

TITLE: HEALTH AND SAFETY

POLICY STATEMENT:

Red Deer College (RDC) considers health, safety and the preservation of the environment (primarily the elimination or control of workplace and learning environment hazards) to be a priority. The College is committed to providing a safe and healthy work, learning, and living environment for our post-secondary community, in conjunction with all applicable legislation (acts, codes, guidelines, and regulations).

PURPOSE:

To demonstrate a commitment to protecting the environment and to creating, maintaining, and continuously improving safe and healthy working, learning, and living conditions.

To ensure that all individuals understand their rights, obligations, and responsibilities under the Alberta Occupational Health and Safety Act, Regulations and Code.

SCOPE:

This policy applies to all individuals in the college work, learning, and living environment – employees, students, contractors, volunteers, and visitors.

PRINCIPLES:

1. Health, safety, and environmental stewardship are shared responsibilities by all employees at RDC.
2. All persons involved in conducting the College's daily affairs integrate health and safety into their work according to all pertinent Acts, Codes, Guidelines, Regulations, and all College Policies. As far as it is reasonably practicable, all faculty, staff, and students are expected to meet these minimum standards and to eliminate or control workplace and learning environment hazards. As far as it is reasonably practicable, senior and middle level administrators are responsible and accountable for making their work areas safe and for ensuring that employees are aware of the health and safety requirements of their work activities. All employees, students, contractors, volunteers, and visitors are responsible and accountable for working and learning in a manner which will not put themselves, their coworkers, fellow students, contractors, volunteers, or visitors at risk of injury.
3. The Vice President Human Resources, through the Manager, Health, Safety and Wellness and the Health and Safety Committee creates, implements, communicates, and updates procedures that meet applicable legislation and best practices; the college community must abide by these procedures.

GUIDELINES

1. The Vice President Human Resources, through the Health, Safety and Wellness Manager is responsible for creating, implementing, updating, and communicating the Health and Safety Management Program including ensuring Element #1 Management Commitment and Element #8 Program Administration are fulfilled. The Health and

Safety Management Program is available in Appendix A and on the College portal and website.

2. All individuals in the workplace are required to carry out their responsibilities as described in the Health and Safety Management Program, specifically: Element #2 Responsibilities, Element #3 Worker Orientation and Training, Element #4 Hazard Identification and Control, and Element #5 Inspections.
3. Employees, students, contractors, volunteers, and visitors are required and expected to cooperate fully to facilitate the College's compliance with legislation and to ensure that the College environment is safe for everyone. This includes obeying posted signs and procedures authorizing acceptable use of tools and equipment and wearing personal protective equipment when required.
4. All employees are responsible for taking all reasonable means to protect themselves and others from work related injury or illness. All employees must follow all College safety guidelines, procedures and rules, and are required to have knowledge regarding health and safety rights and responsibilities, and training. Specific safety functions for employees are identified in the Health and Safety Management Program (Element #2 Responsibilities). This is a shared responsibility of the supervisor and employee. (Element #3 Worker Orientation and Training)
5. All contractors and subcontractors are required to comply with applicable legislation and College safety policies and procedures. This includes compliance with the Contractor Safety Program (available in Appendix B and on the College portal and website).
6. The Health, Safety & Wellness Centre (HSWC) provides support and advisory services to assist those with responsibilities under this policy. HSWC is responsible for identifying regulatory requirements, developing support and advisory services to assist supervisors in carrying out their responsibilities, and reporting regularly to the Senior Administration members on the College's health and safety status and performance.
7. Failure to comply with this Policy may result in disciplinary action up to and including termination or expulsion.

PROCEDURES:

1. The Health, Safety and Wellness Centre, maintains a Safety Manual with detailed safety practices and procedures that is reviewed and updated on a regular basis. The manual is available on the College portal and website.
2. Health and Safety Committee
 - 2.1 The purpose and mandate is to maintain a safe and healthy learning, working, and living environment that meets legislative requirements of the Occupational Health and Safety Act, Regulations and Codes and industrial standards (e.g. Canadian Standards Association). There are the following sub-committees reporting to the Health and Safety Committee:
 - 2.1.1 Mental Health/Psychological Safety – makes recommendations regarding mental health programming and initiatives for students and employees.
 - 2.1.2 Threat Management – investigates potential or actual threats.
 - 2.1.3 Biosafety – advises on the safe use of biohazardous materials and notifiable biological substances, makes recommendations and issues permits.

- 2.1.4 Incident/Accident Investigation – investigates actual incidents/accidents and makes recommendations for mitigation and resolution.
- 2.1.5 Trades Health and Safety Sub-Committee – addresses health and safety issues specific to the School of Trades and Technologies.
- 2.1.6 Barrier Free Working Group - makes recommendations about improvements to physical accessibility.
- 2.1.7 Emergency Response – prepares for and responds to emergency incidents.
- 2.2 The Committee submits an annual report to Service Council.
- 2.3 The Health, Safety and Wellness Manager in conjunction with the Manager of Human Resources Consulting and Information Systems, are responsible for developing and delivering health and safety training on an annual basis. The Health, Safety and Wellness Centre (HSWC) maintains records of employee training (general annual training as well as specialized training required in the performance of their role and documented on their position description). The HSWC will make reports available to Senior Administrators twice yearly to monitor completion and maintenance of required training.
- 2.4 The Health, Safety and Wellness Manager and Manager of Security and Emergency Response jointly take the lead for Element #6 Emergency Response.
- 2.5 The Health & Safety Committee ensures that all members are trained in and responsible for Element #7 Incident Investigations.

OFFICER RESPONSIBLE: Vice President, Human Resources

RECOMMENDING AUTHORITY: Service Council upon recommendation from Deans' Council

CONSULTATION FOR REVIEW: Deans' Council, Service Council, Health & Safety Committee, Manager Health, Safety & Wellness Centre, Manager Security and Emergency Response, Students' Association

POLICY REVIEW DATE: July 2021

EFFECTIVE DATE: September 28, 2016

REVISION HISTORY: December 1, 2003 (Occupational Health and Safety Standard Practice)
March 1, 2005
September 28, 2016 (revised and renamed Health and Safety Policy)

RELATED POLICIES:

- [Alcohol at College Events and Facilities](#)
- [Biosafety](#)
- [Disability and Illness Management Standard Practice](#)
- [Emergency Response and Business Resumption Plan](#)
- [Harassment and Discrimination](#)
- [Hazardous Material Disposal Standard Practice](#)
- [Pets on Campus](#)

CONNECTION TO BOARD POLICIES:

All RDC policies support relevant Board of Governors policies.

RED DEER COLLEGE
HEALTH AND SAFETY PROGRAM

Appendix A



HEALTH AND SAFETY PROGRAM

ELEMENT #1 MANAGEMENT LEADERSHIP

1.0 MANAGEMENT LEADERSHIP

1.1 Health and Safety Directive

Red Deer College (RDC) is committed to a Health and Safety Program that protects its employees and students, property, workers who enter its property, the general public, and the environment. Our commitment to safety is in accordance with standards outlined in the Alberta Occupational Health and Safety (OHS) Act, Regulation and Code.

RDC's objective is to prevent injuries and property damage in all work and learning execution and operations. This will be achieved by creating a work and learning atmosphere in which health and safety is implemented in everyday operations. All employees are responsible and accountable for RDC's health and safety performance and will provide leadership for the Health and Safety Program. Employees will be familiar with the requirements of the RDC Health and Safety Program as it relates to work processes.

This will be achieved by:

- Promoting a work and learning environment based on employee and student involvement, teamwork, education, training and commitment.
- Promoting the philosophy that safety is a value associated with every priority.
- Recognizing group and individual achievements.
- Treating everyone with dignity and respect.
- Ensuring all OHS regulatory requirements are met.

RDC is responsible for the health and safety of employees, and this is achieved through actively encouraging employees to participate. RDC will provide health and safety education and tools so all employees are aware and understand their responsibilities.

Employees are responsible for protecting their health and safety and that of their fellow employees and students; by reporting concerns, following policies and procedures, working safely, and improving health and safety measures where possible.

Accidental loss can be controlled through good management in combination with college community involvement.

All contractors shall meet the RDC health and safety requirements, Workers' Compensation Board (WCB) and OHS applicable acts, regulations and codes.

President

Dated

1.2 Assignment of Internal Responsibilities

Responsibility can be defined as an individual's obligation to carry out assigned duties. For the Health and Safety Program's Safety Management System (SMS) to achieve its desired results, everyone in the organization must understand their accountability and responsibility. In order for the SMS to be successful, occupational health and safety must be fully integrated into all organizational activities. To this end, the following responsibilities are assigned to the RDC community.

1.2.1 Board of Governors

- Oversee and delegate operational safety responsibility to the President.
- Ensure the Health and Safety Program is developed, implemented and maintained.

1.2.2 President

- Direct and delegate health and safety responsibility and activity through the Senior Administration members.
- Ensure enforcement of OHS Policy and SMS.
- Understand the responsibilities under the OHS, Regulation, and Code.
- Lead by example.

1.2.3 Senior Administration

- Fulfill assigned responsibilities for the President for directing occupational health and safety activities within their area.
- Assume a leadership role in promoting the elements and enforcing responsibility of the safety management system.

1.2.4 Deans and Directors

- Implement and enforce established health and safety policies.
- Ensure required safety orientation and training is provided.
- Ensure tools, equipment and facilities are maintained.
- Provide direction during emergencies at the worksite.
- Periodically attend health and safety committee meetings as requested by the Committee.
- Review and respond to recommendations made by the health and safety committee.
- Ensure formal hazards assessments and inspections are performed annually.
- Ensure incidents are investigated, reviewed and signed-off.
- Follow-up to ensure corrective actions stemming from incident investigations, inspections, and hazard reports are completed.
- Understand their responsibilities under the OHS, Regulation, and Code.
- Lead by example.

1.2.5 Associate Deans and Managers

- Enforce established health and safety policies.
- Ensure that faculty and staff wear prescribed personal protective equipment when required.
- Ensure training of faculty and staff on safe work practices and procedures applicable to their jobs.
- Hold faculty and staff accountable and responsible for their health and safety performance.
- Annually participate in formal inspections of the worksites under their supervision.
- Participate in investigating incidents and occupational illnesses.
- Ensure that faculty and staff know and understand their health and safety responsibilities.
- Correct substandard acts and conditions.
- Ensure health and safety is an agenda item in school and department meetings.
- Ensure faculty and staff know and understand emergency response procedures.
- Ensure hazard assessments are conducted for all hazardous work.
- Understand their responsibilities under the OHS, Regulation, and Code.
- Ensure that faculty and staff know and understand their responsibilities under the OHS, Regulation, and Code.
- Lead by example.



HEALTH AND SAFETY PROGRAM

ELEMENT # 2 RESPONSIBILITIES

WHO IS RESPONSIBLE FOR HEALTH AND SAFETY?

Everyone has responsibility for health and safety in the workplace. The level of responsibility is proportional to the leadership role in the department or classroom. Managers, instructors/supervisors and students tend to have a narrow more specific role. The employee is responsible for his/her own health and safety and the health and safety of co-workers.

Accountability:

The safety performance of an employee/student will be a component in their performance review/evaluation.

Faculty and Supervisors

- Perform their work in a safe and healthy manner.
- Wear and maintain prescribed safety equipment and personal protective equipment.
- Report substandard acts or conditions that may be of danger to self, other employees, and students.
- Refuse unsafe work.
- Report all incidents and concerns.
- Participate in hazard assessments, inspections and investigations when required.
- Understand their responsibilities under the Alberta OHS Regulation and Code.

Staff and Students

- Perform their work in a safe and healthy manner.
- Wear and maintaining prescribed safety equipment and personal protective equipment.
- Report any substandard acts or conditions that may be of danger to self, other employees, and students.
- Refuse unsafe work.
- Report all accidents, incidents, and occupational illnesses.
- Participate in hazard assessment, inspections and investigations when required.
- Understand their responsibilities under the Alberta OHS Regulation and Code.

Contracted Service Providers, Maintenance Workers, Volunteers and Visitors

- Ensure that Contractors are fully aware of RDC policies, procedures, codes of practice and all other applicable aspects of the health and safety program.
- Ensure that Contractors have a firm understanding of the OHS, Regulation and Code.
- Operate according to the requirements of RDC Health and Safety Program at a minimum.
- Cooperate fully with RDC Health and Safety representatives with respect to health and safety audits, incident investigations, hazard assessments and reporting requirements.
- Maintain a strong commitment towards health and safety in all of their work execution and operations.

- Know the location of fire extinguishers, first aid kits, list of qualified first aiders and location of emergency exits, routes and muster points.

Contractor Status

- RDC prefers to have the contractor assume the “prime contractor” role. This will only be applied if the contractor can demonstrate that they have a health and safety program that meets legislative requirements.

Contractor Requirements

- Prior to the commencement of any contract work activities, the contractor shall meet with a representative from RDC and complete and sign: The Contractor Safety Work Agreement.
- Ensuring that Contractors are orientated on the RDC Health & Safety Program and their responsibilities prior to commencement of work.

Manager of Health, Safety and Wellness Centre

- Identify and communicate applicable Alberta OHS Regulations and Code requirements including procedures and protocols to effectively minimize or eliminate incidents and health exposures.
- Chair the Occupational Health and Safety Committee.
- Facilitate safety training programs.
- Coordinate safety audit process.
- Oversee and support all elements of the safety program for learners, employees, contractors and visitors.

Health and Safety Committee

- Act as an advisory body.
- Conduct hazard assessments.
- Assist in resolving work refusal cases.
- Participate in incident investigations and workplace inspections.
- Make recommendations to Senior Administration members regarding actions to resolve health and safety concerns.

Health and Safety Enforcement Directive

Compliance with the RDC Health and Safety Program is necessary to maintain a healthy and safe work environment. Corrective disciplinary measures may be required to deal with non-compliance.

*****IF A NON-COMPLIANCE VIOLATION IS SERIOUS IN NATURE, EMPLOYMENT MAY BE TERMINATED.***

Provisions outlined in any Collective Agreement or Non-Academic Misconduct Policy shall apply.

Forms include Non-compliance Notification Form for Students and Document incident – *(see Forms Index)*

Personal Protective Equipment Directive

One hazard control implemented to minimize workplace related illnesses/injuries is through the use of personal protective equipment (PPE). PPE is considered the last line of defense against hazards in the work place. The use of PPE is most effective when combined with the use of engineering and administrative controls.

All students, employees and contractors should use the PPE outlined in the appropriate hazard assessment, safe work practices, procedures and codes of practice.

All PPE will be used, cared for and maintained in accordance with the manufacturer's specifications.

Right to Refuse Unsafe/Unhealthy Work Directive

All employees and contractors have the right to refuse work if imminent danger exists or when they feel they are asked to perform a task they are not qualified to perform. If this scenario occurs the worker is to stop work immediately and notify his/her supervisor.

Imminent Danger as defined section 35 of the OHS is:

- a) A danger that is not normal for that occupation.
- b) A danger under which a person engaged in the occupation would not normally carry out the person's work.

Responsibilities:

- If required, the supervisor shall stop all works until the investigation and associated remedial action is implemented.
- A report of imminent danger shall be investigated immediately.
- Solution(s) to remedy the situation or working condition(s) shall be developed and shared with the employee(s) and/or contractors that expressed the concern
- Brief all employees and contractors of the reported issue(s) and associated remedial actions.

**All documents associated with an investigation shall be kept on file for a minimum of 3 (three) years.

Unsafe/Unhealthy Worksite Reporting Directive

RDC is committed to the identification, assessment and remediation of any unsafe or unhealthy working condition. Prompt reporting using the Incident/Injury Report is essential to proactively managing unsafe or unhealthy working conditions.

Responsibilities

- An employee or contractor who identifies an unsafe or unhealthy working condition at any RDC worksite, regardless of the level of activity, must report the deficiency in a prompt manner to their supervisor or main contact.
- All unsafe or unhealthy working conditions must be documented on the Incident/Injury Report form and forwarded to the supervisor.
- The supervisor/manager must address the issue and keep the employee informed of remedial actions taken to address and resolve the issue.
- All completed forms and associated documents shall be kept on file for a minimum of 3 (three) years.

Working Alone Directive

Working alone as defined by Part 28 - Section 393 of the OHS Code is:

- A worker is working alone at a work site.
- Assistance is not readily available if there is an emergency or the worker is injured or ill.

When finalized, the Working Alone Policy will be on the Loop.

Workplace Violence Directive

RDC promotes a violence-free workplace and learning environment in which all people respect one another and work together to achieve common goals. Any act of violence committed by or against any employee, student, contractor or member of the public is unacceptable conduct and will not be tolerated. As per the Prevention of Workplace Violence Best Policy, we are committed to:

- Investigating reported incidents of violence in an objective and timely manner.
- Taking necessary action.
- Providing appropriate support for victims.

No action shall be taken against an individual for making a complaint unless the complaint is made maliciously or without reasonable and probable grounds.

OFFENCES

Occupational Health and Safety Act

A person who contravenes this Act, the regulations or an adopted code or fails to comply with an order made under this Act, the regulation or an adopted code or with an acceptance issued under this Act is guilty of an offence and liable

- (a) for a first offence,
 - (i) to a fine of not more than \$500,000 and in the case of a continuing offence, to further fine of not more than \$30,000 for each day during which the offence continues after the first day or part of a day, or
 - (ii) to imprisonment for a term not exceeding 6 months, or to both fines and imprisonment, and
- (b) for a second or subsequent offence,
 - (i) to a fine of not more than \$1,000,000 and in the case of a continuing offence, to a further fine of not more than \$60,000 for each day or part of a day during which the offence continues after the first day, or
 - (ii) to imprisonment for a term not exceeding 12 months, or to both fines and imprisonment.



HEALTH AND SAFETY PROGRAM

ELEMENT 3 WORKER ORIENTATION AND TRAINING

Alberta Occupational Health and Safety (OHS) require that “any employee who performs work that may endanger a worker be competent to do that work, or be working under the direct supervision of someone who is competent”.

Commonly, on the job training emphasizes experiential learning with little or no guidance. This type of learning can result in; employee frustration, bad habits, low efficiency, equipped downtime, incidents, and ultimately increased cost to the College.

New Employee Orientation and Training provides basic information about the College safety rules, expectations for health and safety, what to do in an emergency and directional guidance to obtain further information. New Employee Orientation and Training should be completed in a timely manner by the Instructor/Supervisor. Consideration should also be given to orientation for visitors and contractors.

SAFETY ORIENTATION CHECKLIST

Date: _____ Name: _____
Time: _____ Department: _____
Telephone Number: _____ Signature: _____

1	Management Commitment and Statement
	Responsibility and Accountability of Management
	OH&S Act and Regulations
2	Responsibilities
	RDC Safety Responsibilities
3	Worker Orientation and Training
	Health and Safety Orientation on Blackboard WHMIS 2015 Training on Blackboard
	REACH Program Forklift Training Incident Investigations Hazard Assessments
	First Aid/CPR/AED Training Aerial Lift
4	Hazard Identification and Control
	Hazard Assessment Checklist
	Barrier Free Sub-committee
	Contractor Safety Sub-committee
5	Inspections
	Ongoing/Informal Inspections
	Safety Inspection Checklist
	Ergonomic Self-Study
6	Emergency Response
	First Aid Regulations
	RDC Fire Evacuation Procedures
	RDC Qualified First Aiders/CPR/AED (training two times per year)
	Psychological Safety Sub-committee
	Threat Management Team
	Emergency Response Plan and Business Contingency Plan
	Incident Investigation
	Incident/Injury Reporting
	Reporting to Workers' Compensation Board
	RDC's Disability Management Program
8	Program Administration
	Purpose and Objectives of Health and Safety Program at RDC
	RDC General Safety Rules
	Biosafety Plan for Administrative Oversight

TITLE: WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEMS (WHMIS 2015)

EFFECTIVE DATE: June 30, 2016

PRACTICE:

Globally Harmonized System of Classification and Labeling Chemicals (**GHS**). Canadian legislation regulating hazardous materials in the workplace, consumer products, pesticides and pest control products, and the transportation of dangerous goods will be modified as the GHS is implemented.

This system will continue to be called **WHMIS** in Canada (WHMIS 2015). The implementation of GHS in WHMIS will help Canada's hazard communication system to be more aligned with those of other countries. The benefits include a globally standardized approach for hazard classification and hazard communication labels and Safety Data Sheets (SDSs).

The following are the significant changes to the federal WHMIS legislation:

- "Controlled Products" will now be called "**Hazardous Products**".
- Different hazard classification, criteria and classes.
- New supplier labels.
- New pictograms.
- New 16-section product Safety Data Sheets (SDSs).
- No requirement to update SDSs every three years.

PROCEDURE:

1. The WHMIS 2015 program and relevant training will be administered through the Health and Wellness Centre.
2. As an employer, RDC will ensure that controlled products are labeled according to legislation and ensure Safety Data Sheets (SDS) are available for each product. The college will also ensure that a controlled product will not be used until a proper label and a SDS is obtained. The OHSA requires that no person removes or defaces a label or other identification prescribed for a hazardous material.
3. Employees are responsible to inform their supervisor if the SDS on a controlled product is absent or that a label has become illegible.

TRAINING:

Employees have a responsibility to participate in WHMIS 2015 training. WHMIS training provides employees with competency in the use, handling, storage and disposal of controlled products.

Safety Data Sheets (SDS) can be accessed on your RDC computer desktop.

WHMIS 2015 training is provided on line through Blackboard. Upon passing the quiz you will receive a WHMIS wallet card certificate.

If you have any problems logging into Blackboard, contact the Health, Safety & Wellness Centre at 3427.

TITLE: FIRST AID/CPR/AED TRAINING

First Aid, Cardiopulmonary Resuscitation (CPR) and Automated External Defibrillator (AED) training is offered to selected RDC employees at no cost to the employee. Training sessions are held twice a year and will be announced to all RDC employees.

WHMIS 2015 UPDATED PICTROGRAMS

WHMIS Chemical Hazards Pictograms 2015

WHMIS 1988 Hazard Class	WHMIS 1988 Symbols	WHMIS 2015 Symbols	WHMIS 2015 Hazard Class
A			Gases Under Pressure
B1 to B6			Flammables, Self-Heating, Emit Flammable Gases, Pyrophoric Gases, Liquids & Solids Organic Peroxides
C			Oxidizing Gases, Liquids, Solids
D1			Acute Toxicity - Oral, Dermal, Inhalation
D2			Eye Irritation, Skin Irritation Skin/Respiratory Sensitization, Carcinogenicity Mutagenicity Reproductive Hazards
D3			Biohazardous Infectious Materials
E			Skin/Eye Corrosion Corrosive to Metals
F			Self-Reactive Substances Organic Peroxides
N/A	N/A		Explosive Substances (Explosives are still covered under WHMIS exclusions for now)
N/A	N/A		Aspiration, STOT (Single Exposure, Repeated Exposure)
N/A	N/A	N/A	Combustible Dusts
N/A	N/A	N/A	Simple Asphyxiants
N/A	N/A	Use appropriate symbol	Physical Hazards Not Otherwise Classified, Health Hazards Not Otherwise Classified



HEALTH, SAFETY & WELLNESS CENTRE

REACH PROGRAM / ALBERTA BLUE CROSS

RDC's REACH Program is a confidential and voluntary support service that provides responsive counselling, consultation and information services for employees and their eligible family members. Employees who maintain Alberta Blue Cross benefits are eligible for REACH services.

REACH provides confidential, professional counselling for a broad range of personal and family problems, including managing anxiety and depression, controlling substance use, gambling, resolving family conflict, relationship problems, workplace issues, work-life balance, and more.

Each year, from August 1 through July 31, Alberta Blue Cross covers up to a total of \$150 per visit, regardless of the length of visit - up to \$700 per year/person.

As noted in the RDC's Alberta Blue Cross Benefits Booklet under Health Benefits, employees and their eligible family members are able to consult a Psychologist, Master of Social Work, Psychiatric Nurse or Registered Social Worker.

Employees are responsible for a counselling session payment and submitting for reimbursement to Alberta Blue Cross. Please complete and submit your Alberta Blue Cross Health Services Claim form online, along with the receipt. You may also claim an amount more than \$150 per visit through your Health Spending Account, if available.

Occupational Health Nurses are available for consultation and referrals. If you have any questions or concerns, please contact Shelly Peyton-Holt via email or extension 3268.

Other options:

- 1) Alberta Mental Health
Phone 403-340-5466
Check dates and times prior to attending.
There is no charge for this service if you have Alberta Health Care coverage.
- 2) Alberta Mental Health Help Line
Phone 1-877-303-2642

RESOURCES FOR EMPLOYEE ASSISTANCE, COUNSELLING AND HEALTH

THE "REACH" PROGRAM AT RDC

Why this service?

No one goes through life without experiencing difficulties and challenges. Because RDC is concerned about the welfare of its staff and their families, REACH is available to promote wellness and assist when difficulties do arise.

Overall goals of the service:

To provide support and financial assistance options to RDC employees and their families in coping with personal and work-related problems.

Objectives:

1. To provide a core group of trained peer support personnel.
2. To provide assistance and referrals to employees seeking outside resources.
3. To maintain confidentiality for employees using the service.
4. To promote the concept of "wellness" as a lifestyle for RDC employees.
5. To maintain a variety print and non-print resources for employees use.

In times of trouble...

Everyone faces different forms of stress, disappointment and/or tragedy. Many struggle with interpersonal relationships, work, finances, alcohol, drugs, tobacco, food, loneliness, aging, or the death of loved ones. These situations have the capacity to create anxiety, stress, loneliness and/ or depression and require assistance in "how to cope".

Problems grow...

Not recognizing or dealing with problems can make them more serious and difficult to resolve. Often existing problem-solving skills are inadequate, or one is too close to the problem to be objective. Individual efforts may only result in increased stress resulting in the inability to cope. Unresolved issues will impact daily life and can impact many other areas.

And add to life stresses...

Recognizing that personal problems can affect job performance, RDC is providing choices for all employees and their families. When faced with a problem, employees and their families can use this confidential service.

There are places to turn to for help...

Sometimes it can be very difficult to admit to ourselves there is a problem. What is a tremendous burden to one person can become a lighter load when shared with someone else. There are two ways to use this part of the service:

Resource/Referral Person

The College nurse is a health professional, trained to assess and do appropriate referrals. Many times, a single phone call can provide the information needed. The resource/referral person can help to clarify the problem, develop an agreed-upon resolution plan, and make arrangements for extended counselling beyond what peer support can do.

What types of problems can be dealt with through this service?

The confidential services are as broad and include, but not limited to, marriage and family counselling, psychological stress, alcoholism and chemical dependency, financial and credit problems, smoking cessation, weight control, legal questions, child care arrangements, life crises, as well as other personal problems or stressors.

When to seek help

Many personal problems do not get better without outside assistance. If you think there is a problem you cannot handle, seek help.

How to obtain these services

Employees are encouraged to contact the resource/referral person directly at 342-3268. All contact with the REACH service is strictly confidential and handled in the same way as the privileged information you give your doctor, lawyer, or clergyman. Employees who use the REACH service are assured that their problem and its source, treatment or disposition will remain confidential.



HEALTH AND SAFETY PROGRAM

ELEMENT 4 HAZARD IDENTIFICATION AND CONTROL

Hazard identification and elimination are an inherent supervisor responsibility in providing a safe workplace for employees/students, which requires employee/student involvement. Before employees/students can be protected from hazards that can cause harm, those risks must be recognized.

A hazard is defined as *'any condition or circumstance that has the potential to cause injury or illnesses*. All activities and jobs in schools and departments must be reviewed to determine the hazards. Hazards can be *'to safety'* or *'to health'*, and can be immediate, or as a result of months or years of exposure.

Not every hazard will result in injury or illness, but the potential exists. Once the hazards are identified the next step is to prioritize the hazard so that those with greater potential to cause injury and/or serious harm are addressed first. Managers, faculty, supervisors and employees are responsible for implementing the hazard identification process.

Steps to conduction a hazard assessment include:

- Discuss possible hazards with employees and tour the entire area.
- Look for possible hazards originating with environment, material, equipment and people.
- Keep asking, "What if?".
- Mark on a checklist all items that could potentially pose a hazard.
- Review the findings.
- Rank the hazard items on a 'worst-first' scenario basis.
- Set up a control plan to eliminate or minimize the hazard.
- Follow up.

HAZARD CONTROL

Significant hazards to students/employees must be eliminated if possible or controlled in some way. The three most common methods include *engineering, administrative, and personal protective equipment*.

1. **Engineering Controls** is physically guarding the worker from the hazard. For example: equipment guards, railings, mufflers, ventilation systems, interlocks on equipment.
2. **Administrative Controls** manage the way work is done, to reduce the potential for an incident. This group of controls includes warning signs, floor markings, back-up alarms, work practices, etc. They are not as effective as engineering controls.
3. **Personal Protective Equipment (PPE)** does not control the hazard - it just minimizes the possible injury or illness. Examples of PPE include hard hats, gloves, respirator, etc. This is the least preferred group of control and should only be used when the others are not reasonable, or to supplement the other controls (*as a back up*). Each employee must be trained to know and understand when PPE is needed; which PPE is needed; the limitations of the PPE; the proper care, maintenance, useful life, and disposal of the PPE.



Health Safety and Wellness Centre
 Red Deer College
 100 College Blvd
 Box 5005
 Red Deer, Alberta
 CANADA T4N 5H5
 Telephone: 403.342.3427
 Fax: 403.342.3303
 Web-site: www.rdc.ab.ca

HAZARD ASSESSMENT

The information you provide on this form will be used by Health, Safety and Wellness to ensure safety in the workplace. The information will be protected in compliance with the provisions of the Freedom of Information and Protection of Privacy Act of Alberta. The information may be shared with government and private agencies.

DESCRIPTION OF WORK AREA	ASSESSMENT PERFORMED BY:	DATE
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In order to prevent injury and losses due to workplace hazards, RDC requires a good understanding of the actual hazards and risks in the individual workplaces. These hazards may not always be eliminated. However, assessing and understanding their potentials are critical to developing acceptable controls to avoid incident, injury and losses. Good solutions are the result of adequate hazard assessment.

Please refer to the attached HAZARD ASSESSMENT PROCESS and HAZARD CHARACTERISTIC AND POINT RATINGS to complete this Hazard Assessment.

Description of Hazard	Exposure (1-5)	Probability (1-5)	Consequence _s (1-5)	total	Rating	Controls (ENG/ADMIN/PPE)	Completion date	Initials

To insert additional rows, place cursor at the end of the last table, right click and select **INSERT**; select **INSERT ROWS BELOW**.

Hazard Assessment Process Updated Occupational Health and Safety Codes

A hazard is any condition at the work site that has a potential to cause injury, illness or loss. Employees, supervisor and managers responsible for the work should conduct hazard assessment within the department. The updated Occupational Health and Safety legislation codes emphasize is on the need to conduct a hazard assessment any time there is a potential for injury of loss such as when working alone, preventing workplace violence and when preparing for an emergency.

1. Identify existing and potential hazards:

- review past incidents that have occurred within the department
- walk around the work area to look for hazards
- task observation
- Ask: "What if?"

2. Evaluate the hazard (rated 1-5 in each category – see chart next page):

- **Consequences** – what harm or injury may occur?
- **Exposure** -how often is the person exposed to the hazard?
- **Probability** - what is the probability of injury/loss?

Calculate the total number of the hazard and determine if the hazard rating is low, medium or high.

3. Controlling the hazard (hierarchy)

Controls are actions taken to prevent injuries (see the Occupational Health and Safety Code).

- **Engineering:** (things that are built in to prevent the loss)
 1. Manufacturer's specifications
 2. Design of the workplace
 3. Warning devices
 4. Machine guards
- **Administrative:** (focused on the employee)

Safety as an agenda item in departmental meetings

 1. Supervision/ disciplinary process
 2. Rules (proactive vs. reactive)
 4. Documented standards/policies
 5. Purchasing criteria
- **Personal Protective Equipment (PPE)**
 1. Last resort – i.e. eye, ear, or foot protection

4. Communication:

1. Workers must be informed of the hazards.
2. Workers must be instructed using a formal communication mode on how to deal with the hazards identified.
3. If there is an injury it must be reported and investigated and controls must be put in place to reduce the likelihood of reoccurrence.

The hazard assessment must be documented and available to the employees. Employees, supervisor and managers should be involved in writing the hazard assessment

5. Competency:

1. Monitor and measure implementation controls
2. Enforce implementation (document)
3. Enforce consequences

6. Review existing standards:

- 1. Local
- 2. Occupational Health and Safety
- 3. Government
- 4. Manufacturer's specifications

Hazard Characteristics and Point Ratings

Consequences (1-5)	Exposure (1-5)	Probability (1-5)	Total	Rating	Controls (ENG/ADMIN/PPE)
What loss, harm or injury may occur?	How often is the person exposed to the hazard?	What is the probability of the occurrence?	Add the numbers for total risk.	Rate as Low, Moderate or Serious hazard.	If the hazard cannot be eliminated, controls must be implemented to reduce the risk
Rating	Rating	Rating	Total Risk	Rating	E - Engineering Admin- Administrative, PPE - Personal Protective Equipment
1 = > Insignificant (no damage)	1 = > Rare (1x a year or less)	1 = > Unlikely unlikely to occur	3 - 5	Low - hazard requires monitoring	Engineering - design of a workplace, automation/ material handling devices, machine guard, warning devices, interlocks, lockouts, isolation/enclosure, limitation, ventilation, storage, air monitoring devices, communication devices
2 = > Minor first aid or minor property damage	2 = > Occasionally (1x a month or less)	2 = > Remote some chance of occurrence		Controls & safe work procedure recommended	
3 = > Moderate lost time injury or significant property damage, seeks medical assistance	3 = > Often (2- 4x per month)	3 = > Occasional could occur	6 - 10	Moderate - hazard requires attention	Administrative - substitution of a less toxic product, purchasing criteria(tools, equipment, chairs), policies/procedures, training, organizing/planning work, rotation of workers (limit hrs.), safety plan/ procedure (meetings)
4 = > Critical injury results in permanent disability, serious health effects or property damage	4 = > Regular (1-2x per week)	4 = > Probable good chance of occurring		Controls & safe work procedures should be in place Employees must be aware of hazards	

<p>5 = > Catastrophic Injury results in a fatality or major property damage</p>	<p>5 = > Continuous (1x or more per day)</p>	<p>5 = > Frequent will occur if not attended to</p>	<p>11 – 15</p>	<p>Serious – hazard must be attended to immediately</p> <p>Controls & safe job procedures must be in place</p>	<p><u>Personal Protective Equipment</u> – hard hat, goggles, hearing, safety boots, T-shirts with 4 inch sleeves, respiratory equipment, fall protection</p>
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HEALTH AND SAFETY PROGRAM

ELEMENT 5 INSPECTIONS

Safety inspections are used to identify and control hazards in the workplace before incidents occur. During an inspection, both activities and conditions in the workplace are carefully examined. Situations that have the potential to cause injury or damage (*sometimes referred to as unsafe acts and unsafe conditions*) are identified and corrective action is initiated.

Inspections are completed to achieve the following:

- Determine the safeguards necessary to protect against hazards before accidents and personal injuries occur
- Monitor the effectiveness of hazard controls and also examine the worksite to improve standards of OHS
- Promote the health and safety program to employees by demonstrating and advertising management's interest in safety
- Ensure that standards and regulations are being followed in accordance with the OHS Act

Ongoing (Informal) Inspections:

Ongoing inspections should be conducted by supervisory personnel who conduct the majority of work on the job site. They should constantly watch for unsafe acts and unsafe conditions. In many cases, a supervisor can correct the problem by discussing an unsafe act with a worker or by issuing instructions to have an unsafe condition corrected. Situations that require additional corrective action must be recorded by the supervisor for follow-up.

Supervisors should encourage employees/students to bring forward their observations of unsafe acts and unsafe conditions on an ongoing basis. In fact, this is a worker's right and responsibility under the OHS Act. Management should always initiate prompt corrective action in response to valid concerns of workers.

Planned (Formal) Inspections:

Planned inspections must be conducted on an annual basis. The basic procedure for conducting a planned inspection is:

- Identify the inspector or inspection team.
- Locate and review reports of previous inspections.
- Obtain an inspection report form.
- Proceed with the inspection tour.
- During the tour, get off the 'beaten path'.
- Look over, under, around, behind, inside, etc.
- Take the time to observe the activities of all personnel.
- Take immediate corrective action where there is imminent danger.
- Record all unsafe acts and conditions.
- Identify corrective action required for each unsafe act/condition.
- Assign a person responsible for each corrective action and a date for completion.
- Distribute copies of the inspection report to all employees.
- Follow up.

SAFETY INSPECTION CHECKLIST

Program/Department:	
Date:	Area Inspected:
Inspected by:	
Management Review by:	Management Signature:

Indicate for each item: ✓ = Satisfactory X = Unsatisfactory N/A = not applicable
Identify follow-up actions on page 2 for each item marked Unsatisfactory

Work Environment/Housekeeping	Status	Equipment	Status
Floors/aisles/stairs free of slipping/tripping hazards		Correct equipment and tools available for task?	
Is there loose material, debris, worn carpets?		Equipment guards in place?	
Floor/ground in good repair (no heaving, cracks, uneven surfaces)		Equipment maintained as per manufacturer's specifications?	
Are exits clearly visible; exits not blocked?		Defective/damaged tools/equipment tagged out of service?	
Materials properly stored on cabinets or shelving? (not overloaded and secure from falling)		Equipment/Materials stored appropriately (not blocking exits, or access to other materials)?	
Handrails/guardrails in place?		Tools/Equipment maintained and serviced properly?	
File cabinet drawers function properly and not overloaded?		Appropriate ladders/step stools available to access heights?	
Noise levels acceptable?		Task	Status
Adequate lighting in place?		Appropriate personal protective equipment available, maintained and stored properly?	
Overhead obstructions identified?		Is appropriate personal protective equipment being used for the tasks being performed?	
Safety bulletin boards, signs, posters updated (e.g. OH&S Policy)?		Where heavy lifting is required (more than 50 lbs), are material handling devices available?	
Garbage disposed properly; not overflowing (less than 50lbs)?		Written safe work practices/ procedures are in place for critical tasks?	
Shelves or shelving units firmly anchored to wall?		Hazard assessments are current and available?	
Emergency Response	Status	Hazardous Materials	Status
Evacuation maps posted?		Workers are following appropriate procedures?	
Emergency procedures identified?		Material Safety Data Sheets are available and current?	
Emergency shower/eyewash maintained regularly?		Containers are properly labeled; labels are legible?	
First aid supplies stocked up; trained staff list posted?		Containers are in good condition?	
Fire extinguishers in place and operable (retainer pin in place, hose not damaged, arrow in green for ABC)?		Use of appropriate safety containers (e.g. for flammables)?	
Electrical	Status	Task	Status
Are electrical cords not damaged/frayed and away from water		Incompatible materials are stored separately?	
Are extension cords three prong and only used temporarily?		Hazardous materials are stored below eye level?	
		Compressed gas cylinders secured; capped when not in use?	
Other hazards identified:			
Positive Observations/Safe Behaviors			

Area Inspected:

Description of Hazard or Unsatisfactory Condition	Location	Recommended Actions	Person Responsible	Date Required	Date Completed

Management Review by:

Management Signature:



HEALTH AND SAFETY PROGRAM

ELEMENT 6 EMERGENCY RESPONSE

Occupational Health and Safety Act

The Alberta Occupational Health and Safety Act (OHS) applies whenever there is a serious injury on a worksite, or an incident that has the potential for causing serious injury

Section 13(1) – ***Serious Injuries and Accidents*** – “If an injury or incident listed below occurs at a worksite, the employer responsible for the worksite must notify Workplace Health and Safety, Alberta Human Resources and Employment as soon as possible. In addition, they must carry out an investigation into the circumstances surrounding the incident to identify the causes and corrective actions required.”

Incidents required to be reported under the Act are:

- An incident that results in death.
- An incident that results in a worker's being admitted to a hospital for more than two days.
- An unplanned or uncontrolled explosion, fire or flood that causes a serious injury or that has the potential of causing a serious injury.
- A collapse or upset of a crane, derrick or hoist.
- The collapse or failure of any component of a building or structure necessary for the structural integrity of the building or structure.

In addition, the employer is required to investigate any other serious injury or any other incident that has the potential for serious injury. The intention of this requirement is that the causes of incidents are identified in order to prevent a more serious result.

First Aid Code

The First Aid Code states employers are required to maintain and document any injuries requiring first aid treatment. An employer must create and maintain a written record for at least three years, of every acute illness or injury that occurs at the work site. Records are beneficial because:

1. If a minor workplace injury gets worsens and requires medical attention it will be recognized as a work related injury..
2. Review of the records may reveal trends (*injuries are happening in a certain job, a certain type of injury is occurring repeatedly, injuries are occurring at a specific time of the day....*).

EMERGENCY PROCEDURES

IN CASE OF EMERGENCY OR INJURY, CONTACT CAMPUS SECURITY
VIA THE EMERGENCY LINE: **403.343.4000**



EVACUATION

1. **Secure** hazardous materials
2. **Offer assistance to persons** with special needs
3. **Calmly exit** the building. **Do not use** elevators
4. **Move 100 m** from the building or to the meeting site specified by the evacuation team.
5. **Do not re-enter** the building until authorized by the College Emergency Response team



If you are not on the ground level, go to the nearest Stairwell and tell someone to report your location to the Emergency Response Team



FIRE

If you see a fire:

1. **Pull** the fire alarm
2. If trained to do so, use a **fire extinguisher** on the fire
3. **Evacuate** the building
4. **Call Campus Security at 403.343.4000**
5. **Do not re-enter** the building until authorized by the College Emergency Response team



If you are not on the ground level, go to the nearest stairwell and tell someone to report your location to the Emergency Response Team



LOCKDOWN

1. **Enter the nearest room**
2. **Close, lock and barricade the door**, turn off the lights and cover the windows
3. Take **shelter** behind furniture and out of view
4. **Do not open** the door to anyone

If a secure room is not available and exiting is an option:

1. **Do not pull** the fire alarm
2. **Calmly exit** the building
3. **Tell** anyone that you see to evacuate
4. **Call 911 and Campus Security at 403.343.4000**



TORNADO

1. **Proceed to areas in the lower level** of the building and **away from outside walls**
2. **Avoid open areas** with glass and potential debris
3. **Do not** remain in hallways
4. **Do not** use elevators
5. **Once in a safe area, remain there** until further direction is given by the College Emergency Response team



If you are not on the ground level, go to the nearest stairwell and tell someone to report your location to the Emergency Response Team



SUSPICIOUS PACKAGE

1. **Call Campus Security at 403.343.4000**
2. **Notify** your supervisor
3. **Wait** for instructions
4. **Do not handle** the package



HAZARDOUS MATERIALS

1. **Call Campus Security** and provide information on the spill
2. **Alert others** to stay clear
3. **Move** to a safe location

NON-EMERGENCY CONTACTS:

Manager, Security & Emergency Preparedness	403.357.3696
Campus Security (Non-Emergency)	403.342.3445
Health, Safety and Wellness Office	403.342.3427
Campus Management	403.343.4077

RDC Emergency Evacuation Map



Updated: July 21, 2010

RDC QUALIFIED FIRST AIDERS CALL SECURITY AT EXTENSION 4000

Security 24 Hour Emergency Number: 403-343-4000

Poison Control: 1-800-332-1414

FIRST AID INFORMATION

- *If a condition is LIFE THREATENING - Call 911 and then the Commissionaires at extension #4000 (403-342-4000).*
- *If a condition is NOT LIFE THREATENING – initiate first aid and call Commissionaires at extension #4000*

EMPLOYEE FIRST AID PROCEDURES

First Aid Regulations require that employers provide first aid facilities, equipment, and trained personnel in all workplaces. It is the duty of instructors, supervisors and all other persons in authority to inform staff of first aid procedures and locations.

It is the responsibility of the injured faculty member, staff member or student to report bodily injury, carcinogenic, mutagenic or teratogenic chemical exposure(s) or property damage to Health, Safety and Wellness at the Health Centre, (Rm. 901).

RDC faculty, or staff may be required to complete the Incident/Injury Report (can be found in the Forms Index on RDC website) for Workers' Compensation Claim to report on-the-job injury. For a description of RDC Supervisor's and Employee's Workers' Compensation responsibilities, please contact the Occupational Health Consultant at 342-3234. Non-working students and visitors must report all injuries to the Health, Safety and Wellness Centre using the Incident/Injury Report Form.

Calls for First Aid Assistance: Security at extension #4000 (403-343-4000).

General First Aid Instructions

1. When requesting assistance, be precise in stating the area of the College, room location, and or building name.
2. Enlist the aid of the nearest person (when available) to go to the designated "Emergency Entrance" of the area to direct the medical personnel to the patient and to await arrival of the ambulance (*or other emergency vehicles*).
3. If trained in FA/CPR/AED, apply artificial respiration when you suspect a person's breathing is not sufficient to maintain life.
4. If trained in FA/CPR/AED and necessary, immobilize fractures or suspected fractures to move patient.
5. Do not attempt to give food or fluids.



HEALTH AND SAFETY PROGRAM

ELEMENT 7 INCIDENT INVESTIGATION

INCIDENT is defined as "an unplanned event that has the potential to, or does cause, injury or illness

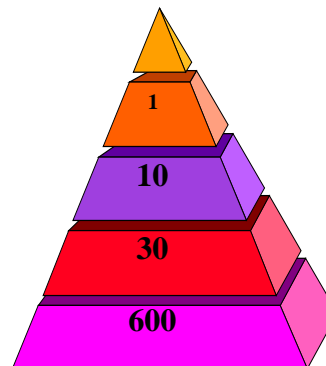
Incidents are commonly classified as follows:

- Struck against (*running or bumping into*).
- Struck by (*hit by a moving object*).
- Falling to lower level (*either the body falls or the object falls and hits the body*).
- Falling on same level (*slip and fall, top over*).
- Caught in (*pinch and nip points*).
- Caught on (*snagged, hung*).
- Caught between (*crushed or amputated*).
- Contact with (*electricity, heat, cold, radiation, caustics, toxins, noise*).
- Over-stress/overexertion/overload.

WHAT SHOULD BE INVESTIGATED?

It is obvious that incidents resulting in death or serious injury must be thoroughly investigated. However, studies show that for every incident resulting in death or serious injury, there were a large number of similar incidents (*unplanned events*) resulting in property damage, minor injuries or with no injuries at all. The statistics are as follows:

1. Serious injury or death
2. Minor Injury
3. Property Damage
4. Near Misses



INCIDENT INVESTIGATION DIRECTIVE

Management holds the legal responsibility for the safety of the workplace and therefore the role of supervisors and senior management must always be considered in an accident investigation.

When investigating an incident it is important to review the following questions:

- Were safety rules communicated to and understood by all employees?
- Were written procedures available?
- Were safety rules and policies being enforced?
- Was there adequate supervision?
- Were workers trained to do the work?
- Had hazards been previously identified?
- Had procedures been developed to overcome them?
- Were unsafe conditions corrected?
- Was regular maintenance of equipment carried out?
- Were regular safety inspections carried out?

Most Instructors/Supervisors may be involved in the accident investigation; therefore, a regular review of the College investigation directive and procedures will help to be better prepared when there is a need to carry out an incident investigation.

INCIDENT REPORTING

The prompt reporting and investigation of all incidents by the Instructor/Supervisor to the Health and Wellness Center is critical.

The purpose of incident reporting and investigation is to:

- To identify the root and contributing cause(s) in order to take appropriate corrective action
- To prevent the recurrence of similar incidents in the future.
- Meet Workers' Compensation Board (WCB) requirements.

For a variety of reasons students and employees don't always report incidents. It is important that the Instructor/Supervisor give some consideration to the reasons that may inadvertently put up barriers to reporting.

The reasons may include:

- fear of discipline
- concern for safety record
- concern for reputation
- desire to avoid work interruption
- desire to keep a clear record
- desire to avoid "red tape"
- concern for the reaction of other workers (*peer pressure*)
- lack of understanding of the importance of reporting
- feeling that nothing will change anyway
- fear of medical treatment and/or medical personnel

**It is important for Supervisors to help students and employees to understand why incident reporting is necessary to enable the correction of the situation and helps to prevent similar future occurrences – it is NOT a fault finding process.



Health Safety and Wellness Centre
 Red Deer College
 901, 100 College Blvd., Box 5005
 Red Deer Alberta T4N 5H5
 Telephone: 403.342.3427
 Fax: 403.342.3303
 Web-site: www.rdc.ab.ca

INCIDENT / INJURY REPORT HEALTH AND SAFETY COMMITTEE

The personal information on this form is being collected under the authority of the Occupational Health and Safety Act and the Freedom of Information and Protection of Privacy (FOIP) Act of Alberta. It will be used by the Health Safety and Wellness Centre to facilitate an accident investigation and follow up. The information may be shared with accident and insurance investigators. It will be protected in compliance with FOIP and retained according to approved Information Management guidelines, then confidentially destroyed. If you have any questions about the collection or use of this information, contact the Manager, Health Safety and Wellness Centre, at 403-342-3268.

INSTRUCTIONS:

- Complete Section A and immediately email the report to the [Health, Safety and Wellness Centre](#) or (Room 901).
- Please ensure you are using the current version of this form, which is available on the [RDC Forms Index](#).
- After hours, report the incident to Security.

A) ACCIDENT / INJURY INFORMATION

Please check one <input type="checkbox"/> Near-miss <input type="checkbox"/> First Aid		<input type="checkbox"/> Medical Aid <input type="checkbox"/> Lost Time	<input type="checkbox"/> Spill / Chemical Exposure <input type="checkbox"/> Property Damage	Affected Person Type (Check one) Employee <input type="checkbox"/> Student <input type="checkbox"/>	
DATE OF OCCURRENCE	TIME OF OCCURRENCE <input type="checkbox"/> AM <input type="checkbox"/> PM (please circle one)		Contractor <input type="checkbox"/> Visitor <input type="checkbox"/>		
DATE REPORTED	TIME REPORTED <input type="checkbox"/> AM <input type="checkbox"/> PM (please circle one)	<input type="checkbox"/> Patient instructed to go to HSW Centre	<input type="checkbox"/> Patient refused to go to HSW Centre		
NAME OF INJURED / AFFECTED PERSON		PHONE # OF INJURED / AFFECTED PERSON			
OCCUPATION / POSITION / PROGRAM OR SERVICE AREA		Is this a Continuing Education course? <input type="checkbox"/> YES <input type="checkbox"/> NO			
INSTRUCTOR'S NAME AND PHONE NUMBER		CHAIRPERSON / MANAGER / TRADE REP. AND PHONE NUMBER			
WHERE DID THIS INCIDENT / INJURY OCCUR? PLEASE INCLUDE ROOM NUMBER / AREA OF CAMPUS:					
HOW DID THIS INCIDENT / INJURY HAPPEN (TOOLS / EQUIPMENT / MATERIAL USED) ACCORDING TO THE INITIAL STATEMENT OF THE CLIENT? IF A SPILL, LIST THE NAMES OF COMPOUNDS AND QUANTITIES:					
DESCRIBE THE INJURY / EXPOSURE / INCIDENT (Be specific, e.g., right or left side of body.):					
FIRST AID TREATMENT RENDERED AND BY WHO:					
DESCRIBE THE PERSONAL PROTECTIVE EQUIPMENT (SAFETY EQUIPMENT) BEING USED AT THE TIME OF THE INCIDENT:					
SENIOR ADMINISTRATION TEAM MEMBER: The Health and Safety Committee requires the Senior Administration Team Member to sign the incident report received as information only. Please print this form and return the signed copy to the HSW Centre.					
SENIOR ADMINISTRATION TEAM MEMBER NAME			SENIOR ADMINISTRATION TEAM MEMBER SIGNATURE		

PLEASE ATTACH ANY PHOTOGRAPHS OR DETAILED OBSERVATIONS WITH THIS REPORT

B) OFFICE USE ONLY (to be completed by Health Safety and Wellness Centre)		
Was a Worker's Compensation Board form completed?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, by whom?
TYPE OF INJURY (Please check one)	<input type="checkbox"/> Occupational <input type="checkbox"/> Non-occupational	

C) INCIDENT INVESTIGATION WORK SHEET (Please check factors and conditions that best describe the incident.)

TYPE OF INCIDENT

- | | | | |
|---|--|--|---|
| <input type="checkbox"/> Struck against | <input type="checkbox"/> Struck by / against | <input type="checkbox"/> Fall to lower level | <input type="checkbox"/> Fall to same level |
| <input type="checkbox"/> Caught in | <input type="checkbox"/> Caught on | <input type="checkbox"/> Caught between | <input type="checkbox"/> Over-exertion |
| <input type="checkbox"/> Contact with heat | <input type="checkbox"/> Contact with cold | <input type="checkbox"/> Contact with fire | <input type="checkbox"/> Contact with electricity |
| <input type="checkbox"/> Corrosive chemical | <input type="checkbox"/> Toxic chemical | <input type="checkbox"/> Noise | <input type="checkbox"/> Pressure |
| <input type="checkbox"/> Biological | <input type="checkbox"/> Radiation | <input type="checkbox"/> Foreign body | |

COMMENTS:

IMMEDIATE CAUSES – SUBSTANDARD PRACTICES

- | | | | |
|--|---|---|---|
| <input type="checkbox"/> Operating without authority | <input type="checkbox"/> Failure to warn | <input type="checkbox"/> Failure to secure | <input type="checkbox"/> Improper speed |
| <input type="checkbox"/> Used equipment improperly | <input type="checkbox"/> Did not use PPE | <input type="checkbox"/> Horseplay | <input type="checkbox"/> Slippery surface |
| <input type="checkbox"/> Made safety device inoperable | <input type="checkbox"/> Defective equipment in operation | <input type="checkbox"/> Under the influence of alcohol / drugs | |

COMMENTS:

UNDERLYING CAUSES

PHYSICAL / PSYCHOLOGICAL FACTORS

- | | | | |
|---|--|--|--|
| <input type="checkbox"/> Physical limitations | <input type="checkbox"/> Psychological limitations | <input type="checkbox"/> Lack of knowledge | <input type="checkbox"/> Lack of skill |
| <input type="checkbox"/> Physical stress | <input type="checkbox"/> Psychological stress | | |

INADEQUATE CONTROLS – PROGRAM ELEMENTS

- | | | |
|--|--|--|
| <input type="checkbox"/> Job / task analysis and procedures | <input type="checkbox"/> Previous accident / incident analysis | <input type="checkbox"/> Accident / incident investigations |
| <input type="checkbox"/> Personal protective equipment | <input type="checkbox"/> Health control and services | <input type="checkbox"/> Purchasing and engineering controls |
| <input type="checkbox"/> Personal communications | <input type="checkbox"/> Emergency preparedness | <input type="checkbox"/> Organizational rules |
| <input type="checkbox"/> Leadership & administration management training | <input type="checkbox"/> Planned inspections | <input type="checkbox"/> Employee training |
| <input type="checkbox"/> Program evaluation system | | <input type="checkbox"/> Job / task observations |

SUBSTANDARD CONDITIONS

- | | | | |
|--|--|--|---------------------------------------|
| <input type="checkbox"/> Inadequate guards | <input type="checkbox"/> Inadequate protection | <input type="checkbox"/> Defective equipment | <input type="checkbox"/> Congestion |
| <input type="checkbox"/> Inadequate warning system | <input type="checkbox"/> Fire hazard | <input type="checkbox"/> Explosion hazard | <input type="checkbox"/> Illumination |
| <input type="checkbox"/> Ventilation | <input type="checkbox"/> Poor housekeeping | <input type="checkbox"/> Environmental (ambient temperature) | |

JOB FACTORS

- | | | | |
|--|---|--|--|
| <input type="checkbox"/> Inadequate engineering | <input type="checkbox"/> Inadequate purchasing | <input type="checkbox"/> Inadequate maintenance | <input type="checkbox"/> Wear and tear |
| <input type="checkbox"/> Inadequate leadership / supervision | <input type="checkbox"/> Inadequate tools / equipment | <input type="checkbox"/> Inadequate work standards | |
| <input type="checkbox"/> Abuse or misuse | | | |

COMMENTS:

- Health and Safety Committee Investigator: Facilities Indoor Facilities Outdoor Sciences Performing Arts
- Residence Athletics Trades Services Visual Arts Contractor

Name of Investigator

D) INVESTIGATION RECOMMENDATIONS

CORRECTIVE ACTION (CONTROLS / MANAGEMENT SYSTEM):

COMPLETED BY – FULL NAME

COMPLETION DATE



Workers' Compensation Act

Although we mainly focus on the requirements of the *OHS Act*, Codes and *Regulations*, there are also obligations and responsibilities under the ***Workers' Compensation Act*** when an employee/student suffers personal injury on the worksite, or is entitled to medical aid as a result of an incident. If the injury is likely to disable the student/employee for more than the day of the incident this Act requires the employer to:

- 28.1 (a) give notice of the accident or of the allegation of the happening of the accident to the WCB within 72 hours after they acquire knowledge of the accident or the allegation and shall give a copy of that notice to the worker,
- 28.1 (b) if they acquire knowledge that the worker has returned to work, give notice of the fact to the WCB within 24 hours after he acquires knowledge of it.

The Workers' Compensation Act contains additional details about what the College is required to do, or to make available in regard to incident investigations. College employees must be familiar with this Act as well as their responsibility in case of an accident/injury.

Student's Covered by the Government of Alberta's Workers' Compensation Account

- Students registered in and attending a post secondary institution as outlined in Section 7 of the General Regulations to the Workers' Compensation Act who are enrolled in a vocational or academic program leading to a degree or certification, are considered workers of the Government of Alberta. This coverage also extends to students placed with Alberta employers to gain practical knowledge relating to their studies.

Students will be provided workers' compensation coverage under the Government of Alberta's account, pursuant to a Board Order issued in accordance with Section 7(1) of the General Regulations to the Workers' Compensation Act.

- **Apprentices**
W.C.B. Policy 06-01 Part II, Application 3, deals with the coverage of Apprentices. Apprentices working in Alberta are covered as workers of their sponsoring employers, if they have one. This includes coverage while attending classes prescribed by the Apprenticeship and Industry Training Board. If there is no sponsoring employer, then an Apprentice is considered a worker of the Government of Alberta.

Reporting to Workers' Compensation Board (WCB)

Employee/students are required to report to the WCB if:

- (a) they suffer any personal injury from a workplace accident and require medical attention

The worker shall, as soon as practicable after the accident, give notice of the accident in accordance with the Regulations:

- a) to the supervisor/instructor and the OHS Nurse, and/or
- b) to the Board, if the injury disables or is likely to disable the worker for more than the day of the accident.



HEALTH AND SAFETY PROGRAM

ELEMENT 8 PROGRAM ADMINISTRATION

PURPOSE AND OBJECTIVES:

RDC recognizes its responsibility to protect the health and safety of students, employees and visitors to the campus and therefore, management is committed to doing everything reasonably possible to prevent injuries and maintain a healthy and safe environment. In its efforts to meet these obligations, the College has developed a Health and Safety (OHS) Program that provides clear guidelines for activities that, if followed rigorously, will reduce incidences and occupational disease. It is more than just a management statement or a safety manual. It is an in-depth system that looks at all aspects of operation from a health and safety point of view.

The main objective, to ensure the RDC is a healthy and safe workplace, is the enforcement of health and safety standards, rules and regulations. It is the responsibility of the Occupational Health and Safety Committee (OHSC) to ensure the College meets all of its legal obligations pertaining to health and safety.

To this end:

1. Supervisors are responsible for ensuring their employees are trained in approved work procedures to obtain optimal output without incidents and injuries and to ensure that employees follow safe work methods and all related regulations.
2. Employees are required to support the OHS program and make health and safety a part of their daily routine and to ensure that they are following safe work methods and relevant regulations.
3. Employees will be held accountable for implementing this program; and that all relevant laws and regulations are incorporated in the College program as a minimum standard.

This individual OHS Training Package summarizes the general elements of the RDC Health and Safety Program. It was developed with guidance from the Alberta Municipal Safety Association (AMSA). Permission to use material from the AMSA has been granted. The objective of this training package is to ease the implementation of health and safety policies into specific job practices and raise awareness and skill levels to an acceptable standard.

Human Resources

Health, Safety and Wellness

- Accident-Incident Reporting and Investigation Standard Practice
- Biosafety
- Disability and Illness Management Standard Practice
- Emergency Response and Business Resumption Plan
- Hazardous Material Disposal Standard Practice
- Occupational Health and Safety
- Pets on Campus
- Safety Eyewear Standard Practice
- Safety Footwear Standard Practice
- Smoking and Tobacco Use on Campus

Other

- Harassment and Discrimination
- Academic Accommodations for Students with Disabilities
- Emergency Response and Business Resumption
- Freedom of Information and Protection of Privacy
- Risk Management
- Universal Design
- Alcohol at College Events and Facilities
- Green Housekeeping
- Hazardous Material Disposal Standard Practice

Safety Guidelines

- Working Alone
- Scent Awareness



- Fighting, horseplay, practical jokes or otherwise interfering with other employees/students is prohibited
- Theft, vandalism or any other abuse or misuse of College property is prohibited
- All unsafe acts and conditions, including 'near miss" incidents, are to be reported to appropriate Supervisor and the Health, Safety and Wellness Centre immediately
- First aid treatment is to be obtained promptly for any injury
- Appropriate personal protective equipment must be worn to ensure the greatest possible protection for employees
- Work shall be carried out in accordance with appropriate safe work practices
- Only those tools and equipment that are in good repair, with all guards and safety devices in place, shall be used
- Every employee/student is responsible to maintain a safe work area
- All employees/students have the legal right to refuse unsafe work
- Any violation of municipal, provincial, and federal legislation or the Criminal Code of Canada is unacceptable and may be investigated by both College and police authority

Appendix B



Red Deer College Contractor Safety

Minimum safety requirements for Contractors working at all Red Deer College (RDC) Campuses:

- Ensuring the contract is approved prior to commencing the work.
- Completing a Safe Work Agreement prior commencing work.
- Reviewing and completing the RDC Project Manager Contractor Checklist with the Project Manager.
- Reviewing the document: CONDITIONS FOR CONTRACTORS AND THEIR EMPLOYEES WHILE WORKING AT RED DEER COLLEGE.
- Conducting hazard identification/risk assessment of hazards inherent in the work.
- Identifying controls used to mitigate risk of the hazards present both as a result of the RDC and contractor work processes. No odorous or toxic products can be used without prior authorization to be discussed when meeting with the Project Manager (i.e.: posting for any toxic products, some work may not be able to be completed during class hours).
- Ensuring emergency response and evacuation procedures - identifying the nearest muster point relative to their working area are communicated. Reporting any incidents to the Project Manager, Security, or Health Safety Wellness Centre.
- Ensuring that their employees are fully aware of Red Deer College policies, procedures, codes of practice and all other applicable aspects of the health and safety program.
- Ensuring that all their employees have an understanding of the Alberta Occupational Health & Safety Act, Regulation and Code.
- Cooperating fully with RDC Health and Safety representatives with respect to health and safety audits, incident investigations, hazard assessments and reporting requirements.
- Maintaining a strong commitment towards health and safety in all of their work execution and operations. Operating in accordance with the RDC Health and Safety Program.
- Ensuring RDC keys are to be signed out and will not to be removed at any time from the RDC site. Failure to return RDC keys may result in disallowance of future use of keys.
- Wearing personal protective equipment and following safe work practices as specified in the Safe Work Agreement, while at the RDC worksite.
- RDC does not provide equipment to contractors. Contracted workers must bring their own tools, carts, ladders and other equipment required to do the job they have been hired for.



RDC Project Manager Contractor Checklist

Contractor: _____

Date: _____

Project: _____

Projected Completion Date: _____

Project Manager: _____

Contract Number or PO Number: _____

*** Attach relevant documents

Location of Work: _____

	Before Work Commences the Project Manager will review:	Date	Initials
1	Purchase Order or payment arrangement must be issued for all contract work		
2	Identify Contractor and Sub Contractors – safety communication Determine who is the Prime Contractor and sign off Safe Work Agreement		
3	Contractor to email Safe Work Agreement to: campusmanagement@rdc.ab.ca		
	<ul style="list-style-type: none"> • WCB Clearance send to Finance • Certificate of Insurance (with renewal date) send to Finance 		
4	Safety Training – Contractors must hold relevant current tickets and certificates and provide proof of training before operating equipment		
5	Sign in at the Welcome Centre with Security or Residence Admin <ul style="list-style-type: none"> • Sign out parking pass and ID tag each time they arrive on campus • Parking pass must be visible in contractor vehicle –location of parking will be determined • ID tag must be worn and clearly visible while on campus • Sign out keys (authorization documented by Security) limit room access to where work is contracted only • RDC are not to be taken off campus -failure to return keys may result in restrictions K6 master keys will not be provided unless there are specific circumstances		
6	RDC Conditions for Contractors Safety Booklet and RDC relevant policies (H&S and Tobacco Use)		
7	RDC Emergency Evacuation Procedures/Map and point out instructions posted at entrance/exits		
8	Mandatory reporting of all injuries, incidents and near miss to the HSWC – Room 901 or Security @ The Welcome Desk for reporting and first aid – all incidents will be investigated First Aid: Call 4000 (internal phone) or 403 343 - 4000		
9	Contractor must complete a Field Level Hazard Assessment before commencing work –and when there are changes to the process - wear appropriate PPE		
10	Contractor must identify operational impacts of work (need to restrict access) Report use of odorous or toxic products must be pre-authorized by the Project Manager - post MSDS		

11	All electrical lock out tag out procedures must be coordinated through Studon		
12	Waste Disposal/ House Keeping – ensure Contractor collects takes away all wastes when leaving the campus. Ensure good housekeeping.		
13	Contractors must not use RDC equipment /tools (provisions of PO). Contractors must bring their own tools, equipment, carts, lifts, ladders etc. Damage to RDC property by the Contractor – cost to Contractor		
14	Washrooms, eating areas, Designated Smoking Areas (provide map), Deliveries – see Dan Surian, Traffic congestion/closures see Dan Sarrasin		



CONDITIONS FOR CONTRACTORS AND THEIR EMPLOYEES WHILE WORKING AT
RED DEER COLLEGE

Red Deer College
Health and Safety

Introduction

This safe work agreement is consistent with, and supplemental to, federal and provincial statutes, regulations and codes governing Occupational Health, Safety and Environment rules and working procedures in the workplace. These operational requirements and guidelines for Contractors and their employees also apply to all workers employed at Red Deer College.

Documents that relate to health and safety regulations include, but are not limited to the following:

- Alberta's Occupational Health, Safety Act RSA 19980, and the General Safety Regulations,
- Alberta's Environmental Protection and Enhancement Act,
- The Canada Labour Code,
- Canadian Standards Association, "Canadian Electric Code"
- Canadian Standards Association "Canadian Gas Code",
- National Research Council of Canada, "National Building Code",
- National Research Council of Canada, "National Fire Code",
- Boilers and Pressure Vessel Act, RSA 1980 c.B-8,
- Worker's Compensation Act RSA 1981,
- Working Alone

Safe Work Agreement

A Safe Work Agreement is a signed agreement by the Contractor before the start of any work on campus that involves the use of the following:

- Harmful substances or explosive devices
- Confined space entry
- Hot work in the vicinity of flammables or explosives
- Work in the vicinity of overhead power lines
- Other hazardous work

The Contractor is responsible for reviewing and submitting the Safe Work Agreement to the College Representative. A copy will be forwarded to the Health Safety and Wellness Centre.

Contractor's Responsibilities

1. WCB Requirements

Before contractors and subcontractors are permitted to work at RDC, they must present proof of good standing with the Workers Compensation Board (WCB). Status of good standing must be maintained for the duration of the contract. To verify account status, go to the WCB website: <http://www.wcb.ab.ca>. Click on "On Line Services" and "Clearances" to access the Direct Employer Clearance Certificates (DECC)].

2. Right to Refuse Work / Obligations

All contractors working at RDC have the right to refuse to work due to a health, safety or environmental hazards without the fear of reprisals. See OH&S Act - Section II.

3. Contractor's Safety Program

The Contractor shall actively promote safe working performance on the part of his employees and shall participate in activities to provide a safe working environment. It is expected that each contractor will also maintain their own safety program to best suit its particular needs. Contractors may be required to produce a copy of their health and safety program manual and any certificates of recognition for safety performance.

4. Reporting Accidents / Near Misses

All incidents must be reported to the Health Safety and Wellness Centre immediately. An incident is any actual accident or a near miss accident that has or could have resulted in harm to people, property, material or the environment. All incidents will be documented on the Campus Management incident reporting and investigation report with a copy kept at the site by the Health Safety and Wellness Centre and the Contractor.

5. Incident Investigations

Occupational Health and Safety Committee members and the Contractor that experienced the incident shall jointly investigate all incidents at the time of the occurrence. In the case of a fatality, the site shall not be disturbed except to assist injured worker(s) or prevent further injury to other workers. All applicable government agencies are to be notified.

6. Unsafe Conditions or Practices

The Contractor shall correct and report any unsafe conditions or practices observed. All related work shall cease until such conditions or practices are remedied or controlled. All such reports will be made to the Health Safety and Wellness Centre as soon as practical.

7. Safety Planning / Pre-Job Hazard Assessments

Contractors are to conduct pre-job hazard assessments to ensure that hazards are effectively controlled. All hazard assessments are to be effectively communicated to any worker who may be exposed to those hazards. Contractors are to maintain continuous safety planning and training to cover jobs where circumstances have changed and new hazards require new controls.

8. Safety Meetings

In addition to the safety orientation meetings, the Prime Contractor shall hold a tailgate (toolbox) meeting weekly or more frequently as necessary, with all workers on the site to review significant incidents and communicate specific hazards. The safety meetings shall be tailored to maintain the worker's safety awareness and knowledge at the necessary level to support safe work habits.

The Prime Contractor shall conduct the tailgate meetings and maintain a record of all topics covered with a list of those in attendance and their signatures.

9. Training

Workers must be trained in safe work practices. Depending on the type of work to be performed and the location, training may include WHMIS, TDG, CPR, First Aid, Confined Space Entry procedures, Lock Out / Tag Out procedures, respiratory protection or other work related training. Contractors shall provide proof of training of employee's qualifications to the College Safety Representative or the Health Safety and Wellness Centre on request.

An employee not trained or certified for that particular job must halt operations until certification / training has occurred or a trained / certified employee is brought in to complete the work. This does not apply to apprentices who are under direct supervision of a journeyman.

10. Emergency Preparedness Plans

The Prime Contractor must prepare a written, comprehensive, emergency plan for potential major incidents for each worksite or, as applicable, adhere to the RDC site plans. Examples include fire explosions, worksite injuries, environmental release, etc. The key personnel emergency contacts and equipment needed to carry out the plan are to be identified. These individuals are to have a thorough knowledge of the plans and their responsibilities.

- The Emergency Plan shall be posted in the workplace and must address the following as a minimum:
- Safe shutdown of all worksite activities
- Detailed instructions for notifications including phone numbers

- Gathering points for evacuation
- Communication link for emergency purposes

11. Chemical Spills

Provide a copy of the company Spill Clean Up procedure if applicable. If a Contractor has a chemical spill while performing operations at the worksite they must immediately secure the area (seal the drains, etc.), warn bystanders of the situation, attempt to clear the area of all personnel, and contact Campus Management.

12. Fire Evacuation Procedure

The contractor shall take all necessary precautions to prevent fires and shall provide, maintain and regularly inspect the required fire extinguishers.

See Red Deer College Fire Evacuation Procedures.

Worker's Responsibilities

Workers shall report to work in proper condition to perform their job in a safe and competent manner. No worker shall enter the work site under the influence of alcohol or illicit narcotics and use of such item on the site shall be the cause for immediate and permanent removal from the work site. Personnel shall not report for work while taking any prescribed drugs that may impair their ability to perform their tasks safely and efficiently.

Each worker shall observe and follow all work directives and procedures required for the tasks assigned (whether given orally or in writing) for their own protection, for the safety of fellow workers, or for the well being of members of the public that may be affected.

1. Respirator Guidelines

Where it is impractical to remove harmful quantities of dust, fumes, vapour or gases, workers shall use suitable respiratory equipment

The contractor is to provide proof of annual fit testing when the task requires the use of a respirator.

Workers required to wear a respirator as part of the job functions will be required to be clean shaven at all times and be fit tested annually.

2. Safety footwear

The safety footwear guidelines apply to all workers, contractors and visitor to the work site. Footwear shall be CSA Z1955 approved safety footwear (green triangle label).

2.1. Hearing Protection

When a worker is exposed to a noise of 85db or more, adequate hearing protection shall be worn. As a safe rule of thumb: if you have to raise your voice to be heard, you require hearing protection.

3. Welding

Workers should wear natural fibre (wool, cotton, etc) clothing. Synthetic varieties of clothing, namely polyester, acetate or acrylic fibre or blends of these with cotton or wool many increase the severity of an injury involving heat. The intense radiant heat of an arc flash may cause this type of clothing to melt or burn. Clothing shall be selected to provide protection from inclement weather as well as sparks or particles accelerated by cutting / grinding operations.

4. Clothing

Workers shall wear clothing that is suitable and appropriate for their jobs. The minimum standard of clothing is long leg pants and short sleeve shirts. Trousers with cuffs are not recommended, as the cuffs are frequent tripping hazards. Garments should not be torn, ragged or loose, they should fit snugly.

SAFE WORK PRACTICES

The following safe work practices and procedures, while being specific in nature are not to be considered as a complete safety program. They are indicative of the level of safety involvement in the work being performed.

1. Housekeeping

Access and egress to all exits, fire and safety equipment, and to work areas must be kept clear of obstructions at all times. Special attention must be given to maintaining clear walkways, removal of trash, removal of slopping and tripping hazards, and proper storage of materials. Oily or chemical soaked rags must be disposed of in a sealed metal container.

2. Lock Out/Tag Equipment

When performing maintenance or repair work on equipment, an approved lockout device must be used in conjunction with other blocking devices as necessary to ensure that all equipment is in a state of zero energy. All equipment shall be locked and tagged in accordance with a Code of Practice applicable Provincial Government Occupational Health and Safety requirements and Workers' Compensation Board regulations. No equipment shall be operated without all guards in place and functioning properly.

Maintenance work on operating machinery, equipment or hazardous energy source shall not be performed unless there is no hazard presented to workers while doing the work or the hazards are controlled. When it is essential to the process that the machinery or equipment remain in operation, only that part of the machine or equipment that is essential to the process shall be operating, all other parts which can present a hazard to the worker shall be locked out.

Locks used in Lock Out procedures shall be marked to identify the worker or station whose lock it is and be operable only by that worker's key. Lockouts are not to be used for any other purpose than locking out equipment. Only the worker who originally locked out the system shall remove lockout locks. Master keys shall only be used to remove lockout locks in an emergency.

3. Confined Space

Entry by a worker into any confined space (e.g. piping, dry wells, boilers, etc.) shall be under the control of a suitable site specific procedure-Code of Practice, meeting all legislated requirements for testing, ventilation, recording of test data, and personnel protection. The contractor's safety representative is responsible for ensuring that all necessary tests and protective measures are implemented. Where there is a potential for exposure to a toxic or oxygen deficient atmosphere, approved respiratory protection will be worn.

Sight or smell cannot always detect dangerous gases or oxygen deficiency, and areas that may contain a harmful atmosphere must be properly tested. All areas found to be dangerous to personnel must be ventilated immediately and checked with suitable gas detection equipment to ensure it is safe to work before work is started or resumed.

4. Guardrails and Barricades

The contractor is to provide all signs, barriers, fencing, flag person, etc. necessary to protect workers and the general public from injury. Barricades at public areas (e.g. road crossings) are to have flashing lights during hours of darkness. Suitable fencing must be installed where a work area is accessible to the general public.

All work areas, walkways, platforms, etc. which are elevated one meter or more, whether permanent or temporary are to be enclosed by a approved guardrail (with an upper and intermediate rail and a toe board) and are to provide safe, sturdy working surfaces. All floor openings must have a secure railing or cover.

5. Excavations and Trenching

All excavation and trenching work practices must conform to the applicable OH&S regulations. Excavations greater than 1.5 meters deep must be properly supported or sloped, and have necessary access ladders, prior to entry, and any excavation must be barricaded and roped off before being left vacant at any time.

6. Overhead Work

Approved warning signs, barriers and guards shall be used where hazards exist due to moving machinery, excavations, overhead work or exposed energized parts.

The areas below overhead work shall be suitably barricaded to protect workers on the work site. Signs reading "**Danger Overhead Work**" (or equivalent) shall be conspicuously posted. A safety watch shall be stationed to warn persons in the vicinity of the danger.

7. Scaffolding and Platforms

All scaffolds must be constructed in accordance with the applicable legislated requirements and be erected by a competent worker. Vertical supports must be plumb and must rest on a firm surface or sill. Working surfaces must be horizontal secured against movement with a maximum span of 3 meters. The maximum height allowed is three times the minimum base width of the scaffold unless auxiliary supports are secured.

Upper and intermediate guardrails as well as toe boards are required on all open sides for all scaffolds above three meters. Rolling scaffold must be used on a smooth, level surface and is not to be occupied when moved. The built in scaffold ladder is the only accepted means of access and egress. Any worker more than three meters above grade, on a scaffold, not protected by a proper guard rail, shall wear suitable fall protection equipment.

8. Fall Protection

Approved fall protection shall be supplied by the contractor and worn properly by all workers exposed to the hazard of falling more than three (3) meters. The protection provided shall ensure that the worker cannot fall more than 1.5 meters. Ensure there are substantial anchor points as required by legislation.

9. Ladders

Ladders shall be supplied and used in accordance with all legislated requirements. Ladders with broken or weakened steps or supports are not to be used. All ladders in use are to be equipped with the proper safety feet to suit the job. "Site-built" ladders shall not be used.

When using portable ladders, the following rules shall apply:

- a. The ladder should be placed with its base one quarter of the working length away from the point, directly below the upper contact point of the ladder.
- b. Under no circumstances shall a worker stand on a ladder above the upper contact point with the structure.
- c. The ladder must be placed on a firm dry surface and tied off at the top or a second worker is to be at the base of the ladder to prevent it from slipping.
- d. Electricians working on potentially live electrical equipment must use a dry wooden or fiberglass ladder.

10. Portable Heaters

Portable heaters may only be installed, ignited or serviced by competent workers, in accordance with the manufactures' instructions. All heaters must be approved for the service for which they are being used. There must be adequate ventilation to prevent a buildup of fumes, and all flammables must be removed from the immediate area around the heater. Licensed personnel shall do repairs and maintenance beyond refueling and cleaning to the unit.

11. Compressed Air Hoses

Compressed air must not be used for cleaning workers or worker's clothing. Air hoses are to be properly secured to prevent accidental disconnection. Proper safety nozzles and PPE must be used and the area suitably isolated for the blowing off of equipment or floors. Workers must be made aware of the hazards associated with compressed air.

12. Manual Handling and Lifting of Material

Wherever practical, mechanical lifting devices shall be used to assist in the handling of material in excess of 15 KG (approximately 33 lbs.). The contractor shall ensure that all workers, required to perform manual lifting tasks, receive proper instruction on back care, and lifting methods and shall set reasonable limits on manual material handling.

Suitable gloves are to worn by; workers handling materials when contact may be made with sharp edges, abrasive surfaces, slivers, caustics, acids, etc.

HAZARDOUS MATERIALS

1. Compressed Gas Cylinders

Compressed gas cylinders shall always be handled as if they are full. Cylinders shall not be dropped or permitted to bump together during transportation. If the valve stem is hit, or suspected of being hit, the cylinder shall be taken out of service and reported to the Contractor Supervisor. Cylinders shall be kept upright and strapped or securely chained. Cylinders shall not be stored or placed near excessive heat. Safety rupture devices shall not be tampered with.

When welding or cutting, sparks, molten metal or electric currents shall not be allowed to come in contact with the cylinders or attachments. Check valves and flash back arrestors shall be used in all oxy fuel systems. Oxygen shall never be used as a substitute for compressed air.

All compressed gas cylinders must be returned promptly to a suitable storage area after use. Storage areas must be located away from the general traffic paths and not adjacent to vehicle paths. Cylinder storage areas are to be divided into areas marked as "Full" or "Empty". Appropriate measures must be taken to separate cylinders containing substances, which if mixed, could produce an explosive hazard.

Whenever a cylinder is empty, the valve shall be closed tightly, the protective cap replaced. Cylinders shall be tagged as "empty" and the empty cylinder returned to the supplier as soon, as is possible. When not in use, cylinders valves are to be closed, the connecting hoses depressurized. Cylinders must have the protective cap in place during transport or whenever they are not in use. Cylinders may only be hoisted when enclosed in an appropriate box or cradle within which they are securely fastened. When the box or cradle is suitably designed, up to two cylinders may be lifted at one time.

2. Asbestos

No asbestos removal work is to be performed except by certified asbestos abatement workers.

Prior to any work being performed on any material suspected to contain asbestos, contact a College Safety Representative to verify the presence or absence of asbestos. Workers are required to report any damage to asbestos containing material to their supervisor and to a College Safety Representative.

3. Lead Based Paints and Coverings

No lead work is to be performed except by personnel experienced in lead abatement.

Prior to the disturbance of surfaces that are coated or painted, contact a College Safety Representative to verify the presence or absence of lead.

4. Mercury

Mercury clean-up is to be performed only by personnel qualified and experienced in mercury cleanup.

In the event of a mercury spill, secure the area, evacuate personnel and contact a College Safety Representative who will arrange for the cleanup and removal of this hazardous substance.

5. Mould

No mould work is to be performed except by personnel qualified and experienced in mould remediation.

With sufficient water accumulation, mould can grow anywhere on some common building finished such as ceiling tile, drywall, paper products, wood products as well as carpet. Physical signs of potential mould growth are staining, water damage,

odours, etc. Workers will report suspected mould growth immediately to the Site Superintendent who will in turn contact a College Safety Representative.

6. PCB's

Fluorescent light fixtures manufactured in the 1970s have ballast which may contain PCBs. Ballast shall be removed from the fixtures, properly packaged and labeled and stored in a suitable location prior to pick up and disposal.

TOOLS AND EQUIPMENT

1. Equipment Inspections

Daily inspections of heavy equipment are to be completed by personnel familiar with that equipment. Deficiencies are to be corrected or the equipment taken out of service. If there is sufficient risk of causing injuries to people, harm to the environment or damage to the equipment or RDC property. All manufacturers' recommendations, applicable standards or regulations are to be followed for equipment maintenance and inspection.

2. Tool Usage

Appropriate personal protective equipment must be worn at all times when using any tools. All tools / equipment provided by the contractor must meet legislated health and safety standards. Equipment must be installed and operated in accordance with the manufacturer's instructions, with special attention to provision regarding fire protection, electrical grounding and other safeguards. No tools / equipment shall be operated without all safety guards and devices in place and functioning properly. All contractor equipment must be maintained in a safe operating condition, with a documented scheduled maintenance program.

2.1 Hand Tools

Contractors and their employees must ensure that the tools used on the job are appropriate for that job. Tools shall only be used to perform the job they were designed to handle and must be maintained in good condition. Defective tools must NOT be used.

2.2 Power Tools

Only CSA approved properly grounded electrical tools with three pronged plugs or double insulated tools shall be used. Switch lock-on devices are not allowed on any electrical or air powered hand tools. Electrical tools operating at greater than 32 volts may only be used in damp or wet locations if protected by a "Ground Fault Circuit Interrupter".

2.3 Explosion Activated Tools (EAT)

Explosive actuated tools shall meet all requirements of CSA Standard Z166-1975 and shall only be operated by competent operators, authorized by the contractor, and subject to all requirements of a safe work agreement.

3. Ropes, Chains and Cables

A competent worker shall inspect all wire ropes, chains, or slings prior to using them to perform any lift. If such equipment is worn, frayed, twisted or showing any other signs of damage, or weakness, it shall not be used. Defective equipment must be returned for repair or disposal. The supervisor must be notified and he shall take proper steps to ensure that the defective item is not used.

4. Lifting / Rigging Equipment

The contractor is responsible to ensure that any lifting device is operated only by a competent, authorized worker. Prior to performing any lift, the operator shall determine the weight of the object being lifted, and ensure that the cables, lifting device, and any slings, wire ropes, chains, etc., used in the lift are of a sufficient strength to support the weight of the load.

No worker shall allow any part of their body to extend under any load being handled by a crane or other lifting device. Tag lines shall be used where necessary to guide the load.

If any equipment is to work within 7m of any power line, contact the Power Company to determine the voltage so that a safe approach limit can be determined.

5. Mobile / Heavy Equipment

Only competent authorized personnel are to operate mobile equipment.

Operators shall inspect the equipment immediately prior to use and shall verify that it is in good condition before starting work. Each piece of equipment must be furnished with a suitable fire extinguisher. Enclosures or other additions must not block the operator's view and are to be fitted in such a way as to prevent a person, other than the operator, from entering between the enclosure and the vehicle. Whenever practicable, rollover protection and seatbelts must be provided. Seatbelts must be worn in vehicles with rollover protection

Movement of mobile equipment operating in the vicinity of workers and power lines must be limited according to legislated procedures which require the use of a designated signaler where the operator's visibility is limited, and as necessary to control other hazards. Vehicles are to travel no faster than a walking pace (6 km/h) when in the vicinity of other workers. These procedures must be regularly reviewed at safety meetings.

Employees will not use the buckets of tractors or the forks of the forklifts for lifting or carrying workers on the work site unless these vehicles are manufactured for such use. Operators will ensure that any load carried is properly secured and the appropriate identification / markings are placed on the vehicle (placards, flashing lights). Elevated work platforms (i.e. air ladders, Genie lifts) shall only be operated by competent trained individuals who shall ensure that they do not exceed the units hoist weight ratio.

Back up alarms are mandatory on all mobile equipment.

6. Vehicles

All contractors' vehicles on the work site must have the proper insurance and must be in safe operating condition. They shall be operated in a safe manner and at a speed suited to the terrain and weather conditions. All posted speed limits shall be observed.

Vehicles brought onto the RDC Campus must be parked in a proper manner in authorized areas as determined by Campus Management. Prior to project start up, parking needs, location and any special areas required for material or Campus Management will establish mobile equipment storage.

6.1 Refueling

Mobile equipment is to be refueled after the ignition is turned off in an area that is isolated from the general work area and from any source of ignition. **Do not** use a radio or cell phone when refueling. **"No smoking"** and **"Turn Off Ignition"** signs should be posted.

Adequate fire protection equipment and proper fuel containers must be available in the refueling area.

7. Transportation of Dangerous Goods (TDG)

The Contractor shall provide proof of TDG training to a College Safety Representative prior to shipments covered by the TDG regulations arrive on campus. Failure to provide proof of training will result in shipments covered under the TDG regulations being turned away from the campus.

8. Hazardous Waste

Any hazardous waste produced as a result of the work performed by the employees will be properly disposed of according to both government regulations. Any hazardous waste collected shall be properly packaged and labeled and stored in a suitable location prior to pick up and disposal.

Summary

Red Deer College expects the full co-operation of Contractors and all Contractor personnel in maintaining a safe work site and in adhering to all Red Deer College safety regulations. Disregard of the regulations will not be tolerated on the Red Deer College work site.

Should you have any questions regarding the meaning or interpretation of this Safe Work Agreement consult with the College Safety Project Manager.

How to Respond to a Medical Emergency on Campus



TO: ALL RDC CONTRACTORS

In the Event of Emergency:

Contact the RDC Emergency Line: Phone 4000 (Internal Line) or 403-343 - 4000 (External Line)

- Identify yourself
- Room/ location
- Phone number
- Medical emergency description

Stay with the casualties until help arrives.

The casualty should not be moved by untrained personnel except in life threatening situations.

Security will provide administer first aid, call ambulance and assist medical personnel upon their arrival, if needed.

Security will contact the Health Safety Wellness Centre if deemed necessary.

An Incident /Injury report form must be completed immediately and submitted to the Health Safety Wellness Centre in Room 901.

In the Event of the Evacuation:

Follow the EXIT signs to nearest safe exit.

Proceed to nearest Evacuation Assembly Area.

Before contractors and subcontractors are permitted to work at RDC, they must present proof of good standing with the Workers Compensation Board (WCB). Status of good standing must be maintained for the duration of the contract.