

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 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 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 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 is 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 is 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 is 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.

COVID 19 – Viral Infection

Introduction

Coronaviruses are a large family of viruses mostly found in animals. In humans they can produce symptoms alike the common cold and flu. Currently it is considered that the majority of people who contract COVID-19, approximately 82%, will suffer mild symptoms. It can be spread through droplet transmission. Infected persons can spread droplets up to two meters, for example when coughing or sneezing, but do not stay suspended in the air due to their size. These droplets can infect other people via entry on surfaces like the eyes, nose, and mouth. Droplet transmission is different from airborne transmission; airborne transmission allows microorganisms to be suspended in the air for long periods and inhaled and droplet transmission does not.¹

Signs and Symptoms typically appear 2-14 days after exposure, such as¹:

- Respiratory symptoms such as shortness of breath, coughing, sneezing, and/or respiratory congestion
- Fever
- Cough

General Procedure

Good hygiene, like measures taken to prevent the common cold or flu, and social distancing are considered the most effective way to prevent COVID-19 illness, including²:

- Washing hands frequently with warm soapy water for at least 20 seconds *** **See handwashing procedures.**
- Avoid touching face
- **Stay home if you feel unwell**
- Seek medical attention if you show signs of respiratory illness and follow *containment procedures*.
- Maintain distance of 2 meters (6 feet) from anyone coughing or sneezing

Handwashing is required

- Before leaving home, on arrival at work and before leaving work
- After using the toilet
- After breaks and sporting activities
- Before eating any food, including snacks; including assisting others with eating
- Before touching face (nose, eyes, or mouth)
- Before administering medications
- Before food preparation, handling, or serving

Containment procedures:

- Any person who shows COVID-19 symptoms is to stay home, or remove themselves from the workplace and self-isolate for 10 days from symptom onset or till the absence of symptoms. They are to notify their Supervisor and Health and Safety Manager by remote means (telephone, email). The area occupied by the individual

¹ BC Center for Disease Control (2020, March 10) *FAQ about 2019 Coronavirus (COVID-19)*:
<http://www.bccdc.ca/Health-Info-Site/Documents/Coronavirus-FAQ-English.pdf>

² World Health Organization (2020, March 18) *Coronavirus disease (COVID-19) Information for the public*:
<https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public>

must be thoroughly cleaned prior to further use, following Safe Work Procedures for cleaning. SD79 will apply the current provincial recommendations around isolation and in some circumstances, staff may be able to return to the workplace before they are asymptomatic if they are considered not infectious.

- Those who travelled outside of Canada must self-isolate for 14 days upon their return regardless of absence of symptoms.
- While people are advised to stay home, or remove themselves when ill, we still have to be prepared to provide first aid in the event there is an emergency or injury during the departure of an ill individual. First aid attendants have infection control measures built into their training and procedures. However, should the attendant find themselves in a situation where they need to provide care for an individual with flu like symptoms they should take extra precautions. They may do this by guiding and directing the individual themselves to self-administer care. Should this not be feasible and they determine a need to provide close contact care, they proceed as if all risks are present and should protect themselves with appropriate PPE. If the tasks present the risk of COVID droplet transmission, a N95 respirator and gloves are minimal PPE required.
- In the event other forms of close contact care need to be provided, where physical distancing cannot be maintained, staff should proceed as though the risk of COVID 19 is present. Where droplet transmission in the tasks are possible, staff should utilize a N95 respirator and gloves as minimal PPE.
- Should an individual not be able to leave the site immediately upon presentation of symptoms, they should move to an isolated area – for a student this must be a supervised isolated area.

Facility use

- During periods of increased risk, facilities may be used in a manner to conserve the resources available for cleaning and disinfection. This decreased use is not to compromise the capacity to practice physical distancing and secondary to the operational priorities.
- SD79 continues to follow the specific recommendations from the Ministry of Health around gatherings for our setting. These can vary from the recommendations for other gatherings. For example the March 2020 limitation of gatherings in excess of 50 people was not applied to the K-12 public and independent school system.
- Where multiple people need to access a space, additional planning needs to be made to ensure that physical distancing and regular hygiene can be practiced. These may include
 - Scheduling of access times to limit gathering
 - Limiting use of specific activities such as used water-bottle refilling or re-using a coffee cup before sanitization.
 - General cleaning of individual space after use; regular cleaning and disinfection will be performed by custodial services. Should the use involve increased droplet production (ie. physical activity and sweating or nasal drip) staff should use a disinfectant. Each school has at least one general purpose disinfectant (amongst other more specific purpose products), commonly available in the location utilized for ESW childcare, and this should be the product used for these circumstances.
 - Handwashing practices before and after utilizing shared spaces.

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 and Ground Penetration

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 and they could be supplying our schools or a neighbor's house.

Risk of striking an underground service is not just confined to excavations. Any time you are penetrating the ground surface there can be risk. Installing fencing, both permanent and temporary, or even staking large tents has the potential of hitting a service line.

Procedure

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

- Contact BC One Call 1-800-474-6886 and ask for a locate. This must be done at least 2 business days prior to the work beginning.
- If there is any concern that the locate provided by BC Once Call is not correct, have a local 'locate' contractor attend the site to verify.
- 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
- A spotter is required to be on site during any mechanized excavation work.
- If the excavation or ground penetration will take place within 1 metre of the identified service then you must locate these by hand prior to digging the rest of the required area
 - Mechanized excavation is prohibited within 1 metre on either side of the outside diameter of the service line and can only be used to remove the surface concrete/asphalt
- 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
- 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

Emergency Response

In the event that the excavation/penetration ruptures a natural gas line:

- Shut down any equipment and walk away from the excavation, upwind if possible
- Call the FortisBC natural gas emergency line immediately at 1-800-663-9911
- Call 911 for the Fire Department
- Notify the school or buildings affected and evacuate them if required

If excavation strikes/jars/pulls on a natural gas line or if the pipe wrapping or tracer wire get damaged:

- Stop all work and call FortisBC
- Check for the smell or sound of escaping gas
- Do not backfill, FortisBC must physically examine the piping system

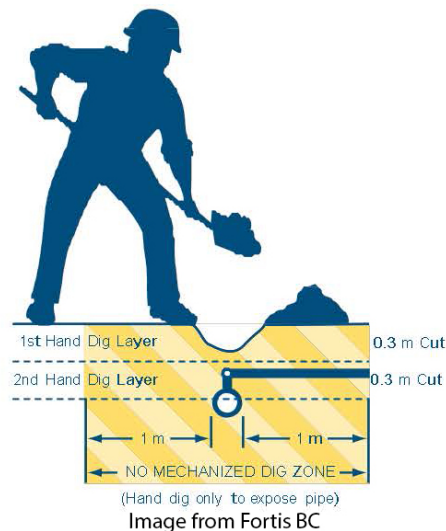
In the event that you discover a service is not where BC One Call locates it:

- As long as there is no damage to the line, accurately locate the service on the site map and provide that information to Operations
- Contact BC One Call and notify them of the discrepancy so that they can send a technician out to properly locate the service

Follow Up

- Detailed locate diagrams are to be filed in Operations for future reference

Hand Locate Diagram



Fecal Matter

Introduction

The Public Health Agency of Canada has determined that a Risk Group 2 for microorganisms is associated with exposure to human feces. As per Part 6.34 of the Occupational Health and Safety Regulations, if a worker may be exposed to a biological agent such as those in Risk Group 2 then the employer must put in place an exposure control plan to mitigate that risk.

Definitions

Risk Group 2 biological agents are ones that:

- Can cause human disease
- Are unlikely to spread to the community
- May be a hazard to workers, and
- Usually has an effective treatment available

Cleaning

- A method used to reduce or eliminate dirt or other substances from a surface by using some sort of detergent, water and friction.

Sanitizing

- A method used to destroy micro-organisms and/or pathogens.

Procedure

Cleaning Practices for Fecal Matter Contamination:

Day to day prevention cleaning

- Ensure you have all the supplies that you need on hand
- Put on any required PPE (gloves, mask, goggles and/or apron)
- Use paper towel to remove any excess fecal matter and dispose of appropriately
- Use cloth saturated with cleaning detergent to scrub area to remove remaining fecal matter to make the surface clean
- Once clean, use clean cloth saturated with Oxivir to sanitize the affected surface.

Cleaning during a reported outbreak of Clostridium Difficile (or other spore producing organisms)

- Procedures as above only substitute Oxivir with Accel Rescue, a sporicide.

Student Toileting

- Upon entering washroom ensure that you have all the supplies that you will need
- Put on required PPE (at minimum gloves are required)
- Use paper towel to remove any visible fecal matter.

- Using an Oxivir wipe, wipe down toilet seat and rim of toilet bowl. Allow seat and rim to remain wet for 30 seconds.
- Using a second Oxivir wipe, wipe down the toilet seat and rim of toilet bowl this time allow seat and rim to remain wet for 60 seconds. Then wipe area dry with paper towel.
- Dispose of wipes and paper towel as required
- Assist student as per their toileting requirements
- Repeat steps 3 and 4 above
- Remove gloves as per the Safe Work Procedure – Glove Removal
- Wash hands

Reference and Cross Reference Material

SD79 Safe Work Procedures

Glove Removal

Body Fluids

Occupational Health and Safety Regulations

Part 6.34

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 safeguards 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)

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 waterproof garbage bag.
- Wash your hands as soon as possible after removing the gloves and before you touch any non-contaminated object.

Hand washing

Introduction

Washing your hands correctly is the best way to stop the spread of infections. Eighty percent of common infections are spread by hands. Washing your hands at least five times a day has been shown to significantly decrease the frequency of colds, influenza (the “flu”) and other infections. Not only will it help keep you healthy, it will help prevent the spread of infectious diseases to others:¹

When to wash hands:

- Before and after eating or feeding someone else
- Before preparing food
- After handling raw meat
- After using the washroom or helping someone use the washroom
- Before and after changing diapers
- After sneezing, coughing or using a tissue
- After helping someone with a runny nose
- Before and after caring for someone who is sick
- Before performing first aid or applying a band aid
- After handling pets or other animals
- After handling animal waste
- After handling shared objects
- After playing with toys shared with other children
- After playing outside or in the sandbox
- After cleaning or handling garbage
- Before inserting and removing contact lenses
- Before flossing your teeth
- Before breastfeeding

How to wash hands:

Although hand washing might seem like a simple task, you should follow these steps to thoroughly rid your hands of germs.

- Use plain soap
- Remove any hand or arm jewelry you may be wearing.
- Wet your hands with warm water.
- Apply plain soap to your hands and rub together for 20 seconds (the length of time it takes to sing Twinkle Twinkle Little Star or Happy Birthday)
- Wash the front and back of your hands, as well as between your fingers and under your nails.
- Rinse your hands well for 10 seconds under warm running water, using a rubbing motion.
- Wipe and dry your hands gently with a paper towel or a clean towel. Drying them vigorously can damage the skin.
- Turn off the tap using the paper towel so that you do not re-contaminate your hands. When using a public bathroom, use the same paper towel to open the door when you leave.
- If skin dryness is a problem, use a moisturizing lotion.

¹ BC Center of Disease Control (Accessed 2020, March 19) *Hand Hygiene*:

If soap is not available, use alcohol based hand sanitizer:

- These products need to be at least 60% alcohol to be effective, so check the label.
- Alcohol-based hand rubs do not cause antibiotic resistance.
- Alcohol-based hand rubs kill many bacteria and viruses, but are not effective against some of the germs that cause diarrhea.
- Alcohol-based hand rubs are quick to use. They are especially convenient when soap and water are not available.
- Alcohol-based hand rubs don't work if your hands are greasy or visibly dirty. These products don't clean your hands and are not a substitute for handwashing. If your hands are visibly soiled, it is best to use soap and water.
- If it's not possible to wash with soap and water, use towelettes to remove the soil, then use an alcohol-based hand rub.
- Make sure your hands are dry, as wet hands will dilute the alcohol-based hand product.
- Use enough of the product to cover all the surfaces of your hands and fingers.
- Rub your hands together until the product has evaporated.
- If dry skin is a problem, use a moisturizing lotion.
- Alcohol-based hand rubs are safe for children if used with supervision. Alcohol-based hand rubs are poisonous if ingested. Children should not put their hands in their mouths until the alcohol evaporates (about 15 seconds).
- Wall dispensers and containers of alcohol-based hand rubs should be placed so they cannot be reached by small children.
- Alcohol-based hand rubs are flammable and should not be stored near a source of heat.

Handheld 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

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 WorkSafeBC 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 to 1.
 - 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.
- 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.

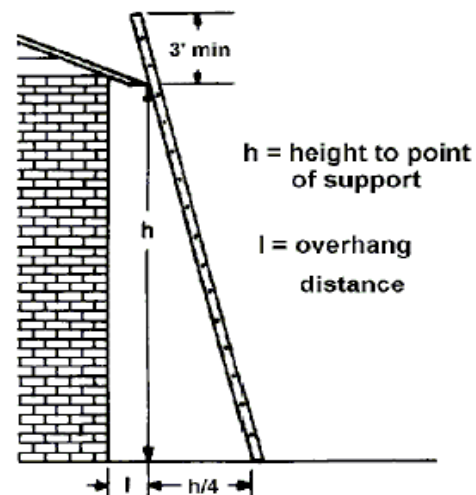


Figure 2. The base of a straight ladder should be one foot out of every four of height to the point of support

- 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 – Moderate Risk

Introduction

This procedure is to remove and dispose of window trim coated with lead paint following Moderate risk lead work procedures by trained personnel. ***Guidance Document (2011).***

Protective Equipment¹

- Half-Face Dual-Cartridge P100- Equipped (air purifying respirator (APR))
- Disposable Gloves
- Disposable full body coveralls

Equipment and/or Materials That Need to be Available

- HEPA vacuum (with valid DOP - test certificate dated within previous 12 months)
- Drop sheet (6 mil polyethylene)
- Waste bag (6 mil polyethylene - labeled *for lead waste*)
- Bucket and sponge
- Paper towels or rags
- Duct tape
- Ground Fault Circuit Interrupter (GFCI)
- Barrier tape (lead)
- Warning signs indicating risk of airborne lead dust and requirement to wear protective gear

Procedure

General

- Ensure task-specific work procedures for the work are available at the worksite.
- Ensure that a Notice of Project for Lead (NOPL) has been filed with WorkSafeBC 24 hours prior to the commencement of the work.
- Ensure respirator fit test records are available for inspection.
- Discuss with your supervisor any relevant site-specific access and egress requirements for the work area, prior to commencement of work.

Personal Protection

All use of respirators shall conform to CSA Z94.4-11 Selection, use and care of respirators.

Prior to commencement of work, workers shall:

- be clean shaven,
- be trained and knowledgeable in use, care, and maintenance of APR's,
- be fitted for the respirator they are wearing,
- inspect all APR components (P100 cartridges, seats, face piece, valves, and gaskets) prior to use,

- conduct positive and negative pressure fit tests,
- maintain documentation of fit tests available for inspection by WorkSafeBC, and
- put on protective equipment prior to commencement of work.

Site Preparation

- Follow all site-specific access and egress procedures for the work area.
- Inform personnel working in the immediate area of the nature of work and that suitable precautions will be used to ensure that they are not exposed to lead dust.
- Post warning signs and barrier tape to delineate the work area.
- Cover or move fixtures, millwork, and furniture as appropriate.
- Ask occupants or nearby personnel to leave the work area for the duration of the work.
- Turn off and/or cover any air ducts within 3 meters of the work.
- Seal inside (or outside) of window as required in order to prevent lead dust from exiting the work zone or entering occupied areas.
- Ensure task specific work procedures are available at the work area.

Note 1: Any scaffold and/or elevated platform shall have drawings/engineer's certification

Note 2: To avoid electrocution, use a GFCI for any electrical connections made in a wet environment.

WARNING: In the event any additional suspect materials are encountered during demolition activities, work on those materials must stop immediately and remain undisturbed until testing confirms the presence or absence of asbestos or other hazardous material. If this, or any materials suspected of containing asbestos or another hazardous material are disturbed during the work, all work shall stop until the area is contained, the hazard evaluated by a qualified professional and the hazardous materials, if indeed present, is safely managed by a qualified contractor.

Work Procedure

- Place drop sheet under work area in such a manner as to keep any water or debris contained.
- Prepare one 6 mil labeled waste bag for waste paint chips or debris.
- Prepare a second 6 mil labeled waste bag for waste poly, disposable coveralls, gloves, respirators, etc.
- Ensure waste bin for waste wood is located adjacent to the work area.
- Using hand tools carefully remove the trim and place in waste bin as regular construction waste (if no excessive flaking of paint is apparent).
- HEPA vacuum any dust or debris.
- HEPA vacuum and wet clean tools and equipment.
- If any lead waste (paint chips, etc.) is generated, place into lead waste bag for TCLP testing before disposal. Mist with water to keep dust levels down, if required.
- HEPA vacuum surrounding area and drop sheet.
- Place drop sheet and all other waste into a second labeled 6 mil polyethylene waste bag for disposal at a licensed landfill.

Independent Air Monitoring by a Qualified Person

Occupational air sampling must be undertaken in order to ensure that dust control measures and respiratory protection is adequate.

Personal Decontamination

- Prior to exiting the work area:
 - Wet wipe and/or HEPA vacuum disposable coveralls and respirator.
 - Remove disposable coveralls and place in waste bag and seal bag with duct tape.
 - Exit the work area and damp wipe the outside of your respirator taking care not to dampen filters. (If N-95 place in waste bag for disposal)
Note: Damp filters must be disposed of.
 - Remove the cleaned respirator and place duct tape over the filters. Place in plastic bag and store in dry location.
 - Wash hands and face.

Re-establishment of the Work Area

Note: Re-establishment of the work area shall only occur following the completion of clean up procedures.

- Inspect waste bags for damage.
Note: Damaged waste bags shall be placed into two new waste bags following moderate risk work procedures as set out in Sections 2 and 3 of this procedure.
- Remove bags of lead waste following low risk procedures for lead.
- Place waste bags in a locked and labeled receptacle designated for storage of lead waste and log.
- Remove all barriers and warning signs.
- Inform personnel that the area is no longer a lead work area and may be accessed without restriction.

Waste Disposal

- Disposal of all lead waste will be in accordance with the Ministry of Environment regulations pertaining to hazardous waste.
- Waste wood may be disposed of as normal construction waste so long as the paint is well adhered to the wood (i.e. no flaking or chipping)
- Perform TCLP testing for leachable lead on waste paint chips.
- Disposal must occur at an authorized site in accordance with regulatory requirements.
- Copies of all dump receipts, trip tickets, transportation manifests, or other documentation of disposal shall be kept as a record for the file.
- Any lead paint dust and debris stored on site will be stored in a labeled and lockable container.
- Containers will not be filled to capacity for transportation.

Acknowledged by: _____

Date: _____

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.

Mould Abatement

Introduction

For most people, exposure to mould spore does not cause any serious health effects. However everyone reacts to moulds differently so care must be taken when dealing with mould growth within one of our buildings. Careful removal of impacted material and properly cleaning any residual mould must be done wearing any applicable PPE following the procedures as laid out below.

Procedure

- Restrict access to the area (place “Wet Floor Signs” around the area if required).
- Make sure plastic bags are available for removal of contaminated items.
- Have fresh cleaning solutions ready.
- Check the asbestos survey to ensure that no asbestos containing material will be disturbed during the work. Sampling for asbestos may be required.
- **Cleaning Small Growth - Any growth where the total surface area affected is less than 10 square feet**
 - If the area to be cleaned is overhead, lay out drop sheets to protect the floor and furniture below.
 - Put on N95 face mask and safety glasses
 - Collect any loose debris and place in a double layer garbage bag
 - If drywall must be removed, use a knife to cut drywall out in small sections taking care to break the material as little as possible
 - For any cleanable material impacted by mould growth, you must:
 - Clean away all large deposits using a general purpose cleaner
 - Spray the area using Oxiver Spray, ensure all affected areas are sufficiently moist
 - Allow to remain wet for at least 10 minutes
 - Disposal and cleanup
 - 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 if used. Dispose of or clean PPE (for example, face shields, aprons, boot covers) according to the manufacturer’s directions
 - Remove and dispose of your gloves.
 - Wash your hands
- **Cleaning Medium to Larger Growth - Any growth where the total surface area affected is 10 square feet or more in size**
 - An accredited mould abatement company will be contacted to come in and abate the area.

Reference Material

Occupational Health and Safety Regulations
Guideline 4.79 Table 1

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:

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

Handling items in preparation for return:

- PPE – gloves, apron, safety glasses
- If caps are not removed and any substance remains, place the container aside and report it to the Supervising Staff for proper disposal.
- Do NOT open any suspicious containers.
- 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 area 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

- 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.
- Modifications or alteration of the boomlift shall be made only with prior written permission of the manufacturer.
- DO NOT alter or disable interlocks or other safety devices.
- Inspect the work area thoroughly for all obstacles, debris, drop-offs, holes, slopes, and depressions.
- 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.**
- 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.
- Safety harnesses/lanyards must always be worn.
- 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.**
- Any personal protective equipment required by the job must always be worn by operator.
- Never operate gasoline engine inside a building without proper ventilation.
- Do not use boom for any purpose other than to position personnel and their tools and equipment. Do not use as a crane.
- Do not operate lift when the wind velocity exceeds 25 MPH or in thunderstorm conditions. **EXTREME WIND COULD CAUSE THE LIFT TO TIP-OVER.**
- Do not drive with the boom basket raised. When raised, move only to maneuver.

- Stunt driving and horseplay could result in injury or death.
- 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 $\frac{3}{4}$ full.
- Once $\frac{3}{4}$ 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 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. 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 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.

Viral Transmission - Cleaning and Disinfection

Introduction

Cleaning and disinfecting objects and surfaces that are frequently touched by multiple students or staff (e.g., high touch surfaces such as doorknobs, faucet handles, computer keyboards, etc.) will help to prevent the transmission of viruses – including COVID 19 - from person to person through contaminated hands.

Equipment:

- Disinfectant cleaner*
- Standard cart set-up
- Appropriate Personal Protective Equipment (PPE) – gloves, eye protection, and/or gowns.

Glove use:

Gloves are to be changed between each classroom, educational space, and after touching soiled/dirty items. Hand hygiene must be performed with each glove change.

Dwell time: 10 minutes

Staging area:

In order **to not leave the room while cleaning** is in progress a staging area is required and access restricted. The custodial cart can be placed outside the door against the wall. In the staging area you can place tools, equipment, and additional chemicals inside the room for easy access. Ideally a yellow clear waste bag should be used and will be placed on the floor by the doorway. Inside the container you can place dry and saturated cloths, tools and workplace chemical bottles. The container along with its contents will be thoroughly disinfected before being placed back on the cart to prevent cross contamination. A wet mop can be pre-dipped and stood in the corner of the room. The mop head will be replaced once the room clean is completed and the handle shall be disinfected thoroughly before being placed back on the cart.

General Cleaning Procedure – these routine procedures ensure viral transmission is minimized under regular conditions

Requirements:

- Replace the mop bucket solution after every 2 to 3 rooms.
- Always wear gloves when exposing hands to cleaning solutions or soil – see **Safe Work Procedures for Glove Application/Removal**.
- Always wear safety glasses or goggles when mixing or dispensing chemicals; and when there is risk of droplet eye contact.
- Always use "Caution" signs when doing floor care operations.
- Clean equipment and return supplies to cart or cleaning closet after use.
- Put out caution sign.
- Perform hand hygiene and put on new gloves.

- Begin cleaning at the doorway and work around the room in a clockwise direction to ensure no areas are missed.
- Using a disinfectant and microfiber cloths rub and scrub all horizontal and contact surfaces, including phone, chairs, low ledges, window crank, counter, sinks, wall mounted equipment, light switches, and doorknobs.
- Spot wipe stains and spots from walls and other vertical surfaces.
- Inspect window curtains and remove if visibly soiled.
- Using Disinfectant clean the washroom working from top to bottom, clean to dirty. Clean the light switches, door handle, grab bars, dispensers, sink fixtures, basin, underside and pipes, shower fixtures/bathtub, and spot wipe walls. Use a new microfiber cloth to clean toilet fixtures, seat, tank, and base. Wipe splash marks from wall around toilet. Use the bowl mop to clean the bowl rim and bowl drain.
- Remove trash from the garbage bins, damp wipe the can inside and out, and replace the liner. Don't leave additional liners in the bottom of the garbage container or hanging over the side.
- Take garbage/soiled items to designated central holding area
- If supplies need replenishing, ensure a 24-hour supply of stock.

Level 2 Procedures – these additional measures are taken during an acute outbreak or pandemic such as COVID 19.

Personal protective equipment:

- Gown – Cover torso and wrap around back, fasten behind neck, and waist.
- Surgical/procedure mask – Secure ties in middle of head and neck, fit nose band to your nose and pull on bottom down to completely cover chin.
- Eye protection – Use Safety glasses or Goggles appropriately fit
- Gloves – Extend to cover wrist of gown

Two-step cleaning procedure to be implemented – double clean in the rooms used
First clean uses the same procedure with a Neutral detergent and second clean with a disinfectant.

Maintain routine cleaning of all areas using a disinfectant cleaner. **Daily unused rooms**

In addition to routine cleaning, all frequently touched surfaces with hands will be cleaned of visible soil and damp wiped with a disinfectant solution **twice daily**.

All contact points include doorknobs, elevator buttons, light switches, toilet handles, counters, handrails, touch screen surfaces, and keypads to be damp wiped **twice daily**.

Removing personal protective equipment:

- Gloves – Use Safe Work Procedure for Glove Removal
- Gown – Unfasten ties, pull gown away from neck and shoulders, touching ONLY the inside of the gown. Turn gown inside out and roll into a bundle. Discard in regular garbage.
- Hand hygiene – Clean all surfaces of hands and wrists.
- Goggles or safety glasses – Do NOT touch the front of them. Put in soiled items

- container for disinfection and reprocessing.
- Surgical/procedure mask – Grasp ties or elastics at back and remove WITHOUT touching the front. Discard in regular garbage.
- Exit room and hand hygiene - Clean all surfaces of hands and wrists and exist room.

Many shared objects can transmit the virus via indirect transmission. Obvious examples include doorknobs, computer equipment (keyboard and mouse), telephones, taps, toilet flush buttons, shelving, kitchen utensils, car door handles, etc. During a pandemic, wherever feasible, consider single-use equipment and limiting equipment sharing. Do not share phones, computers, cutlery, or dishes. No food sharing.

*To determine the appropriate disinfection agent, follow up with Supervisor; disinfection agents for COVID 19 can be searched through Health Canada's list of approved disinfection products: <https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/list.html>

Work from Home

Introduction

Workers **assigned to work** at home may be at increased risk to access assistance in the event of emergency, incident, injury, or illness. Additionally, work conditions need to be arranged to ensure an appropriate work environment. Factors such as presence or absence of others in the household, ergonomics, and access need to be considered.

Note: *Workers who work alone or in isolation for short or intermittent periods of time without being directed to do so are not considered to have been "assigned" to work alone. For example, a worker in most offices and similar work settings, where other workers are normally present during their work hours, is not considered to be assigned to work alone or in isolation if, for example, the worker decides to come in early, work late, or come in on a day off. While a worker in such a setting may choose to work alone and this is permitted by the employer, the worker is not considered to have been assigned to work alone.*

General Procedure

- The work from home checklist (in Appendix section if manual) should be completed prior to commencing work. Should any hazard or risk be identified, the worker should speak to their supervisor directly to determine how to resolve the issue presented, prior to commencing work.
- In absence of regular (every 2 hours) virtual or telephonic contact with their supervisor (Group or Personal Zoom or telephone meetings) workers should make arrangements to perform a buddy check as per **Work Alone Safe Work Procedures**.
- Workers shall be afforded the same break schedule as provided as when they attend the workplace in-person. As with in-person work they are encouraged to use task alternation where they change the kinds of tasks they perform, or the way they complete their tasks (such as seated vs. standing); and take micro-breaks.
- Workers shall follow the IT protocols to ensure the security of information is maintained.