

## Health & Safety Guidelines

H-05

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CATEGORY	Board	COMPETENT CHAMBER	CUSA Board
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### Policy

CUSA has compiled a list of several health and safety guidelines that all employees, contractors and visitors must abide by while present at CUSA locations.

### Safety Policy Overview

The following general health and safety guidelines must be utilized by all parties at the various locations to ensure the safety of everyone involved. If any of these items are not within safety guidelines complete an unsafe condition report (Form 4) and report it to your supervisor.

### *Health/Hygiene*

Employees exposed to health hazards must be provided with the proper protective equipment and receive training. The training must include instruction on the hazards of the substance, the content of labels and data sheets, as well as the precautions to be followed in the handling, use and storage of substances, the proper use and care of personal protective equipment and the proper use of emergency procedures.

First aid for employees must be readily available.

### *Electrical Equipment*

Improper installation or use of electrical equipment or tools can often cause serious and fatal injuries. Frayed wiring, broken sockets or overloading a circuit can be the cause of fires and can also contribute to injury.

- Cord connected electrical equipment and tools must be effectively grounded.
- Electrical equipment must be suitable for its intended use and certified by either the Canadian Standards Association or the Ontario Hydro Electrical Inspection Department.

- Tools and other equipment which are capable of conducting electricity and endangering the safety of any person must not be used near live electrical installations or equipment where they might make electrical contact with the live conductor.
- Circuit breakers or fuse boxes should be marked legibly to show the circuits covered.
- Electrical interlocks installed to shut down machinery or equipment in an emergency should be inspected at regular intervals and be properly maintained. Interlocks should never be bypassed or otherwise rendered ineffective.
- Only qualified electricians should carry out repairs to electrical equipment and machinery.

### ***Lighting***

- Poor lighting can be the cause of injuries, fatigue and errors.
- Lighting fixtures, reflectors, windows or skylights used for natural lighting must be regularly inspected to ensure that they are clean.
- Automatic emergency lighting must be provided in an area of the building solely dependent upon artificial lighting, and checked once every three (3) months.

### ***Personal Protective Equipment***

Personal protective equipment is designed to provide an effective barrier between you and potentially dangerous objects, substances and processes. When operations and/or policies dictate the use of such equipment as prescribed under the applicable regulations, the applicable personal protective equipment must be used.

Basic personal protective equipment may include, but is not limited to:

#### ***Fall Arrest Equipment***

When there is no other form of protection from falling when working from a height of greater than three (3) meters, employees shall wear approved fall arrest equipment.

#### ***Eye and Face Protection***

CSA/ANSI approved safety glasses with side shields or goggles must be worn whenever the nature of the job presents an eye hazard. When grinding, a face shield must be worn in addition to the eye protection.

### *Hearing Protection*

CSA/ANSI approved hearing protection must be worn when the sound level in the work area exceeds the permissible occupational exposure levels as prescribed under the regulations.

### *Hand Protection*

Appropriate gloves must be worn when handling rough, sharp or hot objects and caustics, acids, solvents, concrete or chemicals as prescribed under the regulations

### **Manual Lifting**

Size up the load and check its overall condition prior to lifting. Do not attempt to lift alone if load appears too heavy or awkward. Check for adequate space for movement and good footing.

It is important to maintain good balance during a lift. Place feet shoulder width apart, with one foot beside the article to be lifted and the other foot placed behind the load. Bend the knees and do not stoop. Keep the back straight by tucking in the chin and using your stomach muscles.

Grip the load with the palms of the hands and the fingers. The palm grip is much more secure than a finger grip. With grip in place, tuck in the chin to make certain the back remains straight.

Use your body weight to start the load moving and then lift by pushing up with the legs, making full use of the stronger set of leg muscles.

Keep the arms and elbows close to the body when lifting. Make certain your vision is not obstructed and you can always see where you are going.

Do not twist the body. To change direction, shift the foot position and then turn the whole body in the same direction.

If the load is to be lowered, bend the knees and do not stoop. To place the load on a bench, shelf or table, lower it onto the edge and then push it into position to secure.

### **Ladders**

- Ladders must be long enough to pass landing points by three (3) feet.
- Ladders must be held until tied off.
- Top and bottom landing areas must be kept clear
- Inspect all ladders for defects prior to use. If the ladder is showing any signs of wear or defects, report them to your immediate supervisor

- Verify that ladders maintain a 4:1 safe working angle.
- Stepladders must be fully opened with the spreader arms locked.
- Do not work off the top two (2) rungs of a ladder.
- Do not use a painted wooden ladder.
- Always maintain three (3) points of contact when climbing up a ladder.

### ***WHMIS (Workplace Hazardous Material Information System)***

The Workplace Hazardous Material Information System is designed to provide employees with vital information about the hazardous materials or substances used and stored in the workplace.

The key elements are:

- Labels on all hazardous products.
- Material Safety Data Sheets that provide additional information.
- Employee education.

Always take the time to read the supplier label. The labels will tell you:

- Material and supplier identification.
- Hazard symbols.
- Risks.
- Precautionary measures.
- First aid measures.

Material Safety Data Sheets are available for all hazardous products. All flammable and combustible chemicals must be stored in a CSA approved container.

### ***General Housekeeping***

All employees are responsible to see that their work area is kept clean and free from slip, trip and fall hazards at all times.

Debris and garbage must be removed on a regular basis. If conditions become unsafe, employees shall report this condition to their supervisor.

## ***Fire Prevention***

Prevention and protection go hand-in-hand. There are some basic items you should know about fire prevention which include:

- Where fire extinguishers are located.
- The proper operation of a fire extinguisher.
- The emergency evacuation routes and assembly area.
- Check with your supervisor. You must know the emergency response procedures you are to follow in the event of a fire.