrying)
* exerting up to 50 lbs. of force frequently
* exerting up to 20 lbs. of force constantly to move objects
* Employees must be physically fit and able to handle various tasks involving lifting, bending, twisting, turning, and climbing
* Ability to analyze and perform a wide variety of maintenance tasks
* Ability to work in a team oriented, collaborative environment
* Good interpersonal and communication skills
* Present a professional attitude and appearance

**Supervision of Staff:**

Provide indirect or day to day supervision to seasonal maintenance staff and contracted services as required.

**Duties and Responsibilities:**

Without restricting the generality of this job description, the Facilities Technician shall perform such duties and responsibilities as may be assigned including but not restricted to, the following:

* Help maintain a preventative maintenance program for the facilities assigned
* Review and recommend maintenance repairs and upgrades to the Facilities Foreman
* Help maintain and control adequate inventory & maintenance supplies.
* Develop and maintain a positive working rapport with School Administration, staff and general public
* Maintain awareness of technical developments and advancement in practices, equipment, supplies and materials
* Maintain awareness of applicable legislation, codes and regulations as it applies to public buildings
* Work with contractors who may be engaged to perform maintenance work for the Division
* Assist in emergencies which may involve emergency call-outs to perform repairs and/or to re-secure the buildings
* Promote safe work practices and procedures within the place
* Perform general maintenance to all facilities, grounds, play equipment & fences etc.
* Conduct oneself in a manner appropriate to an educational setting that provides services to children
* Be willing to engage in lifelong learning with respect to professional development, training, in-service and courses of study
* Be knowledgeable about and supportive of Administrative Procedures and directives
* Perform other duties as may be required or assigned by the Facilities Foreman

**Judgment, Independence and Client/Peer Contact:**

**Confidentiality:** *(Reference applicable policy)*

At no time should an employee discuss in public, information pertaining to anyone in the School Division. The Facilities Technician is expected to respect the confidential nature of the position by avoiding the discussion about any topics that are not formally communicated to the public by the administration of the schools or the School Division. Breaching confidentiality is a serious violation of acceptable conduct.

**Independence:**

The Facilities Technician is expected to work independently and as a team member of the Facilities & Transportation Department, all schools and all division owned properties as required.

**Client/Peer Contact:**

This employee works collegially with school staff, school-based administration and other division-based staff. Contact with other employees and outside agencies is regular and frequent.

**Responsibility for Quality of Assigned Work:**

The employee is under direct supervision and is responsible for the quality of the work and is expected to seek clarification and direction on any matters of concern.

## Section 1.2: Absence Reporting

In any occasion of absence, the Employee who will be absent is responsible to notify their direct Supervisor. Whenever possible, they should report this daily no later than one hour prior to the start of their scheduled shift.

**Leave Request Procedure for Operations Staff** *– (Specific Division Policy)*

* Leave requests are required seven (7) days prior to the day in question, unless unforeseen absences occur
* Staff are to submit their leave request to their immediate supervisor for approval
* Supervisors approved leaves are then submitted to HR for final approval
* Staff are then notified by email as to the approval of the request submitted

**Medical Leave Procedure- Proof of Illness**

* An employee who is ill or absent due to medical for more than two consecutive days may be required to provide a certificate from an health care professional (medical note)

## Section 1.3: Appearance, Safety, Conduct & Relationship

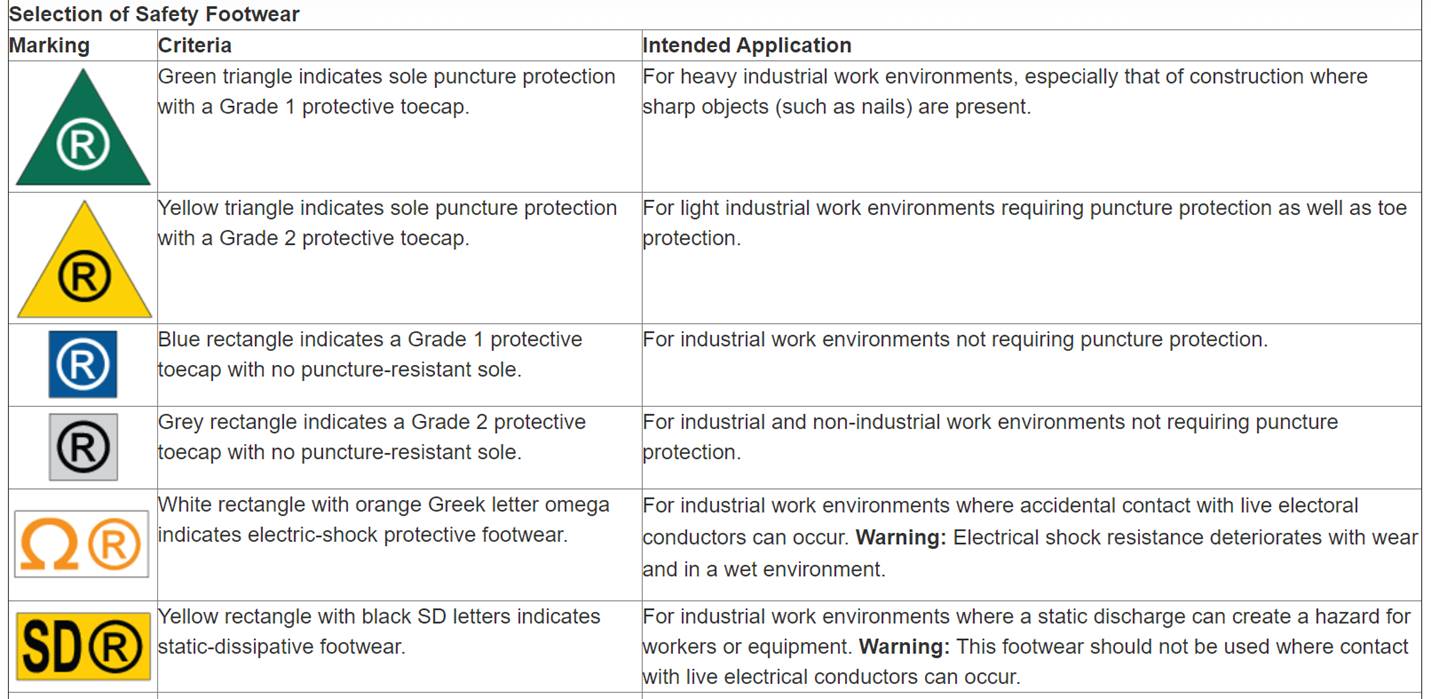
**Personal Appearance:**

* People respect staff in a school that uses good judgment regarding his/her appearance and clothing.
* Personal neatness and cleanliness must always be kept in mind at all times.
* Staff are required to wear appropriate clothing that is in clean and in a presentable condition.
* All shirts are required to be minimum short sleeve.
* No clothing or hats shall have derogatory slogans, advertise tobacco, alcohol, etc.
* Full length jeans or work pants are required (shorts or sweat pants are NOT permitted).
* Staff should refrain from the use of colognes or after shaves as many facilities may be scent free.

**Safety:**

**Footwear:**

* + Wear CSA approved foot wear that is protective and supportive appropriate to the risks associated with the job.



**Clothing:**

Long pants/long sleeves must be worn when performing the following tasks:

* Handling any hazardous products
* Ground maintenance including weed whipping, mowing (this includes push mower and non-enclosed tractors) tree trimming, weed spraying and tilling.

**Respiratory:**

* Facial hair is permitted but should be well maintained and allow the employee to properly use their respiratory protection Personal Protective Equipment (PPE) at any time it is required.

**Always refer to the Safety Data Sheet for hazardous products**

**Always refer to operating procedures in Operations Sector Manual**

**Conduct:**

* Operations staff are required to leave the area they have worked in as clean as possible prior to leaving the area/facility. It is not the responsibility of the Caretaker or other staff to clean up any scrap, debris etc. from work recently completed.
* Operations staff members are expected to be courteous, respectful and to maintain a dignified friendly manner in dealing with the staff, students, contractors and general public.
* Operations staff should never discuss with the public what goes on around the school, nor criticize fellow workers, teachers, the principals or the administrative staff. The primary effort in public relations by the operations staff must be carried out with the public itself.
* Operations staff members are not a disciplinarian. There may be times when you should advise or correct students in their actions when teachers are not present, and this should be done in a quiet, firm manner. If students react in an adverse manner or the destruction of school property is involved, this should then be reported to School Administration. Under no circumstances should an operations staff member attempt to physically discipline a student.
* All communications involving school staff are required to go through school administration.
* Occupied classrooms or washrooms are not to be entered except when necessary.
* Male staff member must not enter a girl’s washroom, or a female staff member must not enter a boy’s washroom until they are completely sure no one remains in the washroom.
* All employees shall conduct themselves publicly or privately in such a manner as shall bring credit to the school division.
* Behavior of any employee which may affect the safety and well-being of other employees of the school division or subcontractor, or to personnel served by the school division or subcontractor, shall be cause for disciplinary action, whether such behavior relates to proper performance of the employee’s job.
* No employee of the school division shall have the authority to make public or private statements on behalf of the school division at any time.

## Section 1.4: Reporting Accidents, Incidents, Near Misses or Property Damage

1. **Reference:** (Specific Division Policy) **-Injury Reporting System**
2. **Definitions:**
   1. **Accidents**

An unwanted, unplanned event that results in a loss (production, property or human)

* 1. **Incidents**

An unwanted, unplanned event that results in or could have resulted in a loss (production, property or human)

* 1. **Near Miss**

An unwanted, unplanned event that didn’t but could have resulted in a loss (production, property or human)

1. **Reporting Accidents/Incidents/Near Misses or Property Damage**

**General reporting**

* 1. Complete Incident Report Form and submit to the Supervisor or designate.
  2. Participate in follow up investigation of incident, near miss, accident or property damage.

**Off school property or while driving**

1. Obtain as much information as possible.
2. Obtain the name and plate number of any other person involved in the accident.
3. Report to your supervisor or designate immediately.
4. Complete Incident Report Form and submit to the Supervisor or designate.
5. Participate in follow up investigation of incident, near miss, accident or property damage.
6. **Traffic/Criminal Code Violations**

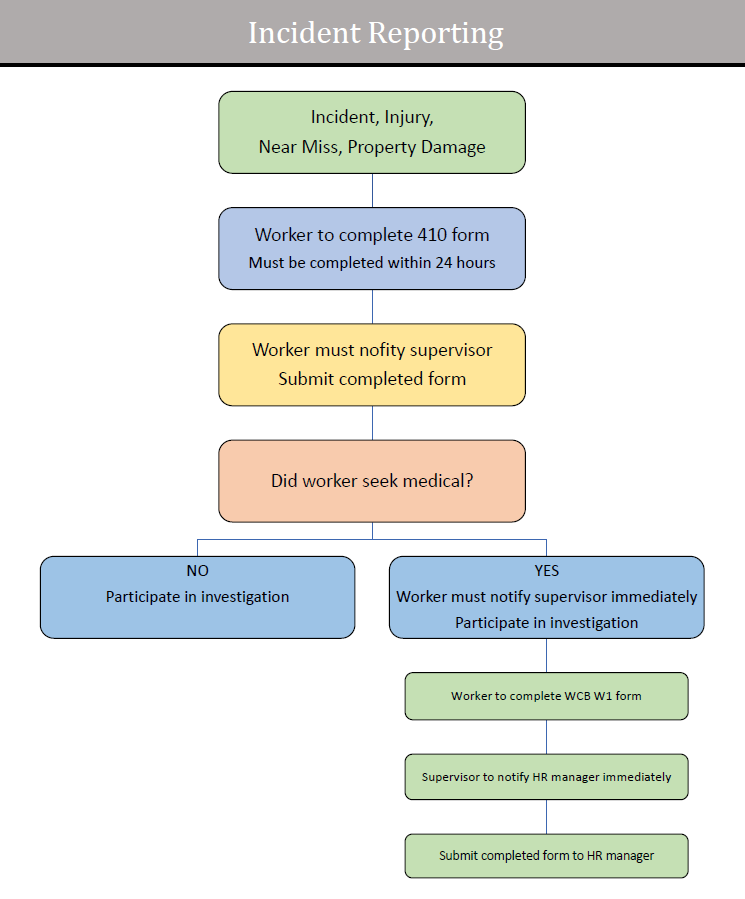
Under *The Traffic Safety Act*, operations staff must report the following situations to the Manager of Facilities & Transportation or designate:

* 1. Any ticket violations received while driving any type of school division vehicle.
  2. Any Division employee charged with a criminal offense, whether indictable or summary, federal or provincial, shall, **within two (2) working days**, inform the Director of Education of the charges. The initial contact may be verbal, but the employee is expected to provide the Director written confirmation within this timeframe. **Reference** (Specific Division Policy)
  3. Drug or alcohol incidents.

1. **Fines**

The following applies to situations where a traffic violation summons, or ticket has been issued to an operations staff while operating a school division vehicle:

* 1. Operations staff who are cited for any type of violation must pay fines with their own funds.





**2**

# Chapter 2: Employment: Conditions, Safety Rules and Health & Safety Policy

[ENTER DIVISION NAME]

## [Image result for conditions of employment image](http://www.google.com/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&ved=2ahUKEwjRqt7oyN_jAhXlRd8KHQcLCwEQjRx6BAgBEAU&url=http://www.evh.org.uk/hr-support/terms-and-conditions-of-employment&psig=AOvVaw0RJgi0f4y8ZnnasUK3Xn3v&ust=1564676614985708)Section 2.1: Conditions of Employment

1. **General Terms of Employment**

Foreman and Electricians are employed under the school division employment handbook.

Journeyman Carpenters/Technicians are employed under the conditions of their applicable collective agreement.

1. **Required Documentation**

All operations staff are required to produce the following documentation:

* 1. A valid Class 5 Driver’s License (at minimum).
  2. A Criminal Record Check of good standing, which includes a Vulnerable Sector Check.
* Operations Sector will review the prospective criminal record check.

Regarding this review:

* A positive result allows the hiring process to continue.
* Criminal Record Checks that cite a conviction will be assessed by the Director or designate.
  1. Completed education of WHMIS 2015.
  2. Completed the Firemen’s Boiler Certification within one (1) year of employment start date.

1. **Hours of Work**

Monday – Friday schedule for services based on 40 hours per week annually.

Regular scheduled shifts will not begin prior to 6:30 a.m. and run past the designated end time without approval from your direct supervisor.

**Foreman**

Winter hours (Sept to June)

* Monday to Friday 7 a.m. to 3:30 p.m. (8 hrs)

Summer hours (July to Aug)

* Monday to Thursday 6:30 a.m. to 5 p.m. (10 hrs)

**Electricians**

Winter hours (Sept to June)

* Monday to Thursday 6:30 a.m. to 5 p.m. (10 hrs)
* Tuesday to Friday 6:30 a.m. to 5 p.m. (10 hrs)

Summer hours (July to Aug)

* Monday to Thursday 6:30 a.m. to 5 p.m. (10 hrs)

**Technicians**

Winter hours (Sept to June)

* Monday to Friday 6:30 a.m. to 3:53 p.m. (every other Friday off)

Summer hours (July & Aug)

* Monday to Thursday 6:30 a.m. to 5 p.m. (10 hrs)

All overtime hours must be pre-approved or in case of emergency authorized by your direct Supervisor

Hours of work will align with: ***The Saskatchewan Employment Act***

***The Occupational Health and Safety Regulations, 2020***

***Section 3-24 – Working alone or isolated place of employment***

1. **Ongoing Evaluation**

All Operations Sector staff are evaluated a minimum of every 2nd year through a performance review completed by their direct Supervisor.

## Section 2.2: Safety Rules

We are all accountable for our actions and are expected to comply with the provisions of the ***school division, Operations Sector***, policies, procedures, practices and code of conduct.

* 1. Accidents, injuries, property damage, unsafe conditions and near misses shall be reported promptly to your supervisor, must complete an Incident Report Form. All forms must be filled out within 24 hrs.
  2. Have an awareness of your surroundings.
  3. Always check with your direct supervisor before carrying out any task or operation if you feel your personal safety or the safety of others may be at risk.
  4. Inspect your assigned vehicle, mobile equipment and tools before using them and report any defects and problems immediately.
  5. Staff must utilize Personal Protective Equipment (PPE) as required;
     + Wear CSA approved foot wear that is protective and supportive appropriate to the risks associated with the job.
     + Ensure the necessary PPE is readily available for use during all operations activities.
     + Use the PPE, safeguards and safety appliances/equipment provided to protect your health and safety.
  6. Use the TLR – Object Moving principles of good body mechanics when moving parts, equipment, materials, etc. Staff are required to request assistance as per assessment.
  7. Review the Job Safety Analysis (JSA) frequently.
  8. Always follow WHMIS 2015 education and training, read the Safety Data Sheets.
* Ensure applicable PPE is worn and precautions are followed.
  1. Maintain regular contact with your direct Supervisor as per the Working Alone Policy/Procedure.

**\*\*\* Failure to comply may result in discipline and/or termination \*\*\***

***Reference: The Saskatchewan Employment Act***

***The Occupational Health and Safety Regulations, 2020***

## Section 2.3: Roles & Responsibilities

**Employer**

The *Act*, section 3-1(1)(j), defines an “**employer**” as:

“a person, firm, association, or body that has, in connection with the operation of a place of employment, one or more workers in the service of the person, firm, association or body.”

An employer has responsibilities under the legislation to:

* Provide and maintain a safe and healthy workplace.
* Ensure that legal health and safety requirements are met by complying with *The Saskatchewan Employment* *Act* and *The Occupational Health and Safety Regulations, 2020.*
* Define responsibility and accountability for health and safety in the workplace.
* Inform workers of their rights and responsibilities for a safe workplace.
* Establish and maintain an effective occupational health committee (OHC) and ensure it functions effectively and efficiently.
* Consult and cooperate with the OHC and/or representative(s) and resolve concerns in a timely manner.
* Assist OHC members to obtain appropriate training that will enable them to fulfill their duties.
* Establish and maintain an effective Safety Management System.
* Ensure personal information is protected and only disclosed as allowed in legislation (e.g*., The Saskatchewan Health Information Protection Act*).
* Identify all hazards and risks to the workers, and establish safe work practices and procedures to eliminate, reduce or control those hazards.
* Conduct workplace inspections and correct sub-standard conditions of the workplace.
* Allocate sufficient resources (money, time, equipment, and people, including competent managers and supervisors) to implement the Safety Management System.
* Ensure managers and supervisors are trained, supported, and held accountable for fulfilling their workplace health and safety requirements.
* Provide workers with legislated health and safety information and training.
* Ensure workers are trained in all matters that are necessary to protect their health, safety and wellness.
* Ensure that all work is sufficiently and competently supervised.
* Ensure workers are not exposed to harassment.
* Ensure there is a plan to limit or prevent the exposure to violence (verbal, physical, psychological).
* Provide for the safe handling, use, storage, and transport of hazardous materials.
* Ensure personal protective equipment (PPE) is available to workers.
* Ensure incidents and occupational diseases are reported to the appropriate authority.
* Ensure medical/first aid resources are provided as necessary.
* Provide a safe means of entrance to, and exit from, the work site.
* Inform and train volunteers regarding safety policies and procedures related to their duties so as to enable them to work and act safely.

In addition, the employer should ensure that basic human resource functions promote a safety focus (e.g., safety expectations are written into job advertisements, position descriptions and performance expectations).

**Supervisor**

The *Act* section 3-1(1)(dd) defines a “**supervisor**” as:

“an individual who is authorized by an employer to oversee or direct the work of the employer’s workers.”

A supervisor has responsibilities under the legislation to:

* Ensure the health and safety at work of all workers who work under their direct supervision and direction.
* Ensure that workers under their direction comply with the legislation.
* Ensure workers under their direct oversight and direction are not exposed to harassment.
* Understand and ensure his or her compliance with workplace health and safety requirements.
* Co-operate with the OHC, helping it to do its job properly, and ensure all workers support committee members in their health and safety activities.
* Ensure hazards are identified and proper measures are taken to control the risks associated with those hazards.
* Inspect work areas and correct unsafe acts and conditions.
* Instruct and coach workers to follow safe work procedures.
* Ensure that workers comply with legislation.
* Ensure only authorized, trained, and competent workers operate equipment.
* Ensure the necessary PPE is provided to workers and used properly.
* Ensure equipment is properly maintained.
* Know how to safely handle, store, and dispose of chemical and biological substances at the workplace.
* Develop and implement emergency workplace procedures.
* Ensure workers are trained in emergency workplace procedures and know what to do in the event of an emergency.
* Report and investigate all incidents and dangerous occurrences.
* Promote health and safety awareness in the workplace.
* Co-operate with other parties in dealing with health and safety issues.

**Worker**

The *Act*, section 3-1(1)(gg), defines a “**worker**” as:

“an individual, including a supervisor, who is engaged in the service of an employer.”

A worker has three rights under the OH&S legislation; namely to:

**Know** about hazards in the workplace.

**Participate** in OH&S activities.

**Refuse** work if the work is unusually dangerous.

A worker has responsibilities under the legislation to:

* Take reasonable care to protect his or her health and safety and that of others in the workplace.
* Refrain from causing or participating in harassment.
* Co-operate with any person exercising a duty under the legislation.
* Understand and follow legislative requirements.
* Use safety equipment, machine guards, safety devices, and PPE as required by the legislation, and as required and provided by the employer.
* Report all unsafe acts and workplace hazards to his or her supervisor.
* Take initiative to resolve unsafe situations within the scope of his or her responsibility.
* Follow safe work practices and procedures.
* Report all work related incidents, dangerous occurrences, injuries, or illnesses to his or her immediate supervisor.
* Participate in OHC activities.
* Co-operate with the OHC and others on health and safety issues.

**\*\*\* Failure to comply may result in discipline and/or termination\*\*\***

***Reference: The Saskatchewan Employment Act***

***The Occupational Health and Safety Regulations, 2020***

**Contractor**

The *Act*, section 3-1(1)(g), defines a “**contractor**” as:

“A person who, or a partnership or group of persons that, pursuant to one or more contracts, directs the activities of one or more employers or self-employed persons involved in work at a place of employment.”

A written agreement or contract will be developed between the (agency) and the contractor to do work for the agency. The employer must designate a site manager in charge of the operations to ensure that the contractor policy is followed and there is compliance with safety policies and procedures.

A contractor has responsibilities under the legislation to:

* Ensure a safe worksite that is without risk to the health of employers, workers, self-employed persons, patients, clients or residents at the place of employment.
* Address safety matters that he or she has control over.
* Provide the employer/self-employed person with any information which may affect the health and safety of his or her workers, patients, clients or residents.
* Post any prescribed notice in a conspicuous location in the workplace where the contractor is working.
* Comply with legislation.

**Supplier**

The *Act*, section 3-1(1)(ee), defines a “**supplier**” as:

“A person who supplies, sells, offers or exposes for sale, leases, distributes or installs any biological substance, chemical substance or any plant to be used at a place of employment.”

A supplier has responsibilities under the legislation to:

* Take reasonable precautions to ensure that any biological or chemical substance or any products supplied to a workplace are safe when used according to instructions provided by the supplier.
* Provide written instructions for safe use of product(s) supplied to the employer.
* Ensure that product(s) comply with legislation.

**Volunteer**

As volunteers are not technically employed in the service of an employer, the legislation does not apply to them. However, in the best interest of safety and risk management, volunteers should be expected to:

* Act safely; and
* Abide by all safety policies and procedures of the employer.
* Please see Administrative Procedure 490 – Volunteers

***Reference: The Saskatchewan Employment Act***

***The Occupational Health and Safety Regulations, 2020***

## Section 2.4: Health & Safety Policy

**\_\_\_\_\_\_**

**STATEMENT OF COMMITMENT TO HEALTH & SAFETY**

**Background**

In Saskatchewan the employer is required by law to promote and protect the safety of workers in the workplace. This document provides the [enter school division] public declaration of its commitment to safety.

The Statement of Commitment to Health and Safety will be posted in a location visible to all employees, such as the OHC bulletin board.

**Commitment**

The [enter school division] is committed to providing a safe and healthy work environment for all individuals (employees, students, visitors, contractors and volunteers).

The [enter school division] recognizes the duties, rights and responsibilities of all workers and will ensure that all workers are aware of these and other conditions embodied in provincial legislation. The [enter school division] declaration does not preclude all employees’ responsibilities and accountabilities in achieving a safe work environment for all.

The [enter school division] will establish and maintain an occupational health and safety program as part of its Safety Management System to ensure the goals of this policy and the right of participation of all workers. The [enter school division] will support safe work procedures through the funding of adequate equipment, programs, training and through the establishment of standards for safe work practices.

The [school division] will adopt and preserve the following safety philosophy statements:

* The safety of workers is as important as the safety of students, visitors and contractors.
* Workers have a right to work in a safe and healthy workplace.
* Health and safety is everyone’s responsibility based on the workplace responsibility system (WRS).
* Working in a healthy and safe way is a condition of employment.
* All hazards will be identified and controlled through regular formal and information workplace inspections.
* Health and safety education and training will be consistent and ongoing.
* Health and safety meetings will be held regularly, with worker input encouraged.
* All incidents and dangerous occurrences will be reported and investigated.
* Safety applies to all employers, supervisors, workers, volunteers, students, contractors, self-employed resources and suppliers in their dealings with the [enter school division].

This policy shall be reviewed every three years by the [enter school division] as part of the safety program review and/or whenever there is a change of circumstances that may affect the health and safety of workers, or a change in OHS legislation.

***References***

*The Saskatchewan Employment Act,* Part III, Section 3-20.

*The Occupational Health and Safety Regulations, 2020,* Section 3-11.



**3**

# Chapter 3: Safety in the Workplace

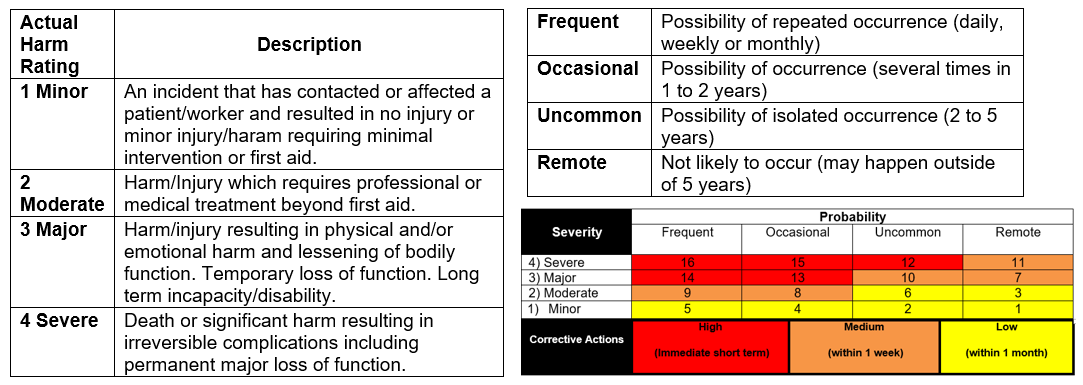
[ENTER DIVISION NAME]

## Section 3.1: Job Safety Analysis (JSA)

**FACILITIES FOREMAN**

| **Job/position/work type: Facilities Foreman** | | | | | | **Date Completed:** |
| --- | --- | --- | --- | --- | --- | --- |
| **Assessment Team:** | | | | | | **Reviewed/revised:** |
| Tasks  (List **all** tasks/activities of the job/position) | Hazards  (List **all** existing and potential health and safety hazards) | Severity | Probability | Risk | Controls  (List the controls for each hazard:  Elimination, Engineering, Administrative, Personal Protective Equipment) | Comments |
| **S x P = R** | | |
| Working from heights | Potential slips, trips, falls, weather (wind), other people, housekeeping. |  |  |  | Fall protection training, fall protection plan and pre-job hazard assessment. CSA approved harness with rope grab, lanyard of suitable length with shock absorber and suitable anchor point. Perform a pre job hazard assessment. Use of approved safety footwear, any applicable PPE. |  |
| Use of ladders, man lifts, scaffolds, scissor lift, articulating lift/boom | Potential slips, trips, falls, tip-overs, mechanical failure, overhead power lines, pinch points, weather, uneven ground, other structures/surroundings, exceeding manufactures recommendation/guidelines, other people |  |  |  | Use of CSA approved industrial ladders and scaffolding. Pre-job hazard assessment. Create a safe work procedure for use of ladders, man lifts, scaffolds, scissor lift, articulating lift/boom. Use of approved safety footwear.  Flagging of work zone (cones or warning signs). Additional person if required. |  |
| Roof work: within 2 meters of unguarded edge | Potential slips, trips, falls, weather (wind), other people, housekeeping |  |  |  | Ensure all maintenance workers are aware of the two-meter rule. Roof top access controlled and restricted (signage). A two-meter stick or rod be made available on roof to retrieve balls or debris. |  |
| Driving to and from work sites | Inclement weather condition, road conditions, heavy traffic, other drivers, wildlife, time constraints, vehicle breakdown, fatigue, distracted driving |  |  |  | Regular preventative maintenance and documented safety inspections on vehicles and equipment. Fire extinguisher, first aid kit and reflective triangles in all vehicles. Hands free devices. Cell phone available to call for help. Practice defensive driving skills. Aware of surroundings at all times.  Check highway hotline prior to travel.  Sask. Alert App for cell phone. |  |
| Working alone | Potential harm, entrapment/no assistance, medical emergency |  |  |  | Follow working alone process/communication plan |  |
| Rotating equipment/ machinery parts | Potential for pinch points, hand injuries, amputations, entanglement, or entrapment |  |  |  | Guards over all moving parts of all machinery. Lock out procedure on equipment. Inspect all equipment prior to use. Do not wear loose clothing, confines or cuts short head or facial hair, long hair or dangling neckwear or jewelry. Use extreme caution and proper PPE. Ensure all equipment is secured when working on them. |  |
| Use of power/hand tools | Potential for contusions, hand injuries, burns, electrical hazards, lacerations, entanglements, amputations, flying debris, eye injury, impalement |  |  |  | Lock out procedure on equipment.  Inspect all equipment prior to use. Worker not to wear loose clothing, confines or cuts short head or facial hair, long hair or dangling neckwear or jewelry. Safe work procedures for use of power tools. Use extreme caution and proper PPE. Ensure all materials are secured when working on them. |  |
| Confined Space Entry | Potential for dangerous atmosphere, limited egress, limited working space |  |  |  | Follow school division confined space policy/procedure (entry plan). |  |
| Ergonomics - working in awkward positions, kneeling, reaching, handling loads, carry loads | Potential for sprains, strains and contusions, slips, trips, falls |  |  |  | Vary tasks and positions to prevent injury. Wear knee pads for protection when necessary. Practice safe moves and body mechanics as per TLR-Object Moving. |  |
| Biological exposure (asbestos, mouse/bird/bat droppings, mold, insect bites) Blood and Body | Respiratory problems, infections, illness, serious condition, death. |  |  |  | Identify and document locations of asbestos or mold, report immediately, inform other workers and isolate the area. WHMIS training/education and current SDS sheets for hazardous products. Wear PPE (gloves, masks, insect repellent) as identified in SDS/safe work procedure. Clean rodent messes up following safe work procedure.  Exposure Control Plan and Communicable Disease Handbook  SWP hantavirus, bat dropping, bird dropping. |  |
| Supervising people | Potential conflict, mental health |  |  |  | Ensure orientation checklist and all other applicable training complete.  Re: Section 3-6 *The* *Saskatchewan Occupational Health and Safety Regulations, 2020* |  |
| Handling hazardous products, chemical exposure (WHMIS 2015). | Chemical burns, respiratory problems, infections, illness, serious condition, death. |  |  |  | WHMIS education and training and current SDS sheets for hazardous products. Wear PPE (gloves, masks) as identified in SDS/safe work procedure. |  |
| Infection Control Practice |  |  |  |  | Refer to Exposure Control Plan. |  |

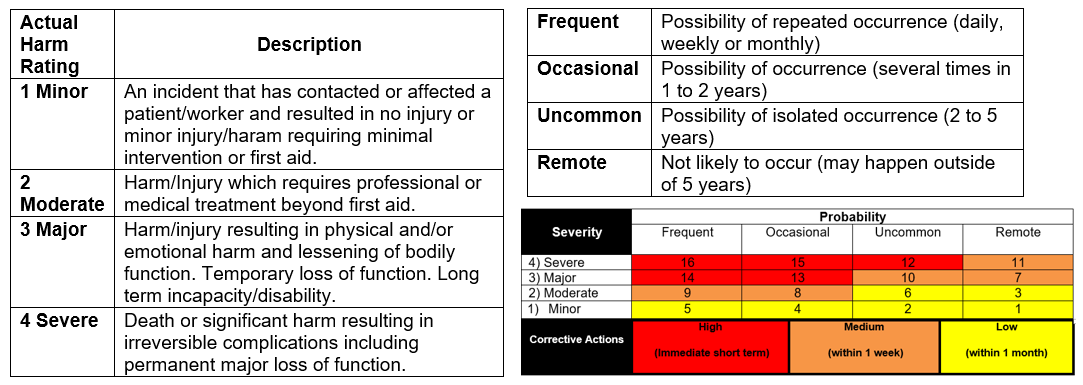
**Risk Matrix**:



**JOURNEYMAN ELECTRICIAN**

| **Job/position/work type: Electrician** | | | | | | | **Date Completed:** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Assessment Team:** | | | | | | | **Reviewed/revised:** |
| Tasks  (List **all** tasks/activities of the job/position) | Hazards  (List **all** existing and potential health and safety hazards) | Severity | Probability | Risk | Controls  (List the controls for each hazard:  Elimination, Engineering, Administrative, Personal Protective Equipment) | Comments | |
| **S x P = R** | | |  | |  |
| Man lifts, scaffolds, scissor lift, articulating lift/boom | Potential slips, trips, falls, tip-overs, mechanical failure, overhead power lines, pinch points, weather, uneven ground, other structures/surroundings, exceeding manufactures recommendation/guidelines, other people |  |  |  | Use of CSA approved industrial ladders and scaffolding. Pre-job hazard assessment. Create a safe work procedure for use of ladders, man lifts, scaffolds, scissor lift, articulating lift/boom. Use of approved safety footwear.  Flagging of work zone (cones or warning signs). Additional person if required. | JHA available to fill out | |
| Roof work: within 2 meters of unguarded edge | Potential slips, trips, falls, weather (wind), other people, housekeeping |  |  |  | Ensure all maintenance workers are aware of the two-meter rule. Roof top access controlled and restricted (signage). A two-meter stick or rod be made available on roof to retrieve balls or debris. |  | |
| Driving to and from work sites | Inclement weather condition, road conditions, heavy traffic, other drivers, wildlife, time constraints, vehicle breakdown, fatigue, distracted driving, worker pulling loads, pulling trailer. |  |  |  | Regular preventative maintenance and documented safety inspections on vehicles and equipment (trailer). Fire extinguisher, first aid kit and reflective triangles in all vehicles. Hands free devices. Cell phone available to call for help. Practice defensive driving skills. Aware of surroundings at all times.  Check highway hotline prior to travel.  Sask. Alert App for cell phone. |  | |
| Confined Space Entry | Potential for dangerous atmosphere, limited egress, limited working space |  |  |  | Follow school division confined space policy/procedure (entry plan). |  | |
| Working with live voltage  -Trouble shooting  -Testing | Potential arc hazard, short circuit, flash, fatality, burns, inhalation hazards, loss of eyesight, electrocution, fall from heights after contact, involuntary physical movements |  |  |  | Use of certified testing equipment (calibrated)  Isolate if possible; lock out tag out.  Hierarchy of controls, reschedule, isolate, PPE(live voltage gloves/hot gloves) | JHA available to fill out | |
| Lock out/tag out | Potential device failure, damage equipment, potential arc hazard, short circuit, flash, fatality, burns, inhalation hazards, loss of eyesight, electrocution, fall from heights after contact, involuntary physical movements |  |  |  | Ensure lock out /tag out safe work procedure is followed every time. |  | |
| Working from heights | Potential slips, trips, falls, weather (wind), other people, housekeeping. |  |  |  | Fall protection training, fall protection plan and pre-job hazard assessment. CSA approved harness with rope grab, lanyard of suitable length with shock absorber and suitable anchor point. Perform a pre job hazard assessment.  General housekeeping (garbage can available) Use of approved safety footwear, any applicable PPE. | JHA available to fill out | |
| Use of ladders | Potential slips, trips, falls, weather (wind), uneven ground, other structures/surroundings, exceeding manufactures recommendation/guidelines, other people, housekeeping. |  |  |  | Use of CSA approved industrial ladders. Pre-job hazard assessment. Use of approved safety footwear.  Flagging of work zone (cones or warning signs). Additional person if required. | JHA available to fill out | |
| Working alone | Potential harm, entrapment/no assistance, medical emergency |  |  |  | Follow working alone process/communication plan |  | |
| Moving machinery parts  - Use of power/hand tools | Potential for contusions, hand injuries, burns, electrical hazards, lacerations, amputations or entrapment |  |  |  | Guards over all moving parts of all machinery. Lock out procedure on equipment.  Inspect all equipment prior to use.  No loose clothing or jewelry. Long hair must be tied up.  Safe work procedures for use of power tools. Use extreme caution and proper PPE. Ensure all materials are secured when working on them. |  | |
| Rotating Equipment  -Large fans  -Pumps  -Motors  -Compressors | Potential for contusions, hand injuries, burns, electrical hazards, lacerations, amputations or entrapment, fatality |  |  |  | Guards over all moving parts of all machinery. Lock out procedure on equipment.  Inspect all equipment prior to use.  No loose clothing or jewelry. Long hair must be tied up.  Safe work procedures. Use extreme caution and proper PPE. Ensure all materials are secured when working on them. | JHA available to fill out | |
| Ergonomics-working in awkward positions, kneeling, reaching | Potential for sprains, strains and contusions |  |  |  | Vary tasks and positions to prevent injury. Wear knee pads for protection when necessary. Practice safe moves and body mechanics. Follow -TLR Object Moving practices. |  | |
| Chemical and biological exposure (asbestos, mold, mouse/bird/bat droppings, glues, solvents, insect bites) | Chemical burns, respiratory problems, infections, illness, serious condition, death. |  |  |  | Identify and document locations of asbestos or mold, report immediately, inform other workers and isolate the area. WHMIS training/education and current SDS sheets for hazardous products. Wear PPE (gloves, masks) as identified in SDS/safe work procedure. Wear insect repellent. Clean rodent messes up following safe work procedure. |  | |
| Infection Control Practices |  |  |  |  | Refer to Exposure Control Plan. |  | |

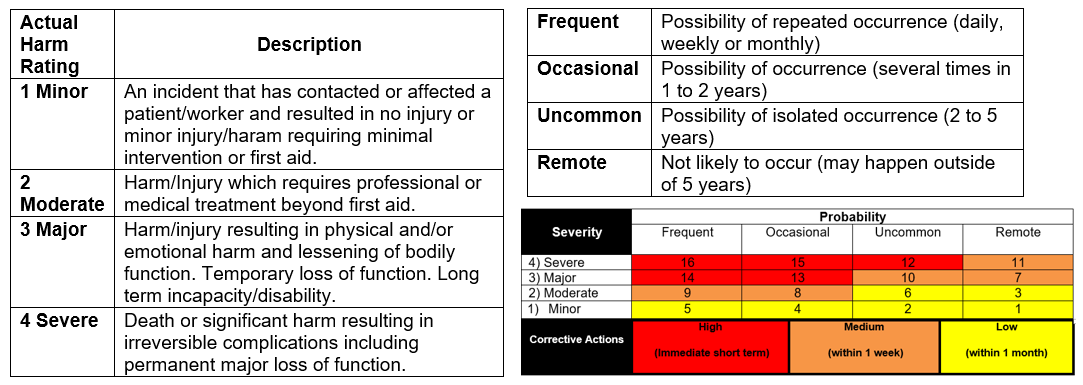
**Risk Matrix**:



**JOURNEYMAN CARPENTER / FACILITIES TECHNICIAN**

| **Job/position/work type: Journeyman Carpenter/Facilities Technician** | | | | | | **Date Completed:** |
| --- | --- | --- | --- | --- | --- | --- |
| **Assessment Team:** | | | | | | **Reviewed/revised:** |
| Tasks  (List **all** tasks/activities of the job/position) | Hazards  (List **all** existing and potential health and safety hazards) | Severity | Probability | Risk | Controls  (List the controls for each hazard:  Elimination, Engineering, Administrative, Personal Protective Equipment) | Comments |
| **S x P = R** | | |  |  |
| Working from heights | Potential slips, trips, falls, weather (wind), property damage, other people, housekeeping. |  |  |  | Fall protection training, fall protection plan and pre-job hazard assessment. CSA approved harness with rope grab, lanyard of suitable length with shock absorber and suitable anchor point. Use of approved safety footwear, any applicable PPE. | JHA available to fill out |
| Use of ladders, man lifts, scaffolds, scissor lift, articulating lift/boom | Potential slips, trips, falls, tip-overs, mechanical failure, overhead power lines, pinch points, weather, uneven ground, other structures/ surroundings, exceeding manufactures recommendation/guidelines, other people, housekeeping |  |  |  | Use of CSA approved industrial ladders and scaffolding. Pre-job hazard assessment. Create a safe work procedure for use of ladders, man lifts, scaffolds, scissor lift, articulating lift/boom. Use of approved safety footwear.  Flagging of work zone (cones or warning signs). Additional person if required. |  |
| Roof work: within 2 meters of unguarded edge | Potential slips, trips, falls, weather (wind),changing weather conditions, other people, housekeeping |  |  |  | Ensure all maintenance workers are aware of the two-meter rule.  Roof top access controlled and restricted (signage).  A two-meter stick or rod be made available on roof to retrieve balls or debris. Be aware of your surroundings.  Fall protection is required, follow the fall protection procedure. |  |
| Driving to and from work sites | Inclement weather condition, road conditions, heavy traffic, other drivers, wildlife, time constraints, vehicle breakdown, fatigue, distracted driving, pulling trailers |  |  |  | Regular preventative maintenance and documented safety inspections on vehicles and equipment. Fire extinguisher, first aid kit and reflective triangles in all vehicles. Hands free devices. Cell phone available to call for help. Practice defensive driving skills. Aware of surroundings at all times.  Check highway hotline prior to travel.  Sask. Alert App for cell phone.  Stretching, stop walk around vehicle. |  |
| Working alone | Potential harm, entrapment/no assistance, medical emergency |  |  |  | Follow working alone process/communication plan |  |
| Moving machinery parts | Potential for pinch points, hand injuries, amputations or entrapment |  |  |  | Guards over all moving parts of all machinery. Lock out procedure on equipment. If applicable shut off switch at equipment.  Inspect all equipment prior to use  No loose clothing or jewelry. Long hair must be tied up. Use extreme caution and proper PPE. Ensure all materials are secured when working on them. |  |
| Use of power/hand tools | Potential for contusions, hand injuries, burns, electrical hazards, lacerations |  |  |  | Lock out procedure on equipment.  Inspect all equipment prior to use  No loose clothing or jewelry. Long hair tied up.  Safe work procedures for use of power tools. Use extreme caution and proper PPE. Ensure all materials are secured when working on them. |  |
| Confined Space Entry | Potential for dangerous atmosphere, limited egress, limited working space |  |  |  | Follow school division confined space policy/procedure (entry plan). |  |
| Ergonomics- working in awkward positions, kneeling, reaching, handling loads, carry loads | Potential for sprains, strains and contusions |  |  |  | Vary tasks and positions to prevent injury. Wear knee pads for protection when necessary. Practice safe moves and body mechanics. TLR Object Moving Practices. Stretching. |  |
| Working on plumbing  - Science labs  - Washrooms  - Septic tank  - Any drain | Exposed to unknown hazardous product, human waste, dust, sewer gas |  |  |  | Follow safe work procedure. Wear PPE as identified in SDS or in procedure. Follow exposure control plan. | JHA available to fill out |
| Pesticide Application | Chemical absorption, inhalation, respiratory problems, illness, serious condition, death. |  |  |  | WHMIS training/education and current SDS sheets for hazardous products. Wear PPE (gloves, masks) as identified in SDS /safe work procedure. Communication to site specific. |  |
| Biological exposure (asbestos, mouse/bird/bat droppings, mold, insect bites) | Respiratory problems, infections, illness, serious condition, death. |  |  |  | Identify and document locations of asbestos or mold, report immediately, inform other workers and isolate the area. WHMIS training/education and current SDS sheets for hazardous products. Wear PPE (gloves, masks) as identified in SDS/ safe work procedure. Clean rodent messes up following safe work procedure. Insect repellent. |  |
| Handling hazardous products, chemical exposure (WHMIS 2015). | Chemical burns, respiratory problems, infections, illness, serious condition, death. |  |  |  | WHMIS training/education and current SDS sheets for hazardous products. Wear PPE (gloves, masks) as identified in SDS/safe work procedure. |  |
| Infection Control Practice |  |  |  |  | Refer to Exposure Control Plan. |  |

**Risk Matrix:**



## Section 3.2: Hazard Identification and Control - Personal Protective Equipment (PPE)

**Operations Procedure: ####**

**Operations Work Procedure for  
[enter division name]**

**Facilities & Transportation Department**

|  |
| --- |
| **Work Procedure: Personal Protective Equipment (PPE)** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sector:  **Operations** | Reviewed By:  **Operations Supervisor** | Approved By:  **Manager of Facilities & Transportation** | Date Created:  **June 2020** | Date of Last Revision:  **June 2020** |

|  |
| --- |
| **Purpose:** The purpose of this policy is to ensure that the school division recognizes that if Personal Protective Equipment (PPE) is required they must be supplied and used. In addition, the school division must recognize that the type of PPE required for workers is worksite and job/task specific and is dependent on the nature of the hazard and other workplace controls implemented. The attached Policy Supplement describes basic responsibilities with respect to PPE. |

|  |
| --- |
| **Policy**  The school division will ensure that in any circumstance requiring PPE that they are appropriate to the hazard, readily available, up to standard and properly used. |
| **Interpretation**  PPE are a last resort control. Other control measures such as eliminating the risk, designing engineering controls, and developing and implementing safe work practices are more effective than PPE.  The employer is required to provide approved PPE of sufficient quantity and quality to employees at no cost. The employer must also supply training in the use and maintenance of PPE and ensure appropriate use.  (Please see attached Policy Supplement PPE Responsibilities) |
| **Evaluation**  This policy shall be reviewed every three years the school division as part of the safety program review and/or whenever there is a change of circumstances that may affect the health and safety of workers, or a change in legislation.  *Expected Outcomes (indicators of policy impact)* PPE practices and procedures have been documented.   * PPE meet regulatory and industry standards. * PPE are readily available as required. * Employees are trained on how to use, maintain and dispose of PPE. * School division ensures appropriate selection and use of PPE. * PPE are inspected and maintained. * Fewer health and safety incidents occur. |

|  |
| --- |
| **Responsibilities, Completion and Review:**  All staff members are required to adhere to Department policies & procedures at all times while employed with the school division as it relates to day to day operation of the department. Supervisors are also required to ensure that staff members are following Department policies at all times and to take the necessary steps to inform staff who fail to follow policies and report all matters to management immediately. Employees who fail to follow Department policies will be subject to disciplinary actions. |

## Section 3.3: Personal Protective Equipment (PPE)

Responsibilities

The employer must:

* supply approved PPE to the workers at no cost to the workers;
* ensure the PPE is at the worksite before work begins and that each worker is aware of the location of the PPE;
* ensure PPE is provided for workers in sufficient size, quantity and quality in accordance with regulatory and industry safety standards;
* ensure that PPE is used by the workers;
* inform workers of the reasons why PPE is required to be used and of the limitations of its protection;
* ensure training is provided to workers regarding the required use, care, and maintenance of PPE provided; and
* ensure PPE is suitable and adequate and a proper fit for the worker, is maintained and kept in a sanitary condition, and is removed from use or service when damaged.

Supervisors must:

* assess the hazards to workers in the workplace with regard to the need for PPE that may be required to protect the health and safety of workers. All reasonably practicable alternative strategies will be implemented prior to recommending the use of PPE;
* provide sufficient size, quantity and quality of PPE to the workers;
* ensure that PPE provided to the worker is:
  + suitable, adequate, and properly fitted for the worker;
  + maintained and kept in a sanitary condition; and
  + removed from use or service when damaged.
* ensure that the PPE is stored in a clean, secure location that is readily accessible to workers;
* ensure that workers are trained in the appropriate use, care, and maintenance of PPE provided;
* inform each worker of the reasons why the PPE is required, its uses, and limitations of protection;
* ensure that workers use the PPE provided, and understand that non-compliance is unacceptable and may lead to progressive discipline; and
* immediately repair or replace damaged PPE that has been identified by the worker.

Workers must:

* use PPE where directed and provided by his or her employer and in accordance with safe work practices (non-compliance may lead to progressive disciplinary action);
* take reasonable steps to prevent damage to the PPE;
* follow safe work practices, including all safety precautions while performing his or her tasks;
* inform their supervisor of any concerns regarding suitability and/or fit of PPE; and
* inform his or her supervisor of any defects or damage to PPE.

***Reference: The Saskatchewan Employment Act***

***The Occupational Health and Safety Regulations, 2020***

**Respiratory Protection – Procedure/Information for Usage**

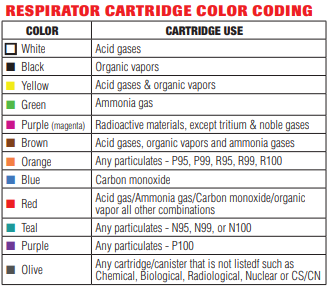
With respirators, one size doesn’t fit all. Even with three different sizes of face pieces, for instance, no one size from one manufacturer may fit you. A different brand may be necessary. If a respirator doesn’t fit right, it can’t protect you. Even when a respirator fits properly, it may get nudged or bumped out of position while you’re working, causing leaks that can be dangerous. Respirators and cartridges must be appropriate for the hazardous substances in the air. Particulate respirators, for example, don’t work for acids, solvents, ammonia, or other gaseous mixtures.

Since filters capture particles, caution must be exercised to always check that these filters are not clogged as it makes it harder for air to pass through. Cartridges can also become "full" or saturated.  It will stop working and "breakthrough" will occur – this term means that the gases or vapours will leak through the cartridge.  Both cartridges and filters must be replaced on a regular basis by using the manufacturer's recommendations (usually determined by using warning properties or end-of-service indicators).

There are different classes of particulate filters, depending on the particulate material. They are also classified based on levels of oil resistance and filter efficiency. Oil can break down certain types of filters which means it is important to know the materials you are working with at all times and always select the right cartridge for your respirator.

The main categories are:

* **N series** (Not resistant to oil) - May be used in any atmosphere where there is no oil particulate.
* **R series** (Resistant to oil) - May be used in any atmosphere where there is no oil particulate, or up to one shift where there is oil particulate present. "One shift" means eight hours of continuous or intermittent use.
* **P series** (Oil-Proof) - May be used in any atmosphere, including those with oil particulates, for more than one shift. If the filter is used in atmospheres with oil particulates, contact the manufacturer to find out the service life of the filter.

Color Coding of Cartridges are:

**Identify Controls:**

You should be clean-shaven to get the best possible seal with your respirator. Facial hair can cause leakage and reduce protection. Test for fit every time you put the respirator on and throughout your shift. Two easy tests can show whether most reusable respirators fit right and don’t leak:

1. Negative-pressure seal check.

2. Positive-pressure seal check.

**What should I do before wearing a respirator?**

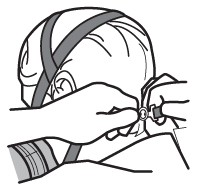
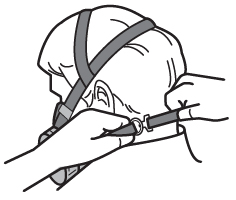
1. Report to your supervisor if there is any reason why you cannot wear your respirator safely (e.g., a change in medical condition, facial hair that may interfere with the seal, etc.).
2. Use the respirator and filters/cartridges as assigned. They will have been selected to provide protection from the hazards that are present for that task. e.g., fit testing
3. Check that the respirator is clean and in good condition before each use. Inspect for:
   1. Condition of the parts (e.g., face piece, harness, valves, filters, cartridges, etc.) for cracks, tears, holes, distortion or warping.
   2. Tightness of the connections.
   3. End-of-service life indicator (if present) or shelf-life dates.
   4. Proper functioning of any alarms or other warning systems (if present).
4. Know how to determine if the filters have reached their end-of-service ability.
5. Do not wear any respirator that may be defective. Report concerns immediately to your supervisor.

**How do I put on an elastomeric half-face piece respirator?**

1. Elastomeric face pieces are made of silicone, thermoplastic, or rubber material. One or more filters or cartridges are attached to the face piece.
2. Always follow the directions provided by the manufacture and your employer. These instructions describe how to put on a reusable elastomeric half-face piece. Full face respirators would follow a similar process.
3. Adjust the straps so that the respirator fits tightly but does not dig into your face or leave red marks on your skin.
4. The respirator should feel snug but comfortable. Straps should be placed under a hard hat or hood. Position the straps correctly – one strap should go above the ears and over the crown of your head, and the other below the ears and around the neck.

1. If the respirator has adjustable straps, tighten or loosen them without removing the respirator.

**How do I put on a disposable respirator?**

1. Filtering face piece respirators are those respirators in which the entire face piece acts as the filter. These respirators usually cover half of your face and are sometimes called "disposable" respirators.
2. Hold the respirator in your hand with the nosepiece near your fingertips.
3. Place the mask over your nose and mouth and hold with one hand. Using your other hand, pull the top strap over your ears.
4. Pull the bottom strap behind your head and below your ears. If there is a clip, clip it behind your neck.



1. If there is a metal nosepiece, mould it around your nose to create a proper seal.



**How do I perform seal checks to make sure the mask is adjusted correctly?**

Each time and every time a respirator is worn, you must check that the respirator is sealing properly to the face. Not all respirators will allow the wearer to temporarily block the inlet openings or valves, but these checks should be done whenever possible. Do not wear a respirator that does not seal properly.

**Negative pressure seal check:**Negative-pressure checks can be done on air-purifying respirators and other respirators with a tight fitting face piece.

1. Put on the respirator.
2. Close or block the inlet opening(s) of the respirator so that when you inhale (breath in), no air enters the face piece.



1. Gently inhale, and hold your breath for at least 5 seconds.
2. The face piece should collapse (“squish in”) slightly on your face.
3. If the face piece remains collapsed while you hold your breath, the seal check is successful.
4. If the face piece does not remain collapsed, check that nothing is obstructing (blocking) the sealing surface, adjust the face piece and harness, and repeat the user seal check.

**Positive pressure seal check:**Positive-pressure seal checks can be done with respirators equipped with tight-fitting face pieces that have both inhalation and exhalation valves.

1. Put on the respirator.
2. Close or block the exhalation valve or breathing tube, or both.



1. Exhale (breath out) gently.
2. The respirator should expand (“puff out”) slightly.
3. If a slight positive pressure can be maintained inside the face piece without noticing any air leaking for 5 seconds, the seal check is successful.
4. If a slight positive pressure does not occur, check that nothing is obstructing (blocking) the sealing surface, adjust the face piece and harness, and repeat the user seal check.

**Seal checks for disposable respirators:** A seal check can be done by placing both hands over the respirator itself, or by using a device provided by the manufacturer.

1. Put on the respirator.
2. Place both hands over the respirator. If there is a valve, block the valve with your hand.



1. Breathe in and out.
2. If you have a good seal, the face piece should collapse slightly when you inhale.
3. As you exhale, you should not feel air leaking out.
4. If you have air leaks, check that nothing is obstructing (blocking) the sealing surface, adjust the noise piece or straps, and repeat the user seal check.

**Again, do not wear a respirator that cannot pass the seal checks successfully.**

**Respirator Care and Maintenance**

Respirator users shall use and care for respirators in accordance with the written instructions and training received and shall:

1. Report to their supervisor or other responsible person when there is any condition that can impair their ability to safely use a respirator;
2. In the case of a tight-fitting respirator, maintain their respirator seal interference free, that is, refrain from having any object or material on their person that would interfere with the seal or operation of the respirator;
3. Check that the respirator is clean and in good operating condition prior to each use and at intervals that will ensure that it continues to operate effectively;
4. Perform user seal checks after each donning of a tight-fitting respirator;
5. Remove from service any respirator that they determine to be defective and report it to their supervisor or other responsible person; and
6. Report to their supervisor or other responsible person when there is any condition or change that could impact their ability to safely use the selected respirator.

**Cleaning and Disinfecting Respirators**

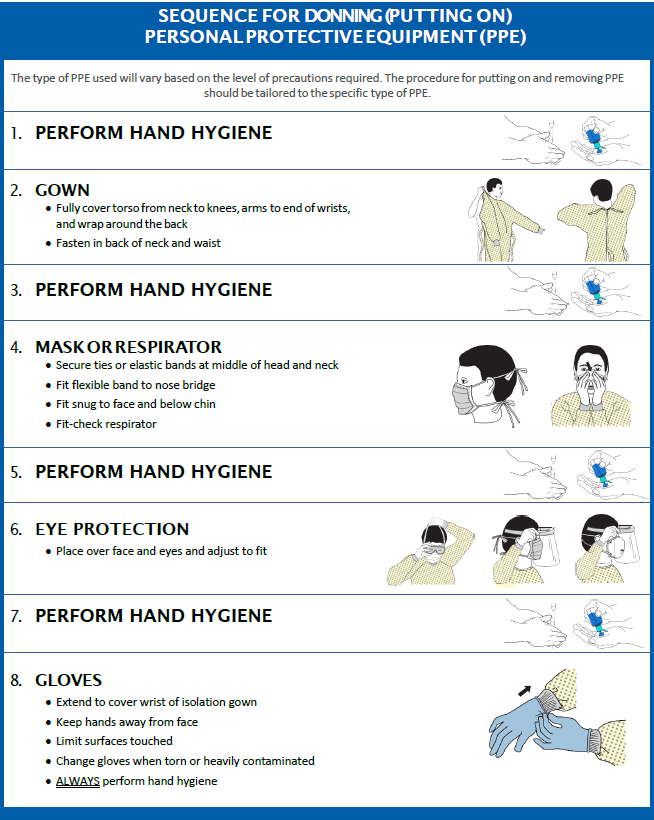
1. Remove filters, cartridges, or canisters. Disassemble face piece. Discard or repair any defective parts.
2. Wash components in warm water with mild detergent or with a cleaner recommended by the manufacturer. A stiff bristle brush may be used to remove any dirt.
3. Rinse components thoroughly in clean, warm, preferably running water. Drain.
4. When the cleaner used to clean the respirator does not contain a disinfecting agent, respirator components should be fully immersed for 2 minutes in one of the following:
   1. sodium hypochlorite solution – 1mL of bleach to 1L of water
   2. aqueous solution of iodine – 0.8mL of tincture of iodine to 1L of water
   3. other commercially available cleaners of equivalent disinfectant quality when used as directed, if their use is recommended or approved by the respirator manufacturer.
5. Rinse components thoroughly in clean, warm, preferably running water. Drain.
6. Components should be allowed to air dry or be hand dried with a clean, lint free cloth.
7. Reassemble the face piece, replacing filters, cartridges, and canisters where necessary. Disinfection (steps 4 & 5) is not required for a respirator used by only one worker. For multiple users, however, the respirator must be cleaned and sanitized before it is transferred to another person for use. The disinfecting solution must not damage the respirator and must not cause skin irritation to the respirator wearer. Proper rinsing of the respirator is important to ensure that this does not happen.

**Inspecting Respirators (both elastomeric and disposable respirators)**

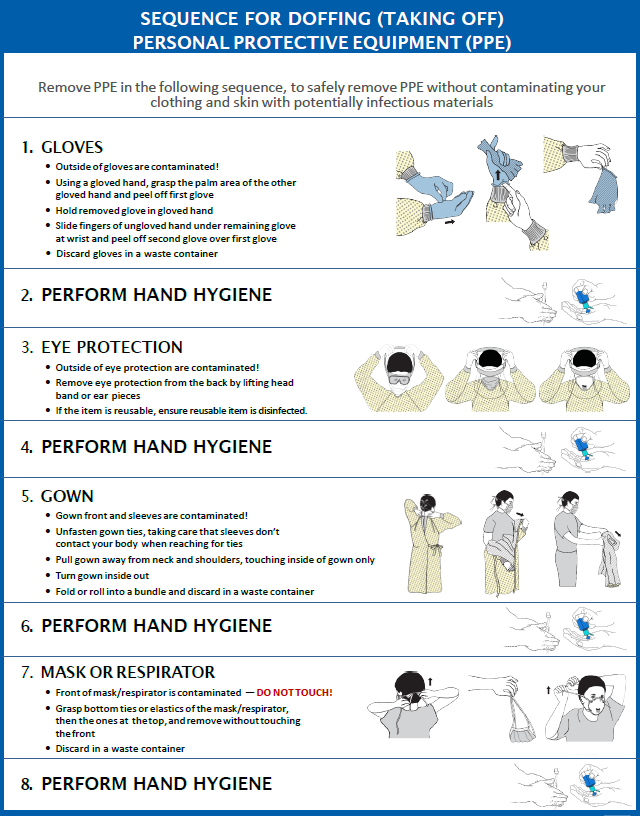
1. Check the condition of component parts:
   1. Check condition of the face piece, looking for cracks, cuts, tears, holes and distortion of face piece
   2. Check head straps to ensure they are properly attached and have elasticity
   3. Check head straps for broken buckles and breaks and tears
   4. Check inhalation and exhalation valves to ensure that they are in place and are not damaged
   5. Check all rubber or flexible parts for cracks and pliability
   6. Check cartridges, canisters, and filters to ensure that they are not spent
   7. Check for cracks or damage to cartridge, filter, or canister
   8. Check the breathing tube (if present) for cracks, holes, missing or loose clamps, and broken or missing end connectors
   9. Check the hood, helmet or, suit (if present) for ripped or torn seams, and for cracks or breaks in the face shield.
2. Check the tightness of connections between cartridges, filters and the respirator face piece.
3. Check the end-of-service-life indicator (if present).
4. Check the expiration date on the side of the cartridge, filter, or canister.

**Always store cartridges separate from respirator.**

**Personal Protective Equipment: Sequence for Donning (putting on)**



**Personal Protective Equipment: Sequence for Doffing (taking off)**



## Section 3.4: TLR-Object Moving

**Steps to a Moving Task**

* Assess: complete a risk assessment of self, environment, equipment, object, not just once, but also In the moment the task is being performed
* Select: the safest moving technique will be determined through the risk assessment process
* Prepare: footwear, personal protective equipment (PPE), equipment, assistance, roles clarified, command established, route, second location, pathway, clear visibility
* Move: In the Moment Assessment
* Evaluate: ask yourself questions
* Communicate: verbal and written

**Good Posture**

**Standing Posture:**

* tighten core
* flex the knees often
* work at an appropriate height for the task
* wear comfortable shoes that have support and are appropriate for the task
* stand on a cushioned or anti-fatigue mat when standing for extended periods of time
* to assist in relieving the static posture of standing, place one foot up on an elevated ledge
* (e.g., 10-15cm or 4-6” high)

**Sitting Posture:**

* sit in alignment with ears over shoulders and shoulders over hips. Position reading material to avoid looking up or down for prolonged periods of time
* use a chair appropriate for the task that provides good lumbar support
* sit with feet flat on the floor, thighs at approximately a 90 degree angle, and knees slightly lower than the hips
* place both feet on appropriate foot rests when necessary
* sit close to the work
* stretch frequently

**TLR-Object Moving Checkpoints to Safe Body Mechanics**

**Safe Stance**

* Feet shoulder width apart (parallel or stride stance)

**For the Top**

* Ears over shoulders
* Shoulders over hips

**For the Bottom**

* Bend at the knees (e.g., soft knees)
* Bend at the hips
* “sit” into it (buttocks move down and back)
* Tighten core (i.e., abdominal muscles)

**Safe effective grip**

* Wrists in neutral position (wrists aligned with forearm)
* Elbows close to your sides
* Thumbs up or out

**Comfort Zone**

* Vertical zone: area between the shoulders and thighs (where the fingertips touch the thighs when standing in an upright posture); and
* Horizontal zone: area in front of you when your elbows are at or near a 90 degrees angle and are close to your sides
* Keep the load close

**Weight Transfer**

* Side to side
* Front to back

**TLR-Object Moving Safe Work Practice – TLR-Object Moving in the Moment Risk Assessment**

For each object moving task:

**Verify** before performing a moving technique. Find out:

* what you need to know about the object through labeling, co-workers
* what may be new or has changed since the last move, last shift
* is the moving technique a lift or reposition and what equipment is needed

**Assess** for risks:

* assess yourself before, during and even after the moving task: ask yourself questions such as “How am I feeling?”, “What is my attitude like today?”
* assess the environment: clutter, noise, lighting, aggression/violence
* assess the equipment: ensure appropriate assistance and equipment is available in quantity, capacity and quality
* assess the object: hot, cold, heavy, awkward

**Select** the moving technique:

* ensure it is the safest technique if it is already identified
* the technique may need to change if the assessment has identified a change

**Prepare** for the move:

* appropriate footwear
* the plan is in place (equipment, assistance, route)
* clear visibility

**Move** the object:

* duties are assigned
* use safe body mechanics (stance, grip, weight transfer)
* use the appropriate steps for the moving task

**Evaluate**

* did you feel that the move compromised your own safe body mechanics
* at any time did you feel the load was too heavy, awkward or unstable

**Communicate**

* what went well
* what the recommended moving technique should be
* how risks were eliminated or managed
* what needs to be documented

## Section 3.5: Working Alone

**Operations Staff**

Supervisor to document all steps taken to reduce and eliminate the identified risks:

**Staff Member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Contact Info: Work Cell: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Personal Cell: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Working Hours: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Vehicle Identification: Unit#**­­­: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Direct Supervisor or Designate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Contact Info: Work Cell: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Emergency Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Contact Info: Work # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Personal Cell: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Local Emergency:**

**Fire: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Police: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. The communication system for the alone worker includes:

* phone or cellular communication
* maintain regular call in/call out contact with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The contact person will activate emergency procedures if they have not heard from the individual working alone by a specific time or if alerted to an emergency.

Emergency step process:

1. Wait 10 mins
2. Call **Staff Member** (numbers listed above)
3. Wait 10 mins
4. Call **direct Supervisor**
5. Wait 10 mins
6. Call **Emergency Contact**
7. Wait 10 mins
8. Call local emergency service request a welfare check

2. If working alone, the worker will not perform the following tasks (list):

* Do not enter any confined spaces
* Do not move a heavy object alone; assess and arrange for assistance
* Staff member to complete self-assessment to determine level of risk as specific to location
* Considerations should be given to weather conditions, working environment/surroundings

3. Specific training and instructions for safe work practices when working alone include:   
(identify for the specific facility/school)

* + Call in/call out procedures (communication plan)
  + WHMIS 2015 education and training
  + TLR object moving/safe body mechanics
  + Fire safety and evacuation
  + Aerial lift use (if applicable)
  + Herbicide application
  + Roof access
  + Fall protection
  + Ladder safety

## Section 3.6: Confined Space Code of Practice

**CONFINED SPACE CODE OF PRACTICE**

*The information in this document is provided “as is” without warranty of any kind, either expressed or implied, and is subject to change without notice. The school division will not be liable for damages whether direct or indirect, resulting from, or related to, the use of information contained herein.*

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**Purpose**

*Note - The* ***Confined Space*** *title referred to throughout the Code of Practice are identified by local regulations as follows.*

The purpose of the Confined Space Code of Practice is to ensure the safety of the workers required to enter and conduct work in confined spaces. This code of practice describes the procedure to be followed to allow workers to safely perform work in confined spaces and ensures that workers are educated and receive the proper training to effectively protect themselves against hazards associated with confined space and work conducted in confined spaces.

The school division Confined Space Code of Practice shall comply with the OHS Legislation for the Province Saskatchewan. A copy of the applicable provincial OHS Legislation shall be made available to all employees at the workplace.

**Roles and Responsibilities**

**EMPLOYER**

* School division staff have completed an inventory of all confined spaces in all workplaces and must ensure that they are always clearly signed at all times.
* Ensure that there is a safe entrance to and exit from all accessible parts of the confined space.
* Ensure that each point of access to the confined space is secured against entry or identified by a sign or other effective means which indicates the nature of the hazard and the prohibition of entry, and that workers are instructed not to enter.
* Ensure the completion of a job hazard assessment (JHA) for each confined space and work activity to be conducted.
* Ensure that the Confined Space Code of Practice is available, understood and implemented.
* Ensure persons assigned duties or responsibilities related to entry into a confined space are trained, informed of the hazards of the space and the precautions identified.

**SUPERVISORS/MANAGERS/FOREMAN**

* Will notify worker who is required to enter the confined space verifying that the confined space is not hazardous.
* Arrange for a method of communication with a worker on entry to and exit from the confined space and at appropriate intervals while the worker is in the confined space.
* Prepare a procedure for the removal of a worker who has become injured or incapacitated while in the confined space.
* Ensure that the ventilation in the confined space is adequate to maintain safe atmospheric conditions.
* Conduct periodic audits on the confined space program to ensure compliance with legislation and the code of practice.
* Enforce school division operations policy and procedures and that work is performed safely.
* Ensure that all hazards are eliminated or minimized.
* Ensure that each point of access to the confined space is secured against entry or identified by a sign or other effective means which indicates the nature of the hazard and the prohibition of entry, and that workers are instructed not to enter.
* Train workers in recognizing confined space hazards and the use of this code of practice.
* Maintain records of employee training and equipment issues used at school division job sites.
* Investigate and document all incidents.
* Ensure workers are aware of confined space hazards.
* Ensure workers are properly trained and experienced.
* Ensure pre-entry testing and inspection is completed.
* Ensure precautions identified in the procedures are followed.
* Ensure only authorized workers enter a confined space.

**WORKERS**

* Enter or work inside a confined space only after a competent person, appointed by the employer, verifies the environment is not hazardous and appropriate controls are taken.
* Be aware of the hazards and follow the procedures set out in the confined space entry plan.
* Use communication methods established by the employer to inform the tending worker any changes while working inside the confined space.
* Where required, wear a full body harness attached to a manned lifeline.
* Where required, use appropriate respiratory protective equipment if the oxygen level is not within the acceptable limits.

**TENDING WORKER/ATTENDANT**

* The attendant is qualified in confined spaces rescue procedures and will be available immediately outside the confined space to provide emergency assistance if needed.
* The attendant should be familiar with the structural design of the confined space.
* The attendant is in constant communication with the worker inside the confined space.
* Have an alarm for calling for help.
* If a situation arises where the worker does not leave or is unable to leave the confined space, rescue procedures should begin immediately.
* Have all required rescue equipment immediately available and be trained in its use.
* Hold a basic first aid certificate and CPR.

**CONTRACTORS**

* Provide a copy of their Confined Space Code of Practice along with proof of training for review by school division Operations Staff.
* Where the school division’s Confined Space Code of Practice requirements exceed those of the contractors, the school division’s requirements shall take precedence.

**TRAINING**

For all confined spaces on school division sites/locations/areas, specialized training and development of specific work procedures are necessary.

Confined space training will be provided by a certified 3rd party. The training must include the following:

* Description and explanation of permit forms.
* Identification and description of required equipment and PPE.
* Duties and responsibilities of all members of a confined space entry team; emergency rescue procedures.
* Evaluation of hazards, identification, testing, and control measures.

Specialized re-training must be completed if employment responsibilities change, if legislation changes, if a new type of confined space is created, if new equipment is to be used or if a new type of hazard is introduced or identified.

The school division is responsible for keeping and maintaining records of training. Workers responding to a confined space emergency must be certified in first aid, trained in the use of appropriate emergency response equipment, and procedures appropriate to the confined space.

Contractors working on any school division site in confined spaces must receive an orientation, as is required for school division workers. All contractors are required to provide proof of current certification for working in confined spaces.

**Compliance**

Constant awareness of and respect for confined space hazards, as well as compliance with all safety rules, are considered conditions of employment with the school division.

Management and supervisors reserve the right to issue disciplinary warnings to workers, up to and including termination, for failure to follow the guidelines of this Code of Practice.

**Characteristics of Confined Spaces**

Confined Space (Saskatchewan)

(a) “confined space” means an enclosed or partially enclosed space that:

(i) is not primarily designed or intended for human occupancy, except for the purpose of performing work.

(ii) has restricted means of entrance and exit.

Examples of confined spaces may include (but are not limited to):

• Crawlspaces

• Ducts

• Excavations

• Exchangers

• Piping Systems

• Sewers

• Some components of major equipment

• Tanks

• Utility manholes

• Vessels

**Identification and Inventory**

The school division must identify and maintain an inventory of all confined spaces that workers may be required to enter for planned or unplanned maintenance or in an emergency.

The **Confined Space Decision Flow Chart,** associated with this Code of Practice, may be a used to determine if an area meets the definition and characteristics of a confined space.

Each Site/Location/Area will:

* Develop and maintain the confined space inventory.
* Use the Confined Space Decision Flow Chart to determine if an area meets the definition and characteristics of a confined space.
* Complete the Confined Space Inventory Assessment form and forward to supervisor.
* A copy of the Confined & Restricted Space Inventory Assessment form can be found in association with this Code of Practice.

**Hazard Assessment should include:**

If a worker will enter a confined space to work, a competent person(s) will be assigned to prepare a written, dated document which will:

1. Identify existing or potential hazards to which the worker is likely to be exposed while in the confined space.
2. Specify who will perform the inspections identified.
3. Specify the safety and personal protective equipment required to perform the work.
4. Identify the personal protective equipment and emergency equipment to be used by a worker.
5. Who undertakes rescue operations in the event of an accident or other emergency.
6. Identify emergency evacuation and communication requirements.
7. Where reasonably practical, affected workers shall be involved in the hazard assessment and in the control or elimination of the hazards identified.

**PRE-ENTRY PROCEDURES/ENTRY PROCEDURES**

**STEP I. COMPLETE THE CONFINED SPACE ENTRY PERMIT**

All Confined spaces at school division facilities require a Confined Space Permit to be completed prior to entry. A person must not enter a confined space without a valid entry permit. It will contain at a minimum:

* Names of the tending workers plus each worker approved for entry.
* The location of the confined space.
* The time during which an entry permit is valid.
* Description of the work being done in the confined space.
* The Code of Practice requirements for entering, being in, and leaving a confined space.
* Ensures all required documents are collected and maintained for retention.
* Reference to the emergency response plan and its posting.
* An employer must ensure that, before a worker enters a confined space, an entry permit is properly completed, signed by a competent person and a copy kept readily available at the confined space location.

**STEP II ISOLATION**

Workers within a confined space must be protected against the release of hazardous substances or energy that could harm them.

Examples include:

* Stored Energy/Pressure (boiler, water heater, expansion tank, air compressor)
* Electrical (motors, pumps, electrical panels)
* Gravity (anything overhead)

A worker is not permitted to enter a confined space unless adequate precautions are in place to protect a worker from drowning, engulfment, or entrapment.

Examples of appropriate controls include: (check language of the list below)

* double blocking and bleeding;
* locking out sources of energy (lock out-tag out);
* de-energizing equipment;
* immobilizing or disconnecting all mechanical linkages.

**STEP III EMERGENCY RESPONSE**

The school division must ensure that a worker does not enter or remain in a confined space unless an effective rescue can be carried out.

A worker will not enter a confined space unless an effective rescue can be carried out and a review of emergency response procedures has been conducted. There are emergency response procedures at each risk rating level and they will be determined at the time of the field level risk assessment review. Build into JSA.

Confined space entries require an emergency response plan at a minimum.

Effective 2-way communication for all workers involved.

* Emergency contact names and phone numbers (e.g., 911, supervisor, etc.)
* Appropriate rescue and first aid equipment; someone trained in first aid/CPR.
* Back-up tending worker
* Personal protective equipment

As part of the hazard assessment, the emergency response plan must include emergency response procedures and evacuation procedures in the case of an incident, oxygen deficiency or enrichment, or a change in the amount of hazardous substances in the atmosphere.

If in the course of a permit space entry, a tending worker/attendant becomes aware that a worker needs assistance in escaping from permit space hazards, the attendant shall:

* Summon rescue and other emergency services.
* Begin non-entry rescue procedures.
* Rescue team members may enter a permit space to attempt a rescue only if they have been trained and equipped for rescue operations, are wearing all appropriate protective equipment and if they have been relieved by another tending worker/attendant.
* If an injured worker is exposed to a substance for which a Safety Data Sheet (SDS) or other similar written information is required to be kept at the worksite, that SDS or written information shall be made available to the medical facility treating the exposed worker.

**STEP IV TENDING WORKER/COMMUNICATION**

A tending worker and back-up tending worker in the case of an emergency are required for all confined space entry. The worker inside of any type of confined space or must have a suitable system for summoning assistance.

A worker trained in the evacuation procedures, outlined in the emergency response plan, must be present near the entrance to the confined space.

**General Safety and Personal Protective Equipment**

The school division will ensure that:

* + If a lifeline is required in a confined space, the lifeline will not create any additional hazards.
  + The safety equipment and personal protective equipment (PPE) required under the Regulations, is available to workers entering a confined space.
  + A worker who enters, occupies, or leaves a confined space uses the safety equipment and PPE.
  + The PPE and emergency equipment required under the applicable regulations, is available to workers undertaking rescue operations in a confined space.
  + Equipment appropriate to the confined space, including PPE is available to perform a timely rescue
  + A communication system is established that is readily available to workers in a confined space and is appropriate to the hazards.

All PPE and emergency equipment required for use in a confined space must be inspected by a trained person before workers enter the confined space or restricted space to ensure the equipment is in good working order. Written records of the inspections will be retained by the school division.

**Unauthorized Entry**

There is no access permitted by any school division employee at any time that is not trained and authorized to enter a confined space in any school division workplace.

No school division Facilities staff member or contractor may enter a confined space until a risk rating for the confined space has been assigned by a supervisor and appropriate confined space training has been received.

**Traffic Hazards**

Workers in or around a confined space must be protected from hazards created by traffic.

**Entry and Exit**

A safe means of entry and exit must be available to all workers required to work in a confined space and to rescue personnel attending to the workers.

**Retaining Records**

An employer must ensure that all records with respect to entry and work in a confined space, including entry permits, safe entry tags and entry/exit logs are retained for not less than:

a) 1 year if no incident or unplanned event occurred during the entry; or

b) 2 years if an incident or unplanned event occurred during the entry.

**HOT WORK**

**Hot Work**

Hot work cannot be done in the vicinity of or within a confined space where:

* A flammable substance is or may be in the atmosphere of the work area.
* A flammable substance is or may be stored, handled, processed, or used in the location.
* The hot work is on or in an installation or item of equipment that contains a flammable substance or its residue.
* The hot work is on a vessel that contains residue that may release a flammable gas or vapor when exposed to heat.
* No hot work will begin until procedures have been implemented to ensure continuous safe performance of the hot work and testing shows that the atmosphere does not contain:
  + A flammable substance, in a mixture with air, in an amount exceeding 20% of that substance’s lower explosive limit for gas or vapors.
  + The minimum ignitable concentration for dust.

Testing must be repeated at regular intervals appropriate to the hazard associated with the work being performed.

**Changes and Review**

The program will be reviewed annually and after every incident. Affected employees shall be notified of all procedural changes and be re-trained if necessary.

A copy of this Code of Practice, Confined Space Inventory and Confined Space Entry Permits shall be maintained and scanned and emailed or sent in by inter-office mail to (Division specific) at the end of each month.

Scanned copies would also allow each Foreman to retain a copy for their own records as well.

**LEGISLATION**

The Confined Space Entry Code of Practice was created based on:

* *The Saskatchewan Employment Act and The Occupational Health and Safety Regulations, 2020*
* The Canadian Centre for Occupational Health and Safety (CCOHS)

**Associated Documents and Records**

* Hazardous Confined & Confined Space Decision Flow Chart
* Hazardous Confined & Confined Space Inventory Assessment form
* Hazardous Confined & Confined Space Entry Permit
* Hazardous Confined & Confined Space Entry Log Form

**Definitions**

**Adjacent Piping:** a device such as a pipe, line, duct, or conduit which is connected to a confined space or restricted space or is so isolated as to allow a substance from which within the device to enter the confined space or restricted space.

**Backup Tending Worker:** The person who is assigned a secondary tending worker status. The backup tending worker must assume the same responsibilities as the primary tending worker if required.

**Blank:** a solid plate installed through the cross-section of a pipe, usually at a flanged connection.

**Blanking or Blinding:** the absolute closure of adjacent piping, by fastening across its bore a solid plate or cap that completely covers the bore and that is capable of withstanding the maximum pressure of the adjacent piping.

**Blind:** a solid plate installed at the end of a pipe which has at that point been physically disconnected from a piping system.

**Double Block and Bleed:** the closure of adjacent piping by locking out a drain or vent in the open position in the line between 2 locked out valves in the closed position.

**Isolate:** physically interrupt or disconnect pipes, lines and sources of energy from a confined space.

**Hot Work:** work in which a flame is used or sparks or other sources of ignition may be produced, including cutting, welding, burning, air gouging, riveting, drilling, grinding and chipping; using electrical equipment not classified for use in a hazardous location, and introducing a combustion engine to a work process.

**Oxygen Deficiency:** Air containing less than 19.5% oxygen by volume.

**Oxygen Enrichment:** Air containing more than 23% oxygen by volume.

**Tending Worker:** Person who remains outside of the confined space at all times to provide assistance to the workers in the confined space. The tending worker is required to ensure the safety of those working inside the confined space & is required to provide emergency assistance if needed.

**Vapour:** Formed from a material that is normally a liquid at room temperature. Most solvents form vapours, the amount of vapour formed depends on how volatile the substance is.

**Ventilation:** Method of forcing air into a confined space using a mechanical device.

**Confined & Restricted Space Code of Practice Review**

**Purpose of the Program**

* Is to ensure the safety of personnel required to enter and conduct work in a confined and meet requirements of *The Occupational Health and Safety Regulations, 2020, The Saskatchewan Employment Act*.

**Training Requirements**

* All persons involved with a confined space entry must hold a current 3rd party Confined Space Entry + Rescue certification plus all school division employees must have successfully reviewed the confined space (division specific policy).

**A “Confined Space” is defined as follows:**

**A Confined Space (Saskatchewan)**

(a) “confined space” means an enclosed or partially enclosed space that:

(i) is not primarily designed or intended for human occupancy, except for the purpose of performing work; and

(ii) has restricted means of entrance and exit.

**Identification, Hazard Assessment and Inventory**

The school division must identify, assess and maintain a documented inventory of all confined spaces that workers may be required to enter for planned or unplanned maintenance or in an emergency. As well, all entrances to the locations identified must be signed according to the assessment.

**General Safety and PPE**

The school division will ensure that:

* If a lifeline is required in a confined space, the lifeline will not create any additional hazards.
* The safety equipment and personal protective equipment (PPE) required under the Regulations, is available to workers entering a confined space.
* A worker who enters, occupies, or leaves a confined space uses the safety equipment and PPE.
* The PPE and emergency equipment required under the applicable regulations, is available to workers undertaking rescue operations in a confined space.
* Equipment appropriate to the confined space, including PPE is available to perform a timely rescue.
* A communication system is established that is readily available to workers in a confined space and is appropriate to the hazards.
* All PPE and emergency equipment required for use in a confined space must be inspected by a trained person before workers enter the confined space or restricted space to ensure the equipment is in good working order. Written records of the inspections will be retained by the school division.

**Unauthorized Entry**

No school division Facilities staff member or contractor may enter a confined space until a risk rating for the confined space has been assigned by a supervisor and appropriate confined space training has been received.

**Traffic Hazards**

Workers in or around a confined space must be protected from hazards created by traffic.

**Entry and Exit**

A safe means of entry and exit must be available to all workers required to work in a confined space and to rescue personnel attending to the workers.

**Hot Work**

Hot work cannot be done in the vicinity of or within a confined space where:

* + A flammable substance is or may be in the atmosphere of the work area;
  + A flammable substance is or may be stored, handled, processed, or used in the location;
  + The hot work is on or in an installation or item of equipment that contains a flammable substance or its residue; or
  + The hot work is on a vessel that contains residue that may release a flammable gas or vapour when exposed to heat.
  + **No hot work** will begin until procedures have been implemented to ensure continuous safe performance of the hot work and testing shows that the atmosphere does not contain:
  + A flammable substance, in a mixture with air, in an amount exceeding 20% of that substance’s lower explosive limit for gas or vapours; or
  + The minimum ignitable concentration for dust.
* Testing must be repeated and documented at regular intervals appropriate to the hazard associated with the work being performed.

**Pre-Entry Procedures** (order of steps may change based on job scope being performed)

Complete the Confined Permit.

**CONFINED SPACE RESCUE:**

The school division must ensure that a worker does not enter or remain in a confined space unless an effective rescue can be carried out and a review of emergency response procedures has been conducted.

**Retaining Records:**

An employer must ensure that all records with respect to entry and work in a confined space, including entry permits, safe entry tags and entry/exit logs are retained for not less than:

a) 1 year if no incident or unplanned event occurred during the entry; or

b) 2 years if an incident or unplanned event occurred during the entry**.**

**See additional confined space documentation pertaining to the division:**

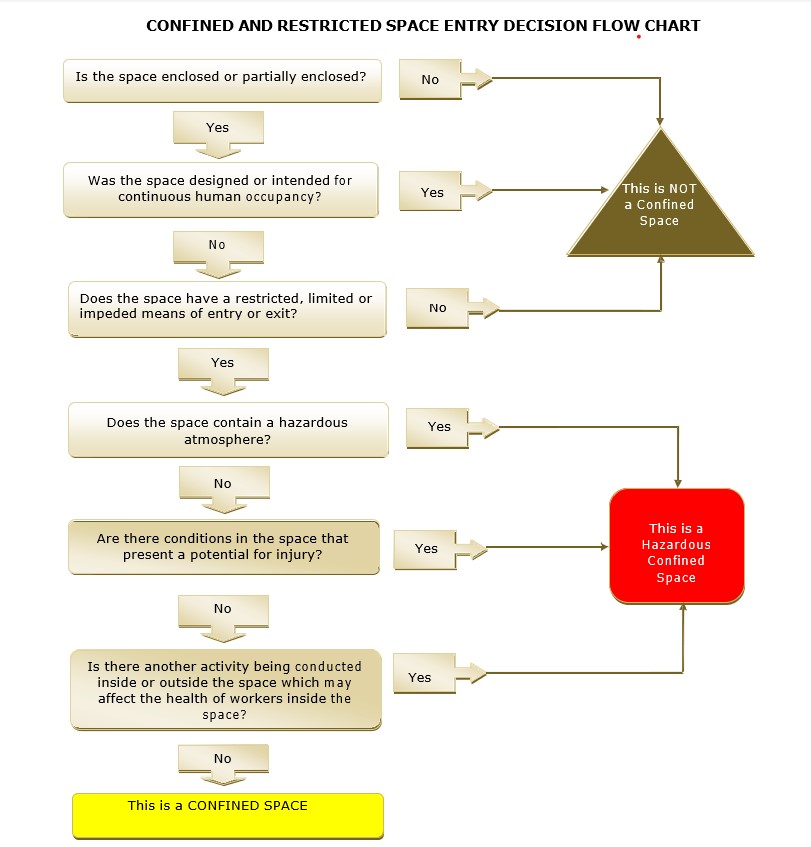
1. Confined Space Code of Practice

2. Confined Space Entry Decision Flow Chart

3. Confined Space Entry Log Form

4. Confined Space Entry Permit

5. School Division’s Confined Space Inventory Lists



**Confined Space Entry Log Form**

|  |  |  |  |
| --- | --- | --- | --- |
| Date: | Year | Month | Day |

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| --- | --- | --- | --- | --- | --- |
| **Entry Log** | | | | | |
| **Entrant Name** | **Time in**  (24hour) | **Tending Worker Initials** | **Reason for Entry** | **Time Out**  (24 hour) | **Tending Worker Initials** |
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| **Name** | | | **Signature** | **Date yyyy/m/dd** | **Time  (24 hour)** |
|  | **Tending Worker** |  |  |  |  |
|  | **Backup Tending Worker** |  |  |  |  |

**Confined Space Entry Permit**

|  |  |  |  |
| --- | --- | --- | --- |
| Date: | Year | Month | Day |

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| --- | --- | --- |
| 1. **Permit Category** *(check one box below to designate the function of this permit)* | | |
|  |  |  |
| Saskatchewan | 🞏 - Confined |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Permit Valid from:** | *Year* | *Month* | Day | **Time** | *24 hour* |  | **Permit Valid Until:** | *Year* | *Month* | *Day* | **Time** | *24 hour* |
|  | **Extended Permit Time** | *Year* | *Month* | Day | **Time** | *24 hour* |

|  |
| --- |
| 1. **Location and Description of Job/Tasks Requiring Entry:** (attach drawing if necessary) |
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| ***Refer to JSA for Hazards Identified and Applicable Controls.*** |

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| --- | --- | --- | --- |
| 1. **Workers** | Name | Valid Confined Space Training |  |
| Tending Worker  *(per Code of Practice)* |  | 🞏 Yes |  |
| Backup Tending Worker  *(per Code of Practice)* |  | 🞏 Yes |  |
| Entry Worker |  | 🞏 Yes |  |
| Entry Worker |  | 🞏 Yes |  |
| Entry Worker |  | 🞏 Yes |  |
| Entry Worker |  | 🞏 Yes |  |
| Entry Worker |  | 🞏 Yes |  |

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| 1. **Communication** | | | | |
| Audible | 🞏 - Verbal | 🞏 - Radio | 🞏 - Air Horn | 🞏 Tapping/Knocking |
| Visual | 🞏 - Hand Signals | 🞏 - Flashlight | 🞏 - Flags | 🞏 - Other |
| Tactical | 🞏 - Tug On Lifeline | 🞏 - Tap On Body | 🞏 - Other |  |
| **Emergency Response Plan** | **🞏 - Reviewed and available** | |  |  |
| Describe communication procedures and equipment to be used (mandatory) | | | | |
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| 1. **Rescue Plan** (List Rescue Team Members, Describe Rescue Procedures and Equipment to be used) Attach additional sheets if required. |
| **Rescue Team Lead:** |
| **Rescue Team:**  **Rescue Team:**  **Rescue Team:**  **Rescue Team:**  **Rescue Team:** |
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| **Name** | | **Signature** | **Date yyyy/m/dd** | **Time (24 hour)** |
| **Technician / Electrician:** |  |  |  |  |
| **Foreman / Supervisor:** |  |  |  |  |
| **Foreman / Supervisor:** |  |  |  |  |

TO BE VALID THIS PERMIT **MUST** BE SIGNED BY THE FOREMAN or SUPERVISOR.

## Section 3.7: Asbestos Control Plan

**1.0 Introduction and Scope**

The school division has numerous schools and facilities throughout Saskatchewan, many of which have been constructed with asbestos wrapped piping and boilers encased in Asbestos and are detailed in this plan.

Asbestos was once commonly used for commercial and household applications. Asbestos was most frequently used because of its fire-resistant properties, in both ships and buildings, as insulation wrapped around heating pipes and boilers, in ceiling coatings, in thermal acoustic insulating boards, and in cement cladding and pipes.

Asbestos is dangerous only if it is in a friable state (easily crumbled by hand pressure) because loose fibres may be inhaled. If the asbestos is located in a traffic area, and if it is easily moved or dislodged, there is a threat of exposure.

If it cannot be disturbed, for instance, if it is contained above a ceiling and in a good condition, or is a component in an asbestos cement floor, the risk of exposure is considered negligible.

*The Saskatchewan Occupational Health and Safety Regulations* 2-1, 23-5, 23-6, 23-7, 23-8, 23-9 addresses asbestos use on construction projects and in building and repair operations. It requires the following:

* The owner must maintain a record of the material (if friable material containing asbestos has been used in a building as fireproofing or in construction material).
* Advise workers who might disturb the material.
* The owner must label and identify all asbestos containing material in each facility.
  + All entrances to rooms containing asbestos must be labelled and clearly defined on the doors (as for the identification of asbestos this will be identified either by a red dot or a red painted stencil reading “ASBESTOS”).
* The owner must have a training program for all workers who might work close to the material.
  + Workers must know of its hazards, how to use the proper protective equipment, and what work practices and procedures to follow.
* The owner must ensure an annual inspection of the material is completed by a competent worker to determine its condition and document the condition of the material.
* The owner must ensure the asbestos containing material is in good condition.
  + Any repairs and sealing that are necessary to prevent the breaking of asbestos or release of dust from an asbestos surface are done immediately.
  + If necessary to disturb the asbestos the safe work procedure, practices and guidelines must be followed.

The [enter division name] double-bags all ACM (Asbestos containing materials) waste in 6-mil polyethylene approved bags which are label ASBESTOS and decontaminated with a HEPA vacuum (High Efficiency Particulate Air Filter) before transporting to a landfill site.

**Program Scope**

This program applies to all buildings and structures owned by the school division, to all employees, and to external organizations who may come into contact with or disturb friable asbestos containing material in school division buildings.

**2.0 Definitions**

**Asbestos**

Asbestos is a generic term describing a number of naturally occurring fibrous, hydrated mineral silicates that differ in chemical composition and are suitable for use as non-combustible, non-conducting and chemically resistant materials. Different types of asbestos which may be found in buildings are chrysotile, amosite, and crocidolite, anthophylite, actinolite, tremolite or a mixture of any of these materials.

**Asbestos Dust**

Means the dust that consists of or contains asbestos fibers that are likely to become airborne**.**

**Asbestos process**

Means any activity that may release asbestos dust, and includes:

* The cutting, sawing or sanding of asbestos containing materials;
* The repair, maintenance, replacement or removal of asbestos surfaces;
* The cleaning or disposal of asbestos containing material;
* The mixing or application of asbestos shorts, cements, grouts, putties or similar compounds;
* The storing or conveyance of material containing asbestos; and
* The demolition of structures containing asbestos.

**Asbestos surface**

Means the surface of an object that contains asbestos.

**Friable**

Friable material means material that when dry can be crumbled, pulverized or powdered by hand pressure.

Three types of friable material commonly used in buildings are:

* sprayed fibrous fireproofing
* decorative or acoustic texture coatings
* thermal pipe insulation (potentially friable)

**HEPA**

High Efficiency Particulate Air Filter

**3.0 Objective of the Asbestos Control Program**

It is the objective of this asbestos control program to ensure that asbestos containing materials in the school division name are managed properly. The health of workers and building occupants is safeguarded in accordance with *The Saskatchewan Occupational Health and Safety Regulations 2-1 and Part 23 Asbestos*

*23-5 and 23-9.*

**4.0 Asbestos Control Program**

*The Saskatchewan Occupational Health and Safety Regulation* 23-8 requires that the employer ensure that every asbestos process is carried out in a manner that prevents, to the extent where is practicable, the release into the air of asbestos dust. If there is an uncontrolled release of asbestos dust the school division will take measures to evacuate the facility and take the necessary precautions to conduct air sampling before during and after the cleaning of the asbestos and ensuring the air is safe before the facility is reopened. The program documented here is intended to meet the requirements of these Regulations 23-1 through to 23-16.

The basic elements of the control program are:

1. Identification and recording of the locations of all material containing asbestos;
2. Annual inspections of all asbestos-containing material to determine its condition and repair of damage, and other remedial actions as appropriate;
3. The control of access to areas containing friable asbestos-containing materials;
4. Training and education of workers who may disturb asbestos-containing materials;
5. The provision of appropriate procedures for all asbestos-related work, and the classification of such work as described in Table 5 of *The Saskatchewan Occupational Health and Safety Regulations.*

* Part A High Risk,
* Part B Moderate Risk
* Part C Low Risk

1. The maintenance of records of all asbestos-related work in the (Division specific)
2. Control and monitoring of external contractors performing work which may disturb any asbestos-containing materials; and
3. Asbestos-containing materials do not tend to become airborne unless damaged or disturbed.

* Asbestos containing material (ACM) could be disturbed by water damage, maintenance activities, or vandalism which could all increase the risk of generating significant airborne asbestos fiber concentrations. This program shall include annual inspections of the asbestos-containing materials and an assessment of the condition of these materials.
* Repair of damaged asbestos-containing materials must be carried-out by qualified personnel.
* The program includes the boiler or mechanical rooms, or flooring tiles where large quantities of asbestos are present. In areas where damage and deterioration are found, a plan and remedial action is implemented to repair the damage by taping, enclosing, or by removal.
* The condition of the ACM will dictate the urgency and kind of remedial action necessary.
* If there is a need for the abatement process then the Asbestos Work Procedure must be followed.

**4.1 Operations Responsibilities**

Operations workers must ensure that no ACM is disturbed during maintenance work. In order to protect the ACM from becoming friable, operation workers will protect the asbestos by taking the proper procedures listed in this plan, or safely remove the asbestos following the proper procedures of this plan.

Operations workers are provided with and required to wear respirators approved by the National Institute for Occupational Safety and Health (NIOSH) with cartridges that are a Minimum of N 100 or P 100 rating. Each worker is fit tested by a trained competent tester and is trained on the proper use and care of these respirators, and the worker will be clean shaven at time of donning respiratory equipment. Workers will be trained on the use and care of all Personal Protective Equipment (PPE) that is required. Workers are instructed on the potential health hazards of asbestos and on safe work practices.

A worker may stop the work process at any time if there is a danger to the worker or any other worker as a result of damaged or failed equipment, or from an uncontrolled asbestos release and will take the appropriate measures to notify the (Division specific). The worker will fill out the Asbestos Work Order and follow the steps laid out in the Work Order and sign off when work is complete.

The Supervisor will give direction to the workers on which process to follow in this plan. The Supervisor may stop work at any time if there is a danger to any worker as a result of damage or equipment failure, or an uncontrolled release of asbestos.

**4.2 Asbestos Abatement**

If an area where ACM is being repaired it must be completely isolated from the rest of the building. This may involve the construction of a temporary plastic barrier with an "air lock" for worker entry. Ventilation in the area is shut off throughout the abatement. Exhaust fans equipped with a HEPA filter may be used to place the affected area under a slight negative pressure in relation to the rest of the building.

Workers in the area must wear the NIOSH-approved respirators, disposable coveralls and caps. Warning signs are posted around the work area to warn people of the dangers associated with the entry to the work area without wearing protective equipment. Air testing is performed routinely around the abatement area to ensure that asbestos fibers are not released into other areas in the building. Whenever possible, the work area is wetted prior to any disturbance to reduce asbestos fiber release. One the abatement is completed following the proper procedures the ACM must be contained in the appropriate disposal bag and marked as asbestos.

**5.0 Standards and Guidelines**

A number of standards and guidelines have been established for regulating exposure to asbestos. These are to protect workers who may, during the course of their work, disturb the ACM. School division workers performing renovations or maintenance must receive instructions on the health hazards associated with the exposure to asbestos fibers. These workers are made aware that exposure or repeated short exposures to airborne asbestos fibers can produce irreversible lung diseases.

In Saskatchewan, *The Occupational Health and Safety Regulations, 2020* outline specific strict measures.

* The Time-Weighted Average (TWA) exposure of an unprotected worker to airborne asbestos shall not exceed 0.1 fibres/cc (fibres per cubic centimetre of air) for any of the forms of airborne asbestos fibres.
* A worker must take all necessary precautions and follow school division procedures to ensure good work practices.
* Good hygiene practice dictates that airborne exposures in unprotected occupied areas surrounding a removal project are maintained below detection limits (0.01 fibres/cc). Sampling will be conducted at the time of any asbestos process.

**6.0 Saskatchewan Occupational Health and Safety Asbestos Processes**

**High Risk Asbestos Processes (School Divisions may decide only 3rd party contractor)**

1. The removal, encapsulation, enclosure or disturbance of anything but minor amounts of friable asbestos-containing material during the repair, alteration, maintenance, demolition, or dismantling of any part of a plant.
2. The cleaning, maintenance or removal of air-handling equipment in buildings where sprayed fireproofing asbestos-containing materials have been applied to the airways or ventilation ducts.
3. The dismantling or the major alteration or repair of a boiler, furnace, kiln or similar device, or part of a boiler, furnace, kiln or similar device, that is made of asbestos-containing materials.
4. The use of power tools not equipped with HEPA filtration to grind, cut or abrade any asbestos-containing surface or product.
5. The use of suitable Personal Protective Equipment (PPE).

**Moderate Risk Asbestos Processes (School Divisions may decide only 3rd party contractor)**

1. The use of a power tool equipped with HEPA filtration to cut, shape or grind any asbestos-containing surface or product.
2. The removal of a false ceiling or part of a false ceiling where friable asbestos- containing material is, or is likely to be, lying on the surface of the false ceiling.
3. The removal, encapsulation, enclosure or the disturbance of minor amounts of friable asbestos-containing material during the repair, alteration, maintenance, demolition, or dismantling of a structure, machine or equipment or part of a structure, machine or equipment.
4. The use of suitable Personal Protective Equipment (PPE).

**Low Risk Asbestos Processes (Division may allowed trained staff to complete)**

1. The installation or removal of manufactured asbestos-containing products where sanding, cutting or similar disturbance is not required.
2. The use of hand tools to cut, shape, drill or remove a manufactured asbestos containing product.
3. The removal of drywall material where asbestos joint filling compounds have been used.
4. The use of personal protective equipment made of asbestos-containing textiles.
5. The transporting or handling of asbestos-containing materials in sealed containers.
6. The cleaning or disposing of minor amounts of asbestos debris that has come loose or fallen from a friable surface.
7. The removal of small samples of asbestos-containing material for the purpose of identification.
8. The use of suitable Personal Protective Equipment (PPE).

**6.1 Low Risk Asbestos Process**

In the event that samples need to be taken for identification, use appropriate Personal Protective Equipment.

* Tyvek suit or adequate disposable coveralls with hood
* NIOSH approved respirator with P100 cartridges
* Gloves
* Disposable boot coverings
* Safety glasses or goggles
* Appropriate sample media and containment

**6.2 High Risk and Moderate Risk Asbestos Processes**

NOTE:

*The Saskatchewan Occupational Health and Safety Act and Regulations*, 2020

Regulation 2-1 New Operations:

1. as soon as reasonably possible the employer, contractor or owner shall give written notice to the division
2. not later than 14 days before beginning the process an employer contractor or owner shall give notice to the division of the intention to begin a high risk asbestos process listed in Table 5 of

*The Saskatchewan Occupational Health and Safety Regulations.*

Please see Appendix 6 for the notification to the division (Ministry of Labour Relations and Workplace Safety (LRWS) Form).

General Safety Measures and Procedures:

1. The work area shall be identified by clearly visible signs warning of an asbestos dust hazard.
2. Signs required shall be posted in sufficient numbers to warn of the hazard and shall state in large clearly visible letters that:
3. there is an asbestos dust hazard; and
4. access to the work area is restricted; only persons wearing protective clothing and equipment.
5. A wetting agent shall be added to water that is to be used to control the spread of dust and fibers.
6. Eating, drinking, chewing or smoking is not be permitted in the work area.
7. Containers for dust and waste shall be:
8. dust tight;
9. suitable for the type of waste;
10. impervious to asbestos;
11. identified as asbestos waste;
12. cleaned with a damp cloth or a vacuum equipped with a HEPA filter immediately before being removed from the work area; and
13. removed from the workplace frequently and at regular intervals.
14. Frequently and at regular intervals during the doing of the work and immediately on completion of the work:
15. dust and waste shall be cleaned up and removed using a vacuum equipped with a HEPA filter, or by damp mopping, and placed in a container as described in # 5; and
16. drop sheets shall be wetted and placed in a container as described in #5, as soon as practicable.
17. Drop sheets shall not be reused.
18. After the work is completed, polyethylene sheeting and similar materials used for barriers and enclosures shall not be reused, but shall be wetted and placed in a container as described in # 5 as soon as practicable after # 6 has been complied with.
19. After the work is completed, barriers and portable enclosures that will be reused shall be cleaned by using a vacuum equipped with a HEPA filter or by damp wiping, as soon as practicable after # 6 and # 8 have been complied with.
20. Barriers and portable enclosures shall not be reused unless they are rigid and can be cleaned thoroughly.
21. The employer shall provide every worker who will enter the work area with a NIOSH approved respirator and the worker shall wear and use the respirator as trained.
22. Protective clothing shall be provided by the employer and worn by every worker who enters the work area, and the protective clothing:
23. shall be made of a material that does not readily retain nor permit penetration of asbestos fibres;
24. shall consist of head covering and full body covering that fits snugly at the ankles, wrists and neck, in order to prevent asbestos fibers from reaching the garments and skin under the protective clothing;
25. shall include suitable footwear; and
26. shall be repaired or replaced if torn.
27. Compressed air shall not be used to clean up and remove dust from any surface.
28. Only persons wearing protective clothing and equipment shall enter a work area where there is an asbestos dust hazard.

**6.3 Additional Safety Measures and Procedures, High Risk and Medium Risk Asbestos Process:**

1. If the operation is one that is deemed a High Risk or Medium Risk asbestos process the friable material that is likely to be disturbed shall be cleaned up and removed by using a vacuum equipped with a HEPA filter when access to the work area is obtained.
2. Before commencing work that is likely to disturb friable asbestos-containing material that is crumbled, pulverized or powdered and that is lying on any surface, the friable material shall be cleaned up and removed by damp wiping or by using a vacuum equipped with a HEPA filter.
3. Friable asbestos-containing material that is not crumbled, pulverized or powdered and that may be disturbed or removed during the work shall be thoroughly wetted before the work and kept wet during the work, unless wetting would create a hazard or cause damage.
4. To prevent the spread of dust from a work area, it shall be controlled by measures appropriate to the work to be done, including the use of drop sheets of polyethylene or other suitable material that is impervious to asbestos.
5. If the operation is High or Medium Risk and is carried out indoors, the spread of dust from the work area shall be prevented, if practicable, by:
6. using an enclosure of polyethylene or other suitable material that is impervious to asbestos (including, if the enclosure is opaque, one or more transparent window areas to allow observation of the entire work area from outside the enclosure), if the work area is not enclosed by walls;
7. disabling the mechanical ventilation system serving the work area; and
8. sealing the ventilation ducts to and from the work area.
9. Before leaving the work area, a worker shall:
10. decontaminate his or her protective clothing by using a vacuum equipped with a HEPA filter, or by damp wiping, before removing the protective clothing; and
11. if the protective clothing will not be reused, place it in an asbestos waste container for proper disposal.
12. Facilities for the washing of hands and face shall be made available to workers and shall be used by every worker when leaving the work area.

**6.4 Procedure, Glove Bag Operations**

The following measures and procedures apply to High Risk and Medium Risk processes:

1. The work area shall be separated from the rest of the workplace by walls, barricades, fencing or other suitable means.
2. The spread of asbestos-containing material from the work area shall be prevented by disabling the mechanical ventilation system serving the work area and sealing all openings or voids, including ventilation ducts to and from the working area.
3. Surfaces below the work area shall be covered with drop sheets of polyethylene or other suitable material that is impervious to asbestos.
4. The glove bag shall be made of material that is impervious to asbestos and sufficiently strong to support the weight of material the bag will hold.
5. The glove bag shall be equipped with:
6. sleeves and gloves that are permanently sealed to the body of the bag to allow the worker to access and deal with the insulation and maintain a sealed enclosure throughout the work period;
7. valves or openings to allow insertion of a vacuum hose and the nozzle of a water sprayer while maintaining the seal to the pipe, duct or similar structure;
8. a tool pouch with a drain;
9. a seamless bottom and a means of sealing off the lower portion of the bag; and
10. a high strength double throw zipper and removable straps, if the bag is to be moved during the removal operation.
11. A glove bag shall not be used to remove insulation from a pipe, duct or similar structure if:
12. it may not be possible to maintain a proper seal for any reason including without limitation;
13. the condition of the insulation; or
14. the temperature of the pipe, duct or similar structure; or
15. the bag could become damaged for any reason including, without limitation,
16. the type of jacketing, or
17. the temperature of the pipe, duct or similar structure.
18. Immediately before the glove bag is attached, the insulation jacketing or coating shall be inspected for damage or defects, and if any damage or defect is present, it shall be repaired.
19. The glove bag shall be inspected for damage or defects:
20. immediately before it is attached to the pipe, duct or other similar structure; and
21. at regular intervals during its use.
22. If damage or defects are observed when the glove bag is inspected, the glove bag shall not be used and shall be disposed of.
23. If damage or defects are observed when the glove bag is in use:
24. the use of the glove bag shall be discontinued;
25. the inner surface of the glove bag and the contents, if any, shall be thoroughly wetted;
26. the glove bag and the contents, if any, shall be removed and placed in a proper disposal container; and
27. the work area shall be cleaned by vacuuming with a vacuum equipped with a HEPA filter before removal work is resumed.
28. When the removal work is completed:
29. the inner surface of the glove bag and the waste inside shall be thoroughly wetted and the air inside the bag shall be removed through an elasticized valve, by means of a vacuum equipped with a HEPA filter;
30. the pipe, duct or similar structure shall be wiped down and sealed with a suitable encapsulant;
31. the glove bag, with the waste inside, shall be placed in the proper container; and
32. the work area shall be cleaned by damp wiping or by cleaning with a vacuum equipped with a HEPA filter.

**6.5 Additional Measures and Procedures for High risk processes for major abatement process:**

(1) In addition to the measures and procedures prescribed above, the following measures and procedures apply to High risk processes:

1. The work area shall be separated from the rest of the workplace by walls, the placing of barricades or fencing or other suitable means.

(2) In the case of a high risk operation, the following measures and procedures also apply:

1. The spread of dust from the work area shall be prevented by:
2. using enclosures of polyethylene or other suitable material that is impervious to asbestos (including, if the enclosure material is opaque, one or more transparent window areas to allow observation of the entire work area from outside the enclosure), if the work area is not enclosed by walls; and
3. using curtains of polyethylene sheeting or other suitable material this is impervious to asbestos, fitted on each side of each entrance or exit from the work area.
4. Unless the operation is carried on outdoors, or inside a building that is to be demolished and will not be entered by any person except the workers involved in the operation and the workers involved in the demolition, the spread of dust from the work area shall also be prevented by:
5. creating and maintaining within the enclosed area, by installing a ventilation system equipped with a HEPA filtered exhaust unit, a negative air pressure of 0.02 inches of water, relative to the area outside the enclose;
6. ensuring that replacement air is taken from outside the enclosed area and is free from contamination with any hazardous dust, vapour, smoke, fume, mist or gas, and
7. using a device, at regular intervals, to measure the difference in air pressure between the enclosed area and the area outside it.
8. The ventilation system referred to in subparagraph 2.1 shall be inspected and maintained by a competent worker before each use to ensure that there is no air leakage, and if the filter is found to be damaged or defective, it shall be replaced before the ventilation system is used.
9. Before leaving the work area, a worker shall:
10. decontaminate his or her protective clothing by using a vacuum equipped with a HEPA filter, or by damp wiping, before removing the protective clothing; and
11. if the protective clothing will not be reused, place it in a container as described in paragraph 5 of section 15.
12. Facilities for the washing of hands and face shall be made available to workers and shall be used by every worker when leaving the work area.

(3) In the case of paragraph 1, 2, 3 or 4 of a high risk operation that is carried on outdoors, the following measures and procedures also apply:

1. If practicable, any asbestos-containing material to be removed shall be thoroughly wetted before and during removal, unless wetting would create a hazard or cause damage.
2. Dust and waste shall not be permitted to fall freely from one work level to another.
3. If practicable, the work area shall be washed down with water after completion of the cleanup and removal described in paragraph 6 of section 15.
4. Temporary electrical power distribution systems for tools and equipment involved in wet removal operations shall be equipped with ground fault circuit interrupters.
5. A decontamination facility shall be located as close as practicable to the work area and shall consist of:
6. a room suitable for changing into protective clothing and for storing contaminated protective clothing and equipment;
7. a shower room as described in paragraph 7 of subsection (4), and
8. a room suitable for changing into street clothes and for storing clean clothing and equipment.
9. The rooms described in subparagraphs 5, 5 a), b), and c) shall be arranged in sequence and constructed so that any person entering or leaving the work area must pass through each room.
10. When leaving the work area, a worker shall enter the decontamination facility and shall, in the following order:
11. decontaminate his or her protective clothing by using a vacuum equipped with a HEPA filter, or by damp wiping, before removing the protective clothing;
12. if the protective clothing will not be reused, place it in a container as described in paragraph 5 of section 15;
13. shower, and
14. remove and clean the respirator.

(4) In the case of paragraph 1, 2, 3, 4 or 6 of a high risk operation that is carried on indoors, the following measures and procedures also apply:

1. Friable asbestos-containing material that is crumbled, pulverized or powdered and that is lying on any surface in the work area shall be cleaned up and removed using a vacuum equipped with a HEPA filter or by damp wiping and everything shall be removed from the work area or covered with polyethylene sheeting or other suitable material that is impervious to asbestos.
2. The spread of dust from the work area shall be prevented by an enclosure of polyethylene or other suitable material that is impervious to asbestos, if the work area is not enclosed by walls, and by a decontamination facility consisting of a series of interconnecting rooms including:
   1. a room suitable for changing into protective clothing and for storing contaminated protective clothing and equipment;
   2. a shower room as described in paragraph 7;
   3. a room suitable for changing into street clothes and for storing clean clothing and equipment; and
   4. curtains of polyethylene sheeting or other suitable material that is impervious to asbestos, fitted to each side of the entrance or exit to each room.
3. The rooms described in subparagraphs 2 a), b), and c) shall be arranged in sequence and constructed so that any person entering or leaving the work area must pass through each room.
4. The mechanical ventilation system serving the work area shall be disabled and all openings or voids, including ventilation ducts to or from the work area, shall be sealed by tape or other appropriate means.
5. Unless the operation is carried on inside a building that is to be demolished and will not be entered by any person except the workers involved in the operation and the workers involved in the demolition, the spread of dust from the work area shall also be prevented by:
6. creating and maintaining within the enclosed area, by installing a ventilation system equipped with a HEPA filtered exhaust unit, a negative air pressure of 0.02 inches of water, relative to the area outside the enclosed area;
7. ensuring that replacement air is taken from outside the enclosed area and is free from contamination with any hazardous dust, vapour, smoke, fume, mist or gas; and
8. using a device, at regular intervals, to measure the difference in air pressure between the enclosed area and the area outside it.
9. The ventilation system referred to in subparagraph 5 a) shall be inspected and maintained by a competent worker before each use to ensure that there is no air leakage, and if the filter is found to be damaged or defective, it shall be replaced before the ventilation system is used.
10. The shower room in the decontamination facility shall:
11. be provided with hot and cold water or water of a constant temperature that is not less than 40° Celsius or more than 50° Celsius;
12. have individual controls inside the room to regulate water flow and, if there is hot and cold water, individual controls inside the room to regulate temperature;
13. be capable of providing adequate supplies of hot water to maintain a water temperature of at least 40° Celsius; and
14. be provided with clean towels.
15. When leaving the work area, a worker shall enter the decontamination facility and shall, in the following order:
16. decontaminate his or her protective clothing by using a vacuum equipped with a HEPA filter, or by damp wiping, before removing the protective clothing;
17. if the protective clothing will not be reused, place it in a container as described in paragraph 5 of section 15;
18. shower; and
19. remove and clean the respirator.
20. If practicable, existing electrical power distribution systems that are not water-tight shall be de-energized and locked out where wet removal operations are to be carried out.
21. Temporary electrical power distribution systems for tools and equipment involved in wet removal operations shall be equipped with ground fault circuit interrupters.
22. Friable asbestos-containing material shall be thoroughly wetted before and during removal, unless wetting would create a hazard or cause damage.
23. The work area shall be inspected by a competent worker for defects in the enclosure, barriers and decontamination facility:
24. at the beginning of each shift;
25. at the end of a shift if there is no shift that begins immediately after the first named shift; and
26. at least once each day on days when there are no shifts.
27. Defects observed during an inspection under paragraph 12 shall be repaired immediately and no other work shall be carried out in the work area until the repair work is completed.
28. If practicable, dust and waste shall be kept wet.
29. On completion of the work:
30. negative air pressure shall be maintained if required by subparagraph   
    5 a);
31. the inner surface of the enclosure and the work area inside the enclosure shall be cleaned by a thorough washing or by vacuuming with a vacuum equipped with a HEPA filter;
32. equipment, tools and other items used in the work shall be cleaned with a damp cloth or by vacuuming with a vacuum equipped with a HEPA filter or they shall be placed in a container as described in paragraph 5 of section 15 before being removed from the enclosure; and
33. a visual inspection shall be conducted by a competent worker to ensure that the enclosure and the work area inside the enclosure are free from visible dust, debris residue that may contain asbestos.
34. Once the work area inside the enclosure is dry after the steps set out in subparagraphs 15 b), c), and d) have been completed, clearance air testing shall be conducted by a competent worker in accordance with subsection (5), unless the operation is carried on inside a building that is to be demolished and will not be entered by any person except the workers involved in the operation and the workers involved in the demolition.
35. The barriers, enclosure and decontamination facility shall not be removed or dismantled until:
36. cleaning has been done as described in paragraph 15, and
37. if clearance air testing is required, it has been completed and the work area inside the enclosure has passed the clearance air test.

**The following rules apply to clearance air testing:**

1. sample collection and analysis shall be done
2. using the phase contrast microscopy method, in accordance with subsection (6),or
3. using the transmission electron microscopy method, in accordance with subsection (7).
4. If the work area inside the enclosure fails the clearance air test, the steps set out in subparagraphs 15 b), c) and d) of subsection (4) shall be repeated and the work area shall be allowed to dry before a further test is carried out, unless paragraph 6 of subsection (6) applies.

(5) Clearance air testing using the phase contrast microscopy method shall be carried out in accordance with U.S. National Institute of Occupational Safety and Health Manual of Analytical Methods, Method 7400, Issue 2: Asbestos and other Fibres by PCM (August 15, 1994), using the asbestos fibre counting rules, and shall comply with the following requirements:

1. Testing shall be based on samples taken inside the enclosure.
2. Forced air shall be used, both before and during the sampling process, to ensure that fibres are dislodged from all surfaces inside the enclosure before sampling begins and are kept airborne throughout the sampling process.
3. At least 2,400 litres of air shall be drawn through each sample filter, even though the standard mentioned above provides for a different amount.
4. The number of air samples to be collected shall be in accordance with Table 3.

(https//www.cdc.gov/niosh/nman/pdf/7400.pdf)

1. The work area inside the enclosure passes the clearance air test only if every air sample collected has a concentration of fibres that does not exceed 0.01 fibres per cubic centimetres of air.
2. If the work area inside the enclosure fails a first test that is done using the phase contrast microscopy method, the samples may be subjected to a second analysis using transmission electron microscopy in accordance with the standard mentioned in subsection (7).
3. When a second analysis is done as described in paragraph 6, the work area inside the enclosure passes the clearance air test only if every air sample collected has a concentration of asbestos fibres that does not exceed 0.01 fibres per cubic centimetre of air.

(6) Clearance air testing using the transmission electron microscopy method shall be carried out in accordance with U.S. National Institute of Occupational Safety and Health Manual of Analytical Methods, Method 7402, Issue 2: Asbestos by TEM (August 15, 1994), and shall comply with the following requirements:

1. Testing shall be based on samples taken inside the enclosure and samples taken outside the enclosure but inside the building.
2. Forced air shall be used inside the enclosure, both before and during the sampling process, to ensure that fibres are dislodged from all surfaces before sampling begins and are kept airborne throughout the sampling process.
3. At least 2,400 litres of air shall be drawn through each sample filter, even though the standard mentioned above provides for a different amount.
4. At least five air samples shall be taken inside each enclosure and at least five air samples shall be taken outside the enclosure but inside the building.
5. Sampling inside and outside the enclosure shall be conducted concurrently.
6. The work area inside the enclosure passes the clearance air test if the average concentration of asbestos fibres in the samples collected inside the enclosure is statistically less than the average concentration of asbestos fibres in the samples collected outside the enclosure, or if there is no statistical difference between the two average concentrations.

(7) **Within 24 hours after the clearance air testing results are received:**

* 1. the owner and the employer shall post a copy of the results in a conspicuous place or places;

1. at the workplace, and
2. if the building contains other workplaces, in a common area of the building; and
   1. a copy shall be provided to the joint health and safety committee or the health and safety representative, if any, for the workplace and for the building.

(8) The owner of the building shall keep a copy of the clearance air testing results for at least one year after receiving them.

**7.0 Instruction and Training**

(1) The employer shall ensure that instruction and training in the following subjects are provided by a competent person to every worker working in High, Moderate and Low processes:

1. The hazards of asbestos exposure.
2. Personal hygiene and work practices.
3. The use, cleaning and disposal of respirators and protective clothing.

(2) The joint health and safety committee or the health and safety representative, if any, for the workplace shall be advised of the time and place where the instruction and training prescribed by subsection (1) are to be carried out.

(3) Without restricting the generality of paragraph 3 of subsection (1), the instruction and training related to respirators shall include instruction and training related to:

1. the limitations of the equipment;
2. inspection and maintenance of the equipment;
3. proper fitting of a respirator; and
4. respirator cleaning and disinfection.

### APPENDIX 1 - REGULATIONS AND GUIDELINES

1. *The Saskatchewan Occupational Health and Safety Regulations*, 2020 Regulations 2-1 and 23-1 to 23-16, and Table 5 of *The Saskatchewan Occupational Health and Safety Act and Regulations*, Appendix 6 (Notification of High Risk Asbestos Process plan Table 5).
2. *Transportation of Dangerous Goods Act and Regulations*, Schedule II, List II.

**Requirements:**

1. All handling, renovations, maintenance activities, construction, demolition, and other projects in areas containing ACM, must be performed in accordance with relevant school division work procedures and this asbestos control plan. In situations where these written procedures do not address specific circumstances, appropriate measures must be taken to control the release of asbestos fibres to protect all building occupants. The school division’s Health and Safety department are to be consulted when such matters arise, and will inform the Ministry of Labour Relations and Workplace Safety.
2. School division employees shall not attempt to handle or work in close proximity to ACM without first obtaining the Asbestos Awareness Training, in accordance with *The Occupational Health and Safety* *Regulations* 3-8 and 23-14. Without proof of training, individuals will not be permitted to work on or in close proximity to ACM. Training may be provided by a competent recognized agency.
3. Access to all ceiling spaces must be performed in compliance with the requirements as outlined in the (Division specific policy).
4. Accompanying this Control Plan is a related document which further detail the health hazard information that must be distributed to employees i.e., Asbestos Awareness Presentation.
5. All school division generated ACM waste must be double-packaged in approved asbestos bags, and transported to the designated waste-holding facilities on the school division premises at the completion of work. When required, this asbestos waste must be transported to an approved landfill site and must be transported to such site in compliance with Saskatchewan Regulation 23-12 and the *Transportation of Dangerous Goods Act and Regulations.*

### **APPENDIX 2** - GLOVE-BAG ASBESTOS PIPE INSULATION REMOVAL PROCEDURE

ANTEROOM PROCEDURE

Anteroom consists of porch, custom plastic containment unit and HEPA filter unit with alarms and monitoring gauge, stored in (Division specific)

Engineering or maintenance staff or contractors shall follow the following preventative measures:

1. Disable the ventilation system and seal duct openings in the construction area until the project is completed.
2. Maintain negative pressure within the construction area by using portable HEPA filter-equipped air filtration units that include pressure gauges and an alarm (anteroom filter unit). Filters shall be monitored and replaced if clogged or functioning below the manufacturer's specifications.
3. Ensure that the air is exhausted directly outside and away from intake vents, or filtered through a HEPA filter before being recirculated.
4. Ensure that the ventilation system is functioning properly and is cleaned if contaminated by soil or dust after the construction project is complete.

**GENERAL SURFACE CLEANING PROCEDURES FOR SMALL ASBESTOS PATCHES**

\*\*\*Note: Seal off affected area, seal doors with duct tape, block off ventilation ductwork with cardboard covers and duct tape.

\*\*\* If area is to be closed, install a hasp and lock to prevent entrance into room.

The following procedure is to be followed when removing asbestos insulation from pipes.

**Material Required:**

* HEPA vacuum
* Drop sheet
* Glove bag
* Glove bag
* Duct tape
* Wetting nozzle
* Tools
* Post Removal Encapsulant
* Asbestos Material Disposal Bag
* Category 3 Half Mast Respirator equipped with HEPA cartridges
* Disposable coveralls/Tyvek suit

**Procedure:**

1. Isolate the work area to a distance of 5 meters from the asbestos process activity and signage to prevent entrance to the work zone and to warn others of the possible asbestos exposure.
2. HEPA vacuum area and materials previously released by damaged material.
3. Lay a drop sheet in the immediate work area of the glove-bag removal.
4. Place required tools in glove bag and position the glove bag on the pipe. Seal all ends of glove-bag with duct tape.
5. Place wetting nozzle and HEPA vacuum nozzle into the bag through the custom ports and secure with duct tape.
6. Cut the insulation covering and mist the asbestos material using water amended with a wetting agent.
7. Clean visible debris off pipe.
8. Wet pipe and top section of bag.
9. Twist closed bottom section of bag and apply Post Removal Encapsulant to upper portion of bag and pipe. Start the HEPA vacuum and vent the bag.
10. Place tools in sleeve, double tape allowing space to cut off tool sleeve.
11. Remove glove-bag and place in a 6 mil double-bagged Asbestos Material Disposal
12. Bag and seal tightly.

### APPENDIX 3 - ASBESTOS HEALTH HAZARDS

**Asbestos Health Hazards**

Asbestos is a generic term referring to various fibrous mineral silicates, including chrysotile (hydrated magnesium silicate), amosite (iron-magnesium silicate), crocidolite (sodium-iron silicate), tremolite (calcium-magnesium silicate), anthophyllite (another iron-magnesium silicate), and actinolite (calcium-magnesium-iron silicate).

The potential health hazards associated with exposure to asbestos result from inhalation of airborne fibres; small asbestos fibres can pass readily through the upper respiratory tract and be deposited in the terminal bronchioles of the lung. There the fibres can produce a local irritation which the body attempts to overcome by initiating a tissue response resulting in the encapsulation of the fibres and consequent formation of "asbestos bodies." Asbestos fibres are the causative agents in cases of asbestosis, a progressive disease characterized by diffuse interstitial fibrosis and, at times, pleural changes of fibrosis and calcification. The disease is often evident by such clinical signs as rales and dyspnea. In its severe form, asbestosis can contribute to, and result in, death due to the inability of the body to obtain oxygen or the heart to pump blood through the scarred lungs.

Exposure to airborne asbestos fibres has also been associated with bronchogenic carcinoma (a malignancy of the interior of the lung), mesothelioma (a diffuse malignancy of the lining of the chest cavity or abdomen), and cancer of the stomach, colon and rectum. Cigarette smoking can enhance the incidence of bronchogenic carcinoma from this substance.

*The Saskatchewan Occupational Health and Safety Regulations, 2020*

**Section 23-13 An employer shall ensure that workers who are likely to be employed in**

**an asbestos process or are likely to be exposed to asbestos dust are informed of the**

**nature and extent of the risk to their health, including a warning that:**

**(a) the inhalation of asbestos may cause:**

**(i) pneumoconiosis;**

**(ii) lung cancer; or**

**(iii) mesothelioma; and**

**(b) the risk of injury to health caused by the inhalation of asbestos is increased**

**by smoking.**

Asbestos Awareness Presentation (separate document) to be provided to all workers employed in facilities with identified or suspected asbestos.

### APPENDIX 4 - ASBESTOS TRAINING PROGRAM

This training will be offered to every worker employed by the school division who is likely to work in close proximity to and may disturb Asbestos Containing Material (ACM).

a) The hazards of asbestos exposure

b) The use, care and disposal of personal protective equipment (PPE)

c) Proper work practices and procedures

d) The types of asbestos operations to be performed by these workers

e) The work practices, procedures and PPE needed for each type as specified by the regulation

f) Standard operating procedures for each operation involving potential exposure to friable asbestos.

In addition, the following two items will also be presented:

1) The proper handling/use of HEPA vacuums

2) The action to take upon the discovery of suspicious material

### APPENDIX 5 - ASBESTOS PROJECT INFORMATION HANDOUT

The school division ensures that all asbestos removal procedures are performed in such a way as to prevent the spread of asbestos dust/debris and in accordance with governmental procedures and regulations.

Advanced notice will be provided by the project coordinator/supervisor to affected occupants. The notice shall include information on the anticipated duration of the project, type of work, and name of the group performing the work. All personnel working with or in proximity to friable asbestos projects will be informed of the known and/or potential hazards associated with the exposure to asbestos.

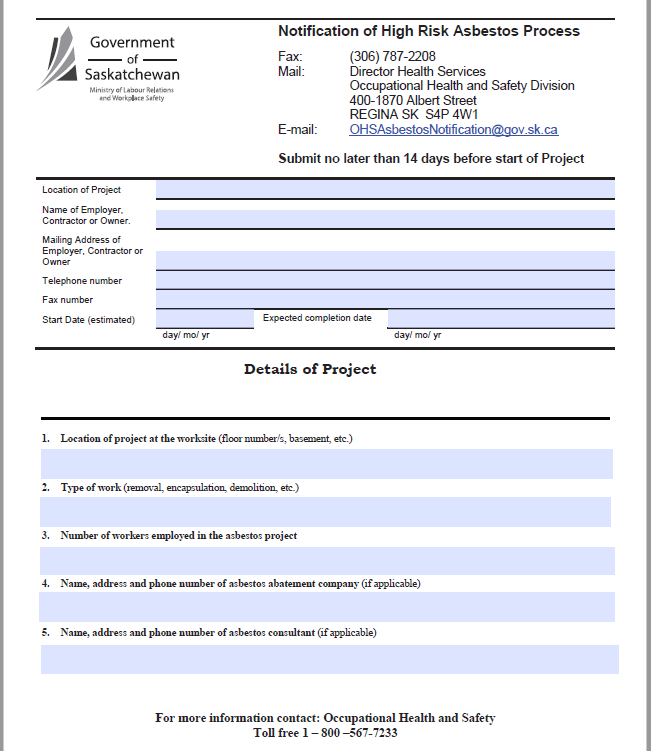
Maintenance or contracted personnel doing work on or near ACM, will adopt those controls that are appropriate to the type of work being done and as listed below:

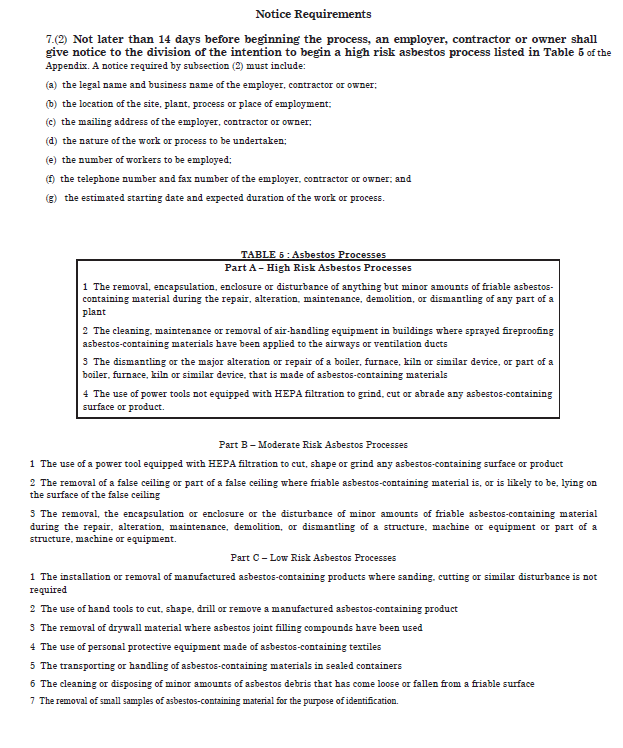
1. Post the area with asbestos hazard signs.
2. Where classification of work requires it, disable the ventilation system serving the work area, and seal the ventilation ducts to and from the work area.
3. Install polyethylene enclosure (or utilize a portable enclosure) around the affected area to prevent the spread of ACM.
4. Wear personal protective equipment as prescribed to protect against the exposure to asbestos.
5. Maintain proper controls in the work area to prevent the release of ACM outside of the work area.
6. During, and immediately upon completion of the work, vacuum all exposed surfaces with asbestos vacuums and double-bag the waste with 6-mil polyethylene bags.

Since the enclosure of the work area is designed to prevent the spread of asbestos fibres, personnel working outside the enclosed area may continue to work in a normal manner. However, they should note that:

1. Access to the enclosed area is restricted to trained persons only wearing protective clothing and equipment.
2. Evidence of dust/debris created by the work and /or lack of enclosure should be reported to the supervisor in charge of the project (Division specific). Contact numbers to be posted on signage at work site.

### APPENDIX 6 - NOTIFICATION OF HIGH RISK ASBESTOS PROCESS

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## Section 3.8: Hantavirus

* + 1. **Hantavirus (rodent droppings)**

**What is Hantavirus?**

Hantavirus infection is caused by a virus that is found in some field rodents, especially deer mice in Canada and the United States. The virus is rarely transmitted to people; when it is, the virus can cause severe illness-even death.

People can contract the disease when they breathe the virus that is found in the urine, saliva, or droppings of infected rodents. Hantavirus infections usually occur in rural or semirural areas where workers are more likely to contact infected rodents or their droppings. Those infected with the virus have shown flu-like symptoms that turn to dangerous, pneumonia-like condition after two or three days.

**How is Hantavirus transmitted?**

Hantavirus is not transmitted from person to person, only from deer mice to humans.

The virus is found in the droppings, urine, or saliva of the mouse and can spread to humans when particles of the infected saliva, urine or droppings are inhaled. Inhalation may occur through direct contact with the rodent, or from breathing airborne dust particles that are generated when rodent droppings or urine are disturbed. The virus can also be spread if an infected rodent bites you or if infected materials contact broken skin or the membrane of the eyes.

Hantaviruses do not survive for long outside of their hosts-usually less than a week indoors, and only a few hours when exposed to direct sunlight. The viruses can also be killed by most household disinfectants (e.g., 10% bleach).

**What are the symptoms of Hantavirus?**

Hantavirus is rarely transmitted to humans, but when it is it can cause severe illness including death. Early symptoms include fatigue, fever, and muscle aches (especially the large muscles, hips, back, thighs, shoulders). Some people will also experience, headaches, dizziness, chills, vomiting and abdominal pain. Later symptoms may include coughing and trouble breathing. If you experience any of these symptoms see your doctor as soon as possible and make sure the doctor is aware of any possible exposureyou may have had to rodents or their droppings.

**How can it be prevented?**

There are no vaccines against Hantavirus. The only protection is to keep your home or workplace as free of deer mice as possible, and to safely clean up any mouse droppings or urine that you see. Regular inspections for rodents should be conducted to determine if active rodent control is necessary. Make sure your building is rodent proof by closing openings where rodents can gain entry. Ensure proper sanitation and elimination of food sources by storage in rodent proof containers.

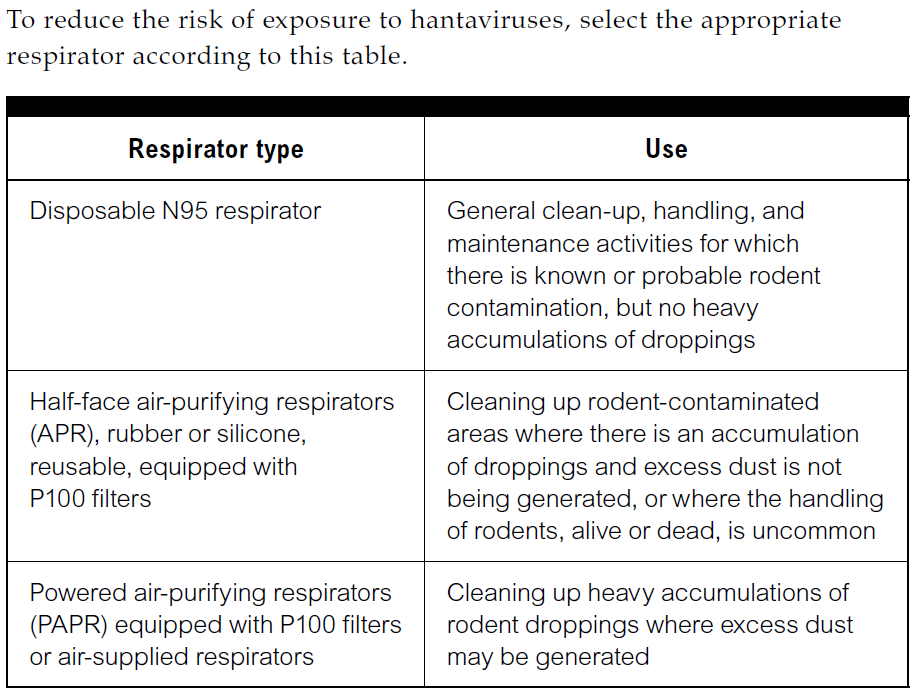
**General Clean up Procedure:**

1. Clear all unnecessary persons from the area.
2. Ventilate area, open doors and windows, if possible.
3. Disinfectant solution:

* diluted bleach (100ml/1litre water) to be used on rodent carcasses, nesting materials, droppings, surfaces, and materials contaminated with droppings or urine; or to decontaminate rubber gloves and boots.

1. Cover any broken skin that may be exposed to infection prior to beginning clean-up of rodent contamination.
2. Wear disposable gloves (nitrile, latex, etc.).
3. Put on protective eyewear before starting clean-up of contaminated area.
4. Wear a NIOSH approved respirator with a high efficiency P-100 filter (Note: All caretaking staff has been fit tested and issued ½ mask respirators equipped with these filters). If the area is heavily infested, workers should also wear disposable coveralls, rubber boots or disposable shoe covers.

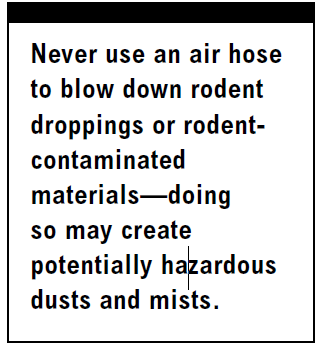
**Respirator Selection:**



1. **Do not** stir up dust by sweeping up or vacuuming up dry droppings, urine or nesting materials.

* *Note:* A high efficiency vacuum equipped with a HEPA filter is would be acceptable in hard to reach areas.

1. To kill the virus lightly wet down the droppings or dead mouse with a solution of bleach. This should be mixed fresh daily because the quality of the bleach solution deteriorates after 24 hours.
2. Clean up the contaminated materials with a damp towel. Put the droppings and towels in double plastic bags, label the bag contents, seal the bag and place in the outdoor garbage bin (out of reach of children).
3. Dispose of any food or liquid that mice may have come into contact with. If you encounter a dead mouse wet the mouse down with the disinfectant solution. Wearing rubber gloves, put your hand inside a plastic bag, pick up the mouse, then turn the bag inside out so that the mouse is inside the bag and you haven’t touched it.
4. Wipe or mop the surfaces and any equipment used with a solution of the disinfectant.
5. Prior to removing your eye, hand and respiratory protection, remove coveralls, **if applicable,** (preferably outdoors) and disposable booties and place in a double plastic bag.
6. Wet-wipe outer surface of the eyewear, respirator and footwear with a disposable towel.
7. Rinse gloves in the disinfectant solution and place along with other disposable items in the double plastic bag.
8. Wash your hands and any exposed skin areas well after the clean-up.

**Clean carpets, clothing, upholstery or hard surfaces?**

Remove droppings and contaminated materials following similar procedures as above, but do not use the bleach solution. Wet the area first with hot water; remove the mouse or droppings, then shampoo (do not use bleach on carpets or upholstery). Make sure you use a commercial rug shampoo to which you have added a disinfectant. It should not stain the carpet or upholstery. For small spot cleaning, spray the area with a disinfectant solution (not bleach), and wipe the droppings as above. Use the disinfectant on hardwood floors, and the bleach solution on linoleum floors, counters and appliances. Take bedding or clothing outside and either gently roll the droppings off or pick them off with rubber gloves: do not shake them off! Then wash them as regular laundry and dry them in a dryer or hang them outside in the bright sunlight.

## Section 3.9: Histoplasmosis or Cryptococcosis

1. **Histoplasmosis or Cryptococcosis (Bird and Bat Droppings)**

**What are the Dangers?**

When working around areas contaminated with bird and bat droppings, workers can be exposed to fungi that can cause serious infections called **Histoplasmosis** or **Cryptococcosis.** While fresh bird droppings are not expected to contain the fungi, fresh bat droppings may be contaminated. Disturbing the droppings or contaminated soil may release tiny particles into the air called “spores”. The spores can be inhaled and infect a worker’s lungs. Most people who become infected with the fungi experience no symptoms, but some may experience mild flu-like symptoms. For some people, especially those with weakened immune systems, the disease can be life threatening because it can spread to other areas of the body, become severe, and eventually cause death.

**Identify Controls**

Always assume droppings are contaminated. Take the following precautions to reduce your risk of infection:

* If you have a weakened immune system, you should consult your doctor before working in the area.
* When removing large amounts of droppings, use the following types of personal protective equipment (PPE):
  + - rubber boots
    - disposable gloves under work gloves
    - disposable coveralls
    - respiratory protection
* Respirators should always be worn when working around bird or bat droppings. Appropriate respirators could range from an N95 filtering face piece for low-risk tasks to a full face piece air-purifying respirator or powered air-purifying respirator for high-risk tasks. Follow these additional procedures to minimize the risk of infection:
  + Eliminate the roost (nest) if the building is not going to be demolished and seal entry points if possible.
  + Avoid disturbing material that could be contaminated to prevent the generation of dust and inhalation of spores.
  + Never dry-sweep or dry-shovel material. Soak the material with water or a wetting agent to keep dust and spores down.
  + Use a HEPA vacuum to clean up the contaminated material (if available).
  + Dispose of the waste in 6-ml disposal bags and follow the disposal procedures outlined in your company’s health and safety policy.
  + For larger contamination, a disinfectant may be used. For these applications, consult the manufacturer’s directions.

## Section 3.10: WHMIS 2015

Operation Sector WHMIS 2015 Process

Worker must complete WHMIS 2015 Education and Training.

All Hazardous Products in or on the worksite must have a Safety Data Sheet (SDS).

**NOTE**: Consumer products (which are materials intended for consumer use, and provided in volume, such as cleaners, adhesives, lubricants, etc.) are not subject to WHMIS 2015 requirements. However, if product is brought into the workplace an SDS must accompany the product. In many cases, SDSs are available from the product supplier.

Only Safety Data Sheets are acceptable. Material Safety Data Sheets MSDS are not acceptable.

Worker purchases a hazardous product that is new to the WHMIS 2015 inventory, worker must:

* Provide SDS (this can be provided by supplier).
* SDS to be added to inventory database, binder in shop (if applicable), binder in work truck (if applicable).
* Communicate with supervisor.
* If unable to locate/acquire SDS notify supervisor immediately.

Hazardous products used at schools:

* No products are to be left at schools unless the product is required for operations (e.g., Glycol,??)
  + The above-mentioned products must have a SDS at the school, provide SDS to school administrator

Hazardous product no longer used or available or supplier change:

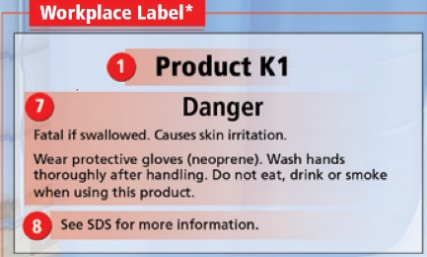
* SDS must be removed from database, binder(s) school, truck, shop (if applicable)

Supervisor:

* To support worker locating SDS, maintain index, database, binder(s)
* Any identified change in SDS information must be communicated to worker
* Provide new SDS if applicable

Availability of Safety Data Sheets:

* To workers who may be exposed to the hazardous product
* To the Occupational Health Committee

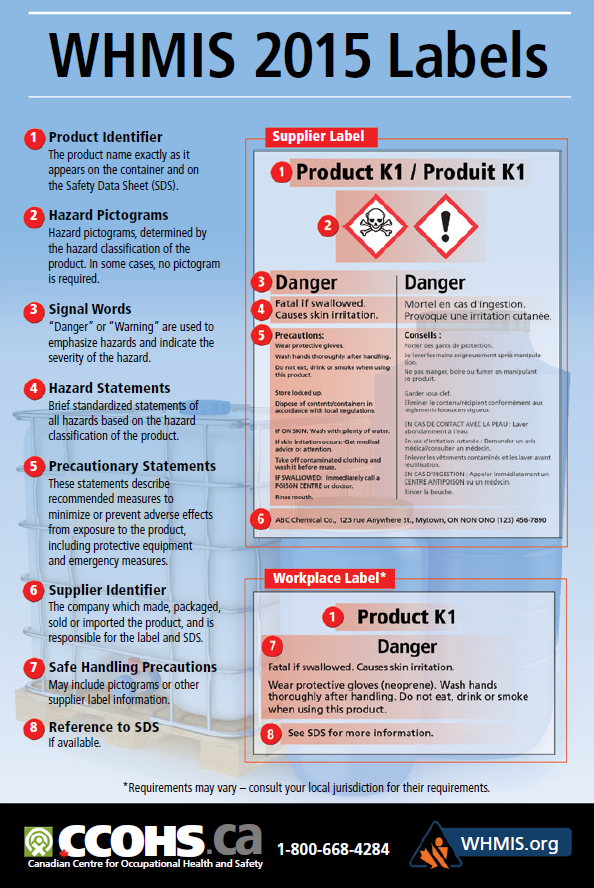
Workplace label required:

* A hazardous product is decanted into another container

(e.g., transferred or poured)

* A supplier label is lost or no longer illegible (unable to read)





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## Section 3.11: Safety Procedures

**Operations Procedure: OP-100**

**Operations Work Procedures for  
[enter division name]**

**Facilities & Transportation Department**

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| **Work Procedure: Angle Grinder** |

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| Sector:  **Operations** | Reviewed By:  **Operations Supervisor** | Approved By:  **Manager of Facilities & Transportation** | Date Created:  **June 2020** | Date of Last Revision:  **June 2020** |

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| **Purpose: The purpose of this procedure is to explain the step-by-step instructions for safe operating of an angle grinder. The improper use of a grinder can result in serious injury.** |

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| **Hazards:**   * Cuts, lacerations & amputations * Sparks * Loud noise * Discharge of objects/material kickback * Eye injury – flying debris * Burns * Wheel Explosion |
| **Additional Requirements:**   * Equipment orientation * Read & understand general safety procedures * Read & understand safety procedures for metal working machines * Never leave machine running unattended * Use tools only for their intended purpose |
| **PPE and Requirements:**   * Goggles or face shield must be worn at all times * Respiratory protection * Arm and hand protection (gloves) * Protective footwear * Hearing protection * Long and loose hair must be tied back * Rings and jewelry (long necklaces/ bracelets, etc.) must not be worn |
| **Pre-Operation Safety Check:**   1. Check workspaces and walkways to ensure no slip/trip hazards are present 2. Locate and ensure you are familiar with the operation of the ON/OFF switches 3. Ensure that all guards, shields and covers are in place before using. All guards must remain in place at all times 4. Use the appropriate abrasive for the job 5. Respiratory protection may be required when grinding for extended periods of time or while grinding silica-producing surfaces such as concrete 6. Faulty equipment must not be used. Immediately tag out of service. Communicate to supervisor/foreman   **DO NOT:**   * Clean the area of debris with bare hands, always use a brush * Leave grinder unattended while it is in operation * Attempt to grind small pieces without the aid of holding tools, e.g., vice grips * Put hands or fingers near moving parts * Exert excessive force when grinding * Make adjustments, until machine is switched off and the grinder has come to a complete stop |
| **Safe Work Procedure:**   1. Inspect and don all personal protective equipment: googles/face shield, arm and hand protection, hearing protection, proper footwear (closed-toe/heel shoes). Remove all jewelry, loose clothing and tie back hair. 2. Make all adjustments with the power cord unplugged and ensure the On/Off switch is in the “OFF”. position and plug the machine into properly grounded power source. 3. Remove any wrenches and adjusting tools before turning on the tool. 4. Ensure that the work piece is properly secured in a vice or clamped to a table. 5. During use, keep power cords clear of tools and the path that the tool will take. 6. Turn the power ON and allow the motor to come to full speed (anticipate torque on start-up). Perform the operation safely and at a moderate pace.   Note: During operation ensure guard is always between you and the surface being worked on (sparks fly away from you at all times).   1. Perform the operation safely and at a moderate pace. Use the specified surface of the wheel to perform the grinding. 2. Once you are finished with the power tool, DO NOT touch the work piece immediately; it may be extremely hot and could burn your skin. 3. Turn the power OFF and allow the machine to come to a complete stop before setting it down. 4. Clean up the area and ensure the equipment is safe, clean and tidy before you leave it. 5. Unplug and return the tool to its proper storage location after use. |

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| **Responsibilities, Completion and Review:**  All staff members are required to adhere to Department policies & procedures at all times while employed with the school division as it relates to day to day operation of the department. Supervisors are also required to ensure that staff members are following Department policies at all times and to take the necessary steps to inform staff who fail to follow policies and report all matters to management immediately. Employees who fail to follow Department policies will be subject to disciplinary actions. |

**Operations Procedure: OP-101**

**Operations Work Procedures for  
[enter division name]**

**Facilities & Transportation Department**

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| **Work Procedure: Ariel Work Platform (Man Lift, Scissor Lift, Articulating Boom)** |

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| Sector:  **Operations** | Reviewed By:  **Operations Supervisor** | Approved By:  **Manager of Facilities & Transportation** | Date Created:  **June 2020** | Date of Last Revision:  **June 2020** |

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| **Purpose: The purpose of this procedure is to explain the step-by-step instructions for operating an aerial work platform.** |

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| **Hazards:**   * Overhead hazards e.g., basketball nets, climbing ropes, etc. * Electrical connections * Tipping * Hydraulic failure * AC cord trip hazard |
| **Equipment & Personal Protective Equipment:**  • Hard hat  • Two way communication  • Safety glasses  • Fire extinguisher  • Pylons  • Fall protection  • (harness, shock absorbing lanyard)   * Protective footwear   **Additional Requirements:**   * Aerial lift training * Fall protection training   **Do:**   * Have a pre-job meeting with key people involved with task to ensure all workers understand scope of task. * Perform an inspection using provided inspection forms prior to use; complete Power Mobile Equipment Checklist. * A preoperational safety inspection must be completed prior to each use. * Ensure area is cleared of overhead hazards such as power lines. * Check for obstacles around the work platform and in the path of travel such as holes, drop offs, debris, ditches and soft fill. Prior to setup of the unit, inspect the area and ensure that there are no overhead hazards or ground hazards. Set up a 10 foot perimeter around the unit and ensure the area is free from hazards. * Use personal fall arrest protection and tie off to the anchor points within the platform. * Ensure guard rails are intact and free of defect. * Make sure batteries are fully charged.   **Do Not:**   * Exceed manufacturer’s design capacity, consider total load, personnel, tools and supplies. * Tie off onto the railing, use only designated anchor points. * Raise platform on uneven or soft surfaces, drive onto uneven or soft surfaces when elevated, raise platform in windy or gusty conditions. * Carry compressed gas cylinders or anything that extends beyond the platform perimeter. * Stand on rails to work.   **Safe Work Procedure:**   1. Ensure equipment certification is up to date and that the manuals are on the machine. 2. Always review equipment manuals, manufacturer’s guidelines. 3. Observe that all warning markings (stickers for pinch points) are in place. 4. Do not attach or place loads to any part of the aerial device. 5. Never alter or disable components that affect the aerial platform’s stability or replace them with items of different weight. 6. Never place ladders or scaffold in the platform or against any part of the machine. 7. Never operate a self-propelled platform on a slope, as it will tip. 8. Do not attempt to climb down from the platform when it is raised. 9. Never travel when the platform is raised beyond the manufacturer’s recommendations. 10. Never sit, stand or climb on the platform rails. 11. The ground area under the basket is to be roped off using isolation ribbon or pylons if there is a danger or tools or materials falling. 12. A dry chemical extinguisher must be maintained on the equipment at all times. 13. Always wear a hard hat when operating aerial platforms. 14. Always use 100% tie-off practice. 15. Never exit AWP basket and work from a structure without reconnecting to the structure and disconnecting from the AWP anchor point.   **SHUTDOWN PROCEDURE:**   1. Select a safe parking location. Fully lower the platform. 2. Turn the key switch to the off position and remove the key to secure the unit from unauthorized use. Push the emergency stop buttons. 3. Disconnect your lanyard from the anchor. 4. If you are finished with the scissor lift, clear all tools, debris, etc., from the platform. 5. Plug the platform in to recharge the battery. 6. If storing on any type of incline, chock the wheels.   **RESPONSIBILITIES:**  **Supervisors/Foremen:**   * Ensure materials, equipment and manpower are in place to comply with these safe work practices and job procedures. * Address all safety concerns that may arise while performing this procedure. * Ensure all employees are properly trained/qualified to operate aerial work platform. * Ensure that the equipment is properly certified.   **Workers:**   * Follow all safe work practices and job procedures. * Report any incidents, accidents or near misses to the supervisor. * Be familiar with manufacturer’s recommendations for use by reviewing the manual. |

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| **Responsibilities, Completion and Review:**  All staff members are required to adhere to Department policies & procedures at all times while employed with the school division as it relates to day to day operation of the department. Supervisors are also required to ensure that staff members are following Department policies at all times and to take the necessary steps to inform staff who fail to follow policies and report all matters to management immediately. Employees who fail to follow Department policies will be subject to disciplinary actions. |

**Operations Procedure: OP-103**

**Operations Work Procedures for  
[enter division name]**

**Facilities & Transportation Department**

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| **Work Procedure: Bench Grinder** |

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| Sector:  **Operations** | Reviewed By:  **Operations Supervisor** | Approved By:  **Manager of Facilities & Transportation** | Date Created:  **June 2020** | Date of Last Revision:  **June 2020** |

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| **Purpose: The purpose of this procedure is to explain the step-by-step instructions for safe operating of a bench grinder. The improper use of a grinder can result in serious injury or death.** |

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| **Hazards:**   * Cuts, lacerations & amputations * Sparks * Loud noise * Discharge of objects/material kickback * Eye injury – flying debris * Burns * Wheel explosion |
| **Additional Requirements:**   * Equipment orientation * Read & understand general safety procedures * Read & understand safety procedures for metal working machines * Never leave machine running unattended * Use tools only for their intended purpose |
| **PPE and Requirements:**   * Goggles or face shield must be worn at all times * Respiratory protection * Arm and hand protection (gloves) * Protective footwear * Hearing protection * Long and loose hair must be tied back * Rings and jewelry (long necklaces/ bracelets, etc.) must not be worn. |
| **Pre-Operation Safety Check:**   1. Check workspaces and walkways to ensure no slip/trip hazards are present. 2. Locate and ensure you are familiar with the operation of the ON/OFF switches. 3. Ensure that all guards, shields and covers are in place before using. All guards must remain in place at all times. 4. Use the appropriate abrasive for the job. 5. Respiratory protection may be required when grinding for extended periods of time or while grinding silica-producing surfaces such as concrete. 6. Always use the tool rest; it should sit no more than 3mm (1/8”) from the stone. 7. Replace the grindstone when adjustment of the rest cannot provide 3 mm (1/8”) clearance. 8. Check the flange supporting the grinding wheel, which should be a maximum of 1/3 the diameter of the wheel, and must fit the shaft rotating speed according to the manufacturers’ recommendation. 9. Faulty equipment must not be used. Immediately tag out of service. Communicate to supervisor/foreman.   **DO NOT:**   * Grind on the side of the wheel as it may cause damage to the wheel and possibly add to the potential of the wheel exploding. * Stand directly in front of the grinding wheel when it is started. * Clean the area of debris with bare hands, always use a brush. * Leave grinder unattended while it is in operation. * Store tools and parts on top of the machine. * Attempt to grind small pieces without the aid of holding tools, e.g., vice grips. * Exert excessive force when grinding. * Make adjustments, until machine is switched off and the grinder has come to a complete stop. |
| **Safe Work Procedure:**   1. Inspect and don all personal protective equipment; googles/face shield, arm and hand protection, hearing protection, proper footwear (closed-toe/heel shoes). Remove all jewelry, loose clothing and tie back hair. 2. Make all adjustments with the power cord unplugged and ensure the On/Off switch is in the “off” position and plug the machine into properly grounded power source. 3. Examine the grinder:  * With machine at complete stop, loosen tool rest and adjust the diameter between the stone and the tool rest to 3mm (1/8”) or less. * Securely tighten the tool rest so that it cannot shift in position while in use. * Adjust the protective safety shield above the grinding wheel to permit a clear view of the part to be ground and still protect the operator from flying particles.  1. Turn the grinder on:    1. Stand to one side of the wheel when operating the grinder.    2. Ensure the maximum R.P.M. speeds are not exceeded.    3. Hold the work in one hand and steady it with the other. Place the work onto the tool rest; then guide it against the face of the revolving wheel and apply enough pressure to grind, depending upon the hardness of the material and the wheel itself. Keep fingers a minimum of 5cm (2 inches) away from the grinding wheel face. Hold small pieces of stock in a jig or vice grips to prevent fingers or hands from coming into contact with the grinding wheel. 2. Cool the grinded work:  * Cool the work in a water pot as it becomes heated from the grinding, especially the small hardened tools which would lose their temper if overheated.  1. Using the grinder: 2. Grind the job to the required shape or size by moving the work back and forth across the face of the wheel. This will prevent wearing a groove into the wheel and will result in a flatter surface on the grinded work. 3. Check the work with a gauge or other measuring tool. 4. Turn the power off: 5. Turn off the saw and stay till machine comes to a complete stop. 6. Clean the machine of metal shavings using a wire brush, not bare hands. 7. If damage is noticed or suspected, tag out machine out of service and report to your supervisor/foreman. |

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| **Responsibilities, Completion and Review:**  All staff members are required to adhere to Department policies & procedures at all times while employed with the school division as it relates to day to day operation of the department. Supervisors are also required to ensure that staff members are following Department policies at all times and to take the necessary steps to inform staff who fail to follow policies and report all matters to management immediately. Employees who fail to follow Department policies will be subject to disciplinary actions. |

**Operations Procedure: OP-104**

**Operations Work Procedures for  
[enter division name]**

**Facilities & Transportation Department**

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| **Work Procedure: Chain Saw** |

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| Sector:  **Operations** | Reviewed By:  **Operations Supervisor** | Approved By:  **Manager of Facilities & Transportation** | Date Created:  **July 2020** | Date of Last Revision:  **Sept 2020** |

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| **Purpose: The purpose of this procedure is to explain the step-by-step instructions for safe operating of a chain saw. The improper use of a chainsaw can result in serious injury.** |

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| **Hazards:**   * Chainsaw kickback * Burns * Falling debris * Flying debris * Ankle/Foot Injuries * Cuts/Amputation |
| **PPE and Requirements:**   * Safety glasses * Full sleeves * CSA approved footwear * Ear protection * Hard hat with face screen * Chainsaw pants * Gloves |
| **Pre-Operation Safety Check:**   1. DO NOT OPERATE THIS CHAINSAW UNLESS YOU HAVE READ THE OPERATOR MANUAL. USE THE CHAINSAW AS RECOMMENDED IN THE OPERATOR MANUAL AT ALL TIMES. 2. Ensure the machine is clean to help identify loose, worn or defective parts and other safety hazards. 3. Inspect fuel lines, tank, and area around carburetor for fuel leaks. Do not use the chainsaw if leaks are found. 4. Check the effectiveness of chain brakes and operating controls. 5. Ensure safety guards and other fitted safety features are secure and functioning. 6. Check condition of the anti-vibration mountings of the handles. 7. Ensure that the chain is sharp and correctly tensioned. 8. Faulty equipment must not be used. Tag out of service defective equipment immediately. Communicate to supervisor/foreman. 9. DO NOT PROCEED if you have not been trained and assessed as competent to use a chainsaw. 10. DO NOT PROCEED to use a Chainsaw to Fell Trees.   **DO NOT:**   * Operate the saw above shoulder height. * Operate the saw unless trained in chain saw use |
| **Safe Work Procedure:**   1. Inspect and don all personal protective equipment: safety glasses, ear protection, CSA approved footwear, hard hat with screen, full sleeves, chainsaw pants, and gloves. 2. Follow all safety precautions in the Manufacturer’s Safety Manual – improper use can cause serious or fatal injury. 3. When starting the chainsaw:    1. Start the chainsaw resting on the ground:       1. Ensure no obstructions are present particularly near the tip of the guide bar.       2. Place the right foot through the rear handle and place the left hand on the front handle.       3. Operate the starter with the right hand.       4. Keep a firm grip on the chainsaw with both hands, with the thumb of the hand holding the front handle wrapped around the handle. 4. Maintain a proper balance and secure footing when operating the chainsaw. 5. Start the cut with the saw chain rotating at full speed and the spiked bumper in contact with the wood. 6. Be aware of the position of the guide-bar nose at all times when the saw chain is in motion. 7. Pay full attention to the operation and be alert for movement of the material being cut. 8. Be alert to situations that may cause material to pinch the top of the saw chain. 9. Apply chain brake when the saw is at rest. 10. Avoid the accumulation of debris and keep the chainsaw clean. 11. Never use a chainsaw over or above shoulder height. 12. Allow a hot chainsaw to cool before refilling the fuel tank. |

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| **Responsibilities, Completion and Review:**  All staff members are required to adhere to Department policies & procedures at all times while employed with the school division as it relates to day to day operation of the department. Supervisors are also required to ensure that staff members are following Department policies at all times and to take the necessary steps to inform staff who fail to follow policies and report all matters to management immediately. Employees who fail to follow Department policies will be subject to disciplinary actions. |

**Operations Procedure: OP-105**

**Operations Work Procedures for  
[enter division name]**

**Facilities & Transportation Department**

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| **Work Procedure: Drill Press** |

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| Sector:  **Operations** | Reviewed By:  **Operations Supervisor** | Approved By:  **Manager of Facilities & Transportation** | Date Created:  **June 2020** | Date of Last Revision:  **June 2020** |

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| **Purpose: Care and attention must be used when operating a drill press** |

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| **Hazards:**   * Discharge of objects/material kickback; flying debris * Exposed drill bit – puncture, amputations * Rotating equipment * Eye injury – sawdust, flying debris * Dust inhalation * Electrical shock * Pinch points |
| **Additional Requirements:**   * Equipment orientation; qualified worker * Read & understand general safety procedures * Use tool only for the intended purpose |
| **PPE and Requirements:**   * Safety glasses * Protective footwear * Hearing protection * Long and loose hair must be tied back * Rings and jewelry (long necklaces/bracelets, etc.) must not be worn. |
| **Pre-Operation Safety Check:**   1. Check workspaces and walkways to ensure no slip/trip hazards are present. 2. Locate and ensure you are familiar with the operation of the ON/OFF starter and E-Stop (if fitted). 3. Use only materials free from defects. 4. Ensure the drill bit or cutting tool is securely locked in the chuck. 5. Ensure the key is removed from the chuck before turning on the power. 6. Machine must be isolated (LOCK OUT) while drill bits are being installed. 7. All drill presses must be equipped with guards. All guards must remain in place. 8. Remove all adjusting keys and wrenches from the work surface prior to turning on the drill. 9. Faulty equipment must not be used. Immediately tag out of service. Communicate to supervisor/foreman.   **DO NOT:**   * Leave the machine running unattended. Do not leave machine until drill bit has come to a complete stop. * Make adjustments until drill press switched off and the machine has come to a complete standstill. * Start the drill press with the drill bit pressed against the work piece. * Remove scrap pieces from table until drill press has stopped. * Adjust the table or depth until drill press has stopped. * Place hands or fingers near moving bit. * Remove guard. * Wear gloves while operating drill press. * Allow dust and debris to accumulate. |
| **Safe Work Procedure:**   1. Don all personal protective equipment: safety glasses, hearing protection, footwear. Remove all jewelry, loose clothing and tie back hair. 2. Ensure the On/Off switch is in the “off” position and plug the machine into properly grounded power source. 3. Ensure the proper drill bit is in place. Do not use dull or damaged drill bits. Insert the drill bit into the jaws. Turn the chuck barrel counterclockwise with the chuck key to tighten the jaws onto the bit. 4. Swing the guard into place. 5. Place material to be cut onto the table, and position under the bit. Clamp smaller pieces securely in place. 6. Adjust the table height by loosening the table clamp handle and turning the table raising and lowering handle. Tighten the handle. 7. Turn the drill switch to the ON position. Use the feed handles to lower the bit down to contact the work piece. 8. Drilling Holes to Depth – where a number of holes have to be drilled to exactly the same depth, a depth stop or depth scale is used in the pinion shaft housing.    1. Loosen the lock screw or depth scale nut and using the feeder handles, rotate the housing until the pointer lines up with the desired depth indicated on the scale. Tighten the lock screw or depth scale nut. Release the feed handles to the up position.    2. All holes will be drilled to the exact depth as indicated on the scale. 9. Boring into Wood – through boring    1. Line up the table so that the bit will enter the center hole to avoid damage to the table.    2. Feed the bit slowly when it is about to cut through the wood to prevent splintering the bottom face.    3. Use a scrap piece of wood for a base block under the work; this helps to reduce splintering and protects the point of the bit. 10. Drilling Metal:     1. Use clamps to firmly secure the metal to the table while drilling. Never hold work with bare hands.     2. Use drill bits that are specific for metal drilling.     3. Use a cutting oil or light motor oil on the drill bit tip to prevent overheating.     4. Slowly feed the drill into the work piece. If tilting, twisting of shifting of the work piece results. Stop work and re-clamp the piece to firmly secure it to the table. 11. Always lock out the energy source before making adjustments/repairs. |

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| **Responsibilities, Completion and Review:**  All staff members are required to adhere to Department policies & procedures at all times while employed with the school division as it relates to day to day operation of the department. Supervisors are also required to ensure that staff members are following Department policies at all times and to take the necessary steps to inform staff who fail to follow policies and report all matters to management immediately. Employees who fail to follow Department policies will be subject to disciplinary actions. |

**Operations Procedure: OP-106**

**Operations Work Procedures for  
[enter division name]**

**Facilities & Transportation Department**

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| **Work Procedure: Handheld Power Tools** |

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| Sector:  **Operations** | Reviewed By:  **Operations Supervisor** | Approved By:  **Manager of Facilities & Transportation** | Date Created:  **June 2020** | Date of Last Revision:  **June 2020** |

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| **Purpose: Care and attention must be used when operating handheld tools.** |

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| **Hazards:**   * Cuts & lacerations * Sparks * Loud noise * Discharge of objects/material kickback * Exposed drill bit – puncture, amputations * Eye injury – sawdust, flying debris * Dust inhalation * Electrical shock |
| **Additional Requirements:**   * Equipment orientation * Read & understand general safety procedures * Use tools only for their intended purpose |
| **PPE and Requirements:**   * Safety glasses * Protective footwear * Hearing protection * Respiratory protection * Long and loose hair must be tied back * Rings and jewelry (long necklaces/ bracelets, etc.) must not be worn. |
| **Pre-Operation Safety Check:**   1. Check workspaces and walkways to ensure no slip/trip hazards are present. 2. Locate and ensure you are familiar with the operation of the ON/OFF switches. 3. Use only materials free from defects. 4. Ensure all power tools that are equipped with guards, have guards in place before using. Guards must remain in place. 5. Faulty equipment must not be used. Immediately tag out of service. Communicate to supervisor/foreman.   **DO NOT:**   * Leave the machine running unattended. Do not let go of a power tool until it has come to a complete stop. * Make adjustments until tool switched off and the machine has come to a complete standstill. * Start a power tool while pressed against the work piece. * Remove scrap pieces until power tool has stopped. * Place hands or fingers near moving parts of power tool. * Use clamps or a vise to secure work pieces to keep them from rotating. Exert excessive force when grinding. * Make adjustments, until machine is switched off and the grinder has come to a complete stop. |
| **Safe Work Procedure:**   1. Inspect and don all personal protective equipment: safety glasses, hearing protection, proper footwear (closed-toe/heel shoes). Remove all jewelry, loose clothing and tie back hair. DO NOT wear gloves when operating the power tools. 2. Ensure batteries are installed and handled correctly and that attachments (e.g., drill bits and grinding wheels) are secured properly to the tool. 3. Make all adjustments with the power cord unplugged. Ensure the On/Off switch is in the “off” position and plug the machine into properly grounded power source. 4. Remove any wrenches and adjusting tools before turning on the tool. 5. Ensure that the work piece is properly secured in a vice or clamped to a table. 6. During use, keep power cords clear of tools and the path that the tool will take. 7. Keep power cords away from heat, water, oil, sharp edges and moving parts. They can damage the insulation and cause a shock. 8. Turn the power ON and allow the motor to come to full speed (anticipate torque on start-up). Perform the operation safely and at a moderate pace. 9. Once you are finished with the power tool, DO NOT touch the work piece immediately, it may be extremely hot and could burn your skin. 10. Turn the power OFF and allow the machine to come to a complete stop before setting it down. 11. Clean up the area and ensure the equipment is safe, clean and tidy before you leave it. 12. Return the tool to its proper storage location after use. |

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| **Responsibilities, Completion and Review:**  All staff members are required to adhere to Department policies & procedures at all times while employed with the school division as it relates to day to day operation of the department. Supervisors are also required to ensure that staff members are following Department policies at all times and to take the necessary steps to inform staff who fail to follow policies and report all matters to management immediately. Employees who fail to follow Department policies will be subject to disciplinary actions. |

**Operations Procedure: OP-107**

**Operations Work Procedures for  
[enter division name]**

**Facilities & Transportation Department**

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| **Inspections- Preventative Maintenance** |

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| Sector:  **Operations** | Reviewed By:  **Operations Supervisor** | Approved By:  **Manager of Facilities & Transportation** | Date Created:  **July 2020** | Date of Last Revision:  **Sept 2020** |

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| **Purpose: Processes are required to establish a systematic approach for workplace inspections to identify hazards or potential hazards and assess the risk that could cause injury or loss. Inspections are proactive measures to identify hazards and implement controls to prevent incidents.**  **Preventive maintenance involves the systematic inspection of equipment where potential problems are detected and corrected in order to prevent equipment failure before it happens.** |

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| **Scheduled Inspections and Maintenance:**   * When in use, all equipment will be inspected visually on a daily basis by the operator. * With respect to equipment maintenance, manufacturer's guidelines and industry standards must be met. * The equipment reviewed during the inspection(s) reflects the type of equipment being serviced and the manufacturer's guidelines. Records must be detailed to explain the nature of repairs and the supervisor or manager reviews all records for completion.  |  |  |  | | --- | --- | --- | | **Type of Equipment** | **Type of Inspection** | **Schedule** | | Powered Mobile Equipment  (Scissor Lifts, Vertical Man Lift, Skid Steer, JLG, Towable Boom Lift, tractors) | Complete inspection, complete checklist | Before commencing work/daily | | Critical items, controls, overall function, complete checklist | Before commencing work/daily | | Repair | When failure occurs | | Certification/Service Check | Annually | | Preventative maintenance | Manufacturer’s recommendation | | Compressors, Generators, Welder | Complete inspection, complete checklist | Every 3 months | | Repair | When failure occurs | | Preventative maintenance | Manufacturer’s recommendation | | Trucks, Trailers | Complete inspection, complete checklist | Before commencing work/daily | | Repair | When failure occurs | | Certification/Service Check | Annually | | Preventative maintenance | Manufacturer’s recommendation | | Grinder, Table Saw, Drill Press, Band Saw, Power Tools, Hand Tools, Jack Hammer | Complete inspection | Prior to use/daily | | Repair | When failure occurs | | Preventative maintenance | Manufacturer’s recommendation | | Mowers, Grass Trimmers, Rototiller, Power Shovel | Complete inspection, complete checklist | Before commencing work/daily | | Repair | When failure occurs | | Certification/Service Check | Annually | | Preventative maintenance | Manufacturer’s recommendation | |  |  |  | |
| **Additional Requirements:**   * Supervisor & worker to ensure inspections completed on applicable checklist * Supervisor & worker to ensure any hazards/defectives are identified and controlled immediately |
| **Records:**  The inspection process/maintenance program must contain a record keeping system. Part of this system is made up of inventories and schedules. In addition, the recording system will document what maintenance work was done, when, and by whom. |
| **Tag Out of Defective Tools/Equipment:**  All workers are to be trained in the appropriate reporting and tag out system to be used. At a minimum, workers need to clearly tag any defective tool/equipment and report to supervisor immediately any problems with that equipment. This will prevent unsafe use that could potentially result in employee injury and further equipment damage. |

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**Operations Procedure: OP-108**

**Operations Work Procedures for  
[enter division name]**

**Facilities & Transportation Department**

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| **Work Procedure: Lock Out Tag Out (LOTO)** |

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| Sector:  **Operations** | Reviewed By:  **Operations Supervisor** | Approved By:  **Manager of Facilities & Transportation** | Date Created:  **June 2020** | Date of Last Revision:  **June 2020** |

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| **Purpose: The purpose of this procedure is to explain the step-by-step instructions for locking out and tagging out equipment to be repaired.** |

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| **Hazards:**   * Electrical shock * Arc flash * Burns * Cuts * Pinch points |
| **Equipment & Personal Protective Equipment:**   * Safety glasses * Rings or jewelry must not be worn (long necklaces/bracelets, etc.) * Long and loose hair must be tied back * Protective footwear * Close fitting clothing must be worn. No strings hanging from sweaters/hoodies.   **Additional Requirements:**   * Lock out-Tag out training * PPE * First Aid/CPR   Only persons who are “Qualified” may conduct lockout/tag-out (LOTO) processes. A person must be “Qualified” by their Supervisor when their duties include performing cleaning, repairing, servicing,  setting-up and adjusting operations on equipment requiring energy isolation for safe work activities.  All “qualified person(s)” must be trained in LOTO and be provided appropriate tools to conduct  lockout/tag-out and follow all procedures.  **Safe Work Procedure:**  **Prepare for Shutdown**  The authorized employee will:   1. Identify machines, equipment and processes to be isolated. 2. Inform all affected employees when machinery or piece of equipment will be locked out. 3. Identify the types and magnitude of hazardous energy to be controlled and understand the hazards of that energy. 4. Identify the methods for controlling the hazardous energy. 5. Identify all isolation points and energy isolation devices to be locked out. Ensure remote computer and/or programmable computer logic controllers are considered. 6. Identify and obtain appropriate personal protective equipment 7. Identify and obtain locks, tags, lockout devices and other equipment required to perform the work. Each worker has the only key to the lock/lock set.     Typical locks and hasps for use in locking out equipment  **Equipment Shutdown:**   1. Notify all affected employees of the lockout. 2. The “Qualified Person” checks to be sure that no one is operating the equipment BEFORE turning off energy sources. 3. Shutdown the equipment following the normal stop or rundown procedures. (e.g., push ON/OFF or START/STOP buttons or switches).   **Isolation:**   1. Locate all energy isolation devices required to control the hazardous energy. 2. Operate the energy isolation devices such that the machine or equipment is isolated from energy sources. This usually involves opening a disconnect switch, circuit breaker or closing valves.   **Note**: Never open a disconnect switch without first shutting down the equipment as it could result in arcing or an explosion. Use the left hand rule when opening and closing disconnect switches. (Left hand rule: Stay to the right of the disconnect switch, face away and use your left hand to operate the switch. This positioning protects the face and body in the event of arcing or an explosion).   1. Steam, air, and hydraulic piping or tanks must be bled, drained, and/or brought to atmospheric pressure and locked “open” to assure no pressure or vacuum in piping or in reservoir tanks. 2. Gas cylinders must be locked ‘closed’ and if possible disconnected from distribution piping. 3. Any mechanical component that could roll, shift or otherwise move, such as springs, counterweights, wheels, fan blades, etc. must be chained, barred or blocked.   **Apply Lockout/Tag-out Devices:**   1. Apply locks and tags to each energy isolation device to ensure it is held in OFF position. 2. Where a lockout device is required for an energy isolation device, install the lockout device and apply locks and tags to ensure it is held in the “OFF” position. 3. Each person who will be working on the machinery must put a lock on each of the machine’s lockout device(s). Each lock must remain on the machine until the work is completed. Only the worker who placed the lock may remove their lock. 4. All energy sources which could activate the machine must be locked or blocked out.     Electrical Panels “locked out” Electrical plug “locked out”    **De-energization: Stored Energy Release or Restraint:**   1. After application of lockout devices, all stored or residual energy must be relieved, disconnected, blocked, bled, restrained or otherwise made safe. Note: Remember to consider energy stored in capacitors, springs, pressure lines, elevated equipment.  * Compressed air/gasses/hydraulic fluids/steam/pressurized water – need to be locked out and bled to release residual pressure. Physically disconnect the equipment from the supply plumbing if possible. If not, use double valves or blind off supply lines with appropriate flange plates or pipe caps. * Mechanical energy – block equipment components so they cannot move using support rods for counterweights or elevated components, a wedge-shape wheel chalk for rolling components, crapping and locking chains around movable equipment components and locking it to an immovable object, etc.   **Verification:**   1. Ensure all affected employees are cleared of the machine or equipment. 2. Before beginning any work, verify the machine or equipment is isolated and cannot be activated or restarted by one or more of the following actions:  * Manually operating control buttons or switches to start or operate the machine or equipment. Return controls to their off or neutral position. * Using test instruments to test circuits. * Visually inspecting the position or movement of parts such as gears, rotating parts, shafts, flywheels to ensure movement has ceased; inspecting gauges or other indicators.  1. Electrical Work Conducted by Electricians - all electricians conducting electrical work must wear PPE while shutting down. Every electrical conductor or circuit part is considered energized until proved otherwise. Workers must use lock out devices on electrical conductors and circuit parts operating at 30V or more. Workers must use test instruments every time electrical work is done to determine the absence of voltage on conductors/circuit parts operating at 30V or more. Workers must ensure that have an electrically safe work condition prior to starting work. Stored energy in electrical capacitors must be safely discharged.   **CAUTION**: Return disconnects and operating controls to the “off” position after each test.  **Testing/Adjusting Equipment during Lockout:**  In many maintenance and repair operations, machinery must be tested and therefore energized before additional maintenance work can be performed. For such situations, this procedure must be followed:   1. Clear the machine or equipment of parts, tools that could be affected by energizing the machine or equipment. 2. Clear people from the area. 3. Remove blocks and lockout devices and re-energize systems, following the established safe procedure. 4. Proceed with tryout or test. 5. De-energize and re-apply the lockout/tag-out devices shut off all energy sources reinstalling lockouts on energy sources, reinstall blocks, bleed all pressure systems and verify all energy sources de-energized prior to continuing work. 6. Verify the machine or equipment has been re-isolated by operating controls, etc. 7. Resume work on the machine or equipment.   Equipment design and performance limitations may dictate that effective alternative worker protection be provided when the established lockout procedure is not feasible. If machinery must be capable of movement in order to perform a maintenance task, workers must use extension tools, personal protective equipment and other means to protect themselves from moving parts and potential injury.  **Restoring Equipment to Service:**  After the work is completed and the equipment is ready to be returned to normal operation, this procedure must be followed:   1. Remove all non-essential equipment or parts have been removed from the machine and the machine is operationally intact and safe to be operated. 2. See that all equipment components are operationally intact, including reinstalling guards and safety devices. 3. Repair or replace defective guards before removing locks. 4. Ensure the machinery, equipment and surrounding area is clear of anyone who could be harmed by the start-up. 5. Ensure each person who applied a lockout device and tag removes these from each energy isolation device. Remove each lockout device using the correct removal sequence. Each lock is removed by the qualified person that applied it, or under his/her direct supervision. If the qualified person is absent from the workplace then the lock or tag can be removed by a qualified person designated to perform this task provided that the immediate supervisor:  * Verifies that the qualified person is not present and therefore unable to remove the lock; * Makes all reasonable efforts to inform the qualified person that the lockout/tag-out device has been removed; and * Ensures that the qualified person knows their lockout/tag-out device has been removed before their work resumes.  1. Energize the machine, but do not start it up. 2. Notify all affected employees the machine or equipment is ready to be started. Make a visual check before restoring energy to ensure that everyone is physically clear of the equipment. 3. Re-start the machine or equipment. |

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| **Responsibilities, Completion and Review:**  All staff members are required to adhere to Department policies & procedures at all times while employed with the school division as it relates to day to day operation of the department. Supervisors are also required to ensure that staff members are following Department policies at all times and to take the necessary steps to inform staff who fail to follow policies and report all matters to management immediately. Employees who fail to follow Department policies will be subject to disciplinary actions. |

**Operations Procedure: OP-109**

**Operations Work Procedures for  
[enter division name]**

**Facilities & Transportation Department**

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| **Work Procedure: Pesticide Application** |

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| Sector:  **Operations** | Reviewed By:  **Operations Supervisor** | Approved By:  **Manager of Facilities & Transportation** | Date Created:  **June 2020** | Date of Last Revision:  **June 2020** |

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| **Purpose: Worker must be licensed by the Saskatchewan Government to apply pesticides.** |

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| **Hazards:**   * Inhalation hazard * Eye & skin irritant * Harmful if swallowed * Spills/splashes * Hazard to environment |
| **Additional Requirements:**   * Licensed pesticide applicator * Eye flushing equipment should be immediately available * Spill kit should be available (as per SDS) * Signage |
| **PPE and Requirements:**   * Safety goggles * Protective footwear * Chemical resistant gloves * Tyvek suit (long pants, long sleeves) * Respiratory protection * High visibility vest |
| **Safe Work Procedure:**   1. Post warning sign in area to be sprayed. Place signage along the perimeter of the spraying area to caution personnel of the hazardous activity. Sign must include:  * Date and time treated * Pesticide used * What the pesticide is intended to control * The applicator’s telephone number * A symbol encouraging caution  1. Read the Safety Data Sheet (SDS) of applicable pesticide(s) 2. Don personal protective equipment, including safety goggles and chemical resistant gloves. 3. Dilute pesticide as directed.  * Mix only enough spray solution to treat intended area.  1. Pour diluted mixture into the body of the sprayer. Install the sprayer unit's pump and nozzle assembly. 2. Before spraying check area. Follow established procedures, ensure no people or animals are in the area. 3. Grasp the sprayer units pump handle and pump until pressure has accumulated in the sprayer unit. 4. Point sprayer away from body. Grasp sprayer by the handle. Slowly pull ring at bottom of sprayer handle until it stops to ready the sprayer. 5. Carry the sprayer container in one hand and the sprayer nozzle in the other hand. 6. Turn nozzle to desired position. 7. Press button on sprayer to begin spraying. Hold down for a continuous spray. Avoid inhaling the vapour or mist. Respirator may be required if you cannot keep the vapour down wind. 8. Walk forward and move the sprayer nozzle side to side to uniformly spread the pesticide chemical over the area being treated. 9. Minimize the drift of pesticides away from the target area by the following precautions:  * Release the spray as close to the ground as possible * Do not apply pesticides when wind will cause substantial drift. Spraying should cease when wind speed increases above 8km/hr. unless sprayer shrouds are used. * The release of vapours by many pesticides increase as temperatures increase.  1. Spray on vigorously growing weeds any time after emergence. 2. Apply around the base of trees/shrubs and ornamentals in a neat fashion. Avoid spray or drift contact with foliage, stems or green bark or desirable plants. 3. For lawn/garden renovation: on lawns, skip one mowing prior to treatment. Allow at least 3 days after treatment before disturbing the soil and/or replanting. 4. For brush control: apply after leaves are fully expanded. Treat trees and brush up to 1.5m in height only. For taller plants cut down and spray re-growth (poplar, alder, maple and raspberry). 5. When spraying ensure uniform and complete spray coverage, but not to the point of run-off. 6. Do not allow others such as children and pets on treatment areas during application or to re-enter treated areas until spray had dried. 7. Signage may be removed once the chemical dries. 8. Remove protective clothing and equipment. Wash hands and face thoroughly.   **CLEAN-UP:**   1. Slowly remove the pump and nozzle assembly from the sprayer unit to release accumulated pressure. 2. Pour any excess pesticide chemicals from the sprayer container into a labeled storage container (IF NOT RETURNED TO ORGINAL CONTAINER, MUST HAVE WORKPLACE LABEL) 3. Rinse sprayer thoroughly after each use. Do not store spray mixture in sprayer for prolonged periods. (IF STORING MUST HAVE WORKPLACE LABEL). 4. Emptied containers retain vapour and product residue. Triple rinse empty containers and pour rinse water into spray tank. 5. Dispose of cleaned container into general garbage. 6. Remove personal protective equipment and wash any chemicals off with a large volume of water.   **First aid:**  Refer to Safety Data Sheet (SDS) |

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**Operations Procedure: OP-110**

**Operations Work Practice for  
[enter division name]**

**Facilities & Transportation Department**

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| **Work Practice: Plumbing – Minor repairs toilets, sinks, septic** |

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| Sector:  **Operations** | Reviewed By:  **Operations Supervisor** | Approved By:  **Manager of Facilities & Transportation** | Date Created:  **June 2020** | Date of Last Revision:  **June 2020** |

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| **Purpose**: This procedure was developed to ensure all staff are properly informed of the hazards that may exist and the safety precautions and equipment that could be required to complete such repair or replacement plumbing tasks. This standard outlines the minimum requirements that shall be met or exceeded by school division workers. Failure to comply may result in injuries, damage to equipment, environmental harm or performance management. |

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| **Hazards:**   * Exposure to hazardous substances (viruses, bacteria, fungi) * Exposure to biohazards (sewage) * Exposure to hazardous products * Awkward position * Eye injury (spills, splash, flying debris) * Confined Space |
| **Additional Requirements:**   * Confined Space Training * WHMIS 2015 Education and Training * TLR- Object Moving Training * Exposure Control Plan |
| **PPE and Requirements:**   * Safety glasses or face shield * Respiratory protection * Gloves * Protective footwear (rubber boots) |
| **Safe Work Practice:**   1. Complete Job Hazard Analysis (JHA), if applicable. 2. Inspect and don all personal protective equipment that is required for the task.  * Refer to the Exposure Control Plan  1. Always protect yourself from the “unknown” hazards. 2. Do not eat or drink while working in a potentially contaminated area. 3. Wash your hands before eating or drinking. 4. Human pathogens from soil and raw sewage can enter the body through the nose or mouth, particularly if a person drinks contaminated water or by touching contamination and then touching your mouth or nose. Exposure can also occur through open wounds or by inhaling (human pathogens in dust, for example). 5. Avoid exposure to sewage by wearing gloves, coveralls, rubber boots, eye protection, washing your hands, and decontaminating your equipment after use.  * If a plumber snake is used must be rinsed and returned to its own container for storage.  1. After working with raw sewage or soil, wash immediately with soap and water. Do not use solvents to wash your hands as the solvents can cause irritation that may lead to skin infections. 2. If working in an awkward space, vary task, micro breaks. 3. Refer to Safety Data Sheet (SDS) when using a hazardous product 4. Apply the practices of TLR - Object Moving, body mechanics 5. Confined space entry by trained worker(s) only. |

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**Operations Procedure: OP-111**

**Operations Work Procedures for  
[enter division name]**

**Facilities & Transportation Department**

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| **Work Procedure: Rescue Plan -- Fall Protection Plan** |

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| Sector:  **Operations** | Reviewed By:  **Operations Supervisor** | Approved By:  **Manager of Facilities & Transportation** | Date Created:  **June 2020** | Date of Last Revision:  **June 2020** |

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| **Purpose: The rescue plan procedure was developed to ensure all staff are aware of the expectations of all workers to properly execute a rescue of a fellow worker or contractor from within confined spaces of any school division facility in a safe and effective manner for everyone involved.** |

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| **RESCUE:**   1. Quickly assess the situation and have another worker or person call 911 and explain the situation to the emergency responder. Provide the following information:  * Location * Worker involved * Height of the suspended worker * A call back number in case it is required  1. Provide continuous monitoring of the suspended worker and look for signs and symptoms of orthostatic intolerance and suspension trauma. The possible signs and symptoms of orthostatic intolerance include:   • faintness, paleness • sweating  • nausea • hot flashes  • breathlessness • "graying"  • dizziness • loss of vision or increased heart rate.  • unusually low heart rate or blood pressure   1. If rescue can't be performed in a prompt manner, and self-rescue isn't an option, have the suspended worker keep their legs moving to "keep the blood pumping," reducing the risk of venous pooling. 2. If the workers carries foot loops, they can unravel them quickly (attached to each side of their harness) and then step into them. This relieves harness pressure on the legs and transfers it to the hips.   **RESCUE OPTIONS:**  **Self-Rescue:**   1. If the person working at heights makes proper choices in the equipment to be used and uses that equipment properly, the fallen worker may perform a self-rescue which will include: 2. A climb back up to the level from which he fell (a few inches to two or three feet). 3. Return to the floor or ground and take all components of the fall protection system out of service. 4. Report the incident to their supervisor/foreman and obtain medical treatment as may be required. 5. Bag and tag those components with the name, date and activity at the time of the fall and complete an incident report form. 6. Return the used components in the bag to the supervisor/foreman for investigation.   **Mechanical Aided Aerial Lift:**   1. Call 911. 2. The worker accesses the aerial lift and ensures that there is a second adjustable lanyard or a 3 foot lanyard available for the rescued worker. 3. The aerial lift is maneuvered into position and raised up under the worker to be rescued. 4. Attach the second lanyard in the aerial lift to the worker being rescued. 5. Disconnect the rescued worker from the impacted fall arrest equipment. 6. Lower the worker to the ground. 7. Take care of the rescued worker medically or as needed. Report the incident to your supervisor/ foreman. 8. Bag and tag those components with the name, date and activity at the time of the fall and complete an incident report form. 9. Return the used components in the bag to the supervisor/foreman for investigation.   **Extension Ladders:**   1. Call 911. 2. Obtain an extension ladder or step ladder of sufficient height and place the ladder under the fallen worker. Ensure that the ladder extends sufficiently above the height of the fallen worker. 3. The fallen worker will then climb onto the ladder to support himself. 4. An assessment of the fallen worker will then be made to determine if he should attempt to climb down the ladder or wait for assistance. 5. If the worker can climb down the ladder, then have the worker release the rope grab and climb down the ladder. 6. If the worker cannot climb down the ladder have him wait until another means of assistance is available (man lift, 911).   **NOTE:**  **Orthostatic Intolerance**  Standing upright results in a series of reflexive bodily responses, regulated by the Autonomic Nervous System, to compensate for the effect of gravity upon the distribution of blood. These conditions are a result of an inappropriate response to this change in body position.  The normal response for a change in body position, results in stabilization to the upright position in approximately sixty seconds. During this process, the normal change in heart rate would include an increase in heart rate of 10 to 15 beats per minute.  For those who are affected with Orthostatic Intolerance, there is an excessive increase in heart rate upon standing, resulting in the cardiovascular system working harder to maintain blood pressure and blood flow to the brain. |

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**Operations Procedure: OP-112**

**Operations Work Procedures for  
[enter division name]**

**Facilities & Transportation Department**

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| **Work Procedure: Safety Belts, Lifelines and Lanyards-Fall Arrest** |

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| Sector:  **Operations** | Reviewed By:  **Operations Supervisor** | Approved By:  **Manager of Facilities & Transportation** | Date Created:  **June 2020** | Date of Last Revision:  **June 2020** |

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| **Purpose: Safety belts, lifelines and lanyards are an integral part of PPE, and prevent injuries from falls for all workers who work at heights.** |

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| **Hazards Present:**   * Improper sizing * Falls |

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| **Equipment & Personal Protective Equipment:**  • Hard hat  • Safety glasses  • Safety belts, lifelines and lanyards   * Protective footwear * Gloves   **Safe Work Practice:**  **Do:**   * Use safety harnesses, lifelines and lanyards where the worker has the potential to fall from a temporary work platform greater than 3 m in height or a permanent work platform is greater than 1.2 m in height. * Use one or more of the following means of protection. * Guardrails around the entire work area. * A safety net. * A fall arrest device with full body harness. * A safety belt or harness attached to an anchor point that will limit travel. * An alternate means of protection acceptable to OH & S. * Fixed ladders must be equipped with ladder cages, hoop or guardrail. * Wear appropriate fall arrest equipment when climbing the ladder, if a fixed ladder is not properly equipped with hoop or guardrail. * Ensure safety harnesses incorporate a braking mechanism and are equipped with a lanyard having only enough slack so that a worker cannot fall; more than 1.5 meters (5’). * Ensure that workers who are working on power operated work platforms or suspension cages; baskets and boatswains chairs are equipped with fall protection equipment. * Harnesses, lifelines, braking mechanisms and lanyards will be removed from use if they have been involved in an emergency situation, until the harness, lifeline or lanyard has been inspected by an approved worker. * Workers will ensure that harnesses, lifelines, braking mechanisms and lanyards are in good working condition. * Ensure lifelines, braking mechanisms and lanyards are protected with padding where it passes over sharp edges. * Ensure lifelines, braking mechanisms and lanyards are protected from heat, flame, abrasion and corrosive materials during use. * Ensure lifelines, braking mechanisms and lanyards do not pass through any obstruction which could create a danger to a worker should any platform on which the worker is working fails. * Ensure lifelines, braking mechanisms and lanyards are attached to a fixed anchor capable of supporting the shock load which may be applied, and has its lower end enclosed or secured to prevent fouling, and is not the same point as the suspension lines of the work platform. * Ensure lifelines, braking mechanisms and lanyards are not attached to the same anchor points as the suspension lines of a work platform. * Ensure lifelines, braking mechanisms and lanyards are properly adjusted to fit the worker securely. * Ensure lifelines, braking mechanisms and lanyards are assembled and used in a manner that protects the worker from receiving an injury due to striking a surface below, or due to the shock forces during the arrest of the fall. * Ensure lifelines, braking mechanisms and lanyards are capable of withstanding a load arresting capacity of not less than 17.8 kilo-Newton’s. * Ensure lifelines, braking mechanisms and lanyards are attached to an anchor system that is able to withstand a breaking force of 2,270 kilograms. * Use a protective thimble to connect ropes or straps to eyes or rings used in the personal fall arresting system.   **Safe Work Procedure:**  Due to the many different types of harnesses, lifelines, lanyards and braking mechanisms the procedure for this type of equipment will be dealt with prior to use, using manufacturer specifications. The following are guidelines for this type of equipment.   1. Store safety harnesses in a dry place and inspected regularly, and prior to use, for wear and damage. Lifelines, harnesses, braking mechanisms and lanyards shall not be used for any other purpose. 2. Harnesses, lanyards, braking mechanisms and lifelines shall be made of material that is capable of withstanding the shock load, which may be applied to it and of a diameter sufficient to ensure that a rope-grab being used will operate properly. 3. Inspect harnesses, lifelines and lanyards prior to use, ensuring they meet the standards set in CSA Standard Z259.1-1976 or CAN/CSA A259.10-M90. 4. All workers using a fall arrest system of any type must be trained in the use of the specific fall arrest system.   **RESPONSIBILITIES:**  **Supervisors/Foremen:**   * Ensuring equipment and training is supplied prior to working in areas where this type of equipment is required.   **Workers:**   * Follow all safe work practices and job procedure. * Report any incidents, accidents or near misses to supervisor. |

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| **Responsibilities, Completion and Review:**  All staff members are required to adhere to Department policies & procedures at all times while employed with the school division as it relates to day to day operation of the department. Supervisors are also required to ensure that staff members are following Department policies at all times and to take the necessary steps to inform staff who fail to follow policies and report all matters to management immediately. Employees who fail to follow Department policies will be subject to disciplinary actions. |

**Operations Procedure: OP-113**

**Operations Work Procedures for**

**[enter division name]**

**Facilities & Transportation Department**

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| **Work Procedure: Scaffold** |

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| Sector:  **Operations** | Reviewed By:  **Operations Supervisor** | Approved By:  **Manager of Facilities & Transportation** | Date Created:  **June 2020** | Date of Last Revision:  **June 2020** |

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| **Purpose: The misuse of scaffolding is the cause of numerous serious injuries. Every worker who designs or constructs a scaffold should be competent and know what the manufacturer’s specifications are for that type of scaffold. The construction of wood scaffolds is closely regulated by Legislation, with materials and material dimensions specified, in detail, in the legislation. Because the construction of these scaffolds can vary greatly as to use, shape, location and the type of job to be done, they sometimes are built in a haphazard manner. To avoid this, the following Safe Work practices are minimum requirements.**  **There are various types of metal scaffolds and they all have a right and wrong way to be erected. The scaffold type that will be best suited for the job and capable of withstanding the loads to be imposed on it must be determined before the job begins. Scaffold loads should not exceed 1 quarter of its load capacity. All scaffolding erections must comply with CSA Standard S269.2-M87.** |

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| **Hazards:**   * Electrocution * Cave-in * Crushing * Falls |
| **Equipment & Personal Protective Equipment:**   * Hard hat * Safety glasses * Fall protection * Protective footwear * Gloves   **Tags:**  All scaffolds shall be tagged at each point of entry indicating status and condition, i.e.:   * Green tag - safe for use * Yellow tag - caution potential or unusual hazard * Red tag - do not use.   This is to be reviewed with all workers during the initial orientation.  **WOOD SCAFFOLD:**   1. Only competent workers will design, construct, alter or remove wooden scaffolds. 2. Check the material used to construct these scaffolds, as it should be sound, close grained and finished on all four sides. 3. Ensure the scaffold is capable of supporting four times the load that might be placed on it. 4. Inspect the scaffold, ensuring all component parts are tight and properly fixed to each other. 5. Inspect the scaffold for the proper perimeter railings: top rail – intermediate rail – toe board. 6. Ensure the scaffold work platforms are at least 500 millimeters wide, for light duty, and 1 meter wide for heavy-duty scaffolds. 7. Inspect scaffold work platforms ensuring that spans are not more than 3.1 meters, on light duty scaffolds, or 2.3 meters on heavy duty scaffolds. 8. Secure planks from movement through the use of cleats or wire when using scaffold as a work platform. 9. Ensure safe access and egress is provided for work platforms, through the use of ladders.   **METAL SCAFFOLDS:**   1. Determine if the scaffold you intend is the correct type and size for the job. 2. Inspect the location where the scaffold will be erected, to ensure that it is level or capable of presenting secure footing through the use of mudsills or similar device. 3. Only competent workers will erect the scaffold, as determined by senior on-site supervision. 4. Comply with applicable legislative and manufacturer’s requirements. 5. Provide safe access and egress, to both the scaffold and the general work area. 6. Inspect the scaffold ensuring the levelling adjustment screws have not been overextended. 7. Inspect the scaffolding ensuring the lower scaffolds have outriggers, or are guyed, and have all components parts secured in place, i.e., cross braces, pins and lateral braces. 8. Ensure the perimeter guardrails have been installed on the scaffold work platforms. 9. Horizontal rail – 0.92 m to 1.07 m above the platform. 10. Intermediate rail – Horizontal between scaffold platform and top rail. 11. Toe board – Horizontal at platform level, no less than 140 mm in height above the platform level. 12. Inspect the scaffold planks, ensuring they are constructed of number one grade material, with maximum spans of 3.1 meters, on light duty, and 2.3 meters on heavy duty, with a maximum projection beyond the ledger of no more than 300 mm.   **PROCEDURES:**  All persons erecting scaffolding must be trained and ticketed in this task.  **RESPONSIBILITIES:**  **Supervisors/Foremen:**   * Ensure materials, equipment and manpower are in place to comply with these safe work practices and job procedure. * Address all safety concerns that may arise while performing this procedure.   **Workers:**   * Follow all safe work practices and job procedure. * Report any incidents, accidents or near misses to supervisor. * If you are unsure of any part of the above, **ASK**. |

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| **Responsibilities, Completion and Review:**  All staff members are required to adhere to Department policies & procedures at all times while employed with the school division as it relates to day to day operation of the department. Supervisors are also required to ensure that staff members are following Department policies at all times and to take the necessary steps to inform staff who fail to follow policies and report all matters to management immediately. Employees who fail to follow Department policies will be subject to disciplinary actions. |

**Operations Procedure: OP-114**

**Operations Work Procedures for  
[enter division name]**

**Facilities & Transportation Department**

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| **Work Procedure: Table Saw** |

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| Sector:  **Operations** | Reviewed By:  **Operations Supervisor** | Approved By:  **Manager of Facilities & Transportation** | Date Created:  **June 2020** | Date of Last Revision:  **June 2020** |

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| **Purpose: The purpose of this procedure is to explain the step-by-step instructions for safe operating of a table saw. The improper use of a table saw can result in serious injury.** |

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| **Hazards:**   * Discharge of objects /material kickback * Exposed blade – cuts, amputations * Eye injury – sawdust, flying debris * Dust inhalation * Loud noise |
| **PPE and Requirements:**   * Safety Glasses * Protective footwear * Hearing protection * Dust mask * Long and loose hair must be tied back * Rings and jewelry (long necklaces/ bracelets, etc.) must not be worn. * Remove strings hanging from pullovers/sweaters. |
| **Pre-Operation Safety Check:**   1. Check workspaces and walkways to ensure no slip/trip hazards are present. 2. Locate and ensure you are familiar with the operation of the ON/OFF starter and E-Stop (if fitted). 3. Use only materials free from defects. 4. Check for proper blade size and type. Machine must be isolated (LOCK OUT) while blades are being installed. 5. Do not operate the saw if the unless adequately guarded. Repair/replace guards as necessary. 6. Do not store tools and parts on top of the machine. 7. Faulty equipment must not be used. Immediately tag out of service. Communicate to supervisor/foreman.   **DO NOT:**   * Leave machine unattended. Blade must have come to a complete stop. * Remove scrap pieces from table till machine is stopped. * Leave table saw unattended while it is in operation. * Use miter and fence together. * Stand or have any part of your body in the line with the path of the saw blade. * Store tools and parts on top of the machine. * Place hands or fingers near blade. Always use a push stick for ripping narrow pieces. * Reach behind or over cutting tool with either hand for any reason. * Attempt to free a stalled saw blade without turning table saw off. * Feed work against the direction of rotation of the saw blade. * Make adjustments, until machine is switched off and the grinder has come to a complete stop |
| **Safe Work Procedure:**   1. Inspect and don all personal protective equipment: safety glasses, hearing protection, proper footwear (closed-toe/heel shoes). Remove all jewelry, loose clothing and tie back hair. 2. Ensure the 0n/Off switch is in the “off” position and plug the machine into properly grounded power source. 3. Place material to be cut onto the table, well away from the blade. Ask for assistance when carrying long heavy lumber. Provide adequate support to the rear and sides of the table saw for wide or long work pieces. 4. Inspect work piece for nails or other foreign materials before cutting/ripping. 5. Adjust height of blade according to stock thickness:  * With machine at complete stop, unlock the front hand wheel and rotate the hand wheel clockwise to raise the blade. Adjust the blade height to 1/8 inch above the thickness of stock. * Lock the hand wheel by turning the hand knob extending from the hand wheel shaft.  1. Cutting material: 2. Turn on power and let machine come to full speed. Never start the saw with the blade in contact with the stock. 3. Use a guard with a spreader and anti-kickback fingers. Keep body/face to one side of the line of the saw blade. 4. Use both hands to hold the material firmly against the miter gauge or rip fence to position and guide the cut. Avoid performing "free hand" sawing operations, always use either the fence or the miter gauge to position and guide the work not both. 5. Feed work piece slowly into and against the direction of the saw blade rotation. Do not apply too much pressure against saw blade, use light contact with the blade. 6. Maintain a 10cm (4 inch) distance from the blade with fingers and use a push stick when finishing narrow cuts against a fence. Keep fingers off the cutting line. 7. When using a dado blade, use a push pad to hold down the piece of wood while dadoing. 8. When work has been completed, turn off the saw and stay till machine comes to a complete stop. Turn the lockout switch to off, before freeing work piece. 9. Remove material from the table and clean the area. If there is a lot of saw dust, wear a dust mask while cleaning the area.   **CHANGING THE BLADES:**   1. Turn off the machine, lock out the switch and unplug the machine (LOCK OUT). 2. Loosen the blade with the appropriate wrench. 3. Carefully remove the saw blade. 4. Attach a new saw blade (ensure it is the correct size and RPM rating), making certain the teeth of the blade are pointing down at the front. 5. Tighten all screws and remove all wrenches before re-starting the machine. 6. Ensure all wrenches/tools have been put away prior to starting machine. 7. Replace saw blades that are dull. Keep saw blades clean. |
| **Responsibilities, Completion and Review:**  All staff members are required to adhere to Department policies & procedures at all times while employed with the school division as it relates to day to day operation of the department. Supervisors are also required to ensure that staff members are following Department policies at all times and to take the necessary steps to inform staff who fail to follow policies and report all matters to management immediately. Employees who fail to follow Department policies will be subject to disciplinary actions. |

**Operations Procedure: OP-115**

**Operations Work Procedures for  
[enter division name]**

**Facilities & Transportation Department**

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| **Work Procedure: Vehicle Use and Safety** |

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| Sector:  **Operations** | Reviewed By:  **Operations Supervisor** | Approved By:  **Manager of Facilities & Transportation** | Date Created:  **June 2020** | Date of Last Revision:  **June 2020** |

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| **Purpose: The school division recognizes the inherent risks associated with driving on public highways/roads, and the inclement weather conditions that the driver has to contend with while conducting his work-related activities. Therefore, the following points should be considered when applying defensive driving skills.** |

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| **Equipment:**   * Spare tire * Vehicle jack * Wheel wrench * Basic tools * First aid kit * Fire extinguisher * Vehicle registration * Vehicle insurance |
| **Safe Driving Requirements:**  **The professional looks ahead, thinks ahead, acts early and drives defensively.**   1. Keeps adequate space around the vehicle and manages the blind spot. 2. Drive defensively at all times. 3. Become familiar with and comply with the laws and/ordinances of the province, municipality, city, or town in which their vehicle is being operated. 4. Keeps his or her eyes moving, and checks traffic as far down the roadway and to the sides. 5. Check your mirrors frequently; be aware of blind spots. 6. Recognizes possible danger far enough in advance to take preventive action. 7. Makes allowances for the errors of other drivers and pedestrians. 8. Gives up the right-of-way if it will avoid possible danger to the driver or passengers. 9. Makes allowances for the rapidly changing conditions of the road, weather and traffic. 10. Shows courtesy to other road users. 11. Wear a seatbelt. 12. Uses headlights at all times to make sure you are easily seen. 13. Drives at a safe speed, slowing when road conditions can affect stopping distance or vehicle control. 14. Don’t drink and drive. Don’t drive when you’re taking medication that will affect your driving. 15. Obey the speed limits. Slow down when road and weather conditions are poor. 16. Don’t take risks: don’t cut people off in traffic, make sudden lane changes or run yellow lights. 17. Don’t drive when you’re tired, upset or sick. 18. If you’re in doubt, let the other driver go first — yield the right-of-way. 19. Keep a safe distance between your vehicle and the one ahead. 20. Avoid distractions associated with electronic devices such as cell phones and GPS. Never text message while driving. 21. Ensure circle check is performed before vehicle is driven. 22. Have a valid driver’s license for the class of vehicle being driven. The driver’s license is to be carried by the worker when operating or driving a vehicle. 23. Maintain vehicles in good mechanical repair and ensure they are properly equipped for expected road, weather, and work conditions. 24. Maintain windshield, door glass, rear window, and rear view mirrors properly at all times. Keep glass clean and free of stickers and other covering materials, unless required by law. 25. Check traffic in all directions before going into an intersection. 26. Check highway hotline prior to leaving.   **Note**: Any incident involving company or third party vehicles must be reported immediately to the supervisor/foreman. A completed incident report form is to be submitted to immediate supervisor/ foreman.  Things to remember in the event that you are involved in a motor vehicle incident:  ● Refer to Section 1.4 Incident Reporting |

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| **Responsibilities, Completion and Review:**  All staff members are required to adhere to Department policies & procedures at all times while employed with the school division as it relates to day to day operation of the department. Supervisors are also required to ensure that staff members are following Department policies at all times and to take the necessary steps to inform staff who fail to follow policies and report all matters to management immediately. Employees who fail to follow Department policies will be subject to disciplinary actions. |

**Operations Procedure: OP-116**

**Operations Work Procedures for  
[enter division name]**

**Facilities & Transportation Department**

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| **Work Procedure: Working with Live Low Voltage-Testing & Troubleshooting (30-750 Volts A/C)** |

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| Sector:  **Operations** | Reviewed By:  **Operations Supervisor** | Approved By:  **Manager of Facilities & Transportation** | Date Created:  **June 2020** | Date of Last Revision:  **June 2020** |

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| **Purpose: Procedures are required for working on live voltage for the purpose of testing or trouble shooting when there may be a potential for worker exposure to electrical arc flash or shock. Failure to follow procedures could result in serious injury or death.** |

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| **Hazards:**   * Electrical burn * Arc flash * Thermal contact burn * Sparks * Loud noise * Eye injury |
| **Additional Requirements:**   * Journeyman Electrician * Completed Job Hazard Analysis (JHA) prior to start of task |
| **PPE and Requirements:**   * Safety glasses * Hand and arm protection   + Class 00 insulating gloves with leather protectors     - Required when working with live voltage 600 V switch gear or device     - **MUST BE TESTED EVERY 6 MONTHS AND DOCUMENTED**   + When flash protection is required for the arms beyond the distances that a glove will provide, a long sleeve arc-rated shirt, jacket, or coverall is required.   + Voltage-Rated Gloves Voltage-rated gloves (Class “0” Insulated Rubber Gloves) must be used for electrical shock prevention. Only Type-II gloves, which are ozone-resistant and made of an elastomer or combination of elastomeric compounds, and with a minimum class of "0", will be used. Class "0" gloves are rated to 1,000 volts and are not to be used on any circuit greater than 600 volts. * Arc-rated clothing   + FR rated * Protective footwear * Hearing protection * Long and loose hair must be tied back * Rings and jewelry (long necklaces/ bracelets, etc.) must not be worn.   **ALL PPE MUST BE INSPECTED PRIOR TO USE AND ALWAYS FOLLOW MANUFACTURES GUILDELINES.** |
| **NOTE:**   * **Electrical equipment must be de-energized and locked out according to Lock Out-Tag Out Procedure unless troubleshooting or impossible to de-energize.** * **Where work on exposed energized equipment must be carried out as a last resort, this procedure applies. Examples of this work include, but not be limited to:**   + **Testing, including voltage, current, phasing meter checks, system tuning and other testing;**   + **Circuit identification; and**   + **All other tasks where electrical conductors are exposed.** |
| **Safe Work Procedure:**   1. Only fully authorized/qualified persons are permitted to work on electrical systems or components where there is a potential for exposure to energized electrical components. No school division staff member will work on any electrical equipment, systems or machines rated above 750Volts. Contract workers may conduct work on equipment, systems and machines rated above 750 Volts if qualified as High Voltage Electricians. 2. Workers who are not involved in work under this procedure are not allowed in the area. They must maintain a minimum distance of 10 feet from any exposed energized electrical equipment. 3. Authorized/qualified persons must place equipment into an electrically safe work condition through the use lock out/tag out (LOTO) before working on them unless de-energizing introduces additional or increased hazards or is absolutely impossible. NOTE: Equipment may need to be energized to troubleshoot. 4. Prior to establishing an electrically safe work condition (LOTO) all qualified persons working within the presumed arc flash boundary of an exposed energized component must be suitably protected with personal protective equipment for that specific task. 5. Once an electrically safe work condition has been established and verified, electrical personal protective equipment can be removed. 6. Workers must not endanger themselves or others by attempting to rescue an electrical shock victim as the victim's body may be energized. Call 911 and secure the area. 7. Conductive clothing and jewelry (such as watchbands, bracelets, rings, key chains, necklaces, metal frame glasses, etc.) must not be worn within the restricted approach boundary or where they present an electrical contact hazard with exposed energized parts. 8. Fiberglass fish tapes must be used when fishing conductors through existing installations where there may be exposure to energized parts. 9. Only fiberglass ladders shall be used for work that falls under this procedure. 10. Under no circumstances shall an electrical bus be used to support a ladder. 11. Adequate lighting is necessary to perform all electrical tasks. Blind reaching into electrical enclosures is prohibited. Employees must ensure they have enough illumination to perform a job safely. 12. Only devices designed for the purpose of pulling fuses shall be used to remove and install fuses. The fuse pullers shall be of the appropriate size and style for the fuse. Fuses must be de-energized. 13. All portable electric tools must be approved by an agency recognized by the CSA and must be visually inspected prior to each use. Any damaged electric tool must be immediately removed from service. 14. Electrically insulated tools must be used whenever working within the restricted approach boundary on energized equipment. 15. PPE and other related safety equipment must be stored and used in accordance with manufacturer’s recommendations. Regular tests and inspections are required to ensure that any equipment is still fit for purpose and use. Equipment can include voltage-rated gloves, arc-rated clothing, hearing protection, face shields, safety shoes with electrical shock resistance, double layer hoods and eye protection. 16. All arc-rated clothing must be laundered and maintained according to manufacturer's instructions. Employees are not permitted to repair or make alterations to any arc-rated apparel. Examples of prohibited alterations include adding patches or name tags, writing on fabric or applying heat-transfer lettering or logos. 17. Elevated work on energized electrical systems above 750 Volts must be performed in a lifting device approved for work on energized electrical systems.   **Testing Equipment and Tools:**  All electrical test equipment, special tools, and their accessories must be:   * Rated for the circuits and equipment to which they will be connected. * Used in accordance with the manufacturer recommendations and used as intended. * CSA-approved with a minimum 600 V AC rating and a minimum Category 3 Rating. * Equipped with slip protection on test probes. * Equipped with self-contained fault protection or limitation devices, such as internal current-limiting fuses or probe current-limiting resistors. * Wired such that they voltage/current path from the probes is not routed through the selector switching device. * Inspected prior to each use. Electrical test instruments and all associated test leads, cables, power cords, probes, and connectors must be visually inspected for external defects or damage by the employee before each use. If visible defects or evidence of damage that might expose an employee to injury are evident, the defective or damaged item must not be used until any required repairs and tests have been made. * Maintained and stored according to the manufacturer's instructions. The employee is responsible to ensure that electrical test equipment and associated probes are stored in a manner that will protect them from moisture and dust and will prevent damage and deterioration. Protective cases should be purchased with the equipment for storage purposes. * Any tools or equipment that may be used in the course of testing, troubleshooting or verification must not be capable of conducting electrical current to the employee if they come into contact with an exposed live conductor. |

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| **Responsibilities, Completion and Review:**  All staff members are required to adhere to Department policies & procedures at all times while employed with the school division as it relates to day to day operation of the department. Supervisors are also required to ensure that staff members are following Department policies at all times and to take the necessary steps to inform staff who fail to follow policies and report all matters to management immediately. Employees who fail to follow Department policies will be subject to disciplinary actions. |

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## Section 3.12: Safety Memos

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**Safety Memo**

***Safety is everyone’s responsibility!***

**Extension Ladder**

**Extension Ladder Selection:**

* Select a ladder that is the proper length to reach the working height and inspect it before use. The ladder must be long enough to be set up at a safe angle and extend 90 centimeters (three feet) beyond the top landing.
* Do not use metal or wood ladders near live power lines.
* Use fiberglass ladders when working around electrical conductors.

**Set Up:**

* Set the ladder on firm ground. Do not use on ice, snow or slippery surfaces without non-skid devices or securing footing.
* Set the ladder up at a safe angle. Position the feet one foot back for every three or four feet up, depending on length.
* Extend ladder three feet above the roof line and tie the top at support points.
* Secure the base when raising.
* Protect the base of ladder from any activity that could bang it.
* Do not overextend the ladder section. Maintain the minimum overlap of sections.
* Securely engage ladder locks before climbing.
* When working from a ladder more than three metres or 10 feet up, wear a safety harness and tie off to a well anchored lifeline or other support—not to the ladder.

**Safe Climbing and Use:**

* Do not place the ladder in front of doorways or on movable surfaces.
* Face the ladder and maintain 3-point contact when climbing up or down. Ensure boots are free of mud, snow or other substances before climbing.
* Do not carry tools, equipment or materials in your hands while climbing.
* Keep body centered between side rails.
* Do not overreach or stand higher than the fourth rung from the top.
* If possible, use extension ladders only for access and not as work platforms.
* Do not use the ladder in high winds unless secured properly.
* Keep the areas at the top and bottom of the ladder clear of debris, materials and other obstructions.

**Inspection Checklist:**

* Are any parts broken, cracked or splintered?
* Are there any defects in the side rails, rungs or other parts?
* Are their makeshift repairs on the ladder?
* Are there any worn, damaged or unworkable extension ladder locks, pulley or other fittings?
* Is the ladder twisted, warped or bowed?

If any answer is **yes** to any of the above, the ladder should be tagged and taken out of service.

*Source:*

*CSA Standards Information Sheet - Portable Ladders,* [*www.ccohs.ca*](http://www.ccohs.ca)

*The Occupational Health and Safety Regulations, 2020*

**Be Accountable: Choose safety - work safe - and go home injury free!**

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**Safety Memo**

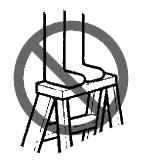
***Safety is everyone’s responsibility!***

**Stepladder Safety**

Ladders come in all shapes, sizes and lengths. There are a variety of types; however, the most common is the stepladder. By definition a stepladder is self-supporting, portable, is non-adjustable in length, having flat steps and a hinged back. Stepladders are useful, versatile and at times hazardous. Falls from stepladders are very common. Knowledge of safety guidelines can prevent stepladder incidents from happening.

What should you do when using a stepladder?

* Use a stepladder that is about 1 m (3 ft) shorter than the highest point you have to reach. This gives a wider, more stable base and places the shelf at a convenient working height.
* Open the stepladder spreaders and shelf fully.
* Check stability. Ensure that all ladder feet are on a firm, level and non-slippery surface.
* Place a stepladder at right angles to the work, with either the front or back of the steps facing the work.
* Keep the stepladder close to the work.
* Avoid pushing or pulling stepladders from the side. Repeated sideways movement can make ladders wobbly since they are weaker or less stable in those directions.
* Face the stepladder when climbing up or down. Keep your body centered between side rails. You have climbed too high if your knees are above top of the stepladder or if you cannot maintain a handhold on the ladder.
* Maintain a firm grip. Use both hands when climbing.

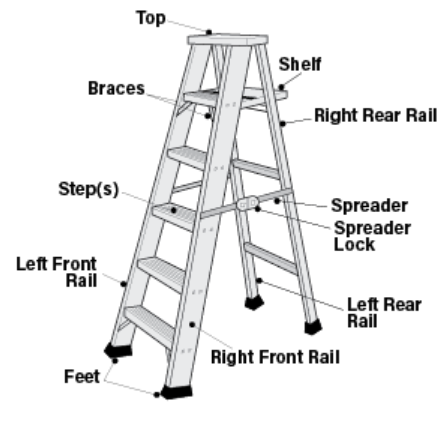
What should you avoid when using a stepladder?

* Do not overreach. Move a stepladder when needed.
* Do not "shift" or "walk" a stepladder when standing on it.
* Do not stand, climb, or sit on the stepladder top or pail shelf.
* Do not overload. Stepladders are meant for one person.
* Do not use a stepladder as a brace or as a support for a work platform or plank.
* Do not climb a stepladder that is leaning against a wall. Use a straight ladder instead.
* Do not use stepladders on slippery surfaces.
* Do not use stepladders on soft ground where one leg may sink farther into the ground than others.
* Do not place stepladders on boxes, unstable bases or on scaffolds to gain additional height.
* Do not climb the back of a stepladder.
* Do not push or pull stepladders sideways.
* Do not use ladders in passageways, doorways, driveways or other locations where a person or vehicle can hit it. Set up suitable barriers or lock doors shut.

**Ladders**

1. An employer, contractor or supplier shall ensure that every ladder is designed, constructed, used and maintained to perform its function safely.
2. An employer, contractor or supplier shall ensure that:
3. no wooden ladder or stepladder is painted with any substance other than a transparent coating; and
4. no ladder is made by fastening cleats across a single rail or post.

**Portable ladders**

1. In this section and section 254, “portable ladder” means any ladder that is not fixed in place and includes a stepladder.
2. An employer or contractor shall ensure that:
3. a portable ladder is equipped with non-slip feet;
4. a portable ladder is secured against accidental movement during use;
5. a metal or wire-bound portable ladder is not used where the ladder or a worker handling or using the ladder may come into contact with an exposed energized electrical conductor; and
6. a portable ladder extends at least one metre above any platform, roof or other landing to which the ladder is used as a means of access.
7. An employer or contractor shall ensure that each worker who handles or uses a portable ladder is instructed in the requirements of this section.
8. An employer or contractor shall ensure that a stepladder:
9. is not more than six metres high when set for use;
10. has legs that are securely held in position by means of metal braces or an equivalent rigid support; and
11. when in use, has a front section slope at an angle of one horizontal to six vertical.
12. An employer or contractor shall ensure that:
13. an extension ladder is equipped with locks that securely hold the sections of the ladder in the extended position;
14. where a section of an extension ladder is extended, the section that is extended overlaps another section for at least one metre;
15. an extension ladder consisting of two sections does not exceed 14.6 metres in length; and
16. an extension ladder consisting of more than two sections does not

exceed 20 metres in length.

1. An employer or contractor shall ensure that no single portable ladder and no section of an extension ladder exceeds nine metres in length.

**Be Accountable: Choose safety - work safe - and go home injury free!**

**Safety Memo**

***Safety is everyone’s responsibility!***

**Personal Protective Products – (PPE)**

The school division will ensure that in any circumstance requiring PPE that they are readily available, up to standard and appropriately used.

**Gloves**

1. Glove use is NOT a substitution for proper hand hygiene.

* Remove gloves after each procedure has been completed.
* Discard gloves and then perform hand hygiene.
* Never use the same gloves for more than one individual or procedure.

1. Gloves shall be used:

* To provide a protective barrier and prevent contamination of hands.
* When there is potential to be exposed to blood, body fluids, secretions, excretions, mucous membranes, and non-intact skin.
* Selection of gloves should be based on:
* proper fit for the worker;
* the type of procedure being done; and,
* the likelihood of exposure to body fluid.

**Note: The employer will ensure that latex-free options are made available for employees with latex allergies.**

1. Gloves shall be changed:

* When task or procedure is complete.
* If a leak is suspected or a glove tears.

1. Gloves shall be worn:

* When exposure to potentially infectious material such as blood, body fluids, secretions, excretions, mucous membranes, and non-intact skin is anticipated.
* For handling hazardous products that require them per the Safety Data Sheet (SDS)
* By workers who have cuts, scratches, or other breaks in the skin.

1. Single-use Disposable Gloves:

* Single-use disposable gloves must not be washed or reused.

1. Procedure for Removing Soiled Gloves:

* The outside of gloves is considered contaminated.
* Grasp outside of glove with opposite gloved hand and peel off.
* Hold removed glove in gloved hand.
* Slide fingers of un-gloved hand under remaining glove at wrist.
* Peel glove off over first glove.
* Discard gloves in appropriate waste container.

**Eye Protection**

1. Eye protection includes such items as:

* eyegoggles
* a face shield
* safety glasses

1. Eye protection must be worn during procedures in which it is required per the Safety Data Sheet (SDS) of the chemical.
2. **Respiratory Protection/High Efficiency (95%) Particulate Respirators - N95 Masks**
3. Where a worker is likely to be exposed to dust, fumes, gas, mist, aerosol, vapours, or any contaminant that may be present in amounts that are harmful or offensive to the worker, the employer will provide the worker with suitable, approved, and adequate respiratory protection.
4. The worker must use the respiratory protective equipment provided.
5. The use of a respiratory mask is recommended to prevent the worker from being infected by micro-organisms that are transmitted through the air. Masks protect the wearer from inhaling both large particle aerosols (droplets) that are transmitted by close contact and generally travel short distances (1 meter or 3 feet) or small particle aerosols (droplet nuclei) that remain suspended in the air and thus travel longer distances.

In general:

* Masks are for single use only.
* Masks must completely cover the nose and mouth.
* Do not touch the mask when in use.
* Change the mask when wet.
* Discard all used masks into the wastebasket immediately after proper removal.
* Masks must not dangle around the neck.
* Wash hands after proper removal.
* Masks should be worn with nose piece on top, pleats open downward with the nose piece being formed around the nose to provide thorough protection.

1. N95 masks:

* Have the ability to filter particles 1 micron in size and are required for protection against diseases transmitted through the air.
* Must be worn by employees attending to an infectious participant as determined by infection control standards.
* To be effective, the N95 mask must be fitted to the wearer to determine which respirator provides the most amount of protection for each worker.

1. Removal of Disposable Mask/Respirator

* Front of mask/respirator is considered contaminated.
* Grasp bottom, then top ties or elastics and remove.
* Discard in waste container.
* Wash hands.

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**Be Accountable: Choose safety - work safe - and go home injury free**

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**4**

# Chapter 4: Security and Emergency Preparedness

[ENTER DIVISION NAME]

## Section 4.1: Security

1. Keys
2. Keys are obtained from your direct supervisor.
3. Keys are not to be left unattended.
4. Any lost, missing, or stolen keys must be reported to your direct supervisor immediately.
5. Keys are your personal responsibility.
6. Security of buildings
   * + 1. It is the operations staff responsibility to sign in/sign out with the school administration.
       2. Ensure building is secure outside of school hours.
       3. All shops are to be locked when unattended.
7. Security Systems
   * + 1. Security systems will be run per school administration’s direction.
       2. Division Office/shops are to be armed when unattended.

## Section 4.2: Emergency Preparedness

Every school in the school division will have an emergency procedure for various items.

Please read and follow the site-specific emergency plans for your school, including: fire, tornado, lockdown, etc.



**5**

# Chapter 5: Communication, Training & Orientation

[ENTER DIVISION NAME]

## Section 5.1: Communication

Communication is a very important part of any organization’s success. It helps everyone involved to understand what is expected of them and what is happening within the organization. There are many forms of communication that can be used, with the best being a face to face conversation, but if that is not possible at the time, employees should move to phone calls, emails and then texting as an appropriate form of communication for work-related matters.

Most issues/concerns can and should be resolved beginning with your immediate foreman/supervisor and is encouraged as your first effort to solve an issue/concern.

If an issue/concern, suggestion, complaint or observation cannot be resolved with your foreman/supervisor, an employee may contact your foreman, supervisor or manager at any time as you will find supervisor - manager at all levels of the organization willing to listen and to help bring about a solution or clarification.

For Operations Technicians, line of communication is as follows:

* Step 1 – Service Area Foreman
* Step 2 – Operations Supervisor
* Step 3 – Manager of Facilities & Transportation
* Step 4 – Manager of Human Resources
* Step 5 – Director of Education

For Foreman and Journeyman Electricians, line of communication is as follows:

* Step 1 – Service Area Foreman
* Step 2 – Operations Supervisor
* Step 3 – Manager of Facilities & Transportation
* Step 4 – Manager of Human Resources
* Step 5 – Director of Education

**Communication Processes**

The Operations Sector will establish and maintain communication process to ensure information regarding health and safety in the workplace is fully communicated in a timely manner (and ensures a two-way flow of information).

* Staff – Must check email regularly throughout the day for information/service requests.
* Working Alone Policy & Procedure.
* Regularly review your job safety analysis (JSA) prior to starting your task.

***All media requests are to be directed to the Director of Education as no employee is permitted to discuss any school division matters with members of the media at any time.***

## Section 5.2: Training

**Mandatory Training**

* + Orientation
  + WHMIS 2015 – Education & Training
  + TLR –Object Moving (Transfer Lift Reposition) Training – Review every 3 Years
  + Fit Testing for Respirator(s) – Review every 2 Years
  + Confined space training
  + Fall protection
  + Powered Mobile Equipment (PME)
  + Fireman Boiler Certificate (exemption: Electricians)
  + Asbestos

**Department In-Service**

* + Operations staff are required to attend and participate in the Department In-Service as scheduled.
  + Attendance is compulsory[[1]](#footnote-1)14.
  + At the meetings, staff will be updated on new regulations and requirements, and review existing procedures and practices that must be followed.

## Section 5.3: Orientation Checklist

**Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ New \_\_\_\_\_ Transferred \_\_\_\_ Annual \_\_\_\_\_**

**Dept/Facility/Area: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Hire: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

| **Topic** | **Initials** | | | **Comments** |
| --- | --- | --- | --- | --- |
| Supervisor or designate | Employee | |
| Review of Health & Safety Policy |  |  | |  |
| Privacy and Confidentiality expectations (Reference applicable policy) |  |  | |  |
| How to do electronic service requests as applicable (i.e. IT) and find relevant forms |  |  | |  |
| Dress Code – CSA approved footwear; full length jeans/work pants; shirts must be short sleeve at minimum. (always refer to SDS) |  |  | |  |
| Security: Importance of wearing name tag, door access, keys, codes, lockers, personal belongings, etc. |  |  | |  |
| Parking- designated |  |  | |  |
| Other forms – Request for Leaves, sick leave, absence process, etc. |  |  | |  |
| Use of Work phones, computers and printers |  |  | |  |
| Personal cell phone use |  |  | |  |
| Smoking – contractors, visitors, staff |  |  | |  |
| **Safety Orientation Checklist:** |  |  | |  |
| Workers’ Rights:  -Right to Know  -Right to Participate  -Right to Refuse |  |  | |  |
|  |  | |
|  |  | |
|  |  | |
| Scent Awareness Policy, if applicable site specific |  |  | |  |
| Review of employee roles and responsibilities |  |  | |  |
| What areas are restricted/prohibited |  |  | |  |
| Asbestos locations and training/PPE if applicable |  |  | |  |
| Supervisor – Name and process to communicate to their supervisor at all times |  |  | |  |
| Location of the OH&S Bulletin Board – minutes, membership, names/introduction of OHC Co-Chairs |  |  | |  |
| Location of the OH&S Policy & Procedure Manual |  |  | |  |
| Location of *The Saskatchewan Employment Act* and *The Occupational Health and Safety Regulations, 2020* |  |  | |  |
| Safe and Respectful Workplace   Harassment Policy (Reference applicable policy)   Violence Policy (Reference applicable policy) |  |  | |  |
|  |  | |  |
|  |  | |  |
| WHMIS 2015 education & site-specific training  • Location of the SDS binder |  |  |  | |
| Review of Job Specific Hazards and JSA for Job Position   * Dangerous tools, equipment * Working Alone Policy, Process * Confined Space * Asbestos Control Plan * Personal Protective Equipment (PPE) Location, selection, storage, disposal |  |  |  | |
|  |  |
|  |  |
|  |  |
|  |  |
| Location of emergency exits and equipment |  |  |  | |
| Location of first aid station |  |  |  | |
| Location of eye wash station, if applicable |  |  |  | |
| Relevant safe work practices and procedures |  |  |  | |
| General safety rules |  |  |  | |
| Sharps Disposal |  |  |  | |
| Review Management of Exposure to Blood & Body Fluids (Reference to applicable policy) |  |  |  | |
| Incident Reporting: Review **Workplace Incident Report**  Policy, Process and form (Reference applicable policy) |  |  |  | |
| Emergency Preparedness Plan |  |  |  | |
| Fire plan, fire drill, fire extinguisher/alarm |  |  |  | |
| Evacuation |  |  |  | |
| Bomb threat |  |  |  | |
| Hostage taking |  |  |  | |
| Lockdown |  |  |  | |
| Hold & secure |  |  |  | |
| Hazardous material spill |  |  |  | |
| Severe weather |  |  |  | |
| Required mandatory job specific training  (check applicable and add additional) |  |  |  | |
| * Safety for Supervisors * Confined Space * WHMIS 2015 * Fit Testing (N95, respirator’s, storage, use) * Orientation * Fall Protection * Asbestos Control Plan * Powered Mobile Equipment * TLR – Object Moving * Fireman Boiler Certificate |  |  |  | |
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|  |  |  | |
| Communication, sector specific |  |  |  | |

**Signature of completion:**

Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supervisor/Foreman: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



**Note:**

Supervisor/Foreman are to verify that the new/transferred employee

is competent in department policies, procedures, practices and rules

## Section 5.4: Password Reset

ENTER DIVISION SPECIFIC INFORMATION



**6**

# Chapter 6: Appendices

[ENTER DIVISION NAME]

## Appendix A: Quick Reference Guide

**Phone Contacts**

* Operations Supervisor:
* Foreman:
* Manager of Facilities & Transportation:
* Facilities & Transportation Administrative Assistant:
* Human Resources:
* Payroll:

## Appendix B: Administrative Procedures (LISTED BUT NOT LIMITED TO)

**Introduction**

Administrative Procedures refer to the Operations role of staff in several places. The titles below provide a brief description of these administrative procedures.

**Titles** (Division specific if applicable)

* **Responsible use of Technology and the Internet**

-outlines the proper use of technology and internet use in the division.

* **Exposure Control Plan (Blood, Body Fluids)**

-outlines safe work practices when contact with blood or body fluids

* **Tobacco Free Environment**

-outlines the use of tobacco products.

* **Video Surveillance**

-outlines protocols and procedures for using electronic surveillance on school premises.

* **Confidentiality**

-outlines protection of personal information of staff and students.

* **Emergency Water Situations**

-outlines the response of schools in the case of emergency water situations.

* **Social Media Guidelines**

-outlines the acceptable use of Social Media

* **Student Welfare**

-outlines the safety and well-being of children is a responsibility shared by every member of the community. As all citizens have a duty to report child abuse in accordance with provincial legislation, all employees of the Division have a duty to report suspected child abuse to an appropriate authority.

* **Student Discipline**

-outlines protocols and procedures for ensuring positive learning environment.

* **Damage to Property by Students**

-outlines protocols and procedures for a student who willfully or unknowingly destroys or damages school property will be held financially responsible for their actions.

* **Service Dogs in Schools**

-outlines the guidelines and recognizes the diverse/intensive needs of some students may require unique accommodations.

* **Reporting of Criminal Charges**

-outlines responsibilities for any employee charged with a criminal offense.

* **Harassment**

-outlines ensuring work environment is free of harassment.

* Harassment Complaint Form
* **Violence**

-outlines the employer is committed to minimize or eliminate the risk of violence in the workplace.

* **Injury/Incident Reporting**

-outlines the procedures and responsibilities of reporting an injury/incident.

* **Employee Use of Drugs and Alcohol**

-outlines drug and alcohol use.

* **Mobile Devices**

-outlines division mobile communication devices.

* **Hazard Identification and Control- Workplace Hazardous Materials Information System WHMIS 2015**

-outlines the practices and procedures for the safe use, storage, handling and disposal of hazardous products.

* **Buildings and Grounds Security**

-outlines the procedures for division buildings and grounds security.

* **Use of Division Vehicles**

-outlines the proper use of vehicles owned by the [enter division name].

## Appendix C: Key References

* *The Saskatchewan Employment Act*
* *The Occupational Health and Safety Regulations, 2020*



**7**

# Chapter 7: Forms

[ENTER DIVISION NAME]

## Section 7.1: Operation Sector Forms (listed but not limited to)

**Introduction**

This Chapter lists and includes forms required by operations staff. These forms are: (Division specific if applicable)

### Incident Report Form

* This form is used for reporting all accidents, near misses or property damage.

### Expense Reimbursement Form

* This form is to be used in situations where operations staff incur expenses that are eligible for reimbursement through the school division. This must be approved and signed by your direct supervisor.

### Equipment Inventory - Yearly

* This form is used to collect information from all equipment at school.
* This form will be filled out yearly when required by Operations Supervisor.

### Operations Performance Review Form

* This evaluation will be done a minimum of once every 2 years.

### Yearly Inventory List

### Working Alone Form

### Vehicle Inspection Checklist

### Trailer Inspection Checklist

****

**Operations Performance Review Forms (division specific)**

Performance review for out of scope (supervisor)

* Ensure safety questions are included; listed but not limited to:
  + Verifies that new employees are trained in department policies, procedures, practices and rules before signing off on their orientation.
  + Is familiar with the Occupational Health Committee’s meeting minutes.
  + Review safety talks, topics at staff meetings.
  + Corrective actions are identified during investigations of reported incidents.
  + Follows established policies and safe work procedures.
  + Knows the three worker rights and what they mean.
  + Demonstrates proper use of personal protective equipment (PPE); donning, doffing, selection, storage.

Performance review for all staff

* Ensure safety questions are included; listed but not limited to:
  + Reports all incidents/accidents to supervisor immediately.
  + Follows established policies and safe work procedures.
  + Knows the three worker rights and what they mean.
  + Demonstrates proper use of personal protective equipment (PPE); donning, doffing, selection, storage.
  + Worker ensures all applicable training is current.

****

**Operations Staff Working Alone Form**

**S**upervisor to document all steps taken to reduce and eliminate the identified risks:

**Staff Member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Contact Info: Work Cell: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Personal Cell: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Working Hours: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Vehicle Identification: Unit #**­­­: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Direct Supervisor or Designate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Contact Info: Work Cell: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Emergency Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Contact Info: Work # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Personal Cell: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Local Emergency:**

**Fire: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Police: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. The communication system for the alone worker includes:

* phone or cellular communication
* maintain regular call in/call out contact with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The contact person will activate emergency procedures if they have not heard from the individual working alone by a specific time or if alerted to an emergency.

Emergency step process:

1. Wait 10 mins
2. Call **Staff Member** (numbers listed above)
3. Wait 10 mins
4. Call **direct Supervisor**
5. Wait 10 mins
6. Call **Emergency Contact**
7. Wait 10 mins
8. Call local emergency service request a welfare check

2. If working alone, the worker will not perform the following tasks (list):

* Do not enter any confined spaces
* Do not move a heavy object alone; assess and arrange for assistance
* Staff member to complete self-assessment to determine level of risk as specific to location
  + Considerations should be given to weather conditions, working environment/surroundings

3. Specific training and instructions for safe work practices when working alone include:   
(identify for the specific facility/school)

* + Call In/Call Out procedures (Communication plan)
  + WHMIS 2015 education and training
  + TLR Object Moving/Safe Body Mechanics
  + Fire safety and evacuation
  + Aerial lift use (if applicable)

****

**Vehicle Inspection Checklist**

Inspected By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Inspection Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Plate #­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Model #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
|  | YES | NO |
| 1. Overall body conditions showing no cracks, damage, etc. |  |  |
| 2. Headlights working |  |  |
| 3. Windshield wipers working |  |  |
| 4. Side mirrors |  |  |
| 5. Tires |  |  |
| 6. Signal lights working |  |  |
| 7. Brake lights working. |  |  |
| 8. Horn working. |  |  |
| 9. Seatbelt(s) working |  |  |
| 10. Mirror |  |  |
| 11. Heater/Defroster working |  |  |
| 12. Current registration in vehicle |  |  |
| 13. Steering wheel |  |  |
| 14. Emergency equipment/kit in vehicle |  |  |

Approved for Travel? Yes\_\_\_\_\_\_\_\_\_ No \_\_\_\_\_\_\_\_\_

If no is checked, remove from service and notify supervisor/foreman.



**Trailer Inspection Checklist**

Inspected By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Inspection Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Plate #­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Model #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
|  | YES | NO |
| 1. Overall body conditions showing no cracks, damage, etc. |  |  |
| 2. All electrical wiring harnesses secured, no corrosion, or damage to protective coverings. |  |  |
| 3. All air lines not leaking and secured. |  |  |
| 4. All brake lines not leaking and secured. |  |  |
| 5. All brakes properly adjusted. |  |  |
| 6. Air control valves secured and not leaking. |  |  |
| 7. Air tank secured and not leaking. |  |  |
| 8. Under carriage of the frame not twisted, severe rust, broken cross members. |  |  |
| 9. Axles secured to mounting plates and frame. |  |  |
| 10. Shocks not leaking and in good working order. |  |  |
| 11. Seals on axles and hydraulic systems not leaking. |  |  |
| 12. Tail lights, clearance lights, marker lights are working and secured. |  |  |
| 13. Mud flaps secured, proper height and with required reflector markings. |  |  |
| 14. Tires have proper tire pressure, tread depth and showing no excessive wear and tread/sidewall damage. |  |  |
| 15. Tire rims are not cracked, welded, improper match to tire sizes, worn around stud holes. |  |  |
| 16. Tire lug nuts are not loose and all are on the tire rim. |  |  |
| 17. No missing or improper length or damaged lug nut studs. |  |  |
| 18. Minimum tire tread depth of 6/32” on all tires. |  |  |

Approved for Transport? Yes\_\_\_\_\_\_\_\_\_ No \_\_\_\_\_\_\_\_\_

If no is checked, remove from service and notify Supervisor/Foreman.

****

**8**

# Section 8: Inspections

[ENTER DIVISION NAME]

### Preventative Maintenance

### Equipment Inspections

### Vehicle Inspections

### Fleet Vehicles

The following contact persons are available to assist:

**Mechanical Problems** - Transportation Supervisor will assist Facilities staff with mechanical problems. (Division specific if applicable)

[List contacts and phone #s]

**Safety Issues** - Facilities Foreman or Operations Supervisor shall be contacted where safety issues arise. (Division specific if applicable)

**Vehicle Servicing & Repairs (Division specific if applicable)**

**Vehicle Licensing**

License plates will be renewed annually by (insert applicable person/title)

* + The driver is to check the registration paper in the daily safety check (part of circle check).

**\*\* This manual may be changed or updated/revised at any time \*\***

1. 14 Operations Staff not able to attend in-service meetings must have permission from supervisor [↑](#footnote-ref-1)