Cowichan Valley School District

OCCUPATIONAL HEALTH AND SAFETY PROGRAM
SAFE WORK PROCEDURES

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After Hours Threats

Introduction

The Cowichan Valley School District has the responsibility to provide a safe and healthy working environment. However as there is a lot of interaction with the public there is a possibility that staff in school buildings after hours may potentially find themselves in a threatening situation. The following procedure has been put in place to minimize that risk.

Procedure

Face to Face

In the event of a face to face confrontation it is important to remain calm.

- Do not get excited, keep emotions in check.
- Inform the individual that their behavior is not acceptable and they must leave the premises or you will phone the police (no second chances, if they do not comply then call 911 – for more information refer to Section 177 of the School Act)
- After the incident:
    - If necessary, report the incident to the police
    - Report it directly to your supervisor
    - Record any and all details about the encounter (who it was, what it was about, what was said etc.)

Threat by Phone

If threats are made by phone it is very important to remain calm and record any details that you can.

- Do not get excited, keep emotions in check.
- Someone who is angry may just be looking for information, try to help if you can or instruct the individual that they will need to phone back when the office is open.
- If the threats continue, inform the individual that their behavior is not acceptable and that if they do not stop you will phone the police (no second chances, if they do not comply then call 911)
- After the incident:
    - Dial *67 to retrieve the caller's phone number
    - If *67 does not work then dial *57 to mark the call so the police can search for it.
    - (the two steps above must be done prior to making any other calls otherwise the information will be lost)
    - If necessary, report the incident to the police
    - Report it directly to your supervisor

- Record any and all details about the encounter (who it was, what it was about, what was said etc.)

Individual on School Grounds

- Do not get excited, keep emotions in check.
- Ensure that all doors are locked and windows secure.
- It is very important to avoid confrontation with individuals that are on the school grounds after regular hours.
- If you feel that the individual outside poses a risk, do not confront them, phone 911 and have the police respond.
- After the incident:
  - Report it directly to your supervisor
  - Record any and all details about the encounter (who it was, what it was about, what was said, type of car, license plate etc.)

Bodily Fluids

Introduction

The clean-up of spilled body fluids needs to be done as soon as possible in order to prevent the potential spread of infection and disease. All schools have been provided with body fluid spill clean-up kits to aid in this process. The directions for use of the kit are contained within each pouch. Once the spill has been picked up the area will need to be cleaned with a disinfectant cleaner according to the following steps:

Procedure

- Restrict access to the area and place "Wet Floor Signs" around the area if required.
- Make sure plastic bags are available for removal of contaminated items from the spill site. Have fresh disinfectant solution ready mixed according to the directions on the container.
- Dispose of any sharps according to the Safe Work Procedure for Sharps.

    - **Cleaning Small Spills - Any spill less than 2 inches in diameter**
        - Follow directions contained in the body fluid spill clean-up kit.
        - Inform the custodian about the incident so that they can ensure the area if completely clean and ready for the following day.

    - **Cleaning Large Spills - Any spill larger than 2 inches in diameter**
        - Isolate the area – put out "wet floor" signs
        - Follow directions contained in the body fluid spill clean-up kit.
        - Use kit to clean up as much as you can. If spill is too large then continue as listed below
        - Gather equipment – 2 mops/ buckets and wringers filled with fresh disinfectant solution
        - Set one of the buckets aside for later
        - Take the other mop out of the bucket, and without wringing it out, hold it over the spill. Be sure to apply a liberal amount of disinfectant solution to the spill. Don't allow the mop to come into contact with the spill
        - Place the mop back in the disinfectant solution and wring it out
        - Mop up the spill, rinse the mop in the bucket, wring it again, and repeat until the area is clean
        - Go over the entire area again using the clean mop and fresh disinfectant
        - Do not remove the floor signs until the entire area is completely dry
        - Inform the custodian about the incident so that they can ensure the area if completely clean and ready for the following day.

- **Cleaning Spills on Carpeted Surfaces**
  - Isolate the area – put out “wet floor” signs
  - Follow directions contained in the body fluid spill clean-up kit.
  - Use kit to clean up as much as you can. If spill is too large then continue as listed below
  - Gather equipment – 1 mop/ bucket and wringer filled with fresh disinfectant solution, carpet extractor or wet vacuum
  - Take the mop out of the bucket, and without wringing it out, hold it over the spill. Be sure to apply a liberal amount of disinfectant solution to the spill. Don’t allow the mop to come into contact with the spill
  - Use the extractor or wet vacuum to vacuum up as much of the spill as possible
  - Use the mop to cover the spill again
  - Allow this disinfectant to sit for 10 – 15 minutes
  - Use the extractor or wet vacuum to vacuum up as much of the spill as possible
  - Do not remove the floor signs until the entire area is completely dry
  - Clean equipment and dispose of solution
  - Remove protective clothing and wash hands
  - Inform the custodian about the incident so that they can ensure the area if completely clean and ready for the following day.

- Disposal of Cleaning Materials
  - Clean and decontaminate all soiled, reusable equipment and supplies. Properly discard any disposable items
  - Wear the gloves to remove other protective equipment such as face shields and footwear covers. Dispose of or clean PPE (for example, face shields, aprons, boot covers) according to the manufacturer’s directions
  - Remove and dispose of your gloves in waterproof garbage bags.
  - Wash your hands

Broken Glass

Introduction

Whether through accidents or vandalism, we are bound to encounter broken glass in our schools. This may be in the form of broken juice bottles, broken window panes or even broken science flasks. It is important that we clean the glass up correctly, but it is also important that the broken glass is disposed of safely.

Procedure

Ensure that students and staff are kept away from the area where the glass was broken. Then while wearing shoes, safety glasses and gloves do the following:

- Collect any large pieces of glass and place them on several sheets of newspaper (or place in a cardboard box).
- Sweep the area of broken glass towards the point of impact or glass breakage. Ensure that you cover enough area so that you gather all the scattered glass.
- Using a dustpan, or other suitable device, pick up the remaining glass shards and place them on the newspaper or in the box.
- If it is a small area a wet paper towel can be very effective for collecting tiny glass fragments.
- Examine the area for any remaining glass fragments. Using a flashlight low to the floor can be very helpful.
- Once cleanup is complete, carefully fold up the newspaper and place in a fresh garbage bag (or close the box).
- Vacuuming of the area should ensure that it is safe for staff and students.
- Do not place broken glass in regular garbage cans or bags as this could expose the custodian to an unexpected hazard. Instead, place the bag (box) in the custodian room or other safe location and notify the custodian as soon as they come on shift. Alternatively, this material could be placed directly in the schools outside dumpster.

Issues to Note

- Broken glass can ‘stick’ to soft surface flooring and be hard to sweep off.
- Broken glass can easily get embedded in carpet, cleanup must be very thorough.
- Glass can scatter quite far when it is broken and care must be taken to examine the area closely after an incident.
- If it was a glass container that was not empty, what were the contents? This may present other hazards and require checking the appropriate MSDS prior to cleanup.

Dust Extraction Bins
- Emptying -

Introduction

Back injuries are one of the most common injuries experienced in the workplace. Many times lifting incorrectly can be the underlying cause of back injury. The following procedure is intended to help safely perform the task of emptying woodshop dust extraction bins. While sawdust is a light material, a full sized garbage bag, suction between the bag and the bin and the awkward posture required to lift that full bag out of the bin all combine to produce a risk of back injury.

- Communication with the teacher is a valuable tool for determining when and how often the bins will need to be emptied. The number of consecutive classes and the type of projects being worked on both effect how quickly the bins will fill up.
- As well as communication with the teacher, regular checks of the bins can also assist in avoiding them getting over filled.
- Keep in mind:
    - Every person has a different safe lifting limit.
    - Your height also plays a factor if you are trying to lift a bag out of the bin.
    - Emptying the bins when they are half full is a good place to start. Then as you become more familiar with the task you can judge how full you can safely let them get.

Procedure

When bins are ready to be emptied:

- Loosen clamp holding sleeve to bin and slide up and off the bin.
- Pull bin out from under the extraction system and remove sawdust. If bin is lined with garbage bag and suction between bag and bin is too great, tip bin on its side prior to bag removal.
- If tipping bin on its side, be sure to crouch down to pull the bag out rather than bend at the waist.
- Re-line bin with bag if required.
- Repeat with each bin.
- Clean area under Extraction System (using broom, shovel etc.) prior to sliding bins back under system.
- Replace sleeves and tighten clamps accordingly.
- Place bags of sawdust neatly to the side of the compound to avoid tripping hazards and clean up any spilled sawdust.

For more information on lifting safely, please refer to the Cowichan Valley School District's Safe Work Procedure – Lifting.

Excavation

Introduction

Whether an excavation is happening up beside the school or across the playing field, there is always a possibility of underground hazards. Buried electrical, sewer, gas and water lines can potentially be found anywhere on school property, whether they are supplying our schools or a neighbor's house. As a result the following procedure must be followed.

Procedure

Ensure that you have a clear understanding regarding the location of the work to be done.

- Contact BC One Call "Call Before You Dig" 1-800-474-6886 and ask for a locate
- Make use of School District locate equipment and mark out any underground services
- Inspect the area for overhead lines that may pose a hazard while working
- Notify school of the work that is being completed so that staff and students can be notified if required
- If the size of the job requires, or if open excavations will be left unattended, restrict access to the area with temporary fencing
- For any excavations deeper than 4 feet the sides must be sloped or shored in accordance with WorkSafe regulation

Follow Up

- Detailed locate diagrams are to be filed in Operations for future reference
- Excavations are not to be carried out while in the vicinity of students or the public, clear the area prior to the start of work

Glove Removal

Introduction

When dealing with blood and body fluids all employees are required to wear the appropriate personal protective equipment. This practice helps to protect the employee and assists in reducing the potential spread of disease/infection. If your gloves become damaged they need to be replaced as soon as possible. Contaminated gloves are not to leave the worksite and must not be washed and re-used. Care must be taken when removing soiled gloves in order to avoid skin contacting the outside of the gloves.

Procedure

- With both hands gloved:
  - Grasp the outside of one glove at the top of the wrist.
  - Peel the glove off your hand, turning it inside out as you do so, be sure to pull the glove off your hand and away from your body.
  - Keep the glove you just removed in your gloved hand.
- With the un-gloved hand:
  - Insert your bare fingers into the second glove at the top of the wrist.
  - Turn the glove inside out while pulling it away from you, leaving the first glove inside the second.
- Dispose of the gloves promptly in a water proof garbage bag.
- Wash your hands as soon as possible after removing the gloves and before you touch any non contaminated object.

General Lockout Procedures for Chemical Systems (Liquid)

Examples of chemical systems include:

- Heat recovery coils (glycol)
- Refrigerants
- Boiler chemicals

The following is a general procedure to use as a basis for specific chemical systems lockout procedure(s):

- Refer to the applicable Material Safety data Sheet (MSDS) prior to commencing maintenance work on chemical systems.
- Where a machine is connected to a piping system containing hazardous material, the main supply valve must be closed and locked out before work starts.
- Suitable personal protective equipment shall be used where exposure to hazardous materials may occur. Such protection will be dependant on the type of chemical involved but must include gloves, eye and face protection and respirators where there is a potential for exposure to vapours, fumes or mists from the chemical and coveralls where appropriate.
- Turn off the supply control valve at a point in the line located before the point at which maintenance work is to be conducted
- Place a control device over the valve and apply your personal lock
- Flush the system of residual chemicals. A specific procedure must be developed and followed for each application.
- Ensure there are no other energy sources e.g. electrical, chemical, heat, hydraulic, compressed gas or steam that may cause an injury. If other sources of energy are found ensure they are controlled and locked out prior to commencing with maintenance. If no other sources are found, proceed with testing the effectiveness of the lockout:
- To test the effectiveness of the lockout:
    - Ensure everyone is clear of the equipment, and then have the equipment controls operated to ensure the equipment/machine does not move.
    - Ensure the controls are returned to the off or neutral position immediately after the test.
    - Relieve or restrain any residual or stored energy.
    - Test with appropriate test equipment and/or visually check to determine that energy sources have been neutralized.
- Upon completion of the maintenance work, check the equipment and ensure that:
    - The machinery or equipment can be operated safely
    - All safe guards are in place
    - All persons are clear and
    - The control switch is in the Off position

General Lockout Procedure for Hard-wired Equipment/Machinery

Hard-wired equipment has no “plug” to plug in. It may have a start-stop switch that is in turn directly wired to a main control device such as a disconnect switch or circuit breaker and therefore cannot be unplugged. Individual control buttons or switches in circuits such as start-stop switches are not adequate lockout points and must not be used for lockout.

Control devices for some hard wired equipment or machinery consists of a disconnect switch (not a start-stop switch) often located on a nearby wall. Such disconnect switches should be equipped with a means to apply a lockout lock.

Some hard-wired equipment/machinery may not have a disconnect switch and must be de-energized by shutting off the circuit breaker that controls power to it.

Disconnect Switches

- Inform the equipment operator(s) that the equipment is to be de-energized.
- Turn off the machine. If there is an on-off control switch on the machine, set it to the OFF position.
- Position the disconnect switch to the OFF position. Note: turn your face away from the switch when opening or closing the disconnect switch.
- Place your lock on the disconnect switch (use a scissor adaptor if more than one person will be locking out) retain the key for the lock on your person at all times.
- Check to ensure the disconnect switch cannot be returned to the ON position.
- Ensure there are no other energy sources such a chemical, heat, hydraulic, compressed gas or steam that may cause an injury. If other sources of energy are found ensure they are controlled and locked out as well. If no other sources of energy are found proceed to test the effectiveness of the lockout as per below.

Circuit Breakers

- Inform the equipment operator(s) that the equipment is to be de-energized.
- Turn off the equipment/machine. If there is an on-off switch on the machine, set it to the OFF position.
- Identify the circuit breaker panel and specific circuit breaker switch that controls the machinery/equipment that you will be working on.
- Switch the circuit breaker to the OFF position and place a lockout device on it.
- Place your lock on the circuit breaker lockout device (use a scissor adaptor if more than one person will be locking out). Retain the key for the lock on your person.
- Check to ensure the circuit breaker cannot be returned to the ON position.
- Ensure there are no other sources of energy for example chemical heat, hydraulic or compressed gas that may cause an injury. If other sources or energy are found, ensure they are controlled and locked out prior to commencing with maintenance. If no other sources of energy are found proceed to test the effectiveness of the lockout as per below.

Test the Lock Out

- Ensure everyone is clear of the equipment, then operate the equipment controls (On-Off switch, buttons etc.) to ensure the equipment/machine does not move or start
- Ensure the controls are returned to the OFF or neutral position immediately after the test
- Relieve or restrain any residual or stored energy
- Ground electrical energy stored in capacitors
- Test with appropriate test equipment and/or visually check to determine energy sources have been neutralized

On completion of the maintenance work, check the equipment and ensure that:

- The machinery or equipment can be operated safely
- All safe guards are in place
- All persons are clear
- The ON-OFF switch is in the OFF position
- Return to the disconnect switch/circuit breaker panel, remove your lock, scissor clip and lockout device. Set the disconnect switch/circuit breaker to the ON position

General Lockout Procedure for Hydraulic Systems

Examples of hydraulic systems include:

- Compactors
- Elevators

The following is a general procedure to use as a basis for specific hydraulic systems lockout procedures:

- Depressurize the system. This procedure is dependent upon the equipment being worked on. A written safe work procedure must be provided and followed for this task.
- Where required. Control moving parts by blocking or otherwise restraining the equipment from movement. Controls such as blocks must be locked in place to prevent removal.
- Where applicable, turn off and lockout (using your assigned lock) the power supply to the hydraulic pump.
- Ensure there are no other sources of energy e.g. electrical, chemical, heat, hydraulic, compressed gas or steam that may cause an injury. If other sources of energy are found, ensure they are controlled and locked prior to commencing with maintenance. If no other sources are found, proceed with testing the effectiveness of the lockout
- To test the effectiveness of the lockout:
    - Ensure everyone is clear of the equipment, then have the equipment controls operated to ensure the equipment/machine does not move
    - Ensure the controls are returned to the off or neutral position immediately after the test
    - Relieve or restrain any residual or stored energy
    - Check the pressure gauge (if available) to ensure hydraulic pressure is at zero
    - Visually check to determine that all sources have been neutralized
- Upon completion of the maintenance work, check the equipment and ensure that:
    - The machinery or equipment can be operated safely
    - All safe guards are in place
    - All persons are clear and
    - Control switches are in the OFF or neutral position
    - Remove your lock and start the engine

General Lockout Procedure for Permanently Piped Systems

The following is a general guideline to use as a basis for specific pneumatic systems and lockout procedure(s):

- Prior to commencing maintenance work, the compressed air supply must be turned off at an isolating valve located at a point in the air line which will prevent the air from reaching the equipment being worked on
- Place a valve lockout device on the valve lever and place your lock on the lockout device
- Bleed off any remaining air pressure in the line i.e. by activating the pressure release valve where available, this will depend on the specific system/equipment being worked on.
- Ensure there are no other sources of energy i.e. chemical, heat, hydraulic, compressed gases or steam that may cause an injury. If other sources of energy are found, ensure they are controlled and locked out prior to commencing with maintenance. If no other sources are found, proceed to test the effectiveness of the lockout as per below:

Test to ensure that the lockout is effective:

- Make sure everyone is clear of the equipment, then have the equipment controls operated to validate that the equipment/machine does not move
- Ensure the controls are returned to the OFF or neutral position immediately after the test
- Relieve or restrain any residual or stored energy
- Check the pressure gauge if available to ensure air pressure is at zero
- Visually check to determine energy sources have been neutralized
- Upon completion of the maintenance work, check the equipment and ensure that:
    - The machinery or equipment can be operated safely
    - All safe guards are in place
    - All persons are clear
    - The control switch is in the OFF position

General Lockout Procedure for Plugged in Appliances and Equipment

Plugged in equipment is connected to electrical power by a cord and plug which is plugged into a wall socket. Portable fans, photocopiers, appliances etc. are examples of plugged in equipment. To lockout plugged in appliances and equipment:

- Switch off the equipment/machine – position the on/off switch in the OFF position
- Pull out the plug from the wall receptacle
- Place the male end of the plug on the machine and in view of the person doing the work
- Activate the switch to ensure the equipment cannot be started then reposition the switch to the OFF position before starting the work
- Ensure that no other sources or energy i.e. chemical, heat, hydraulic, compressed gases or steam are present that may cause an injury. If other sources of energy are found, ensure they are controlled and locked out prior to commencing with the maintenance work. If no other sources are found, proceed with the maintenance work.
- If you must leave the piece of equipment prior to completing the work or if the plug cannot be kept in view and under your control:
    - Place the plug end in a Plug Lockout Device and secure with your personal lockout lock.
- Upon completion of the maintenance work, check the equipment and ensure that:
    - The machinery or equipment can be operated safely
    - All safe guards are in place
    - All persons are clear and
    - The on/off switch is in the “Off” position

General Lockout Procedure for Quick Coupler Systems

Prior to commencing maintenance work on pneumatically operated equipment where the compressed air line can be disconnected using a quick coupler:

- Disconnect the quick coupler connection from the equipment to be worked on
- Place the quick coupler connection in view and ensure that it is under your control at all times
- Ensure there are no other sources of energy that may cause an injury. If other sources of energy such as electrical, chemical, heat, hydraulic compressed gas or steam are found, ensure they are controlled and locked out prior to commencing with maintenance. If no other sources are found, proceed with testing the effectiveness of the lockout.
- Apply a plug adaptor and assigned lock to the coupler connection if the connection is not in the care and control of the person doing the work for example:
    - If the plug is not in view of the worker doing the maintenance and
    - If the worker has to leave the machine prior to completing the maintenance on it
- Test to ensure that the control and/or lockout is effective:
    - Ensure everyone is clear of the equipment, then have the equipment controls operated to ensure the equipment/machine does not move
    - Ensure the controls are returned to the OFF or neutral position immediately after the test
    - Relieve or restrain any residual or stored energy
    - Check pressure gauges (if available) to ensure air pressure is at zero
    - Visually check to determine that all energy sources have been neutralized
    - Proceed with the maintenance work
- Upon completion of the maintenance work, check the equipment and ensure that:
    - The machinery or equipment can be operated safely
    - All safe guards are in place
    - All persons are clear
    - The control switch is in the OFF position
    - Reconnect the quick coupler connection

General Lockout Procedure for Thermal Systems

Examples of thermal systems include:

- Dishwashers
- Steam boiler systems

The following is a general procedure for use as a basis for specific thermal system lockout procedures

- Isolate the supply line(s) by closing the applicable valve(s) prior to commencing work on equipment containing steam or hot water.
- Place the appropriate control devices for the type of valve used on the valve(s) and apply your personal lock. Larger valves may be controlled using a chain and personal lock provided that the chain is secure enough to prevent any movement of the valve. Control moving parts by blocking or otherwise restraining the equipment from movement to prevent removal
- Ensure there are no other sources of energy e.g. electrical, chemical, heat, hydraulic, compressed gas or stem that may cause an injury. If other sources of energy are found, ensure they are controlled and locked out as per specific lockout procedures prior to commencing with maintenance. If no other sources are found, proceed with testing the effectiveness of the lockout
- To test the effectiveness of the lockout:
    - Ensure everyone is clear of the equipment, then have the equipment controls operated to ensure the equipment/machine does not move
    - Ensure the controls are returned to the off or neutral position immediately after the test
    - Relieve or restrain any residual or stored energy
    - Check the pressure gauge (if available) to ensure hydraulic pressure is at zero
    - Visually check to determine that all sources have been neutralized
- Upon completion of the maintenance work, check the equipment and ensure that
    - The machinery or equipment can be operated safely
    - All safe guards are in place
    - All persons are clear
    - Control switches are in the OFF or neutral
- Remove your lock(s)

Hand Held Grinder
Frances Kelsey Secondary School

Introduction

Cutting and grinding with a portable hand held grinder produces several hazards including sparks and flying debris. At Frances Kelsey, in the combined shop, the risk of fire is increased due to the potential accumulation of wood dust. It is important that everyone, students and staff, adhere to this safe work procedure any time they are going to be using a hand held grinder.

Procedure

- Ensure grinder is in working operation
  - Cord in good shape, not frayed or cut
  - Guard is in place
  - Cutting disc/grinding wheel in good shape (no visible cracks or chips and replaced if excessively worn)
- Personal protective equipment
  - Gloves
  - Face shield
- Ensure area is free of combustible material
- Grinding only to be done in a welding booth, door screens must be in place and the welding exhaust system running
- If at all possible, waste material (spark tail of grinder) should be directed towards exhaust system hood

International Work

Introduction

Working with the international community brings with it unique working alone risks and responsibilities. Whether you are communicating with international students or travelling to international destinations, it is important that your work is conducted in such as way as to minimize all potential risks.

Procedures

Meeting with students and families

- Although the likelihood of negative interactions with families is quite low, it is important to take precautions.
- Any cold calls from prospective students and families must be directed back through the School District's agent in their country of residence.
- Any discussions with disgruntled students and families are to be conducted via phone, letter or email.

Prior to Travel

- Booking of travel plans is done through Marlin Travel, (250)701-5359
- Any bookings that you make for yourself need to be communicated to Marlin Travel so that your itinerary with them is complete.
- Lawyers in higher risk destination countries need to be placed on retainer.
- Compile a list of contacts for any of your travel destinations, including:
  - Agents
  - Translators
  - Lawyers
  - Your family
  - Embassy Offices (gov.bc.ca)
- For destinations that you frequently visit, consistently staying at the same hotel will make it easier to locate you should communication be lost.
- Once the itinerary is complete Marlin Travel will forward it to the Secretary Treasurer and Assistant Superintendant.

Carry With You

- Insurance cards, when presented at a hospital a notification will be sent to ???
- Passport
- In country list of contacts as well as contacts within School District No 79.
- Phone charger and/or extra battery power.

Comment [m1]: I did not catch where the notification went.

During your trip

- In higher risk destinations, the use of a car service will eliminate the risks associated with the use of local public transportation.
- Check in daily with your contact network and check in before and after each leg of your trip.

- As access to social networks varies depending on what country you are in, texting will be the most efficient way to communicate.
- Any changes to your mode of travel, destinations or hotel must be communicated back to Marlin Travel so that your itinerary and contact list can be updated as needed.
- In some instances, such as travel by train in China, those plans are made by Shu in country. But those plans must be communicated back to Marlin Travel.
- Any time the itinerary is updated, a copy must be forwarded to the Secretary Treasurer and Assistant Superintendant.

Ladders

Introduction

Proper use of ladders is critical to preventing serious injuries or even fatalities. Always ensure that you are using the right ladder for the right job, and that you understand how to use that ladder properly. Never use a ladder with any type of defects.

The ladders described in this document include:

- Extension ladder
- Single Ladder
- Step ladder

Using ladders in the workplace expose workers to many potential risks including:

- Being struck by falling ladders or materials
- Tripping over ladders
- Lifting heavy ladders
- Contact with electrical equipment
- And of course, falls

Ladder Overview

Only NFPA, CSA or ANSI Standard approved heavy duty ladders should be used. Always ensure that your ladder and work practices comply with Part 13 of the Worksafe BC Regulations. Aluminum ladders should never be used near electrical lines or equipment because they can become electrical conductors.

PPE Required

Various personal protective equipment might be required when using ladders. These can include:

- Safety vest
- Gloves (If needed)
- Eye protection (if needed)
- CSA approved protective footwear with good ankle support
- Hard hat, if necessary

Procedure:

Ensure that the area and the equipment you will be using are safe.

- Inspect area for debris
- The ladder and associated components must be inspected before use and any condition that might pose a risk to workers must be remedied prior to use.
- Ensure that the ladder can be set up on a level surface.
- Ensure that the ladder has proper footing and that it is in good working order.

Step Ladders:

- Fully open stepladder on a level surface make sure it's spreaders are in place.
- Never use a stepladder folded up and leaning against a surface as would be done with a straight ladder.
- Never try to work from the top two steps of a step ladder.

Straight & Extension Ladders:

- To raise the ladder:
  - Brace the lower end against the wall and grasp the top rung with both hands
  - Raise the top end and walk your way under the ladder until it is vertical.
  - To prevent slipping or tipping, place the ladder at an angle 4 to1.
  - Extend the ladder 1 meter above the work surface.
- To ensure stability you can:
  - Use non-slip bases such as shoes spikes or spurs.
  - A second person can heel the bottom of the ladder.
  - Anchor the ladder at the top.

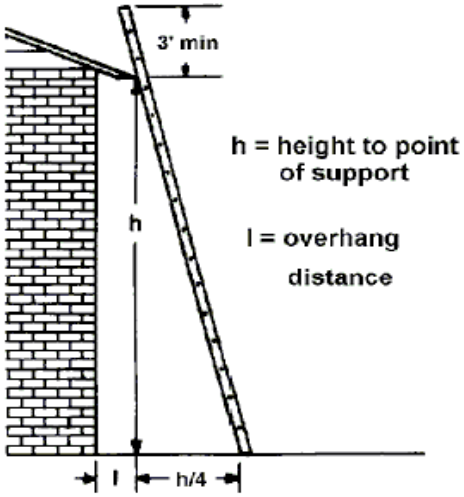

Figure 2. The base of a straight ladder should be one foot out of every four of height to the point of support

- In addition to the aforementioned straight ladder procedures, the following rules must be followed for extension ladders:
  - Use lanyard to extend the ladder to desired height and tie-off lanyard to rung at lower section of the ladder.
  - Ensure dogs on extension ladder are engaged.
  - On slippery surfaces, tie ladder or nail cleats to floor to prevent slipping.
- When descending from the roof top:
  - Approach ladder from the center and grasp with both hands.
  - Step around the ladder with one leg and place your foot below the ladders point of contact with the roof.

- Place other foot on ladder rung and proceed to descend using the 3 points of contact method.
- Never carry heavy equipment on the ladder with you.

Safety Principles Applicable To All Ladder Types:

- If work cannot be safely done from a ladder then other means of working at height must be used (man lift, scaffold, etc.).
- Use the right ladder for the job.
- Inspect ladder before and after use for any damage or deformities.
- Do not place a ladder in front of a door unless the door is blocked, locked or guarded.
- Keep rungs free of slippery materials such as oil, grease, water and paper.
- Use a three-point contact climbing method (e.g.: 1 hand and 2 feet).
- Never overreach or lean to one out while using a ladder.
- A worker must not carry up or down a ladder, heavy or bulky objects or any other objects which may make ascent or descent unsafe
- Tag and remove defective ladders for repair.

Proper Maintenance of All Types or Portable Ladders:

- All bearings, lock, wheels and pulleys should be lubricated frequently so that they operate smoothly.
- Inspect to ensure that all hardware and fittings are securely attached.
- Ensure the joints between steps and the side rails are tight.
- Destroy any ladders with broken or faulty equipment if it cannot be repaired, to prevent someone taking it home or using it.
- If stored in a horizontal position, ladders must be supported to prevent sagging.

Post Procedure/Take Down

- Inspect ladder before returning to storage. Ensure all ladders are returned in good working order.

Summary:

- Wear all PPE
- Be aware of your surroundings and the possible hazards that could occur.
- Use the right ladder for the right job
- Never stand on the top rung
- Inspect for defects before use

Lead Removal – Low Risk

Introduction

In the past, lead was used in varying concentrations in paints and other surface coatings. However recent studies have shown that exposure to even low levels of lead can be harmful. As a result, working around materials that contain lead need to be done in such a way as to minimize and control the disturbance of lead.

General Information

- Low Risk Lead removal is only work where the airborne lead concentration is not likely to exceed the eight hour exposure limit of 0.05 mg/m^3.
- Generally, this Low Risk Lead procedure will be used for regular daily maintenance involving lead containing paints and coatings.
- Only qualified workers who have received documented training are authorized to perform Low Risk Lead Removal.
- Prior to work beginning, the school office will be notified that work with the potential to disturb lead will be taking place.

Regular Daily Maintenance

The following work is daily maintenance and is considered to be Low Risk Lead removal:

- Mounting any fixture or wall hanging that requires drilling a hole up to 3/16th" with a power tool. This can include clocks, pictures, shelving, white boards and etc.
- Installing door hardware, drillings holes up to 1" with a power tool.
- Removing and replacing damaged windows or doors up to 6' with either power or hand tools.
- Installing 5 ft^2 windows or grills in doors and/or walls with power of hand tools.
- Removing and replacing damaged wall trim with hand tools.
- Installing inserts for conduit sleeves, drilling holes up to 3/8th" in diameter with a power tool.
- Removing and installing conduit, boxes, straps, electrical panel covers or other electrical equipment.
- Cutting wood mouldings for conduit or wire mold up to 4 in^2 with a power tool.
- Cutting copper pipe up to 1" in diameter with hand tool or the use of chemical stripper as required.
- Cutting steel pipe up to 4" diameter with a power tool.
- Removing and installing mechanical equipment.
- Scraping and brushing sheet metal with hand tools for minor repairs, or the use of chemical stripper.
- Removing peeling paint from surfaces either by scraping or brushing with hand tools and or the use of a glove-bag enclosure if the area is no more than 2.6 ft^2.

Tools and Personal Protective Equipment

Depending on the nature of the job being done the equipment and the personal protective equipment required will vary. However it may include:

- HEPA Vacuum
- Power tools equipped with a dust shroud.
- Polyethylene sheeting.
- Disposal bags
- Water spray bottles, water buckets and cloths.
- Disposable N95 mask or personal half-face respirator fitted with HEPA particulate filters.
- Appropriate gloves for the job.
- Safety glasses and/or goggles.
- Appropriate footwear.
- Disposable coveralls.
- Other tools and/or equipment as required.

Work Area Preparation

- The work area needs to be isolated from any other unprotected building occupants.
- Post signs outside of the area to ensure no one enters.
- If required, cover any duct openings or have the HVAC to that area shut off.
- Cover the area directly below the work with polyethylene sheeting.
- Put on all required personal protective equipment

Completion and Disposal

- Regular vacuums and sweeping are not to be used for cleaning up debris. An identified HEPA vacuum must be used.
- Damp wipe all affected work surfaces to remove any residual dust.
- After exiting the work area inspect for any debris on clothing or boots, remove with HEPA vacuum or by damp wiping.
- Wash hands and face prior to removing respirator.
- Any waste generated by the work such as disposable N95 masks, coveralls and wipes are to bagged and disposed of as normal waste.
- Remove notice signs and notify the office that the work is complete.

Lead Removal – Low/Moderate Risk

Introduction

In the past, lead was used in varying concentrations in paints and other surface coatings. However recent studies have shown that exposure to even low levels of lead can be harmful. As a result, working around materials that contain lead need to be done in such a way as to minimize and control the disturbance of lead.

General Information

- Low/Moderate Risk Lead removal is only work where the airborne lead concentration is not likely to exceed the eight hour exposure limit of >0.05 to 0.50 mg/m^3.
- Any airborne lead dust must be contained within the work area.
- Only qualified workers who have received documented training are authorized to perform Low Risk Lead Removal.
- Prior to work beginning, the school office will be notified that work with the potential to disturb lead will be taking place.

Low/Moderate Risk Work

Any work that is not referenced on the Lead Removal - Low Risk safe work procedure is considered to be Low/Moderate Risk work. Prior to any work taking place, sampling for lead content either by bulk paint sampling and/or x-ray fluorescence will take place if needed. Project risk assessment will determine if there is a need for occupational health monitoring. Surface wipe sampling is recommended once the work is complete to confirm lead clearance.

Tools and Personal Protective Equipment

Depending on the nature of the job being done the equipment and the personal protective equipment required will vary. However it may include:

- HEPA Vacuum
- Power tools equipped with a dust shroud.
- Polyethylene sheeting.
- Disposal bags
- Water spray bottles, water buckets and cloths.
- Fitted half-face respirator fitted with HEPA particulate filters.
- Appropriate gloves for the job.
- Safety glasses and/or goggles.
- Appropriate footwear.
- Disposable coveralls complete with hoods and possibly booties.
- Other tools and/or equipment as required.

Work Area Preparation

- The work area must be isolated from any other unprotected building occupants.
- Post signs and other appropriate documentation outside of the area to ensure no one other than authorized workers enter.
- If required, cover any duct openings and have the HVAC to that area shut off.
- Cover the area directly below the work with polyethylene sheeting and also cover the walls directly below the work area.
- A wash up area comprised of a warm bucket of water and face cloths will be located just outside the work area. An area for changing out of disposable coverall s will be located near the wash up areas and polyethylene bags will be on hand to place used disposable coveralls in.
- Put on all required personal protective equipment

Completion and Disposal

- Regular vacuums and sweeping are not to be used for cleaning up debris. An identified HEPA vacuum must be used.
- Damp wipe all affected work surfaces to remove any residual dust.
- Prior to exiting work area, remove and dispose of disposable coveralls. Do not remove mask yet.
- After exiting the work area inspect for any debris on clothing or boots, remove with HEPA vacuum or by damp wiping.
- Wash hands, face and respirator prior to removing respirator.
- Remove notice signs and notify the office that the work is complete.

Lifting

Introduction

Back injuries are one of the most common injuries experienced in the workplace. Many times lifting incorrectly can be the underlying cause of back injury, therefore when lifting consider the following:

- The object being lifted
  - estimated weight
  - handholds
  - size ratio (awkwardness)
- Your environment
  - Temperature
  - Footing
  - Destination
- Yourself
  - Your back health, know your limits
  - Recent or chronic back injuries
  - Warmed up or start up workday

Procedure

The following procedures will aid in preventing back injuries from lifting and carrying loads:

Individual Lifting

- Assess the load
- Choose a clear path to your destination
- Place your feet about shoulder width apart for good balance
- Crouch in front of load, bending at the knees and keeping spine straight
- Hold the object as close to your body as possible
- Lift smoothly and slowly, using your legs
- If you must turn while holding the load, pivot with your feet don't twist the back
- If you must move the load while it is on the ground, push rather than pull a load

Team Lifting

- Assess the load
- Choose a clear path to your destination
- Ensure both of you understand and agree on the planned lift and route
- Place your feet about shoulder width apart for good balance
- Crouch in front of load, bending at the knees and keeping spine straight
- Hold the object as close to your body as possible
- Lift smoothly and slowly, using your legs
- If you must turn while holding the load, pivot with your feet don't twist the back
- If you must move the load while it is on the ground, push rather than pull a load

Light Fixture Upgrade
Duncan Elementary School - MacKirdy Building

New Fixture Install

Introduction

The textured ceiling material in rooms 7, 8, 10, 11, 12 and the hallway of the MacKirdy building at Duncan Elementary have been identified as an asbestos containing material. As a result, every effort must be taken to ensure that it is not disturbed during the work process.

Removal Procedure

- Place signs on entrance doors and restrict access to area
- Place poly drop sheet under work area
- Wear a respirator fitted with HEPA filter cartridges
- Wear disposable coveralls with hood
- Remove any lighting components possible to reduce the weight of the remaining fixture attached to the ceiling
- Slowly back screws out of fixture and carefully pull fixture base away from ceiling
- Inject caulking or drywall filler into screw holes
- Once all fixtures have been removed, fold edges of poly drop sheet in and dispose
- Remove coveralls and dispose

Installation Procedure

- Cut a piece of plywood to an appropriate size for the base of the light fixture
- Wear a respirator fitted with HEPA filter cartridges
- Wear disposable coveralls with hood
- Locations for screws must be carefully planned out ahead of time so that none miss and only contact the ceiling material (backing a screw out because it has missed the ceiling joists creates a hazard of loose asbestos material coming out with the screw)
- Run bead of caulking around edge of the plywood on the top side
- Carefully press the plywood into place so that the caulking creates a seal between the plywood and ceiling
- Install required screws
- New light fixture can now be safely installed on the plywood base without worry of disturbing the asbestos containing ceiling material.

If at any time during the above procedures there is significant damage to the ceiling material work must be halted and Operations contacted for assessment of the situation.

Recycling – Containers

Due to the potential risk of injury to Staff and Students the following procedures are to be adhered to while collecting and recycling bottles, cans and tetra packs to ensure the Health & Safety of Staff and Students. Personal Protective Equipment (PPE) will be required when handling items.

Persons depositing items into the recycle receptacles are required to dispose of any contents and discard the cap into regular trashcans prior to disposal.

Collecting items for recycling:

1. Ensure that an informed Staff person accompanies Students.
2. PPE – gloves will be used when pulling bags from the receptacles.
3. Suspicious items and materials must be left undisturbed. Notify School Administration immediately.
4. Sealed containers must be reported to School Administration.

Handling items in preparation for return:

1. PPE – gloves, apron, safety glasses
2. If caps are not removed and any substance remains, place the container aside and report it to the Supervising Staff for proper disposal.
3. Do NOT open any suspicious containers.
4. Ensure that floor and area is clean and free of hazards once work is complete.

If you have any questions regarding this procedure please contact the Health and Safety Manager at 250-748-0338.

Rodent Droppings

Introduction

Although rare, there are accounts over the past 20 years of diseases, such as Hantavirus Pulmonary Syndrome, being contracted by humans after being exposed to rodent droppings in British Columbia. According to the BC CDC, there were 11 cases between 1994 and 2012 in British Columbia of HPS in Humans. While the risk is very low, anyone cleaning up large concentrations of rodent droppings should be following these cleanup procedures.

Procedure

- Wear mask, gloves, and safety glasses
- Vacuum up any droppings
- Disinfect any affected areas using Forward DC, either with disposable bar wipes or DC Wipes
- If carpet is affected, wipe down are with Forward DC and then shampoo the carpet on a Friday evening
- Dispose of any rags and wipes that were used
- Disinfect any pails that were used, let disinfectant sit for 15 minutes prior to rinsing.
- Change vacuum bag immediately and replace with a new one.

Scissor Lift and Articulating Training

Introduction

Any piece of equipment can be dangerous if not operated properly. You are responsible for the safe operation of this equipment. The operator must carefully read and follow any warnings, safety signs and instructions provided with or located on the equipment. Do not remove, defeat, deface or render inoperable any of the safety devices or warnings on this equipment. If any safety devices or warnings have been removed, defeated, defaced or rendered inoperable, DO NOT USE THE EQUIPMENT.

ELECTROCUTION HAZARD! Check for overhead obstructions and high voltage power lines. A minimum distance of 10 feet from energized high voltage conductors shall be maintained at all times.

Do not operate unless authorized and trained to run LIFT.

Procedure

1. Ensure that boom lift is on a firm and level surface. Do not drive on soft or uneven terrain. Failure to take caution could cause lift to tip-over. The boomlift shall not be driven on grades, side slopes or ramps exceeding those for which it is rated by the manufacturer. Boom and basket load limits specified by the manufacturer shall not be exceeded.

2. Modifications or alteration of the boomlift shall be made only with prior written permission of the manufacturer.

3. DO NOT alter or disable interlocks or other safety devices.

4. Inspect the work area thoroughly for all obstacles, debris, drop-offs, holes, slopes and depressions.

5. Inspect the lift thoroughly before each use. Test all functions before raising platform. Check fluid levels, tire pressure, hoses for leaks, breaks in the cable and elevating assemble. NEVER OPERATE A DAMAGED MACHINE.

6. Ensure that all guard rails are properly secured and gates and openings are closed. Do not sit, stand, lean or place leads on guard rails.

7. Safety harnesses/lanyards must be worn at all times.

8. Personnel shall maintain a firm footing in the basket at all times. Do not use ladders or other objects on the lift to gain greater height. ALWAYS KEEP YOUR TWO FEET ON THE FLOOR OF THE BOOM BASKET.

9. Any personal protective equipment required by the job must always be worn by operator.

10. Never operate gasoline engine inside a building without proper ventilation.

11. Do not use boom for any purpose other than to position personnel and their tools and equipment. Do not use as a crane.

12. Do not operate lift when the wind velocity exceeds 25 MPH or in thunderstorm conditions. EXTREME WIND COULD CAUSE THE LIFT TO TIP-OVER.

13. Do not drive with the boom basket raised. When raised, move only to maneuver.

14. Stunt driving and horseplay could result in injury or death.

15. Before operating any boomlift, operators shall have read and be familiar with the Operator's manual and shall abide by the safety rules and practices therein.

If the person receiving this handout is not the operator of the equipment, forward these instructions to the operator. If there is any doubt as to the operation or safety of the equipment, DO NOT USE. CALL US IMMEDIATELY.

FAILURE TO FOLLOW THESE INSTRUCTIONS COULD RESULT IN INJURY OR DEATH

Sharps

Introduction

On occasion, used hypodermic needles and/or syringes may be found on school property. These needles must be considered contaminated and be disposed of properly.

Procedure

Sharps Removal

In the event that a needle/syringe is discovered on District Property, the following procedure must be followed.

- Send a responsible individual to retrieve the Sharps Container, tongs and latex/nitrile gloves from the office.
- Place sharps container on the ground next to the sharp to be collected, do not hold the container in your hand.
- Using tongs pick up the object and place it in the container sharp end first.
- After transfer of needle/syringe to a sharps container, close lid (if applicable).
- Clean tongs using approved disinfecting solution.
- Return container and tongs to the office.
- Remove and discard gloves according to proper procedure (SWP – Gloves)
- Wash hands with soap and water

Needle Stick Injury

If a student or staff member suffers a needle stick injury the following steps should be taken to help reduce the potential spread of infection:

- Get first aid or medical attention immediately:
  - Allow the injury to bleed freely and then wash with soap and water.
  - Blood tests and medications may be required.
- Report the incident
  - The employer and first aid attendant need to be notified immediately.
  - First aid forms and incident/injury report forms need to be filed.
  - Refer the person to immediate medical attention and notify the Public Health Unit in Duncan.

Sharps Containers

- Sharps containers must be stored in a secure location in each school.
- Sharps Containers are not to be filled completely, only to about ¾ full.
- Once ¾ full, submit a work request to have the sharps container picked up for disposal and a new sharps container delivered.

Shower and Eyewash Stations
Use and Maintenance

Introduction

The first 10 to 15 seconds after exposure to hazardous substances are critical. Delay in getting rinsed may result in serious injuries. For this reason it is important to know the location of shower and eyewash stations prior to starting work. Looking for shower and eyewash stations after you have spilled some material on yourself is the wrong time to be looking.

Eyewash Bottles/Stations

Eyewash bottles and plumbed in eyewash stations can be found throughout schools in the Cowichan Valley School District. The purpose of these is to minimize injury after exposure to a hazardous substance. To be effective, they must be used properly and maintained in working order and free from obstacles that could prevent someone from reaching them if they needed one.

Eyewash bottles are filled with potable tap water and as such they must be rinsed and re-filled on a weekly basis. This is best if done on a Monday so that the bottle is ready to go for the week. When re-filling the bottle ensure that the bottle is clean, intact and that the eyecup cap is in place. Any deficiencies must be reported to your supervisor right away.

To Use:

- Call for First Aid (or have someone call for you)
- Remove eyecup cap,
- Lean forward and gently press eyecup to eye socket, keeping your eye open,
- Gently and repeatedly squeeze the bottle in order to thoroughly rinse the eye,
- If required, proceed to the nearest eyewash station and rinse eye for a another 15 minutes,
- Report to first aid for further assessment and consult with appropriate MSDS.

Eyewash stations are provided in areas where the risk of exposing the eye to hazardous substances is greater. These stations are plumbed with tempered water designed to allow for 15 minutes of continuous flushing without causing excessive discomfort to the eye. In order for these stations to be ready whenever they are needed they must be kept clear of dirt and debris, caps must be kept in place and they must be flushed at least once per month.

To use:

- Call for First Aid (or have someone call for you)
- Activate station by pushing on handle or stepping on pedal,
- Lean forward into water stream, holding eyelids open with hands,
- Continue flushing eyes for 15 minutes,
- Report to first aid for further assessment and consult with appropriate MSDS.

Emergency Shower Stations

Emergency shower stations are located in the science classroom section of the Cowichan Valley School District's middle and secondary schools. These showers are in place so that if a hazardous material is spilled on a person, that material can be quickly rinsed off in order to avoid injury. Much like eyewash stations, you need to know where the shower is located before an emergency takes place. Emergency showers must be kept accessible at all times, free from obstruction that might interfere with use in an emergency. It is also required that the emergency shower be tested monthly to ensure that it is functioning properly.

To use:

- After a spill on your person occurs, go directly to the emergency shower,
- Have someone call for First Aid
- Step under the shower head and pull on the lever/handle to turn on the water,
- Once the water is flowing, remove contaminated clothing,
- If material splashed in your eyes, hold your eyes open and allow water to flush through them,
- Remain in water for at least 15 minutes,
- Report to first aid for further assessment and consult with appropriate MSDS.