



Rainbow Schools
Reaching minds. Touching hearts.



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Reaching minds. Touching hearts.

Health and Safety

Management Program

Original Date: September 2009

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Health & Safety Management Program Annual Review

Review date	Reviewed By	Modifications
December 1, 2015	Bob Cullens	Updated 4.4 Added 6.13
November 7, 2016	Bob Cullens	New 6.14 added
December 28, 2018	Dave Digby	Updated new HSO contact, Updated 6.4-New Working at Heights Updated 9.6 Hot Work, New 6.15 Safe Lifting module New 6.16 Equipment Procurement New 6.17 Equipment Inspection, Maintenance, Compliance
August 15, 2019	Dave Digby	Review Program, created review cycle for all Policies and Procedures to ensure regular review and updates by senior management
June 21, 2020	Dave Digby	Updated policies and procedures
June 18, 2021	Dave Digby	Updated policies and procedures

1.0 PREFACE

This Health & Safety Management Program is for the exclusive use of Rainbow District School Board (“RDSB”) hereby referred to as the “Board”. All rights reserved.

Violations of any provision of this Management Program may be subject to discipline.

This management program is designed to provide accurate and informative assistance in accordance with requirements per the following legislation:

- Ontario Occupational Health & Safety Act (“OHSA”)
- Ontario Regulations made under OHSA
- Workplace Safety & Insurance Act (“WSIA”)
- Ontario Regulation made under WSIA

This includes all applicable Regulations, Board Policies & Regulations, Administrative Procedures, Protocols and Management Programs.

This Management Program is intended to be used for reference and resource purposes. It includes the designation of duties, procedures, protocols, prevention and training.

The Ontario Occupational Health & Safety Act (“OHSA”) requires the establishment and implementation of this Management Program.

The duplication or utilization of this Management Program without the expressed consent by the Board is prohibited.

2.0 GENERAL

2.1 Health and Safety Policy

Purpose

The Board's Health & Safety Policy and Regulation have been established and are reviewed annually in accordance with applicable requirements legislated under OHSA. This Policy and Regulation also establishes and empowers this Health & Safety Management Program and all of its procedures and protocols. Under the Occupational Health and Safety Act (OSHA), the Board, as the employer, is responsible for establishing and maintaining a health and safety policy and a program to implement that policy.

Application

This applies to all Board Supervisors and Workers at all Board work site locations.

General

The Board has the duty to review and update this Policy and Regulation on an annual basis.

A copy of this Policy and Regulation can be found/referenced on the Board's web page www.rainbowschools.ca.

A copy of this Policy and Regulation can also be found/referenced at every Board work site posted on the Health & Safety Bulletin board. Upon the completion of every annual review and update notifications are sent out to be reposted on each work site's Health & Safety Bulletin board.

The following is a copy of the Board's Health & Safety Policy and Regulation.

POLICY: Occupational Health and Safety POLICY- STAFF

REFERENCE: P 2.05

Rainbow District School Board insists on a safe operation.

RAINBOW DISTRICT SCHOOL BOARD PLACES A VERY HIGH VALUE ON THE HEALTH AND SAFETY OF ITS EMPLOYEES AND IS GUIDED BY THE FOLLOWING PRINCIPLES:

- **NO TASK IS WORTH PERFORMING IF SAFETY IS AT RISK**
- **HEALTH AND SAFETY CAN BE MANAGED**
- **INJURIES AND OCCUPATIONAL ILLNESS CAN BE PREVENTED**
- **HEALTH AND SAFETY IS A SHARED RESPONSIBILITY**

1. **Working safely is a condition of employment.**
2. **Rainbow District School Board is committed to meeting or exceeding the requirements of all Occupational Health and Safety Laws and Regulations.**
3. **Rainbow District School Board and its officials, principals and supervisors are committed to and are held accountable for providing a safe and healthy work environment.**
4. **Every employee is held accountable for working safely, for confronting unsafe acts by others, in a positive manner, and for correcting and/or reporting all unsafe conditions.**

Reviewed June 8th, 2019
To be Reviewed June 7, 2020

POLICY: Occupational Health and Safety POLICY- STUDENTS

REFERENCE: P 2.05

Rainbow District School Board insists on a safe operation.

RAINBOW DISTRICT SCHOOL BOARD PLACES A VERY HIGH VALUE ON THE HEALTH AND SAFETY OF ITS STUDENTS AND THE PUBLIC AND IS GUIDED BY THE FOLLOWING PRINCIPLES:

- **NO TASK IS WORTH PERFORMING IF SAFETY IS AT RISK**
- **HEALTH AND SAFETY CAN BE MANAGED**
- **INJURIES AND OCCUPATIONAL ILLNESS CAN BE PREVENTED**
- **HEALTH AND SAFETY IS EVERYONE'S RESPONSIBILITY**

1. **Safe Practices will be enforced.**
2. **Rainbow District School Board is committed to meeting or exceeding the requirement of all applicable health and safety laws and regulations.**
3. **Rainbow District School Board will ensure that safe practices exist and are clearly communicated for higher risk student activities such as (but not limited to); Physical Education, Science and Technical studies.**
4. **Organizers of publicly run activities that occur in our facilities will be informed of safe practices and procedures. Unsafe activities will not be permitted.**

Reviewed December 28, 2018
To be Reviewed December 28, 2019

3.0 DUTIES

3.1 Employer/Supervisor Duties

Purpose

The Board's Employer/Supervisor duties were established to ensure compliance with statutory, regulatory and Board requirements.

Application

This applies to the Board and its Supervisors at all Board work site locations. This is in accordance with the internal responsibility system as put in effect by legislation.

Employer Duties

The following list of employer duties include but are not limited to:

- ensure all applicable equipment, materials and protective devices as prescribed are provided and maintained in good condition.
- ensure all applicable measures and procedures prescribed are carried out in the workplace.
- ensure all applicable equipment, materials and protective devices are used as prescribed.
- appoint a competent person as a supervisor.
- provide information, instruction and supervision to Workers to protect the safety of workers.
- acquaint a worker or a person in authority over a worker with any workplace hazards.
- provide assistance to Occupational Joint Health & Safety Committees ("JHSC").
- prepare an annual review of the Board's Health & Safety Policy (see section 2).
- maintain and implement the Board's Health & Safety Management Program.
- take every reasonable precaution under the circumstances to protect workers.

Supervisor Duties

The Ontario Ministry of Labour defines a "Supervisor" as "a person who has charge of a workplace or authority over a worker". Whether you hold the job title of Superintendent, Principal, Manager, Supervisor, or you have charge of a workplace or authority over a worker, you are considered a "Supervisor" by the Ministry of Labour and are charged with the legislated responsibilities of a "Supervisor" in the workplace as prescribed under the OHS Act and its applicable regulations.

Supervisors must be "**competent persons**" under the OHS Act. A "competent person" is defined as:

- a person who is qualified because of knowledge, training and experience to organize the work and its performance.
- a person who is familiar with the OHS Act & Regulations.
- a person who has knowledge of any potential or actual danger to safety in the workplace.

The following list of Supervisor duties include but are not limited to:

- ensure all applicable Workers utilize and wear the equipment and/or personal protective equipment ("PPE") required by the employer.

- advise all workers of any potential or actual danger to Worker's safety.
- ensure all workers work in compliance with OHSA, Regulations, Board Policies, Management Programs, Procedures and Protocols.
- provide workers with written instructions if applicable.
- take every reasonable precaution under the circumstances to protect the workers.

3.2 Worker Duties

Purpose

The Board's Worker Duties were established to ensure compliance with statutory, regulatory and Board requirements.

Application

This applies to all Board workers at all Board work site locations. This is in accordance with the internal responsibility system as put in effect by legislation.

Worker Duties

The Ontario Ministry of Labour defines a "Worker" as "a person who performs work or supplies services for monetary compensation".

The following list of worker duties include but are not limited to:

- work in compliance with the OHSA, Regulations, Board Policies, Management Programs, Procedures and Protocols.
- use or wear equipment and personal protective equipment as required and prescribed by the employer and supervisor.
- report any health and safety hazard/concern or contravention of the OHSA and Regulations immediately and directly to your supervisor.
- report absence or defect in any equipment or protective device immediately and directly to your supervisor.
- attend and participate in all applicable health and safety training events as required by the employer.
- shall not engage in any horseplay, or rough and boisterous conduct.

3.3 First Aid Management Program

Purpose

The Board's First Aid Management Program was established in accordance with section 10 of Ontario Regulation 1101 made under WSIA.

Application

This applies to all Board work sites, site supervisors and the designated site First Aid Person(s).

General

Every Board work site must have a designated First Aid Person appointed by the site supervisor. The designated First Aid Person shall ensure the proper equipment is present in the event of an accident/injury. The First Aid Person(s) name(s) and contact info must be posted on the site's Health & Safety Bulletin Board.

Site Designated First Aid Person Duties

- check your site's main (one) designated and marked/signed First Aid Kit four (4) times per school year, in September, December, March and June using the First Aid Checklist form (RDSB-F01). Form can be found on RDSB intranet, under Health and Safety, Forms
- utilize the Board-approved checklist which is posted inside your First Aid Kit. Upon your quarterly (four times per school year) check, please ensure the items listed are present. No other items (such as medications, creams, etc.) should be inside your First Aid Kit.
- should items be utilized during the treatment of an accident/injury or be noted to be missing, replacement items can be obtained from the First Aid bulk order.

Tracking

The site supervisors will provide the names of such first aid designates to the Plant Department on an annual basis. The names and correlating sites will be kept in a database. Quarterly reminders on checks to be conducted by said designates will be sent out and monitored/tracked.

Training

The site designated First Aid Person will have and maintain valid First Aid & CPR training. The Board offers training courses for these designates. Such training is valid for three (3) years. Annual courses can be referenced and such designated staff can register by contacting the Plant Department.

3.4 Eyewash/ Emergency Shower Management Program

Purpose

The Board's Eyewash Management Program was established in accordance ANSI standard Z358.1-2014

Application

This applies to all Board supervisors and workers at all Board work site locations.

General

It must be noted that eyewash stations do not prevent eye injuries from occurring. The main focus must be placed on preventing eye injuries. **Eye injury prevention steps** that are taken each school year may include, but are not limited to the following:

- annual school year start up memos and emails are sent out by the Program Department Coordinators of Technology, Science and Art, Operations & Maintenance Supervisors.
- memos and emails remind school site based department heads to review and revisit the required usage of safety glasses, goggles and face shields, when required, to prevent eye accidents and injuries from occurring.
- regular safety talks at Plant Operations & Maintenance meetings to remind skill trades and custodial services workers to review and revisit the required usage of safety glasses, goggles and face shields, when required, to prevent eye accidents and injuries from occurring.
- regular WHMIS training for all workers (including custodians) remind, review and revisit the required usage of safety glasses, goggles and face shields, when required, to prevent eye accidents and injuries from occurring.

The Board has greatly reduced its chemical inventory not only to create healthier and safer work environments but also reduce accidents and injuries such as eye injuries.

The Board has installed eyewash stations at all Board sites in the event that an eye injury does occur. Detailed floor plans outlining the locations of all such eyewash stations are on file. Eyewash station placement and management is as follows:

Primary Eyewash Stations

Technology Kits

The technology kits utilized by the program department to teach science mostly for elementary school circulation contain sealed eye wash bottles with saline solution:

- three (3) refillable bottles are utilized. The sealed refill bottles have a three year shelf life.
- the replacement of these eyewash bottles is conducted every second year (summer) when the kits are refurbished at the kits department.

These are temporary devices only and are designed to assist in basic eye flushing to facilitate primary safety. A mechanical eyewash station should also be accessed and utilized if a full 10-15 minute eye flushing is required.

Plant Department (elementary, secondary and other)

Elementary, secondary and other sites under the ownership of RDSB shall have custodial

- rooms and laboratories which contain wall mounted emergency eyewash stations (EES):
- will be tagged, safety sealed, identified and dated per their last servicing.
 - custodial EES will be checked weekly by custodial personnel.
 - laboratory EES will be checked weekly by the classroom teacher.
 - in the event of an EES being defective or tampered with, the workers discovering this shall report immediately and directly to their supervisors.
 - site supervisors shall generate a work order to correct.
 - repair, re-tagging, safety seal replacement and updating will be conducted by the Board's Maintenance personnel via the work order system.

A mechanical eyewash station should also be accessed and utilized if a full 10–15 minute eye flushing is required.

Emergency Shower Stations

- will be located where the risk to full body exposure to hazards is likely
- be located on the same floor as the hazard
- provide a drainage system for the excess water
- not come into contact with any electrical equipment that may become a hazard when wet.
- in the event of an ESS being defective or tampered with, the workers discovering this shall report immediately and directly to their supervisors.
- site supervisors shall generate a work order to correct.
- repair, re-tagging, safety seal replacement and updating will be conducted by the Board's Maintenance personnel via the work order system

Records and Review

The Board's Plant Department shall maintain updated records on eyewash station locations. The placement, operation and maintenance of the emergency eyewash stations will be reviewed annually. Annual preventative maintenance will be conducted annually utilizing the appropriate form through the RDSB ebase log system.

Reviewed on July 15th, 2019
To be Reviewed on July 4th, 2022

3.5 Ministry of Labour Protocol

Purpose

This Board's Ministry of Labour Protocol was developed in accordance with legislative requirements under the Occupational Health & Safety Act and Regulations.

Application

This applies to all Board supervisors and workers at all Board work site locations. More specifically, it applies to a supervisor upon being informed of the on-site arrival of a Ministry of Labour inspector.

General

Upon the announced on-site arrival to a Board work site location by a Ministry of Labour inspector the site supervisor shall:

- ensure the Ministry of Labour inspector is welcomed and immediately address and attend to him/her regarding the nature of their site visit/investigation.
- while attending to the Ministry of Labour Inspector during his site visit/investigation **ensure that the Board's Health & Safety Officer is contacted immediately.**
- extend every courtesy to the Ministry of Labour inspector, give him/her your full cooperation and assist them with their investigation duties.
- upon the request of the Ministry of Labour inspector (i.e. if an MOL workplace H&S inspection), notify the JHSC designated worker member or Workplace Alternate who can participate in the investigation.
- provide the Ministry of Labour inspector with all required and requested documents, reports, etc. pertinent to their site visit/investigation.
- post a copy of the Ministry of Labour field visit reports and/or orders on your site's Health & Safety bulletin board.
- ensure that the JHSC is provided with copies of Ministry of Labour field visit reports and/or orders.
- provide the Board's Health & Safety Department with a copy.

Reviewed on September 1st, 2018
To be Reviewed on August 31st, 2022

3.6 Health & Safety Orientation (new hires)

Purpose

The Board's Health & Safety Orientation training for new hires was developed in accordance with legislative requirements made under OHSA.

Application

This applies to the Board and its supervisors who shall ensure that all newly hired Board workers at all Board work site locations receive their legislatively required Health & Safety Orientation training.

General

Upon hire all new employees will receive a training package which is to be completed prior to beginning any physical training. The training package will be provided to all new employees upon hire. Access to a computer will be provided if necessary. All physical aspects of the new hire orientation will be completed by the designated Supervisor of the site/school. The completed orientation package will be signed and returned to the site/school Supervisor and will be kept on file.

Reviewed on July 30th 2019
To be Reviewed on July 29, 2022

3.7 Supervisor Due Diligence Training

Purpose

The Board's Supervisor Due Diligence Training for all supervisors was developed in accordance with legislative requirements made under OHSA.

Application

This applies to all existing supervisors as well as newly appointed supervisors at all Board work site locations. More specifically, it applies to the Board and its legislative requirement to ensure that every Board supervisor receives Supervisor Due Diligence Training.

General

Board supervisors will receive regular updates on health and safety training at intervals as determined by the Board.

Reviewed on August 5th, 2019
To be Reviewed on August 4th, 2022

3.8 Progressive Discipline for Health & Safety Violations

Purpose

The Board has the legislative duty to enforce its Health & Safety Management Program by ensuring that all supervisors, workers and contractors work in accordance with, and comply with, our program and its legislative requirements made under OHSA.

Application

This applies to all supervisors, workers and contractors at all Board work site locations.

General

In the event that a Board supervisor, worker or contractor is found to have knowingly violated any provision of the Board's Health and Safety Management Program, the violator may be subject to discipline.

Reviewed on October 10th, 2018
To be Reviewed on October 9th, 2021

4.0 REPORTING PROCEDURES

4.1 Reporting Occupational Health & Safety Hazards

Purpose

The Board's Reporting Occupational Health & Safety Hazards requirements were established to reduce the risk potential of a health and safety accident/injury to a worker or occupant and to ensure compliance with statutory, regulatory and Board requirements.

Application

This applies to all Board supervisors and workers at all Board work site locations where an occupational workplace hazard or hazardous condition may be present and have the potential to present a health and safety endangerment.

General

Any workers finding, observing and/or discovering an occupational workplace hazardous condition **shall report it immediately and directly to their supervisor**. Such hazardous conditions may include but are not limited to the following:

- trip hazards
- slip hazards
- fall hazards
- missing, loose, or damaged guarding
- unsafe work practices
- unsafe housekeeping
- infectious diseases
- biohazards
- WHMIS contraventions
- unsafe chemical usage, storage, mixing
- asbestos contraventions
- ergonomic contraventions
- unsafe lifting practices
- unsafe usage of equipment
- unsafe or non-usage of personal protective equipment
- processes capable of producing unsafe levels of a gas, dust, fume, vapour
- processes capable of producing unsafe/low levels of oxygen
- workplace violence
- electrical shock hazards

Upon the reporting of such hazards as noted above, such findings shall be corrected as soon as possible in order to prevent any potential accident/injury to workers or building occupants.

Such items may be corrected/addressed in-house at the work site or via the Board's work order system as may be applicable.

4.2 Reporting Accidents and Injuries (WSIB)

Purpose

The Board's Reporting Accidents and Injuries (WSIB) Administrative Procedure has been established in accordance with applicable requirements legislated under the Workplace Safety and Insurance Act ("WSIA"). This Administrative Procedure also establishes and empowers the Workplace Safety & Insurance Management Reporting Program.

Application

This applies to all Board supervisors and workers at all Board work site locations.

General

A copy of the "**In All Cases of Injury/Disease**" poster can also be found/referenced at every Board work site posted on the Health & Safety Bulletin board.

An **Employee Incident/Accident Report** must be completed via the RDSB online reporting system.

Workers are required to report accidents and injuries immediately and directly to their supervisor.

The supervisor has the reporting responsibility to complete the Supervisor portion of the **Employee Incident/Accident Report** which will be sent to them via email.

The deadline for reporting a workplace injury is two (2) days. For more information, please refer to the Employee Incident/Accident report located via the online incident reporting.

If any medical treatment/observation is received as a result of a workplace injury, all WSIB forms received, which are designated for the employer, are to be immediately submitted to the Supervisor and subsequently sent to Human Resources.

4.3 Modified / Return To Work Program

Purpose

The Board's Modified / Return to Work Program has been established in accordance with applicable requirements legislated under the Workplace Safety and Insurance Act ("WSIA"). This program was established and empowered under the Board's Workplace Safety & Insurance Management Reporting Program.

Application

This applies to all Board supervisors and workers at all Board work site locations.

General

Modified work is any job or combination of tasks that a worker, who suffers from a disability, may perform on a temporary or permanent basis without risk of re-injury to him/herself or risk to others. This work may consist of regular tasks from the pre-injury job that have been changed or redesigned for a worker participating in a modified work program.

A modified work program is a workplace strategy which gives structure and organization to the activity of a returning injured worker as soon as possible following a work-related accident or disease. It is a system-wide plan that recognizes the employer's responsibility for, and participation in, the effective rehabilitation of workers.

School Board's Responsibilities:

- cooperate with the worker and WSIB in return to work process.
- contact and communicate with injured worker.
- provide suitable employment that restores earnings.

Health Professional's Responsibilities:

- cooperate with employer in return to work process.
- complete **Functional Abilities Forms** ("FAF") for employer and WSIB.
- provide medical information to WSIB.

Worker's Responsibilities:

- cooperate with employer and WSIB in return to work process.
- obtain proper medical treatment.
- maintain communication throughout recovery and return to work.
- assist employer in identifying suitable work.
- provide WSIB with any information requested about progress in return to work.

Reviewed on August 6th, 2019
To be Reviewed on August 5th, 2022

4.4 Reporting Fatality / Critical Injuries (OHSA)

Purpose

The Board's Reporting Fatality / Critical Injuries procedure was established in accordance with section 5 subsection 1 of Ontario Regulation 851 made under section 51 of OHSA.

Application

This applies to the Board, supervisors and workers at all Board work locations. In the event that a fatality, death of **any person or a worker is critically injured** at a Board work site, this outlines the reporting requirements to the Ministry of Labour and the Joint Health & Safety Committee.

General

A critical injury is defined per Ontario Regulation 834 as an injury of a serious nature which has occurred and caused or resulted in:

- places life in jeopardy.
- produces unconsciousness.
- results in substantial loss of blood.
- involves the fracture of a leg or arm but not a finger or toe.
- involves the amputation of a leg, arm hand or foot but not a finger or toe.
- consists of burns to a major portion of the body.
- causes the loss of sight in an eye.

Remember:

- to secure the scene/area and devices (if any) involved. Once scene is secured no one is to re-enter the scene unless it is to relieve human suffering or under the direction of the Ministry of Labour.
- an investigation will be conducted as required by members of the Joint Health & Safety Committee and possibly the Ministry of Labour inspector.
- the secured scene/area and devices (if any) involved shall be cleared or seized pending the findings and is subject to direction from the Ministry of Labour.
- a corresponding report will be generated by the Board.
- the following report form will be completed by the Board's Health & Safety Officer or designate and forwarded to the Ministry of Labour.

Procedure for Investigating and Reporting Critical Injury of an Employee

In addition to the procedures in place for reporting an injury to the Workplace Safety and Insurance Board, the following procedures **must** be followed when an employee is critically injured in order to comply with the requirements of the Occupational Health and Safety Act.

1. Medical aid must be provided to the injured worker.
2. The immediate supervisor must be notified immediately and **must** attend the site of the accident. For schools, the immediate supervisor is the Principal. If the injured worker is a CUPE member, the Principal must notify the Plant Supervisor for that school. If the immediate supervisor is unavailable, the person reporting the accident **must** immediately telephone one of the Management Representatives listed below to report the accident. Once the employee has been medically attended to, the immediate

supervisor **must** telephone one of the following Management Representatives as soon as possible:

Name	Work	Cell	Home
Dave Digby	674-3171 ext 7231	(705) 690-5781	
Nathalie Mousseau	674-3171 ext 7291	(705) 690-7017	
Bruce Bourget	674-3171 ext 7230	(705) 665-0792	

3. The management representative **will** contact a Certified Joint Health and Safety Representative, who will attend the work site to investigate the accident. The management representative will contact the school principal to advise that the worker's representative needs to be released to conduct the investigation.
4. The Management Representative **is responsible** for notifying the Ministry of Labour Call Centre at 1-877-202-0008.
5. The Management Representative will notify the president of the appropriate union.
6. The Management Representative will ensure the co-chairs of the Joint Health and Safety Committee are notified of the critical injury as soon as possible.
7. The written report of the accident prepared by the Certified Representative **must** be forwarded to the Ministry of Labour inspector as soon as possible with copies to the co-chairs of the Joint Committee.
8. The investigating Certified Representative will present a verbal report on the accident at the next Joint Committee meeting.

Procedure for Investigating and Reporting Critical Injury of a Non-Employee

The following procedures **must** be followed when a **non-employee (student, parent, volunteer, service provider, etc.)**, in order to comply with the requirements of the Occupational Health and Safety Act.

1. Medical aid must be provided to the injured person.
2. The immediate supervisor or designate must be notified immediately and **must** attend the site of the accident. For schools, the immediate supervisor is the Principal. The immediate supervisor **must** telephone the Health & Safety Officer immediately to report the critical injury.

Name	Work	Cell
Dave Digby	674-3171 ext 7231	690-5781

3. The Health & Safety Officer will contact the Ministry of Labour, Human Resources and the Manager of Plant to report the critical injury and maintain a log of all non-employee critical injuries.

4. All other reporting (OSBIE, etc.) should be completed by the school and forwarded as required.

General Information to be Included in a Critical Injury Report

Ontario Regulation 851/00, section 5, subsection 2 Reporting	
For the purposes of section 52 of the Act, notice of, (a) an accident, explosion or fire which disables a worker from performing his or her usual work or (b) an occupational illness shall include the following:	
(a)	The name, address and type of business of the employer: Rainbow District School Board, 408 Wembley Drive, Sudbury, Ontario, P3E 1P2 "Board of Education"
(b)	The nature and the circumstances of the occurrence: And the bodily injury or illness sustained:
(c)	A description of the machinery or equipment involved:
(d)	The time, date and place of the occurrence:
(e)	The name and address of the person who was killed or critically injured:
(f)	The names and addresses of all witnesses to the occurrence:
(g)	The name and address of the physician or surgeon, if any, by whom the person was or is being attended for the injury or illness:
(h)	The steps taken to prevent a recurrence:

Reviewed on August 6th, 2019
To be Reviewed on August 5th, 2022

5.0 JOINT HEALTH & SAFETY COMMITTEE

5.1 Joint Health & Safety Committee Procedures

Purpose

The Board's Joint Health & Safety Committee (JHSC) Procedures were established in accordance with section 9 of the OHSA and are intended to provide simple operating instructions for the JHSC.

General

The following JHSC procedures outline the complete operating standards, requirements, duties, reporting, communications and functions to be implemented and followed by all parties.

Purpose of JHSC:

- to promote the Internal Responsibility System (IRS).
- to encourage all workers to discuss occupational health and safety concerns with their Principal/Supervisor before bringing them to the attention of the JHSC.
- to promote occupational health and safety in the workplace per the Board's Health & Safety Management Program made under OHSA.
- to carry out their functions and duties as prescribed.

Occupational Health & Safety Workplace Inspections

The Principal/Supervisor shall ensure:

- that a Health & Safety Workplace Inspection is conducted every month.
- to provide the appropriate time necessary to the worker member.
- review the inspection report findings and address each item.
- ensure a copy is posted on the Health and Safety Board.
- keep a copy on file for 2 years.

A member elected by workers to be the Workplace Health and Safety Representative shall:

- conduct a Health & Safety Workplace Inspection every month.
- utilize the appropriate time necessary in coordination with the Principal/Supervisor.
- if a teaching/support replacement staff is required, authorization from the Superintendent is required.
- follow and utilize the Board's Health & Safety Workplace Inspection form which is Hazard/Risk based.
- report findings to the Principal/Supervisor upon completion.
- post a copy of the inspection report form.

Investigation / Be Present

The Management Certified Member shall ensure that the designated worker member is afforded the opportunity to:

- investigate a critical injury as defined and prescribed per the Board's Health & Safety Management Program.
- be present during a work refusal as defined and prescribed per the Board's Health & Safety Management Program.
- be present during a Ministry of Labour workplace H&S inspection as prescribed per the Board's Health & Safety Management program.
- be present at the beginning of Industrial Hygiene Testing.

Consultation

The Employer shall ensure that the JHSC worker member(s) are consulted/provided copies on the following items as prescribed under OHSAA:

- occupational H&S reports.
- annual review of the Board's H&S Policy.
- reviews/updates of the Board's Occupational H&S Management Programs.
- occupational H&S training programs.
- industrial hygiene testing.
- the JHSC worker member(s) shall review and provide feedback as may be applicable.

Training

The Employer shall ensure that all JHSC member(s) have received or are scheduled to receive the following training as prescribed:

- JHSC guideline and Occupational H&S Workplace Inspections.
- Level One certification.
- Level Two certification.

5.2 Confidentiality

All JHSC members fall under and are required to comply with the confidentiality requirements under section 63 of OHSAA. This includes personal medical, accident/injury and other report information that is legislatively required to be shared with the JHSC. No member of the JHSC will forward or share any confidential report information with any persons who are not part of the JHSC.

Failure to adhere to these confidentiality requirements may result in revocation of the members JHSC certification.



5.3 JHSC Recommendation

The JHSC can make a recommendation to the Employer. Such a recommendation to the Employer must be agreed upon by the majority of the JHSC members (not an individual) in attendance at the quarterly meeting. **A recommendation must be forwarded, in writing, to the Employer immediately after the quarterly JHSC meeting.** The Management co-chair shall respond in writing on behalf of the employer within the legislative timeline of **21 days**.

Reviewed on November 25th, 2018
To be Reviewed on November 24th, 2021

5.4 Health & Safety Workplace Inspections Protocol

Purpose

This protocol has been established by the Board to ensure that all legislatively required monthly Occupational Health & Safety Workplace Inspections are conducted in accordance with the requirements made under section 9 of OHSA.

Application

This protocol applies to all Workplace Health and Safety Representative and their supervisor at all Board work site locations.

General

The following protocol is to be implemented and enforced in conjunction with the processes outlined the Joint Health & Safety Committee Terms of Reference.

Selection of Workplace Health and Safety Representatives

All schools must select two designated workers by the first staff meeting in September annually. These designated workers are to be selected by a process that is fair and equitable ensuring that all workers have an opportunity to participate in the selection process. Principals are not to appoint designated workers.

Reporting Observed Hazards

All observed and uncorrected hazards are to reported on the on-line Workplace Inspection Report Form in accordance with the schedule listed below. A copy of the completed inspection form must be forwarded to the Health & Safety Officer as well as posted on the H & S bulletin board within one day of the completion of the monthly workplace inspection.

School Year (September – June)

- one site designated worker shall conduct the monthly Health & Safety Workplace Inspection.
- such inspections must be completed by no later than the 15th of each month.
- a copy of the completed report must be posted at the inspected worksite within one day of the completed inspection.
- the site supervisor is responsible for ensuring that this protocol is carried out.

Summer (July – August)

- such inspections must be completed by no later than the 15th of July and the 22nd of August.
- the site supervisor is responsible for ensuring that this protocol is carried out.

Reviewed on December 30th, 2018
To be Reviewed on December 29th, 2021

5.5 Work Refusals

Purpose

The Board's Work Refusal procedure was established in accordance with section 43 of the OHSA.

Application

This applies to all Board supervisors and workers at all Board work locations. More specifically, a worker may refuse to work or do particular work where he or she has reason to believe that:

- any equipment, machine, device or thing the worker is to use or operate is likely to endanger himself, herself or another worker.
- the physical condition of the workplace or the part thereof in which he or she works or is to work is likely to endanger himself or herself.
- any equipment, machine, device or thing he or she is to use or operate or the physical condition of the workplace or the part thereof in which he or she works or is to work is in contravention of this Act or the Regulations and such contravention is likely to endanger himself, herself or another worker.

Some **limitations** may also be applicable such as:

- when a circumstance described under section 43, clause 3 is inherent in the worker's work or is a normal condition of the worker's employment.
- when the worker's refusal to work would directly endanger the life, health or safety of another person.
- the person is employed in the operation of a correctional institution or facility, a training school or centre, a place of secure custody designated under section 24.1 of the Young Offenders Act or a place of temporary detention designated under subsection 7(1) of that Act or a similar institution, facility, school or home.

General

Following the worker's report of the refusal to work, the supervisor shall immediately clarify that the issue is an occupational health and safety related work refusal or a complaint/other.

If it is determined by the supervisor that this is an occupational health and safety work refusal, the following steps are to be implemented by the supervisor:

Stage One

- until the investigation, ensure the worker remains on site in a safe place near his/her work station (if applicable).
- do not send them home or allow them to leave their workplace.
- notify the designated worker member of the site based JHSC, who shall participate in the investigation and assist to resolve.
- notify the Board's Health & Safety Officer and provide specific information (as they may deem applicable).
- an investigation will be conducted as prescribed.
- no worker shall be assigned to use/operate the equipment, machine, device or thing or to work in the workplace or in the part of the workplace being investigated unless the worker, in the presence of the JHSC designated worker member, has been advised of

- the other worker's refusal and of his or her reasons for the refusal.
- following the investigation, implement the steps to be taken to resolve the refusal.
- return to normal operations if resolved and corrective measures have been implemented.
- generate a report/documentation per this incident.

Stage Two

If the worker continues to refuse to work at the conclusion of Stage One and the issue has not been resolved, then the supervisor shall take the following steps:

- notify the Ministry of Labour. The Board's Health & Safety Officer in conjunction with all parties noted above should be present during this call if required.
- pending the direction of the Ministry of Labour, this item may be resolved via phone consultation or a site visit by a Ministry of Labour inspector.
- full cooperation by all parties must be afforded to the Ministry of Labour regarding their investigation.
- the refusing worker may be assigned reasonable alternative work pending the investigation and decision of the Ministry of Labour inspector.
- upon receiving findings and instructions from the Ministry of Labour inspector, implement said corrective measures required to resolve.
- generate a report/documentation per this incident.

6.0 PREVENTION INITIATIVES

6.1 Slip Trip & Fall Prevention

Purpose

The Board's Slip Trip & Fall prevention requirements were established to reduce the risk potential of a health and safety accident/injury from occurring and to ensure compliance with statutory, regulatory and Board requirements.

Application

This applies to all Board supervisors and workers at all Board work site locations.

General

In order to prevent slip trip and fall accidents and injuries, Board **supervisors** shall:

- ensure that the Board's Footwear Safety Procedure is implemented and followed by all workers at all Board work site locations. **It is prohibited to be barefoot on walking surfaces.**
- encourage all workers to dress appropriately for work including the usage of proper seasonal footwear and clothing for seasonal conditions such as spring, summer, fall and winter.
- ensure that all slip trip and fall hazards such as uneven surfaces, loose flooring, cracks, chips, damaged steps, sidewalks, potholes, parking lots, loose or missing railings, guarding, non marked wet floors, damaged carpets, floor mats, water on floors, etc. are reported utilizing the internal responsibility system and corrected as soon as possible. Some of these items may be correctable on site and others may require the usage of the Board's work order system by the site designate.
- ensure that the Board's Snow Removal and Salting Procedures/Guidelines are followed and that the log book is maintained. This includes the procedure for reporting unsatisfactory snow removal/salting by a contractor.
- ensure outside play areas are acceptable, safe and free of slip trip and fall hazards during seasonal conditions.
- ensure that workers only utilize the designated building entry points.
- ensure entry door mats are checked on a regular basis especially during the winter months.
- ensure that staff utilize the Board provided CSA approved step stools and ladders. **It is prohibited to stand on chairs, desks, countertops, etc.**
- ensure that the Board's Ladders/Stairs (affixed) and Ladders/Stepstools (Portable) & Working at Heights are followed by all workers at all Board work sites.
- ensure that all slip trip and fall accidents and injuries are reported.

In order to prevent slip trip and fall accidents and injuries all Board **workers** shall:

- comply with the Board's Footwear Safety Procedures. **It is prohibited to be barefoot on walking surfaces. It is also prohibited to wear clogs.**
- ensure to dress appropriately for work including the usage of proper seasonal footwear and clothing for seasonal conditions such as spring, summer, fall and winter.
- report any and all conditions which may have the potential to cause a slip trip and fall hazard immediately and directly to your supervisor.
- exercise caution when crossing from one surface condition to another as well as parking lots, sidewalks, hardtops, stairs, corridors, classrooms, door thresholds, etc.
- ensure to respect wet floor signage.
- ensure to only utilize the designated building entry points.
- ensure to remove snow and water from footwear by wiping off said footwear on the applicable door mats.
- ensure to utilize the CSA Board provided step stools and ladders which have been provided for workers at every Board work site. **It is prohibited to stand on chairs, desks, countertops, etc.**
- comply with the Board's Ladders/Stairs (affixed) and Ladders/Stepstools (Portable) & Working at Heights.
- ensure that all slip trip and fall accidents and injuries are reported immediately and directly to your supervisor.

Reviewed on November 16th, 2018
To be Reviewed on November 25th, 2019

6.2 Housekeeping / Safe Storage

Purpose

The Board's Housekeeping / Safe Storage requirements were established to reduce the risk potential of a health and safety accident/injury from occurring and to ensure compliance with statutory, regulatory and Board requirements.

Application

This applies to all Board supervisors and workers at all Board work site locations.

General

In order to maintain proper housekeeping and safe storage, all Board **supervisors** and **workers** shall:

- ensure that all aisles, walkways, exits, exit corridors, stairways, etc. are kept and maintained free of obstructions and other hazards that may endanger workers.
- ensure clear access is maintained for all electrical panels (minimum 3 feet).
- ensure that no combustible or inappropriate items are stored inside main electrical transformer rooms, boiler rooms and mechanical rooms.
- ensure that individual work stations are kept free and clear of obstructions, debris and trip hazards.
- repair any lighting that is not working

Safe Storage Tips

DO

- Always store heavy items at the bottom of shelving and cabinets.
- Always store lighter items higher in the shelving and cabinets.
- Stored material should allow at least one meter (3ft) of clear space under sprinkler heads

DO NOT

- Never store items on top of shelving and cabinets.
- Store items in a way that obstructs exits, fire equipment, emergency eye wash fountains, emergency showers, first aid kits.

Reviewed on January 18th, 2019
To be Reviewed on January 17th, 2022

6.3 Ladders / Stairs (Fixed Access)

Purpose

The Board's Ladders / Stairs (Fixed Access) requirement were established to reduce the risk potential of a health and safety accident/injury from occurring and to ensure compliance with statutory, regulatory and Board requirements.

Application

This applies to all Board supervisors and workers at all Board work site locations.

General

Fixed access ladders (vertical) or stairs shall:

- be provided where frequent access is required to building areas, equipment, machinery, or devices located below grade level or elevated.
- be designed, constructed and installed to withstand any load to which they may be subjected.
- be maintained in good condition by Plant Maintenance Department.
- have surface finishes on rungs and side rails to permit secure foothold and handhold.
- have appropriate rise, run and clearance dimensions in accordance with legislative requirements.
- have appropriate railings, handrails, guarding and cages (if applicable) in accordance with legislative requirements.
- extend the required height above a landing surface in accordance with legislative requirements.
- be utilized appropriately only by designated Board supervisors and workers.
- designated Board supervisors and workers shall report any contraventions immediately and directly to their supervisor.

Additional references should be made to the Board's Working on Roofs Safety Procedures.

Guardrails

Guardrails will be designed and constructed to withstand any load that they may be subjected to and:

- have a top rail.
- have a mid-rail.
- have a toe-board (as may be applicable).
- yellow in colour

Guardrails will be installed at:

- uncovered openings in floors, roofs or other surfaces as may be applicable.
- open sides of floors, platforms, walkways or surfaces where the height requirements require guardrails.
- any machine, equipment, electrical installation or thing that may or is likely to endanger the health and safety of a worker.

Reviewed on January 6th, 2019
To be Reviewed on January 5th, 2022

6.4 Ladders / Stepstools (Portable) & Working at Heights

Purpose

The Board's Ladders (Portable) & Working at Heights requirements were established to reduce the risk potential of a health and safety accident/injury from occurring and to ensure compliance with statutory, regulatory and Board requirements.

Application

This applies to all Board supervisors and workers at all Board work site locations. More specifically, it applies to designated supervisors and workers who have the potential to fall from work being done from a portable ladder/stepstool or other platform.

General

The following Ladders (Portable) & Worker at Heights safety and usage requirements are to be implemented by supervisors and workers who may utilize such ladders to perform tasks/duties.

Note that all ladders that are greater than 6 feet in height are intended for use by maintenance and operations personnel to carry out routine maintenance duties.

1. Identified Usages of Portable Ladders/Stepstools

The Board has identified the following portable ladder/stepstool usages and activities to be of possible fall concerns at or under 10 feet:

- hanging approved pictures, decorations, items, etc.
- changing of light bulbs.
- changing of ceiling tiles.
- maintenance work.
- other work conducted from portable ladders stepstools.
- only ladders made of non-conductive material will be used in proximity to live electrical equipment, installations or conductors.

Other usages and activities identified to be of possible fall concerns at or above 10 feet from portable ladders, affixed ladders, platforms and/or roofs, should be referenced. Such references include:

- Working on Roofs.
- Visual Arts Safety Procedures.

2. Required Inspections of Portable Ladders / Stepstools Before Use

All portable ladders/stepstools must be maintained in good condition. Portable ladders/stepstools **must** be inspected by the user before usage. Such inspections must include:

- check the condition of rails, braces, steps and rungs.
- ladder identification sticker is present and legible. If not, ladder must be placed out of service.
- ladder classification must be appropriate for weight of the user

Max Load Capacity	CSA/ANSI
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375 lbs	Type IAA
300 lbs	Type 1A
250 lbs	Grade 1/Type I
225 lbs	Grade 2/Type II
200 lbs	Grade 3/Type III

- defective ladders/stepstools must be identified and taken out of service and repaired, or if irreparable be destroyed and disposed of.
- make sure you are using the appropriate ladder/stepstool that meets the accreditation CSA standard (i.e. height, material, ladder type) and use according to specifications.
- check and ensure the portable ladder/stepstool has non-slip feet.

3. Set Up and Use of a Portable Ladder / Stepstool

Upon completing the first two requirements noted above, proceed with setting up a portable ladder/stepstool as follows:

- check the work area and ensure it is free of electrical conductors and/or equipment as may be applicable.
- clear debris, tools and other objects from the area where the ladder stepstool will be placed to ensure the ladder is secured.
- clean muddy or wet soles of shoes/boots before mounting a ladder/stepstool.
- set up the ladder/stepstool on firm level footing. Never place a ladder/stepstool on uneven or unstable footings.
- for a non-folding straight portable ladder, ensure that the ladder is erected one (1) foot out from the wall for every four (4) feet in ladder height. If the non-folding portable ladder is being utilized to access a platform, then ensure that a three (3) foot overhang at the point of contact with the platform is in place. One or more workers should hold such a non-folding straight portable ladder that is excessive in length as may be applicable. In addition, such a ladder should be securely fastened. Please make reference to the applications section of this safety guideline to ensure compliance requirements to heights noted.
- if the ladder is being setup, used or left in an area of vehicle or pedestrian traffic, it must be protected from being struck. Barriers, warning signs or other safeguarding means must be utilized.
- the legs of a portable ladder/stepstool should be fully extended and locked before use and should never be leaned against a wall for use as a non folding straight portable ladder.
- always maintain three (3) points of contact (i.e. one hand and two feet) when climbing up and/or down the ladder.
- always face the ladder/stepstool when climbing up or down a ladder.
- always face the ladder/stepstool when working on a ladder.
- utilize tool belts, pouches, hoisting, etc. as may be required. The handing off of such equipment and tools to a second person could also take place, if deemed necessary and approved by the supervisor.
- Do not stretch or reach beyond the side rails of a ladder - a shift in the centre of gravity could cause the ladder to slip.

Portable Ladder / Stepstool Storage and Access

All portable ladders/stepstools are to be stored in applicable and designated areas. Portable ladders are to be secured to walls/structures utilizing hooks and chains.

Portable ladders/stepstools should only be utilized per section one of this safety guideline. If applicable, coordinate portable ladder usage with the on site custodian. Always ensure that the portable ladder/stepstool is put back into the designated storage location and secured after usage.

Prohibition

This safety guideline prohibits the following:

- the usage of any tagged out and/or previously identified ladders for removal, destruction and disposal.
- the painting of a portable ladder.
- work shall not be conducted from a portable ladder when the work is over 10 feet from the surface below (measured from the bottom of your feet to the surface below) unless a fall arrest system is used.
- staff and students shall not stand on chairs, desks, tables, counter tops, etc.

Working at Heights (greater than 10 feet)

Work that is required to be conducted at a height that is greater than 10 feet (measured from the bottom of the worker's shoe to the floor surface) shall refer to the Working at Heights procedure, located on the RDSB intranet under Health and Safety

- be pre-approved and authorized by the supervisor prior to being performed.
- workers shall utilize and wear CSA approved fall arrest harnesses and lanyards. Such Personal Protective Equipment shall be provided by the supervisor. Workers shall don such equipment at ground level (prior to reaching the working height) and utilize until the completion of the work arriving back on ground level.
- reference should also be made to the Board's Working on Roofs Safety Procedures if applicable.
- preferably, such work should only be carried out by utilizing scissor lifts, boom trucks, or CSA approved scaffolding. Such lifting equipment must be inspected prior to usage to ensure that it is fully operational with all the safety devices, pins, locks, etc. functioning. In addition, only trained workers shall operate and utilize such equipment.
- workers must tie off/connect their lanyards directly to the floor clips/rings located in the scissor lift or other lifting device/structure being utilized.
- references should also be made to the Board's Lifting Devices Management Program and the Visual Arts Safety Procedures as may be applicable.

Reviewed on December 29th, 2018
To be Reviewed on December 28th, 2021

6.5 Machine Guarding

Purpose

The Board's Machine Guarding requirements have been established to reduce the risk potential of a health and safety accident/injury from occurring and to ensure compliance with legislative requirements made under OHSA.

Application

This applies to all Board supervisors and workers at all Board work site locations. More specifically, it applies where supervisors and workers have access to and may be endangered by exposed moving parts.

General

The following Machine Guarding requirements are to be implemented by supervisors and workers:

- it is the responsibility of every supervisor and worker to ensure that these safety requirements are carried out and maintained.
- it is the responsibility of every worker to report the lack of, or inadequate guarding of machinery/equipment immediately and directly to their supervisor.
- it is the responsibility of every worker who removes, or renders ineffective, any guard or other device for the purpose of testing, troubleshooting, maintenance, set-up, or cleaning to ensure that:
 - o the machine guarding or other device is replaced following the testing, troubleshooting maintenance, set-up, repair and cleaning.
 - o where applicable, other effective precautions and measures are taken.
- it is the responsibility of every worker, except for the purposes outlined above, to not render ineffective any guard or other device to which these safety requirements apply.
- no worker shall operate any machinery or equipment to which these safety requirements apply, and such machinery or equipment is not provided with a guard or other device to prevent access to the moving parts.
- every supervisor and worker assigned to carry out and apply these safety requirements will be held accountable for their correct application.

Reference should also be made to the Board's Lockout Tag Out Procedures.

6.6 Snow Removal and Salting Procedures

Purpose

The Board's Snow Removal and Salting Procedures have been established to reduce the risk potential of a health and safety accident/injury from occurring and to ensure compliance with legislative requirements made under OHSA.

Application

This applies to all Board supervisors and workers at all Board work site locations. More specifically, it sets out duties for contractors, custodians and supervisors.

General

The Board's Snow Removal and Salting Procedures can be accessed through the Plant Department. For additional information, please make reference to Operations Policy and Procedure Manual. Said procedure can be found on the RDSB intranet → Facilities → Procedures.

Reviewed on November 3rd, 2018
To be Reviewed on November 2nd, 2021

6.7 Footwear Safety Procedures

Purpose

The Board's Footwear Safety Guidelines have been established to reduce the risk potential of a health and safety accident/injury from occurring and to ensure compliance with legislative requirements made under OHSA.

Application

This applies to all Board supervisors and workers at all Board work site locations. More specifically, the intent of these Footwear Safety Procedures is to set standards for footwear to reduce and prevent related accidents and injuries.

General

The following Footwear Safety Procedures are to be implemented and enforced by supervisors and followed by workers at all Board work site locations.

The potential for foot injuries and related slip, trip and fall injuries can be **prevented**. Falling or rolling objects, slippery surfaces, sharp objects, loss of one's balance, exposed energized electrical conductors or other hazards can create a potential for such hazards. To protect against those hazards which continue to exist after all control measures have been implemented, appropriate protective footwear shall be used. These Footwear Safety Procedures are based on the Canadian Standards Association ("CSA") Standard Z195-M92 "Protective Footwear".

Custodial and Maintenance Workers

All Board Plant Operations Custodial and Maintenance Workers are required to wear CSA pre-approved proper safety boots and/or shoes containing steel toes and, in some cases, shanks. Such safety footwear must be CSA approved and green tag identified.

Technical Shop Teachers / Workers

All Board Technical Shop Teachers / Workers must wear proper footwear in accordance with legislation as per their job requirements while in a shop environment. Steel toe boots or shoes are recommended.

Teaching, Secretarial and Administrative Workers / Supervisors

All teaching, secretarial and administrative workers/supervisors must wear proper footwear in accordance with legislation and as per their job requirements. The following appropriate footwear is recommended:

- shoes or boots with a closed back or a back strap.
- shoes or boots with a heel height of less than 2 inches.
- all shoes or boots should have an anti-slip rubber sole with treads.

Non Teaching Support Staff Workers / Supervisors

All non teaching support staff workers/supervisors must wear proper footwear in accordance with legislation and as per their job requirements. The following appropriate footwear is recommended:

- steel toe boots or shoes “if working with wheelchairs”.
- running shoes.
- shoes or boots with closed toes.
- shoes or boots with a heel height of less than 2 inches.
- all shoes or boots should have an anti slip rubber sole with treads.

Tips for Purchasing Appropriate Footwear

- purchase footwear from a reputable supplier.
- have your feet measured and boots/shoes fitted by a knowledgeable salesperson.
- select CSA approved footwear with the appropriate safety features, where applicable.
- select footwear with features that would be appropriate for your work environment.

Prohibitions

- all staff are to wear appropriate footwear as prescribed above and said must be worn at all times while walking/crossing or traversing any walking surface throughout the Board.
- all staff are prohibited from being barefoot on Board property.

6.8 Lifting Devices Management Program

Purpose

The Board's Lifting Devices Management Program was established to reduce the risk potential of a health and safety accident/injury from occurring and to ensure compliance with legislative requirements made under OHSA.

Application

This applies to all Board supervisors and workers at all Board work site locations. More specifically, these requirements apply to Lifting Devices (Operation and Inspection) meaning any device that is used to raise or lower any material or object and includes its rails and other supports. This program is not intended to be applicable to elevators as defined and regulated under separate legislation.

This management program does not apply to elevators, which fall under and are enforced by the Technical Safe Standards Act ("TSSA") who perform annual elevator inspections.

General

A lifting device is defined as a device that is used to raise or lower any materials or objects and includes its rails and other supports. A lifting device shall:

- be constructed of such strength and be equipped with suitable ropes, chains, slings and other fittings so as to adequately ensure the safety of all workers.
- be thoroughly examined by a competent person to determine its capability of handling the maximum load as rated:
 - o prior to being used for the first time.
 - o thereafter as often as necessary but not less frequently than recommended by the manufacturer and in any case at least once a year. A permanent record, signed by the competent person doing the examination, shall be kept.
- be plainly marked with sufficient information so as to enable the operator of the device to determine the maximum rated load that the device is capable of lifting under any operating condition.
- when it is a pneumatic or hydraulic hoist, have controls that automatically return to their neutral position when released.

The Board has an identified inventory of legislatively defined lifting devices. This inventory is on file at the Board's Plant Department.

The Board conducts annual inspections of all lifting devices identified in our inventory.

6.9 Working on Roofs Safety Procedures

Purpose

The Board's Working of Roofs Safety Procedures were established to reduce the risk potential of a health and safety accident/injury from occurring and to ensure compliance with legislative requirements made under OHSA.

Application

This applies to all Board supervisors and workers at all Board work site locations. More specifically, it applies to all situations involving working on and/or accessing roofs where there is potential to endanger the safety of a worker.

General

Restrictions & Prohibitions

Only Plant Department authorized and trained workers/contractors are permitted to work on or access roofs. No other Board workers/contractors or building occupants are permitted to access or be present on roofs.

Identification

Roof access hatches will be properly marked utilizing signage. Such signage will include a warning "Danger! Do not access roof unless authorized and trained in the roof access procedure."

Safe Roof Access

Fixed access ladders (vertical), stairs or designated roof access points will be provided where frequent access is required to equipment, machinery, or devices located for elevated levels such as on roofs (as may be applicable). Such fixed access ladders will meet code requirements, be maintained in good condition, and have surface finishes on rungs and side rails to permit secure foothold and handhold.

- always maintain three (3) points of contact (i.e. one hand and two feet) when climbing up and/or down the ladder.
- always face the ladder when climbing up and/or down a ladder.
- utilize tool belts, pouches, hoisting, etc. as may be required. The handing off of such equipment and tools to a second person could also take place, if deemed necessary and approved by the supervisor.

For more information please make reference to Ladders/Stairs (Affixed). Fixed ladders may be added as new roofs are implemented.

Portable ladders will be provided where access is required to a roof in which fixed access ladders are not present. **Such portable ladders can be utilized as a means of roof access and egress only and cannot serve as a working platform.**

The following safety steps must be performed when utilizing a portable ladder:

1. Required Inspections of Portable Ladders Before Usage

- see section 6.4 Required inspection of portable ladders for details on inspection details.

2. Set Up and Usage of a Portable Ladder

- check the work area and ensure it is free of electrical conductors and/or equipment as may be applicable.
- clear debris, tools and other objects from the area where the ladder will be placed to ensure the ladder is secured.
- clean muddy or wet soles of shoes/boots before mounting a ladder.
- set up ladder on firm level footing. Never place a ladder on uneven or unstable footings.
 - for a non folding straight portable ladder, ensure that the ladder is erected one (1) foot out from the wall for every four (4) feet in ladder height. If the non folding portable ladder is being utilized to access a platform, then ensure that a three (3) foot overhang at the point of contact with the platform is in place. One or more workers should hold such a non folding straight portable ladder that is excessive in length as may be applicable. In addition, such a ladder should be securely fastened.
 - if the ladder is being setup, used or left in an area of vehicle or pedestrian traffic, it must be protected from being struck. Barriers, warning signs or other safe guarding means must be utilized.
 - the legs of a portable ladder should be fully extended and locked before use and should never be leaned against a wall for use as a non folding straight portable ladder.
 - always maintain three (3) points of contact (i.e. one hand and two feet) when climbing up and/or down the ladder.
- always face the ladder when climbing up and/or down a ladder.
 - utilize tool belts, pouches, hoisting, etc. as may be required. The handing off of such equipment and tools to a second person could also take place, if deemed necessary and approved by the supervisor.
 - upon arriving (access) on top of the roof, go immediately a minimum of two (2) meters from the roof's edge and remain there for the duration of work.
 - upon leaving (egress) the top of the roof, safely re-enter the two (2) meter area to safely exit following the above noted steps.

Portable Ladder Storage & Access

All portable ladders are to be stored in applicable and designated areas. They are to be secured to walls/structures utilizing hoods and chains as may be applicable.

For more information, please make reference to the Board's Ladders (Portable).

While Working on Roofs

Upon arriving on top of the roof, the following safety requirements are applicable:



- the roof's edge is defined as any roof's edge where you have the potential to fall three (3) meters or more.
- no one is permitted to go (trained or otherwise) within two (2) meters of the roof's edge.
- if equipment is within two (2) meters of the roof's edge (prohibited area), then you must utilize either fall arrest or roof barriers. reference to the Working at Heights procedure must be made.
- if an object has to be retrieved from within two (2) meters of the roof's edge, then the retrieval pole must be used.
- the retrieval pole will be located at the nearest point of access to the roof. It will be yellow with a black mark indicating a two (2) meter length.
- the retrieval pole can be utilized to retrieve items at the two (2) meter mark from the edge of the roof.
- use caution when utilizing the retrieval pole. Stay away from power lines and cables.
- if you have concerns or are unsure of your distance away from the roof's edge, utilize the markings on the retrieval pole as your guide.

Only authorized Board workers/contractors who have received the proper training and qualifications are to conduct such work.

6.10 Workplace Violence Prevention & Management Program (WVPP)

Purpose

The Board recognizes that violence in the workplace is not just “part of the job”, but a genuine occupational hazard which can be prevented or minimized, and is unacceptable at any time.

Application

This applies to all employees of the Board and to others with whom they interact in the workplace, including students, contractors, visitors and other members of the public as may be applicable. More specifically, the intent of this program is to identify methods to recognize and prevent violence from occurring in our workplace. The WVPP will help to ensure that all employees know how to respond, manage and follow-up on any incident that may occur.

General

The Board’s Workplace Violence Prevention Manual can be accessed at:

1. <https://employees.rainbowschools.ca> → Administration → Employee handbook → Employee Workplace Violence Prevention and Management Program Manual
2. Hard copy at all workplaces

To be Reviewed on September 15th, 2019

6.11 Domestic Violence

Purpose

Under the Occupational Health & Safety Act, an employer must take every precaution reasonable under the circumstances for the protection of workers when they are aware, or ought to be reasonably aware, that domestic violence may occur in the workplace, and that it would likely expose a worker to physical injury. More specifically, the intent of this program is to identify methods to recognize and prevent domestic violence from occurring in our workplace.

Application

This applies to all employees of the Board and to others with whom they interact in the workplace, including students, contractors, visitors and other members of the public as may be applicable. The WVPP will help to ensure that all employees know how to respond, manage and follow-up on any incident that may occur.

General

Workers must report their concerns to their supervisor if they fear domestic violence may enter the workplace. Supervisors must be prepared to investigate and deal with these concerns on a case-by-case basis. The investigation may involve creating an individual safety plan for the affected worker when he or she is in the workplace. The safety plan should be developed in consultation with the targeted worker. Supervisors should determine how measures and procedures in the existing workplace violence program can be used to support the development of reasonable precautions for the worker.

6.12 Manual and Powered Folding Wall Dividers

Purpose

The Board's Manual and Powered Folding Wall Dividers procedure was established to reduce the risk potential of a health and safety accident/injury from occurring and to ensure compliance with legislative requirements made under OHSA. Many of our buildings have folding partitions in the form of dividing walls. The folding walls in gymnasiums are usually electrically driven while the dividing walls in classrooms are usually manually operated. In some new construction or retrofits, an electrically powered drop curtain style divider has been installed, however, the operating procedure is the same. For the purpose of this operating procedure, all curtains and walls will be referred to as dividers

Application

This applies to all Board supervisors and workers at all Board work site locations. More specifically, these requirements apply to Folding Wall Dividers meaning any device that is used to raise or lower, extend or retract any folding wall divider or retractable gymnasium curtain.

Key Control

This Operating Procedure applies to all Rainbow DSB. The Principal of the building has responsibility for key accessibility and ensuring that only competent persons have access to the keys. The keys shall not be left unattended. If the divider requires two key operators to operate the key switches and a second person is not available, then the divider must not be operated.

Electrically Operated – Lowering or Extending/Retracting the Divider

1. Make sure that there are no obstructions that could interfere with the curtain's descent or the folding wall's path including along the path of travel and the door nesting pocket.
2. Ensure that persons are kept back from the divider area by three (3) meters at all time before activating the switch mechanism and during the period that the divider is in motion.
3. The key switch is spring loaded and therefore requires constant pressure to stay in the on position. Safety features of the spring loaded key switch **SHALL NOT** be tampered with, overridden or by-passed by any means.
4. If at any time someone travels within three (3) meters of the divider, the operator must immediately release the activation key to stop the divider's travel.
5. While operating the divider, watch and listen for unusual noises or conditions. If there are any concerns regarding the safe operation, please report the concern to the school custodian.

Manually Operated Room Dividers

Room dividers should move smoothly and freely with relatively little effort and therefore cannot be stopped quickly.

1. When opening or closing the manual divider, ensure that there are no obstructions that could interfere with the divider path.
2. Keep fingers etc., clear of all pinch points.
3. Ensure that all persons other than the operator are kept back a minimum of two (2) meters at all times while the divider is in operation.

Reviewed on June 22nd, 2019
To be Reviewed on June 23rd, 2022

6.13 Bed Bugs in Board Owned Facilities

Purpose:

To provide a consistent practice for awareness, identification and response to the presence of bedbugs in board owned facilities.

About Bedbugs:

- Small biting insects that have a broad oval shape and no wings
- Bedbugs in all stages are visible to the naked eye
- Before feeding, adult insects are approximately 5 mm long (under ¼”) and brown in colour
- After feeding they swell slightly and turn dark red
- Young bedbugs (nymphs) are smaller and lighter in colour
- Eggs are whitish, pear-shaped and about the size of a pinhead. Clusters of 10-50 eggs can be found on surfaces, cracks and crevices

Where Bedbugs are found

- Bedbugs do not fly; they crawl and hitch rides on clothing, books, backpacks, lunch bags and other fabric materials
- Bedbugs like to hide in cracks and crevices, storage areas, lockers or coat rooms

Early Detection & Prevention:

- Regular monitoring and educating staff, students and parents is the best way to prevent bedbugs from becoming a problem in schools
- Limit unnecessary cloth items being brought from home to school such as blankets, pillows and dress-up clothes
- Minimize clutter
- Store personal items in sealed clear plastic containers
- Keep lost and found, furniture and bookcases clean

Additional Resources:

Sudbury District Health Unit – <https://www.sdhu.com/Bedbugs>
Sudbury & district Health Unit works with tenants, landlords, and the City of Greater Sudbury by-law department to follow up on bed bug infestations in rental units. The Health Unit can play an important role in the first stages of a bed bug infestation. The health Unit can also provide information about bed bugs and resources aimed at avoiding and/or controlling infestations of bed bugs.

STEPS TO TAKE IF BEDBUGS ARE FOUND ON A PERSON, BELONGINGS OR BOARD

PROPERTY

All staff and Child Care Staff

1. Capture the bedbug if possible and store the bug in a sealed container for professional identification
2. Note the area where bug was found
3. Promptly notify school Principal or Building Manager

The Principal

1. Immediately notify the Custodian of suspected case of bedbugs.
2. Await inspection by Pest Control Company(PCC).
- 3. If inspection by PCC confirms a case of bedbugs, continue with steps 4-9 below.**
4. If confirmed bedbug was found on a student, notify the parent/guardian.
Provide the family with educational materials.
5. If confirmed case requires treatment, collaborate with Area Facilities Supervisor on a treatment plan.
6. Notify all staff regarding remediation treatment plan being implemented at the school.
7. Contact Corporate Communications for assistance in preparing the letter to parents about confirmed bedbugs and the plan for treatment.
8. Notify Health Unit that you are sending parents a letter about confirmed case of bedbugs.
9. Consult Health Unit when seeking to address specific concerns or requiring additional supports. supports.

Note: *Students should not be excluded from school or removed from their classrooms due to bedbugs. If repeated efforts have been made to remedy an infestation, an increase in monitoring and screening may occur*

Custodian

1. Inspect any areas where there is a possible presence of bedbugs.
2. Submit a work order including as much information as possible.
3. If the presence of bugs is identified, immediately contact Area Facilities Supervisor
4. Follow treatment plan procedures as directed by the Area Facilities Supervisor in conjunction with the pest control company so that the company can begin the treatment protocol.

Area Facilities Supervisor

1. In consultation with Principal, arrange for an assessment to be conducted by the pest control company.
2. Coordinate and manage a treatment plan in accordance with any findings.
3. Monitor and conduct follow-up until presence of bugs has been eliminated.
4. Communicate all findings and treatment plan with Principal and Custodian.
5. Notify Manager of Facilities of bug presence and treatment plan.
6. Ensure a copy of service report is placed on file at the school.

About Classroom Treatment

A case of bedbugs must be confirmed before treatment, which will vary depending on:

- The number of bedbugs that are found
- The presence of eggs
- The capture of a live bug for inspection
- The amount of clutter in the room and the contents of the room

Reviewed on October 18th, 2017
To be Reviewed on October 19th, 2020

6.14 Aerial Lift Safety Procedure

Purpose

The Aerial Lift Safety Procedures were established to reduce the risk potential of a health and safety accident/injury from occurring and to ensure compliance with legislative requirements made under OHSA.

Application

This applies to all Board supervisors and workers at all Board work site locations. More specifically, these requirements apply to the operation of all aerial lifts and aerial platforms used on RDSB properties

Restrictions & Prohibitions

Only Plant Department authorized and trained workers/contractors are permitted to work on aerial lifts and aerial platforms. No other Board workers/contractors or building occupants are permitted to access or be present on these devices.

General

1. The mobile elevating device shall be operated by a competent person.
2. Technicians operating devices covered by this guideline should consider the job task to be performed and evaluate the job site location for potential hazards. The following should be considered:
 - a. All overhead dangers should be identified, controlled or resolved prior to the commencement of work.
 - b. Equipment operated within specified distances to overhead energized high voltage sources is prohibited.
 - c. Ground stability should be tested and confirmed. Equipment should only be operated on a firm level surface capable of withstanding the weight and all forces applied by the machine.
 - d. The travel path should be clear of all hazards such as ditches, drop offs, holes, bumps, debris, or any other potential obstructions.
 - e. Wheels chocks must be used when parked.
 - f. Grade of the ground should not exceed specifications in the operator's manual.
 - g. Outriggers or stabilizers should be used in accordance with the operator's manual.
 - h. The basket or platform should not be located or operated beyond its rated maximum weights, height, or reach as specified in the operator's manual.
 - i. Boarding or exiting a mobile elevating device should be accomplished in accordance with the manufacturer's instructions.
 - j. Objects or production equipment with the potential of falling from an aerial platform should be secured with an adequate safety lanyard and/or system.
 - k. Driving mobile elevating devices in the elevated position is only to be done in accordance with the manufacturer's instructions. The operator should resolve all hazards to establish complete control of the work site and a smooth, level path of travel, capable of withstanding the weight and all forces applied by the machine.
 - l. When working a mobile elevating device in areas of vehicular traffic or school yards, proper signage and visual barriers such as caution tape and/or pylons must be in place.

- m. Extra caution should be exercised when adding lighting components and hanging areas of material (i.e. black drapes, tarpaulin, silks, etc.) from mobile elevating devices. In such situations, ongoing risk assessments should be performed. Such assessments should be based on safety considerations and may require adjustments due to changing weather conditions that cause potential danger to workers and equipment.
- n. The operator's manual should be referenced as to the safe or permissible number of people and equipment working on a mobile elevating device.

Note: S. 143 Regulation for Construction Projects O. Reg. 213/91 or S. 54 of the Regulation 851 or Industrial Establishment may apply.

Fall Protection as it Pertains to Mobile Elevating Devices

1. The fall protection provided by the guardrail must be augmented by a fall arrest or travel restraint system attached to the platform or device. A mobile elevating device shall not be mounted unless all workers on it are protected against falling by a full body harness or a safety belt attached to specified attachment points on the platform.
2. While working on a mobile elevating device, you must use an approved fall arrest system consisting of a 5-point full body harness with a lanyard.
3. The lanyard or strap shall be attached to the boom, basket, or platform prior to operating or elevating any mobile elevating device, as specified in the Operator's Manual.
4. Tying off to an adjacent structure or equipment while working from the basket, or platform is not permitted.
5. Personnel should not work from mobile elevating devices when:
 - a. Exposed to extreme weather conditions (thunderstorms, heavy rain, extreme heat or cold) unless provisions have been made to ensure their safety and/or protection
 - b. Winds exceed the manufacturer's recommendations.
6. Personnel should not sit or climb up to an already elevated platform.
7. If the operator's manual is missing and/or any registration decals are not clearly visible, the equipment should be rendered out of service.
8. If any function is not working as expected the equipment should be rendered out of service.
9. Never exceed the rated workload of the platform as per section 148(a) of O. Reg. 213/91. Section 144(8) of O. Reg. 213/91 requires a sign visible to the operator at its controls indicating the rated working load.
10. Do not alter, disconnect or disable any safety device.

Reviewed on May 07th, 2019
To be Reviewed on May 06th, 2022

6.15 Safe Lifting



Purpose:

The purpose of this policy is to provide all staff with guidelines to follow when lifting or moving objects to ensure that they utilize the best practices possible.

Procedure:

Weight alone is not an adequate indicator of the potential risk of an injury. The force applied to the back during lifting is a combination of upper body weight, body position, and the weight of the object. Even though a load may be considered light, lifting in extreme postures or with sudden twisting movement can also cause injury.

Safe lifting means keeping your back straight while you lift, and maintaining your centre of balance. If the load is determined to be manageable, the first step is to tuck in your pelvis by tightening your stomach muscles. This will help the back to stay in balance. Also, one foot should be ahead of the other for balance.

When lifting from below the waist, the strong muscles in your legs do the actual lifting. Bend at the knees instead of at the waist and keep your back straight. Spread your knees or lower one to get close to the load you are lifting. Follow the “belly button” rule. Keep the load as close as possible to your body. “Hug” the load as you gradually straighten your legs and push up to a standing position. The force on the lower back decreases as the hands move closer to the body. The muscles supporting the back when the back is in an upright position are larger and more powerful than those supporting the back when twisting. Twisting and bending cause pressure to be applied to the edge of the vertebrae disk, overload the spine, and lead to serious injury. Ensure your feet, knees, and torsos are pointed in the same direction while lifting. Physical condition is important. Unused muscles are subject to injury. Follow a regular exercise program to strengthen your back.

Recommended Weight Ranges:

Instead of setting strict weight limits, these are recommended weight ranges, with a focus on risk assessment for each task. Assessments of risk should take into account all the risk factors outlined and not just the weight of the object.

Lifting loads which are above the range of 35-44 lbs, will increase the risk of injury. It is advisable to keep loads less than or within this range. This range should be reduced when multiple risk factors exist, e.g. lifting out of a truck, from ground level, or when the task is repetitive. Control measures, such as mechanical assistance or team lifting arrangements, should be implemented for loads 35-44 lbs.

Generally, no worker should lift, lower, or carry loads above 44 lbs, unless mechanical assistance or team lifting arrangements are provided to lower the risk of injury.

The preferred location for lifting is between knee and waist height. Lifting above and below this area is more hazardous.

Risk Assessment Considerations:



The following considerations need to be taken into account when a weight is to be lifted or moved.

- workplace and workstation layout, work environment
- working posture and position, actions & movements
- location of loads and distance moved
- characteristics of loads and equipment
- duration and frequency of manual handling, weights & forces
- skills and experience, personal characteristics of employees, e.g. body size, age
- special needs & clothing

The weight of any manually handled load needs to be considered, particularly in relation to:

- frequency and type of handling, distance load is to be moved, reduce if possible
- lowering objects causes less strain than lifting, pulling is easier than carrying and pushing is less demanding than pulling.
- position of load relative to the body, stand close to the load, facing the way you intend to move, use a wide stance to gain balance.
- characteristics of the load e.g. liquid or solid.
- Use rigid containers, balance contents in containers

Compact objects of the same weight as bulky objects are easier to lift because you can get it closer to you body.

6.16 Equipment Procurement

Purpose

The Board's Equipment Procurement has been established to reduce the risk potential of a health and safety accident/injury from occurring and to ensure compliance with legislative requirements made under OHSA. Procurement of equipment for technology classrooms must have an oversight and a system in place for new and used equipment purchase to ensure that a safety check has occurred. All equipment from approved providers must go through the purchasing department, and donated machinery must be approved by central RDSB staff and the installation must be coordinated with existing machinery and repair audits and programs.

Application

This applies to all Board supervisors and workers at all Board work site locations.

Purchasing and installation of Equipment (machines)

All new equipment requests must flow from the Technical Shop Equipment Procurement and Installation Request Form – FAC-14

Donated Equipment

Ensure that prior to proceeding with accepting donated equipment that the cost of upgrading is worth the cost of installation and safety enhancements.

6.17 Equipment Inspection, Maintenance, Compliance

Purpose

The Board's Equipment, Maintenance and Compliance Procedure has been established to set guidelines for all RDSB technical shops by providing a safe environment for all students and staff. The hazards associated with shop work require special safety consideration, as the potential hazards for personal injury are numerous. RDSB's goal is for all shops to achieve and maintain a self-compliance with all governing regulations, standards and procedures. This applies to all Board supervisors and workers at all Board work site locations.

Inspections of Equipment

Weekly:

The technical shops are supervised by teaching staff and they are to make sure that maintenance/replacement or addition of equipment must follow the Board procedures/policies meeting the appropriate legislation requirements for shops to maintain compliance level.

Annual:

Annual inspections will be completed a minimum of once a year on all machinery and lifting devices. This inspection will be coordinated through the Health & Safety Officer. Equipment that is not compliant or not identified in the database will be locked out/removed until it is made compliant or permanently removed. The report from this annual inspection will be posted on the RDSB website.

Maintenance of Equipment

Each school is responsible for the general maintenance of the shop equipment and consumables such as saw blades, bits, belts, sandpaper, etc.

Annual Planning for Equipment Replacement

Each school's shop department will be responsible to produce a five-year plan to replace older machinery that encompasses all necessary OSHA and CSA safety upgrades. This list of identified equipment will be presented to the Board annually and create a planning process that the Board can consider for financial funding. Submit equipment requests using FAC-14 Tech Shop Equipment Procurement & Installation Form

No Outside or Personal Equipment Allowed on School Property

To ensure the safety of students and staff, no equipment is to be brought in from the outside or personal equipment from home. This equipment has not met the standards of the Board or gone through the process to ensure compliance and is not allowed in school shops.

The Use of Non-Compliant Equipment:

Guards must be in place whenever a piece of equipment is operating. If any guard is removed to perform maintenance or repairs the lockout/tag out procedure (Section 7.1) needs to be followed. Replace the guard and remove the lock out after the repairs are completed. Do not disable or move machine guards for any reason. If you notice that a guard is missing or damaged, contact your immediate supervisor and have the guard replaced or repaired before beginning work. If a compliant piece of equipment is modified and therefore becoming non-compliant and used, the individuals (staff or student) who violated safety or operating procedures will be subject to discipline.

7.0 ELECTRICAL / SAFE ENTRY

7.1 Lock Out /Tag Out Safety Procedures

Purpose

The Board's Lock Out/Tag Out Safety Procedures were established to reduce the risk potential of a health and safety accident/injury from occurring and to ensure compliance with legislative requirements made under OHSA.

Application

This applies to all Board supervisors and workers at all Board work site locations. More specifically, it applies to all situations where authorized workers have a need to place themselves in a situation where the unexpected start up, movement, energizing of equipment, or release of stored energy has a potential of endangering the workers. Workers have the responsibility and the authority to correctly apply these safety requirements and will be held accountable for the correct application.

Where it is not reasonable or practical to apply these requirements, other effective measures and procedures shall be taken. These measures and procedures shall be governed by the following procedures.

Definitions

Authorized Worker

A worker that is trained, experienced and qualified to apply lockout procedures and to whom the authority and responsibility has been assigned.

Control (Stored Energy)

To block or restrain machine or equipment components affected by gravity or under pressure after isolating the main energy supply.

Master Lock

A safety lock designated for use when machinery or equipment must be kept locked out for extended periods.

Disconnect

A lockable device that cuts off the source of power to the machinery or equipment.

Dissipate (Stored Energy)

Allowing energy to run down or be used up after isolating off the primary energy source (i.e. momentum, thermal).

Energy Control Device

A physical device that prevents or neutralizes the transmission or release of stored or residual energy.

Energy Source

Any electrical, mechanical, hydraulic, pneumatic, chemical, thermal, water or other energy

source that could have the potential to endanger a worker. Water is not considered an energy source for boilers.

Entry Point of Power

The point at which energy enters a system.

Lockout

Placement of a lock on an energy disconnect, making it incapable of operation.

Power

Any type of energy that can operate machinery or equipment, or can cause injury directly from the energy source.

Residual Electrical Power

Energy retained in a system when the supply line disconnect is in the open position (i.e. batteries, capacitors).

Stored Energy

Energy remaining in a system after primary energy sources have been isolated and locked out.

Identification of Energy Control Devices

Where possible, all energy control devices shall be labeled or marked to indicate their function. If a worker is unsure of the source of energy for a piece of equipment or machinery, they are to contact their supervisor prior to continuing with this procedure.

Equipment

All equipment required to carry out the application of these safety requirements will be provided.

Personal Locks

1. All authorized workers who are required to apply these procedures shall receive a “Personal Lock” and keys. All designated “Personal Locks” shall be keyed uniquely and will be the responsibility of the worker. The worker shall retain the only keys. The essential principle of lockout is “one worker, one lock, one key”.
2. Personal locks shall be identified in such a way as to identify the owner in case of emergency.
3. Management will assign more than one personal lock if deemed necessary for the performance of the worker’s duties.
4. Workers shall carry their personal locks with them during working hours in order to apply these procedures in an efficient manner.

Master Locks

Management will maintain a set of Master Locks, similarly keyed. They will be used when personal locks have been removed before the equipment is ready for service, such as when the work must be completed over an extended period of time or a large number of machinery or equipment need to be locked out simultaneously. Management will assign the use of master locks and keys as required to authorized workers and will document their use. It will be the

responsibility of management to ensure the integrity of the master lock key system. This includes ensuring that keys are accounted for during and after use.

Tags

Tags will be provided to all authorized workers. They will accompany use of all locks (Personal or Master) and will indicate the worker's name, the date and the work being performed. If all energy sources are visible within the room, only one (1) identification tag is required at the main energy lockout point along with the lockout hasps and personal or master lock. If all energy sources are not visible and located outside of the room/area of work being performed, then tags will accompany all lockout points.

Lockout Hasp

Lockout hasps will be provided to all authorized workers. Workers will use these lockout hasps at all times in conjunction with their personal locks. One lockout hasp shall be placed at the main point of energy lockout.

Other Locking Devices

When equipment is too complex to be locked out with a single lockable isolation device, other locking devices shall be provided to authorized workers as required. This may include chains, gas lockout equipment (including blanks or caps), breaker lockout equipment, valve lockout equipment, etc. This equipment, once assigned, shall be the responsibility of the worker and shall be readily available during working hours.

Lock-Out / Tag-Out Procedures

Preparation

1. If there are multiple trades of workers, the supervisor in charge of the project or repair shall assign one or more authorized workers to conduct the lockout procedure. The worker will be the first to apply his personal lock and will be the last to remove the lock. This will indicate the equipment is ready to run.
2. Only authorized workers qualified to ensure all sources of energy (main and stored) are neutralized or isolated shall perform lockout procedures. Only licensed workers are qualified to neutralize natural gas systems.

Control

1. The authorized workers shall power down/shut off the energy sources to the machinery or equipment by utilizing the manufacturer's manual and its outlined procedures.
2. Disconnect all power at its entry point. The disconnect handle should be operated with the left hand while standing to one side of the disconnect, not in front of the switch or panel.
3. Capacitors in electrical systems shall be grounded prior to performing work.
4. Disconnect all energy sources at the entry points and bleed off or dissipate residual pressure in air chemical, water or hydraulic systems. Water is not considered an energy source for boilers.

5. Shut off all gas to gas appliances. If work is for an extended period of time, disconnect gas train and cap or blank off. Only licensed workers are qualified to neutralize natural gas systems.
6. Allow stored energy to dissipate prior to performing work.
7. All workers required to work on the machinery shall apply lockout hasps, locks and tags as noted per this safety guideline. Verification shall also be conducted by all workers.

Verification/ Test

After locking out or controlling power sources as detailed above, cycle all controls to verify that energy has been dissipated prior to working on the equipment. Ensure a zero energy state for all energy sources.

Identification (Lockout Tags)

1. Lockout tags shall be used in conjunction with lockout hasps and personal or master locks. They shall be affixed to the main source of power for the machinery or equipment (i.e. electrical or gas disconnects). They will identify the purpose of the lockout, the name of the user and the points where other locks have been applied if more than one lockout point exists for the piece of equipment.
2. Lockout tags shall not be used as a substitute for a lock.

Multiple Trades or Workers on the Job

If more than one worker must work on the piece of equipment, all workers shall affix their personal lock to the lockout hasp. The personal lock will be affixed to the main source of power for the machinery or equipment (i.e. electrical or gas disconnects). All locks shall be accompanied by identification tags. The workers will remove their lock at the end of their duties.

Lock Removal

Upon the completion of required work involving lockout procedures, all locks are to be removed, and all guarding and power energy sources are to be restored by authorized workers. It is recommended that operating manual procedures are followed to power up the equipment and/or device in question. Ensure all lockout equipment is removed.

Master Lock Procedure

1. Master locks shall be used when a project or repair must carry over for an extended period of time. The supervisor in charge of the project shall assign an authorized worker to lockout the machinery or equipment. The authorized worker will be provided with the master lock key and the appropriate number of master locks. The authorized worker will sign for the master key and it will be returned upon completion of the lockout.
2. The authorized worker shall carry out the lockout procedure as described above.
3. The authorized worker shall affix an identification tag on the main source of power for the machinery or equipment noting the supervisor's name, the worker's name, the purpose of the lockout and the date.
4. The master locks will not be used as a substitute for a personal lock. Any worker

required to work on the machinery or equipment will affix his personal lock and tag to the lockout hasp on the main source of power. The tag will identify the worker's name and purpose of the lockout. The personal lock will be removed when the worker is finished his duties.

5. When all work is completed, the machinery or equipment is ready to run, and all personal locks are removed, the supervisor will provide the key for the master lock system to an authorized worker and the master locks will be removed. The key will be returned to the supervisor when all machinery or equipment is unlocked.

Exceptions to the Lockout Procedure

Live Electrical Work

It is sometimes not practical to disconnect electrical installations, equipment or conductors from the power supply before working on, or near, live exposed parts of the installations, equipment or conductors. If this is the case, the following will apply:

1. This will only occur upon the approval of the supervisor.
2. Only qualified licensed electricians are permitted to perform live electrical work.
3. Workers shall use rubber gloves, mats, shields and other protective equipment and procedures adequate to ensure protection from electrical shock and burns while performing the work.
4. If the installation, equipment or conductor is operating at a nominal voltage or 300 volts or more, the requirements of section 42 of the Ontario Industrial Regulation 851/00 shall be followed.
5. The above does not apply to equipment testing and troubleshooting operations.

Removal of a Personal Lock by Someone Other Than the Owner

This procedure is only to be used in extreme circumstances and requires the approval of the Maintenance Coordinator. If a personal lock was inadvertently not removed when the workers left for the day and the machinery or equipment needs to be used, the following procedure shall be followed:

1. The supervisor shall make all reasonable attempts to locate the worker by calling his home.
2. If the worker is located, he will be asked to return to work to remove the lock and ensure the equipment or machinery is ready to run.
3. If the supervisor cannot contact the worker, the supervisor shall assign a qualified worker to determine that all work has been completed and the equipment or machinery is safe to operate. Once this has occurred, the supervisor shall remove the personal lock and the authorized worker shall put the equipment or machinery back in operation.
4. If it is deemed the work is not completed, the personal lock shall remain on the



equipment.

5. At the start of the next shift, the worker whose lock has been removed shall be informed of the removal and its circumstances by the supervisor. The supervisor shall return the lock and document the occurrence.

Training

All authorized workers required to apply these safety requirements shall receive training. All training will be documented.

Reviewed on January 10th, 2019
To be Reviewed on January 09th, 2021

7.2 Electrical Safety Procedures

Purpose

The Board's Electrical Safety Procedures were established to reduce the risk potential of a health and safety accident/injury from occurring and to ensure compliance with legislative requirements made under OHSA.

Application

This applies to all Board supervisors and workers at all Board work site locations. More specifically, it applies to all electrical equipment, installations, insulating materials and conductors to ensure that they are suitable for their use and certified by the Canadian Standards Association (CSA) or the Electrical Safety Authority. Additionally, it ensures that any work performed on or near live exposed parts of electrical equipment, installations or conductors is done in such a manner and with such safeguards so as to protect the safety of workers.

No supervisors or workers shall open or access live electrical equipment, installations or conductors where the potential exists to make contact with a live conductor, unless authorized and qualified to do so.

General

In order to prevent electrical accidents and injuries, Board supervisors and workers shall:

- Ensure clear access (minimum 3 feet) is maintained for all electrical equipment panels, controls and disconnects.
- Ensure all electrical rooms shall be maintained free of non-associated and/or combustible/flammable stored materials.
- Ensure electrical equipment, insulating materials and conductors shall comply with the legislative requirements.
- Ensure tools and other equipment that are capable of conducting electricity shall not be used in such proximity to any live electrical installation or equipment that they may make contact with a live conductor.
- Ensure cord connected (or portable) electrical equipment and tools shall have casings that are adequately grounded.
- Ensure entrances to rooms or similar enclosures containing live electrical parts shall have warnings signs forbidding entry by unauthorized persons.
- Ensure the Board's Lock Out Tag Out Safety Procedures is utilized and applied as may be applicable.

Burns are the most common injury related to electrical shock, but electricity creates other dangers. For example, when a short-circuit occurs, the resulting arcs could start fires. The effects of electric shock on the human body can range from a barely perceptible tingle to immediate heart stoppage depending on the amount of current present, the path of the current through the body and the length of time the body is exposed to the current.

Electrical Safety Tips

- Ensure an approved ground is provided for all motors, fuse boxes, switch boxes and other electrical equipment whether stationary or portable.
- Ensure all switches controlling equipment are easily accessible to the operator. All students must know the location of the nearest emergency stop, if available and/or applicable.
- Temporary wiring of any kind must be prohibited in shops, science labs, computer rooms and tech lab areas.
- Never use extension cords as permanent wiring.
- Inspect power tools and power cords prior to use. Have damaged equipment repaired or replaced by qualified personnel.
- Make sure power is disconnected while repairing or adjusting any electrical equipment.
- Never break off the third prong on a plug. Have broken three prong plugs replaced by qualified personnel and make sure the third prong is properly grounded.
- Never bypass switches and operate tools or equipment by connecting and disconnecting the power cord.
- Do not use electrical tools in wet conditions unless properly protected via GFI.
- Do not clean tools with flammable solvents.
- Keep power cords clear of equipment and suspend over aisles or work areas to eliminate tripping hazards and possible damage to cords.
- Two sockets means only two pieces of equipment can be plugged in. Do not daisy chain and/or use octopus connections.
- Use a power bar with appropriate surge protection if more than two sockets are required.
- Ensure such power bars are mounted and secured above floor level.
- Pull the plug, never the cord.

Electrical Lock Out

Ensure the Board's Lock Out /Tag Out Safety Procedures are utilized and applied as may be applicable.

7.3 Entry Procedures for Service Ways and Restricted Access Areas (RAA)

Purpose

The Board's Entry Procedures for Service Ways (i.e. tunnels, etc.) was established to reduce the risk potential of a health and safety accident/injury from occurring and to ensure compliance with legislative requirements made under OHSA.

Application

This applies to all Board supervisors, facility services workers, and outside contractor(s) at all Board work site locations. More specifically, it applies to all workers who must enter and work in designated service ways. All other Board staff must be aware that these service ways exist and that all unauthorized staff are **prohibited** from entering.

Definitions

Service way

A fully or partially enclosed space that is not designed or constructed for continuous human occupancy and contains no health or safety hazards due to its construction, location or contents at the time of the assessment. It is a space accessed for the sole purpose of performing maintenance duties and, during the performance of these duties, could potentially create a health or safety hazard depending on the work being performed.

Inspection activities

A review of the condition of equipment, piping, or wiring inside a designated service way or an assessment of the condition of the designated service way itself. No work of any kind is performed during this process. The time inside the service way from entry to exit is under 30 minutes. **Type of Entry # A.**

Minor maintenance

Repair of plumbing work or repair of electrical work that requires less than 30 minutes inside the service way from entry to exit. No hot work (i.e. welding, soldering, etc.) and no solvents, chemicals, glues, etc. are used during the repairs. **Type of Entry # B.**

Major maintenance

Repair of piping, wiring or equipment that is greater than 30 minutes in duration from entry to exit. Hot work (i.e. welding, soldering, etc.) or the use of solvents, chemicals or glues, etc. is required to perform the repair. **Type of Entry # C (two or more workers are required).**

Confined Space

Repair of piping, wiring or equipment that is located in an underground pit, vault or tank which has been assessed and meets the legislative definition of a confined space. **Type of Entry # D (full confined space measures required).**

General

All service ways have been assessed and identified as such by a qualified person. The procedures in this document shall be followed prior to entry into any service way by any Board staff or outside contractors.

Step #1 Prior to Entering a Designated Service Way during normal school hours (Applicable to all types of entries)

- Report to the main office and inform staff of work being done. Sign the red log in book.
- If the work requires the relocation of staff and students in that room (i.e. service way access in a classroom), the worker shall obtain approval from the office.
- Review the Asbestos Management Program (i.e. blue binder) in main office to ensure location of asbestos identified. If asbestos is present in the designated service way and it is identified as being in "Poor" condition, no entry is permitted and the worker is required to stop work and immediately inform his supervisor.
- Fully complete the Service Way Entry Checklist (attached) prior to any entry.
- Implement Lock Out - Tag Out measures, if required, per the Board's Health & Safety Management Program to ensure all energy sources are controlled and safety precautions are met.
- Advise office of any possible service disruptions prior to implementing Lock Out Tag Out.
- Report verbally to the work request clerk prior to entry into the service way. The work request clerk shall document the time the call was made.
- Open access hatch and ensure all floor openings are properly guarded.
- **Ensure that the ventilation system is on if present in tunnel or that tunnel hatches nearby are open and mechanical ventilation is provided by using portable fans, as required.**
- Ensure a second means of entry/exit, if available, is identified and open for use.
- Any equipment such as lighting, power tools and extension cords must be CSA approved and powered utilizing GFI protection.

Step #2 Entering and Working in a Designated Service Way

Type of Entry # A - Conducting an Inspection or Investigation in a Designated Service Way

- Enter and complete the visual inspection or investigation as required.

Type of Entry # B - Conducting Minor Repairs in a Designated Service Way

- Enter tunnel and conduct the minor repairs. **NO** hot work, solvents, chemicals, glues, etc. are permitted.
- Clean up work area and remove all debris prior to exiting upon completion of work.

Type of Entry # C - Conducting Major Repairs in a Designated Service Way

- Ensure two or more workers are present while performing this work.
- Ensure a method of communication is established and maintained while performing this work.
- Implement Hot Work System, if required, per the Board's Health & Safety Management Program.
- Ensure proper personal protective equipment is used if performing work involving solvents, chemicals, glues, etc. Refer to the Material Safety Data Sheet for recommended PPE.
- Enter tunnel and conduct the major repairs.
- Clean up work area and remove all debris prior to exiting upon completion of work.

Type of Entry # D - Conducting Repairs/Work in a Designated Confined Space

Additional Prep Prior to Entry

- Ensure more than two (2) workers are present while performing this work.
- A rescue team, equipment and plan as well as first aid personnel must be present.
- Ensure a method of communication is established and maintained while performing this work.
- Confined Space Industrial Hygiene Air Testing **must** be conducted before entry and maintained during entry. The site based JHSC must be informed and present at the beginning of this testing. All such testing must be recorded and reported.

Upon Entry / While Working

- In the event of an alarm from such continuous testing, stop work and evacuate. A reassessment **must** be conducted to make safe prior to any re-startup.
- Implement all applicable requirements per the Board's Health & Safety Management Program.
- Ensure proper personal protective equipment is used if performing work involving solvents, chemicals, glues, etc. Refer to the Material Safety Data Sheet for recommended PPE.
- Clean up work area and remove all debris prior to exiting upon completion of work.

Duties of Standby Worker

- Establish and maintain communication with workers in the service way.
- Assist workers in completing tasks (i.e. handing in tools and materials).
- Ensure ventilation is continually running.
- Call for assistance in the event of a medical emergency.
- **Never** enter into the service way or confined space. **Always** call for assistance.

**Step #3 After Leaving a Designated Service Way during normal school hours
(Applicable to all types of entries)**

- Complete Lock Out Tag Out measures, if they were required, by removing any locks and tags used per the Board's Health & Safety Management Program.
- Report verbally to the work request clerk after exiting the service way. The work request clerk shall document the time the call was made.
- Close access hatch and remove guarding, if applicable.
- Inform main office of work completion/status.
- Return the completed Service Way Entry Checklist to the work request clerk.

***Caution If Flooded Designated Service Way**

- Ensure two or more workers are present while performing this work.
- Contact electrician to check for electrified water.
- Conduct a pump out after receiving approval from electrician.
- Ensure that the ventilation system, if present, is operational in service way or that nearby service way access hatches are open and mechanical ventilation is being provided by fans after the water has been pumped out.
- Ensure that safety precautions are met.
- Once completed, follow procedures for Type of Work (A, B, C or D) to be performed.

***Caution Accessing a Designated Service Way after normal school hours**

Prior to entering a designated service way outside of normal school hours, all workers or contractors shall:

- Ensure two or more workers are present while performing this work.
- Fully comply with Board procedure and follow all steps noted above.

Training

All workers required to access designated service ways shall receive training, as may be applicable.

Restricted Access Entry Forms are located in the custodial area of all worksites.

7.4 Lighting Procedure

Purpose

The Board's lighting procedure was established to reduce the risk potential of a health and safety accident/injury from occurring and to ensure compliance with legislative requirements made under OHSA.

Application

This applies to all Board supervisors and workers at all Board work site locations. More specifically, it applies to all situations where conditions exist that have the potential to endanger the safety and health of a worker and/or building occupant.

General

Plant operations shall ensure that lighting standards are maintained to ensure the safety of workers, and that sufficient lighting is provided.

If a worker has lighting concerns they are to report these immediately and directly to their supervisor.

If Supervisor determines inadequate lighting is present and there is a need for additional lighting or repairs to existing lighting a work order is to be submitted for the request.

Any changing of light bulbs or tubes is to be brought to the attention of the day shift Custodian the that particular site.

7.5 A.V. and Computer Lab Carts Safety Procedures

Purpose

The Board's A.V. and Computer Lab Carts Safety Procedures were established to reduce the risk potential of a health and safety accident/injury from occurring and to ensure compliance with legislative requirements made under OHSA.

Application

This applies to all Board supervisors and workers at all Board work site locations. More specifically, it applies to all situations where conditions exist that have the potential to endanger the safety and health of a worker and/or building occupant.

General

In order to prevent accidents and injuries, Board supervisors and workers shall:

- Conduct a quick physical review of the A.V. or computer lab carts prior to usage or movement. Such a review shall include:
 - o Wheels (must be in good shape/operational).
 - o Electrical plugs (must not be broken or overloaded).
 - o Electrical prongs (must not be broken or missing).
 - o Electrical cords (must not be broken or present trip hazards).
 - o TVs, computers, VCRs, DVDs, overheads, etc. (must be secured/attached loads).
 - o Balanced load (must not be able to tip over while being moved).
- If the A.V. or computer lab cart is damaged, please report the damage directly to the supervisor and do not utilize said equipment. The supervisor shall ensure that such equipment is temporarily taken out of service until it is repaired.
- Ensure that all equipment is turned off prior to plugging in the carts. Failure to follow this step may cause electrical arcing or surging which can lead to physical injuries and equipment damage.
- Ensure that all equipment is turned off prior to unplugging the cart. Failure to follow this step may cause electrical injuries to the next user.
- Ensure proper storage of A.V. and computer lab carts in designated locations/areas.

8.0 INFECTIOUS DISEASES

8.1 Universal Precautions for Handling Blood and Other Bodily Fluids

Purpose

The Board's Bloodborne Pathogens (Universal Precautions) safety procedures were established to reduce the risk potential of a health and safety accident/injury from occurring and to ensure compliance with legislative requirements made under OHSA.

Application

This applies to all Board supervisors and workers at all Board work site locations. More specifically, it applies to all situations where the potential to come into physical contact with, or the handling of, blood and other bodily fluids have the potential to endanger the safety and health of a worker and/or building occupant. The viruses associated with HIV and Hepatitis are blood borne. Other less harmful infections are also transmitted through body fluids.

Control Methods

All staff are to observe "universal precautions" regarding bodily fluids. Take no chances.

Bodily fluids that may spread HIV, Hepatitis B or Hepatitis C include:

- Any bodily fluid with visible blood including but not limited to:
 - Saliva (Hepatitis B only)
 - Fluid around the heart, lungs, abdomen, joints, brain and spinal cord, fetus

Body fluids that do NOT spread HIV, Hepatitis B or Hepatitis C unless blood is present in them include: tears, vomit, sweat, nasal secretions, urine, feces, and sputum (coughed up from lungs).

Engineering/Administrative Controls

Supervisors and workers shall follow these **prevention** steps:

- Know your immunization status.
- Each Board work site location has protective gloves (i.e. rubber, plastic, non-latex or preferably Nitrile) readily available for usage when tending to potential injuries involving human bodily fluids.
- Wear appropriate gloves for direct contact with blood, bodily fluids, mucous membranes or broken skin.
- If gloves are punctured or cut, they should be removed as soon as practicable, hands should be washed thoroughly and new gloves used.
- The potential for injuries can happen both indoors and outdoors. A common practice is for outside supervisors and workers on yard duty to have a pair of protective gloves available for usage on their person.
- Wash hands after any direct contact for first aid, bodily fluids and/or toileting students, even if gloves were used.
- Know your site's designated First Aid and Emergency Response Team member(s) and the location of the first aid kit, as may be applicable.
- Reference should be made to the Board's First Aid Management Program.

- Ensure first aid is applied by Board qualified supervisors or workers, as required.

Supervisors and workers shall ensure to follow these **cleanup** steps:

- Wear appropriate gloves for direct contact with spilled blood, bodily fluids, mucous

- membranes or broken skin.
- If gloves are punctured or cut, they should be removed as soon as practicable, hands should be washed thoroughly and new gloves used.
- Utilize the Board approved germicidal cleaners before and after on all affected surfaces. This also includes change tables after diaper changes. Floor absorb all can also be utilized in conjunction with Stride.
- After utilizing the required personal protective equipment (i.e. rubber, plastic or Nitrile gloves) in conjunction with the germicidal cleaner, dispose of any solid waste (i.e. paper towels, diapers, floor absorb all, etc.) in the plastic garbage bag, seal and then double bag.
- Linen and clothing that have been soiled with blood or other bodily fluids should be changed as soon and with as little handling as possible and may be washed with regular laundry. Gloves should be worn if a cold rinse by hand is required.
- When removing your rubber, plastic or Nitrile gloves, do not touch, or have bare skin come in contact with, any exterior exposed portions of the gloves that may have been in contact with the bodily fluid.
- Ensure you spray the gloves with the biocide cleaning agent upon completion of the cleanup and/or usage.
- Carefully remove the gloves, rolling them up with your wrists, and then turn them inside out using your wrists and hands in a forward motion.
- Thoroughly wash your hands using soap and water.
- Any skin surface contaminated with blood or other bodily fluids should be thoroughly washed as soon as practicable.
- Splashes to mucosal membranes such as lips, mouth, eyes or nose, should be flushed with water as soon as practicable.
- Reference should be made to the Board's Eyewash Management Program.

Supervisors and Workers shall ensure to follow these **reporting** steps:

- Injuries/critical injuries (if any) shall be reported immediately to the appropriate supervisor.
- Actions shall then be taken by the supervisor to implement Reporting Accidents and Injuries (WSIB) and Reporting Fatality / Critical Injuries (OHSA), as may be applicable.
- Student/occupant injuries (if any) shall be reported by the supervisor utilizing OSBIE online reporting requirements.

Training

All Board site-based designated First Aiders are trained in this procedure as part of their First Aid & CPR training course. Annual reviews for Board supervisors and workers may be conducted at a designated time set by the Board.

Reviewed on July 22nd, 2020
To be Reviewed on July 21st, 2023

8.2 Needles

Purpose

The Board's Needles safety procedure was established to reduce the risk potential of a health and safety accident/injury from occurring and to ensure compliance with legislative requirements.

Application

This applies to all Board supervisors and workers at all Board work site locations. More specifically, it applies to situations where the usage of needles, finding of used needles, or the unsafe storage of used needles may cause a needle stick to occur and potentially injure a worker.

General

Sharps boxes can be made available for usage and disposal for any Board work site location, as required.

Sharps boxes are to be utilized by supervisors and workers for the safe storage of used needles.

If your Board work site location requires a sharps box and/or the disposal of a filled sharps box, please contact the area operations supervisor or Health and Safety Department.

References should be made to the Board's ANAPHYLAXIS (Severe Allergic Shock) AND EPIPEN PROCEDURES and the ADMINISTRATIVE PROCEDURE, ADMINISTRATION OF MEDICATION BY BOARD PERSONNEL. A copy of these policies and administrative procedures can be referenced on the Board's web page.

Reviewed on July 22nd, 2017
To be Reviewed on July 21st, 2020

8.3 Hand Washing Hygiene Practices

Purpose

The Board's Hand Washing Hygiene Practices safety procedure was developed to reduce the risk potential of a health and safety accident/injury from occurring and to ensure compliance with legislative requirements.

Application

This applies to all Board supervisors and workers at all Board work site locations. More specifically, this procedure and its requirements apply to all situations where there is potential to come into physical contact with viruses on surfaces which, in turn, may have the potential to cause temporary sickness/illness of a worker and/or building occupant.

General

All Board supervisors and workers are required to implement this safety guideline as **prevention** requirements.

Hand Washing / Hygiene

The Board continues to promote the following health and safe work practices which apply to all supervisors, workers, contractors and building occupants:

- All supervisors and workers are required to promote hand washing on a regular and frequent basis. Hand washing should occur prior to eating and drinking or after working with or handling items.
- The usage of Board provided hand washing facilities and soap dispensers is encouraged.
- Promotional materials to help encourage hand washing practices utilizing soap and water can be referenced through the supervisors via the local Sudbury & District Health Unit.
- Alternative measures to utilizing soap and water may include alcohol based hand rub/hand sanitizers.
- Building cleaning practices are also performed to prevent the spread of common viruses.
- The Board's custodial cleaning practices of surfaces and ledges can be referenced under the Plant Operations Manual.

The implementation of these prevention requirements helps to reduce the spread of common viruses which reduces the amount of sick and lost time for workers and building occupants.

8.4 Pandemic Influenza Emergency Plan

Purpose

The Board's Pandemic Influenza Emergency Plan and Procedures have been established to reduce the risk potential and minimize serious illness and disruption among schools from occurring and to ensure compliance with legislative requirements made under OHSA.

Application

This applies to all Board supervisors and workers at all Board work sites.

General

The Board's Pandemic Influenza Emergency Plan and Procedures can be accessed through the Emergency Response Manual. For additional information, please make reference to said procedures.

Reviewed on July 22nd, 2017
To be Reviewed on July 21st, 2020

9.0 CHEMICAL / BIO-AEROSOLS / INDOOR AIR QUALITY

9.1 Flammable Liquid Storage

Purpose

The Board's Flammable Liquid Storage safety procedures were established to reduce the risk potential of a health and safety accident/injury from occurring and to ensure compliance with legislative requirements.

Application

This applies to all Board supervisors and workers at all Board work site locations. More specifically, it applies to all flammable liquids present, stored, handled and used at all Board owned/operated work site locations.

General

All Board supervisors and workers are required to ensure the implementation of the following:

Prohibitions

The practice of cutting, grinding, abrading or welding used propane tanks, gasoline tanks, barrels or any other container that was used to store any flammable or combustible materials is strictly prohibited.

Storage and Safe Use

Flammable and combustible liquids may be stored indoors in educational facilities, providing the total quantity of flammable or combustible materials stored in an approved storage cabinet does not exceed 500 litres, of which not more than 250 litres may be Class 1 Liquids (i.e. ethyl Ether, Gasoline and Methanol).

There are no legal requirements for mechanical ventilation of approved flammable storage cabinets. Class 1 flammable liquids should be in closed containers when stored inside flammable storage cabinets. Flammable storage cabinets are to be labeled and naturally vented using passive air movement.

Flammable liquids must not be stored in or adjacent to heat sources, exits, including outdoors, elevators or principal routes that provide access to exits.

The following precautions for working with flammable liquids and gases should be recognized:

- Avoid or eliminate ignition sources when using flammable materials:
 - o sparks from electrical tools and equipment
 - o open flames from portable torches, heating units, boilers, pilot lights and ovens
 - o hot surfaces such as boilers, furnaces, steam pipes, electric lamps, hot plates, irons, hot ducts and flues, electric coils and hot bearings
 - o sparks, arcs and hot metal surfaces from welding and cutting
 - o embers and sparks from incinerators, fireboxes and furnaces
 - o sparks from grinding and crushing operations
 - o sparks caused by static electricity from rotating belts, mixing operations or improper transfer of flammable or hot combustible liquids
 - o spontaneous combustion. The oils in some wastes and rubbish can slowly react with the oxygen in the air. This reaction creates heat that can build up over time

if the wastes are left undisturbed. When the heat level is high enough, the vapours ignite causing a fire.

- Use good ventilation whenever flammable and combustible liquids or gases are present.
- Store flammable and combustible liquids in proper containers with labels. Store away from combustible materials such as paper, wood, rags, etc. Store items away from processes and work areas that may be sources of ignition. Keep containers closed when not in use. If possible store in flammable liquid cabinets designed for this type of storage.
- Practice good housekeeping and equipment maintenance. Keep all areas where flammable liquids are stored, handled or used clear of burnable material. Clean up liquid spills immediately.
- Remove any obstructions that prevent containers with lids held open by fusible links from closing fully.
- Make sure flammable and combustible liquids are not left where they could block or otherwise prevent people from escaping in case of a fire.
- Store rags and other combustibles that are soaked with flammable liquids in proper metal containers.
- Flammable liquid containers (supplier) shall be labeled in accordance with all legislative requirements

Dispensing

Containers and dispensing equipment shall be bonded and grounded when flammable liquids are dispensed.

Areas where flammable liquids are dispensed shall have adequate mechanical or natural ventilation to provide safety of all workers.

Wear proper personal protective equipment, as per SDS suggestions. Avoid skin contact with liquids as they can be absorbed into your body through the skin. Wear safety goggles or a face shield to protect your eyes and face if pouring liquids that may splash. Avoid directly breathing vapours or mists from these liquids.

9.2 Indoor Air Quality / Bio-aerosols Protocol

Purpose

The Board's Indoor Air Quality / Bio-aerosols Protocol was developed to reduce the risk potential of a health and safety accident/injury from occurring and to ensure compliance with legislative requirements.

Application

This applies to all Board supervisors and workers at all Board work site locations. More specifically, it applies when workers have an indoor air quality and/or bio-aerosols (mould) concern.

General

All Board supervisors and workers are required to ensure the implementation of the following:

Indoor Air Quality / Bio-aerosols Protocol

1. When a worker has an initial concern regarding Indoor Air Quality ("IAQ"), and/or Bio-aerosols (mould), they are required to address the concern with their immediate supervisor, who shall investigate the concern. If the concern cannot be resolved at the school level, the Environmental Health & Safety Building Occupant Questionnaire (BOQ) Form should be completed. The information requested on this form is important in assisting the Board in identifying causes of indoor air quality/bio-aerosols problems.
2. Once completed with all the necessary information, the worker shall submit this form to the principal/site supervisor. The principal/site supervisor must review and sign the form to ensure that he/she is aware of the concern and that the internal responsibility system is being followed. The principal/site supervisor will then forward the form to the Health & Safety Department.
3. The Health & Safety Department will forward the BOQ form to the Maintenance Department for investigation by the appropriate maintenance supervisor.
4. The initial assessment of the mechanical systems will be conducted by the Maintenance Department within two weeks of receipt of IAQ/Bio-aerosols form. Any deficiencies, remedial work completed and recommendations will be recorded on the IAQ/Bio-aerosols form by the appropriate operations supervisor.
5. If any cleaning, remediation of water damaged and wet porous building products or remedial maintenance follow up is required, the IAQ/Bio-aerosols form will be forwarded to the appropriate Plant Operations Department supervisor who will follow up, recording the date and actions taken.
6. If any maintenance follow-up is required, the IAQ/Bio-aerosols form will be forwarded to the Plant Maintenance Department, who will record any actions taken and completion dates.
7. The completed form will be returned to the Health & Safety Department and shared with the principal/site supervisor. A copy of the form will be sent to the site based JHSC and the concerned worker.



8. If the concern raised by the worker remained unresolved, the worker may be asked to seek personal medical assistance. Any medical findings can be provided to the Board. The staff member is encouraged to contact the H&S Department through their supervisor to clarify the type of information that is required.
9. Input and consultation with the site based JHSC will be conducted if the Health & Safety Department determines that IAQ air testing is required to further investigate any unresolved concerns.

The Environmental Health & Safety Building Occupant Questionnaire Form can be accessed via RDSB Intranet → Health and Safety → Employees.

Reviewed on April 16th, 2019
To be Reviewed on April 15th, 2022

9.3 Open Door & Window Procedure

Purpose

The Board's Open Door & Window Procedure was developed to assist natural ventilation in accordance with the Ontario Occupational Health & Safety Act. Workers are encouraged, where applicable, to utilize, follow and implement this guideline.

Application

This applies to all Board supervisors and workers at all Board work site locations. More specifically, it applies to all situations where you have operable windows.

General

This procedure can be assigned by the supervisor to the worker occupying the room/area of concern. The supervisor may temporarily alter this program based on severe weather conditions, if necessary. When applicable, supervisors and workers shall follow this procedure and have the responsibility for its correct application.

- All applicable windows are to be open during recess and lunch breaks.
- All applicable classroom doors can be open during recess and lunch breaks. This does not apply to corridor fire doors.
- During non-heating sessions, approximately half of all windows are to remain open a minimum of a pencil width all day during all periods of occupancy.
- All applicable windows are to be closed at the end of the school day.

Reviewed on September 19th, 2018
To be Reviewed on September 18th, 2021

9.4 Compressed Gas Cylinders

Purpose

The Board's Compressed Gas Cylinders safety procedure was developed to reduce the risk potential of a health and safety accident/injury from occurring and to ensure compliance with legislative requirements.

Application

This applies to all Board supervisors and workers at all Board work site locations. More specifically, it applies to all situations where conditions exist that have the potential to endanger the safety and health of a worker and/or building occupant.

General

All Board supervisors and workers are required to ensure the implementation of the following safety procedure:

At all times, cylinders (full and empty) will be secured in position during transportation, storage and use. When not in use, cylinders will have valve protection caps in position. Cylinders will be stored:

- in areas away from posted exits and exit corridors
- so as to be protected from physical damage

The Board Program Department has contractually retained annual service providers for tech shop cylinders. The service providers conduct regular maintenance, equipment, valve and connection checks and replacements, as may be applicable.

Propane cylinders are not to be stored indoors and should be stored and changed outdoors.

Reviewed on November 3rd, 2018
To be Reviewed on November 2nd, 2021

9.5 Piping Systems

Purpose

The Board's Piping Systems safety procedure was developed to reduce the risk potential of a health and safety accident/injury from occurring and to ensure compliance with legislative requirements.

Application

This applies to newly renovated and/or constructed piping systems at Board owned work site locations.

General

Identification may include colour coding or banding, tagging, directional flow, etc. Identification will be made where workers may come into contact with the contents:

- Piping
- Valves
- Fittings
- Connections

Reviewed on November 3rd, 2018
To be Reviewed on November 2nd, 2021

9.6 Hot Work System

Purpose

The Board's Hot Work System was developed to reduce the risk potential of a health and safety accident/injury from occurring and to ensure compliance with legislative requirements.

Application

This applies to all Board supervisors and workers at all Board owned work site locations. More specifically, it applies to all situations where conditions exist that involve hot work.

General

All Board supervisors and workers are required to ensure the implementation of this safety procedure. The following is a list of activities associated with hot work conditions:

- Welding
- Brazing
- Cutting
- Soldering
- Usage of torches

Please refer to the Hot Work Standard Operating Procedure found on the Rainbow Schools intranet, under Health and Safety.

9.7 Personal Protective Equipment (PPE)

Purpose

The Board's Personal Protective Equipment procedure was developed to reduce the risk potential of a health and safety accident/injury from occurring and to ensure compliance with legislative requirements.

Application

This applies to all supervisors and workers at all Board work site locations. More specifically, it applies to situations and conditions identified by the Board and its supervisors as requiring the provision and use of personal protective equipment appropriate under the circumstances.

Further, this procedure was developed to reduce the risk of personal injury where engineering controls are not reasonable or practicable to adopt, install or provide because:

- The duration or frequency of exposure
- Controls are rendered ineffective because of an emergency or upset condition
- Statutory/Regulatory compliance

Personal protective equipment should only be used as a last resort in controlling a worker's exposure to any chemical, biological or physical agent.

General

All workers working in conditions or areas designated by the Board as requiring the provision and use of personal protective equipment, shall be responsible for, and are authorized to use, the personal protective equipment. Workers will be held accountable for the correct application of these requirements.

All supervisors shall enforce the usage of personal protective equipment. Supervisors shall also ensure that workers have been instructed on its use, limitations, application and maintenance, as may be applicable.

Equipment

Personal protective equipment identified by the Board and its supervisors to be utilized is required to be worn or used by workers, if applicable, and shall be provided in accordance with legislation. Such identified equipment shall meet applicable standards and, in the case of respiratory protection, NIOSH/MSHA approval (or equivalent).

- Eye and face protection (C.S.A. "Industrial Protective Headwear" - Z94.1 M 1977)
- Foot protection (C.S.A. "Protective Footwear" - Z195 M 1984)
- Hearing protection (C.S.A. "Hearing Protectors" - Z94.2 M 1984)
- Respiratory protection (C.S.A. "Selection, Care and Use of Respirators" - Z94.4 M 1982)
- Fall arrest, fall prevention lanyards harnesses, etc. per C.S.A. standards
- Body protection (i.e. gloves, Kevlar, Impacto, face shields, safety glasses, traffic vests, life jackets, eye protection, Tyvek suits, etc.)



Maintenance, Care and Inspection

All workers required to wear and use identified personal protective equipment are responsible for the maintenance, care, cleaning and inspection of that equipment and shall report any defective or malfunctioning equipment immediately and directly to their supervisor.

More specific information can be referenced per task specific procedures (i.e. Special Education Safety Procedures). Safety Data Sheets should also be referenced for applicable PPE when working with WHMIS regulated chemicals per the Board's WHMIS Management Program.

Reviewed on February 10th, 2018
To be Reviewed on February 09th, 2021

9.8 Scent Protocol

Purpose

The Board's Scent Protocol was developed to reduce the risk potential of a health and safety accident/injury from proposed personal chemical sensitivities/reactions.

Application

This applies to all Board supervisors and workers at all Board owned work site locations. More specifically, it applies to situations when a proposed personal chemical sensitivity condition of a worker may exist involving personal hygiene products in the workplace.

General

All Board supervisors and workers must be aware of this safety protocol and assist in its implementation, as may be applicable. The following list of hygiene products are proposed to be associated with chemical sensitivities/reactions in the workplace, and should be reduced, changed or eliminated, if possible:

Strong Fragrances (scents)

- Perfume
- Cologne
- Body sprays
- Hair sprays

Moderate/Low Fragrances (scents)

- Deodorant
- Laundered clothing

If a worker has concerns regarding scents in the workplace, he/she is required to report the concerns directly to their supervisor. The supervisor shall address such concerns, taking every reasonable precaution to protect the affected worker.

The usage of scent free personal hygiene products is encouraged.

Reviewed on September 21st, 2018
To be Reviewed on September 20th, 2021

9.9 Isocyanates

Purpose

The Board's Isocyanates protocol was established to ensure a reduced/minimal to non-risk potential of an exposure, injury or illness from occurring and to ensure compliance with legislative requirements.

Application

This applies to all Board supervisors, workers and contractors at all Board owned work site locations. More specifically, it requires that no Isocyanates containing materials (i.e. paints, foams, etc.) are used, stored and/or present on any Board owned work site location.

General

The Board supervisors, workers and contractors shall ensure to follow this protocol, as may be applicable.

Reviewed on August 24th, 2017
To be Reviewed on August 23rd, 2019

9.10 Chemical Waste Management

Purpose

The Board's Chemical Waste Management program was established to reduce the risk potential of a health and safety accident/injury from occurring, streamline and maintain our chemical inventory and ensure compliance with legislative requirements.

Application

This applies to all Board supervisors and workers at all Board owned work site locations. More specifically, it applies to WHMIS controlled products and their chemical waste at Board owned/operated sites.

General

The Board maintains its chemical inventory via the Board's WHMIS Management Program. Approved chemicals for purchase and usage are controlled through the Board's Purchasing Department.

In addition, the Board maintains its "HWIN" registrations for all applicable sites, including waste streams and subclasses.

Reviewed on April 3rd, 2018
To be Reviewed on April 2nd, 2021

9.11 Spill Prevention

Purpose

The Board's Spill Prevention safety procedure was established to reduce the risk potential of a health and safety accident/injury from occurring, control and prevent accidental spills and ensure compliance with legislative requirements.

Application

This applies to all Board supervisors and workers at all Board owned work site locations. More specifically, it applies to a situation when an accidental chemical spill occurs on Board owned work site locations.

General

In the event of an accidental large-scale volume chemical spill (100 litres or more) at a Board owned work site, the supervisor must conduct the following:

- Ensure workers and building occupant safety by securing the scene/area.
- Shut off and/or utilize site-based resources to control/stop or contain the spill. i.e. spill kit
- Shut off mechanical ventilation systems (if applicable).
- Contact the Board's Health & Safety Department. If spill poses a threat to the natural environment, the Board's Health & Safety Department will call the Ontario Ministry of Environment Spills Action Centre, notify the proper municipal Emergency Coordinator and assist by utilizing clean up resources, as may be applicable.
- Ensure the spill has been cleaned up and operations are back to normal.
- An investigation will be conducted as required under the EPA by the Board's Health & Safety Department and a report may be required.

9.12 Asbestos Management Program

Purpose

The purpose of the Asbestos Management Program is to ensure that maintenance/operations staff and contractors take appropriate precautionary measures when undertaking activities that could potentially disturb asbestos-containing materials .

Application

This applies to all Board supervisors and workers at all Board owned work site locations. More specifically, it applies to any work related activity that could potentially disturb asbestos-containing materials.

General

Asbestos-containing materials (ACM's) are present in many school buildings. Rainbow District School Board is committed to the health and safety of its employees and students and will be in compliance with Ontario Regulation 278/05.

Asbestos Management Program can be found on the RDSB Intranet. Health and Safety → Asbestos. <https://employees.rainbowschools.ca/wp-content/uploads/sites/54/2016/09/ASBESTOS-Management-Report-3.pdf>

10.0 ERGONOMICS / HEARING / STRESS

10.1 Custodial Ergonomic Hazards and Prevention

Purpose

The Board's Custodial Ergonomic Hazards and Prevention procedure was developed to reduce the risk potential of a health and safety accident/injury and musculoskeletal disorders ("MSD") from occurring and to ensure compliance with legislative requirements.

Application

This applies to all custodial workers and their supervisors at all Board work site locations.

General (Hazards and Prevention)

Handling Wastes

The identified ergonomic hazards for these tasks are:

- Bending, stooping and lifting.
- Shoulder demands for removing waste from small and large containers.
- Lifting and carrying bags and placing into dumpsters.

The recommended controls for prevention for these tasks are:

- Always check the weight of waste before lifting (tilt or tap the container).
- Obtain help if a bag is too heavy.
- Always use proper lifting techniques. DO NOT stoop, but bend at the knees. Keep the load close to the body and your back straight. Avoid awkward wrist postures.
- Use two hands to lift, especially if the waste is heavy.
- Pick up small waste containers and put at an optimal level to remove and reline them to avoid prolonged stooping.
- Empty waste containers frequently to avoid heavy loads.
- If using a large waste container, either utilize air vents and/or holes drilled in the bottom to reduce suction when pulling out tied bags (as may be applicable).
- Bring wheeled waste containers as close as possible to the dumpster in order to avoid carrying bags a long distance.
- DO NOT toss waste bags into the dumpster sideways with a twisting action. Always face the dumpster and use both hands to toss or lift the bag into the dumpster.
- Request an ergonomic dumpster (low sided/sloped) if one is not already in place.

Mopping

The identified ergonomic hazards for these tasks are:

- Repeated shoulder movements, possible stooping and twisting of back.
- Deviations of the wrists and arms.
- Manipulating mopping equipment, dumping buckets and using wringers.

The recommended controls for prevention for these tasks are:

- Use lightweight mop heads to decrease weight of mop.
- Use lightweight telescoping handles to allow adjustment to optimal length and facilitate proper posture.
- Ensure preventative maintenance is performed on mop bucket castors to avoid unnecessary force when moving the bucket.
- If floor level slop sinks are not available in the school, request a mop bucket with bottom drains for emptying over floor drains and ensure a hose is available in order to eliminate the lifting of the mop bucket.
- DO NOT overfill the bucket. If necessary, draw a fill line on the bucket to indicate the appropriate liquid level and associated weight.
- If emptying a bucket into a floor level sink, rest the bucket on the side and tip it. Avoid lifting and DO NOT stoop. Bend at the knees, keep your back straight and the load close to your body.
- When using the wringer, DO NOT stoop or use awkward arm or wrist postures to squeeze the mop. Bend at the knees and maintain neutral postures of the back, shoulder and arms to push the lever. Brace the wheels with your foot so the bucket does not roll away from you.
- If necessary, request a higher bucket with a bent ergonomic wringer arm to reduce awkward forceful postures.
- When mopping, keep your arms close to your body and avoid reaching by stepping with your feet.
- Alternate mopping techniques to avoid repeated movements (i.e. side to side, figure 8).
- Break up mopping tasks to avoid long durations of the same movements.

Moving Furniture

The identified ergonomic hazards for these tasks are:

- Back, shoulder, torso and arms due to forceful lifting and manipulating of heavy and sometimes awkward items.
- Repeated back and shoulder movements.

The recommended controls for prevention for these tasks are:

- Always warm up and stretch before heavy lifting. DO NOT perform movements with cold muscles.
- Always use proper lifting techniques. Do not try to lift something if there is another way to move it. Take the time to get the proper equipment (i.e. a cart).
- Use chair carts to move stacks of chairs.
- Use furniture dollies and furniture slides to push items.
- Use wheeled carts instead of carrying.
- Break up tasks and organize work to allow sufficient rest between heavy or repeated manipulations (move and clean half of a classroom, then complete the other half).
- Always get help with heavy or awkward items.

Cleaning and Dusting

The identified ergonomic hazards for these tasks are:

- Torso, shoulders, arms and wrists.
- Repeated motions in possible awkward positions.

The recommended controls for prevention for these tasks are:

- Use lightweight telescoping handles on dusters and squeegees to reduce reaches when accessing high levels.
- Use microfiber materials to reduce “scrubbing”
- Alternate hands often.
- Avoid using awkward wrist postures.
- Keep elbows close to the body and avoid repeated reaching by getting close to the task.
- Alternate high and low cleaning and dusting tasks to avoid long durations of specific motions or sustained postures.
- Use proper postures when accessing low level cleaning. DO NOT stoop, but bend at the knees and keep the spine neutral.
- Request Keen pads, if necessary.
- Use work organization to avoid repeated motions or postures for long durations. DO NOT clean all the desktops in a classroom at one time.
- Use lobby brooms and dust pans to pick up debris instead of bending.

Shoveling and Picking Up Litter

The identified ergonomic hazards for these tasks are:

- Back and torso.
- Stooping, bending and twisting.

The recommended controls for prevention for these tasks are:

- Use proper shoveling techniques with a proper shovel for the job.
- When shoveling snow, push rather than lift and toss.
- If you must throw the snow, turn your feet in the direction you are throwing. DO NOT twist at the waist.
- Use lightweight ergonomic shovels.
- Wear traction aids when performing sanding/shoveling duties.
- Use grabbers to pick up litter.
- For large volumes of litter, consider litter collection back packs or other types of collection machines.

If you require further assistance, or the products/tools identified, please contact your area Operations Supervisor.

10.2 Administration Ergonomic Hazards and Prevention

Purpose

The Board's Secretary Ergonomic Hazards and Prevention procedure was developed to reduce the risk potential of a health and safety accident/injury and musculoskeletal disorders ("MSD") from occurring and to ensure compliance with legislative requirements.

Application

This applies to all secretarial workers at all Board work site locations.

General

Manual/Material Handling

The identified ergonomic hazards for these tasks are:

- Forceful actions or awkward positions from accessing boxes or other items.

The recommended controls for prevention for these tasks are:

- Consider storage locations for items to avoid frequently lifting and moving them or using awkward postures to access them.
- Organize storage with heavier and most frequently used items located around waist height (between the knees and shoulders).
- DO NOT carry heavy or awkward items long distances (i.e. full boxes of paper). Get a cart and then push rather than pull it.
- DO NOT stack and carry awkward or heavy items.
- Adhere to proper lifting techniques by bending the knees and keeping a neutral spine.
- Avoid moving heavy or awkward items and get assistance, if necessary.
- Always use a ladder when accessing high level items. It is prohibited to stand on a chair, desk or other unstable item. Get help if necessary.

Working on Computers

The identified ergonomic hazards for these tasks are:

- Prolonged seated postures in possible awkward positions with repeated hand movements.
- Back, neck, shoulders, arms and wrists.

The recommended controls for prevention for these tasks are:

- Properly adjust the workstation before starting to work.
- Adjust the chair and keyboard so that keying and mousing can occur with neutral wrists and arms. Use an adjustable keyboard tray if it is suitable for the workstation.
- Use a footrest (or other object such as a phone book) to support your feet if you need to increase your seat height.
- Ensure the mouse is on the same level as the keyboard.
- Position the monitor so that it can be viewed with neutral neck postures.
- If using bifocals or trifocals, be aware of different monitor positions needed to ensure neutral neck postures.
- Use an inline document holder to place all source documents between the monitor and the computer.
- Take frequent micro-breaks from sustained postures (once every hour).

Telephone Use

The identified ergonomic hazards for these tasks are:

- Repeated or prolonged awkward neck and shoulder postures.

The recommended controls for prevention for these tasks are:

- Get a telephone headset to eliminate cradling the phone between the ear and shoulder.
- Orient the phone and other frequently used office items to reduce reaches and awkward postures to access them.

Workstation Orientation

The identified ergonomic hazards for these tasks are:

- General work inefficiencies due to awkward postures caused by unsystematic configuration of frequently used and other office items.

The recommended controls for prevention for these tasks are:

- Keep all frequently used items within a neutral reach zone and relocate all other objects out of this space.
- DO NOT use the space under the desk as storage as it impedes close access to workstation items and creates awkward postures.
- Locate photocopiers and fax machines out of the immediate work zones (personal desk space) to reduce workstation clutter, traffic and awkward reaches.

Reviewed on July 11th, 2019
To be Reviewed on July 12th, 2022

10.3 Special Education Ergonomic Hazards and Prevention

Purpose

The Board's Special Education Ergonomic Hazards and Prevention procedure was developed to reduce the risk potential of a health and safety accident/injury and musculoskeletal disorders ("MSD") from occurring and to ensure compliance with legislative requirements.

Application

This applies to all Special Education workers at all Board work site locations.

General

Lifting, Transferring and Positioning Students

The identified ergonomic hazards for these tasks are:

- Forceful movements (possible repeated) in awkward postures.

The recommended controls for prevention for these tasks are:

- Always use lift, transfer and positioning equipment provided and as instructed.
- Ensure school equipment is in proper working order (i.e. wheels on lift assists are maintained and move easily, clips are working and easy to manipulate, etc.)
- Ensure the student's equipment is in proper working order (i.e. wheelchair breaks are working, positioning and posture tools fit the current size of the student, etc.)
- Ensure training on safe and proper techniques by all Special Education staff is up to date with regular refreshers.
- Always plan ahead with your coworkers.
- Know your student and his needs and abilities (musculoskeletal, behaviour, cognitive, neurological, sensory) and plan accordingly.
- Post lift, transfer and positioning information for each student for quick reference, reminders and supply staff. Ensure it is updated if requirements change.
- Ensure supply staff are informed about specific lift, transfer and positioning protocols for required students before they are needed.
- Request referrals through the principal for therapist's evaluation for best practices for special students, if needed.
- Know your surroundings. Ensure clearance and clutter free space for movements to occur.
- Wear appropriate footwear and clothing. Avoid loose jewelry or clothing that will get caught on equipment.

Unexpected or Non-Compliant Student Behaviour

The identified ergonomic hazards for these tasks are:

- Quick and forceful manipulating of students, possibly in awkward postures.
- Physically reacting to non-compliant or unexpected actions of a student.

The recommended controls for prevention for these tasks are:

- Adhere to techniques outlined in the Behaviour Management System (BMS).
- Adhere to techniques and actions outlined in the Safety Plan, as may be applicable.
- Ensure both the IEP and BSP are up to date, as may be applicable.
- DO NOT attempt to manually lift or move a student exhibiting aggressive or non-compliant behaviour. Ensure surroundings are safe and remove other students from the area.
- Know your student and his/her needs and abilities (musculoskeletal, behaviour, cognitive, neurological, sensory) and plan accordingly.
- Understand the student's cues and communication techniques so that behaviour can be de-escalated and prevent physical manipulations of the student.
- Post applicable information for quick reference.
- Ensure supply staff are informed about specific protocols employed in the school and classroom.
- Wear appropriate footwear and clothing. Avoid loose jewelry or clothing that can be pulled on.

Manipulating Assistive Devices

The identified ergonomic hazards for these tasks are:

- Repeated forceful actions or awkward positions from attaching or manipulating assistive devices (wheelchairs, special classroom seating, postural supports, braces, clips or fasteners, lift assists, etc.).

The recommended controls for prevention for these tasks are:

- Ensure student's assistive devices are in good repair so they do not create undue force or stress to manipulate.
- Ensure wheelchair wheels are properly inflated to keep push forces low.
- Avoid stooping when manipulating foot rests on wheel chairs. Bend your knees and face the chair with neutral spinal postures.
- Always use school entry and hallway doors that have Automatic Door Openers. DO NOT attempt to push a wheelchair through while simultaneously holding a door open.
- Ensure positioning and posture devices are easy to attach.
- If attaching posture devices to a wheel chair, ensure the wheels are locked.
- Ensure any special classroom seating is easy to manipulate.
- Avoid pushing in and pulling out students sitting in classroom chairs. Attempt to find alternative techniques or request more appropriate seating.

Performing Personal Care

The identified ergonomic hazards for these tasks are:

- Sustained awkward postures, repeated bending and repeated hand tasks which can occasionally require force.

The recommended controls for prevention for these tasks are:

- When dressing the student, keep close and move around the student rather than reaching and manipulating.
- Use teamwork to dress and manipulate clothing.
- Always lock wheelchair wheels to prevent sudden movement or unnecessary force.
- Use sit-stand stools when feeding to avoid reaching.
- When toileting, move around the student rather than reaching and manipulating.
- Always ask for assistance, if needed.
- Perform student specific exercises and stretches as instructed by physiotherapy specialists. If some movements are too difficult or forceful, request alternative techniques from the specialists.

General Working Postures

The identified ergonomic hazards for these tasks are:

- Prolonged or repeated reaching, torso flexion, kneeling or squatting to address students and perform classroom tasks.

The recommended controls for prevention for these tasks are:

- Keep the student and work within neutral reach zones by sitting or standing in the most optimal orientation for the specific task.
- Avoid long duration stooping over students. Address wheelchair students by using chairs, stools or sit-stand stools as needed for the specific task.
- Alternate working postures regularly to combine techniques.
- Organize classrooms to allow optimal postures by orienting desks and furniture to reduce reaches.
- Organize classroom storage with heavier and most frequently used items around waist height (between the knees and shoulders).

If you have further ergonomic or equipment concerns or require further assistance, please contact your supervisor.

10.4 Elementary Teachers Ergonomic Hazards and Prevention

Purpose

The Board's Elementary Teachers Ergonomic Hazards and Prevention procedure was developed to reduce the risk potential of a health and safety accident/injury and musculoskeletal disorders ("MSD") from occurring and to ensure compliance with legislative requirements.

Application

This applies to all elementary teachers and workers at all Board work site locations.

General

Manual/Material Handling

The identified ergonomic hazards for these tasks are:

- Forceful actions or awkward positions from accessing teaching tools or other classroom items.

The recommended controls for prevention for these tasks are:

- Consider storage locations for classroom items to avoid frequently lifting and moving them or using awkward postures to access them.
- Organize classroom storage with heavier and most frequently used items located around waist height (between the knees and shoulders).
- DO NOT carry heavy or awkward items long distances (for example Learning Kits). Get a cart and then push rather than pull it.
- Adhere to proper lifting techniques by bending the knees and keeping a neutral spine.
- Do not stack and carry awkward or heavy items.
- Avoid moving heavy or awkward items and get assistance if necessary.
- Avoid pushing in and pulling out students sitting in classroom chairs. Attempt to find alternative techniques.
- Always use a ladder when accessing high level items. Never stand on a chair, desk or other unstable items.
- Wear appropriate footwear and clothing. Avoid loose jewelry or clothing that can be pulled on.

Teaching Techniques

The identified ergonomic hazards for these tasks are:

- Repeated or prolonged standing, bending or stooping.

The recommended controls for prevention for these tasks are:

- Avoid long duration stooping over students. Use chairs, low rolling stools or sit stand stools as needed for the specific tasks.
- Keep the student and work within neutral reach zones by sitting or standing in the most optimal orientation for the specific task.
- Alternate postures regularly to combine techniques.
- Organize classrooms to allow optimal postures by orienting desks to reduce required reaches.

Helping with Coats and Shoes

The identified ergonomic hazards for these tasks are:

- Prolonged or repeated reaching, torso flexion, kneeling or squatting to help students.

The recommended controls for prevention for these tasks are:

- When dressing students, move around the student versus reaching and manipulating.
- When assisting with coats and zippers, consider sitting on a low stool or chair at the door and asking students to come to you.
- Avoid prolonged stooping by kneeling on the floor with one knee or using other techniques that maintain a neutral spine.

Working on Computers

The identified ergonomic hazards for these tasks are:

- Prolonged seated postures in possibly awkward positions with repeated hand movements.

The recommended controls for prevention for these tasks are:

- Properly adjust the workstation before starting to work.
- Adjust the chair and keyboard so that typing and using a mouse can occur with neutral wrists and arms.
- Use a footrest (or object such as a phone book) to support your feet if you need to increase your seat height.
- Ensure the mouse is on the same level as the keyboard.
- Position the monitor so that it can be viewed with neutral neck postures.
- If using bifocals or trifocals, be aware of different monitor positions needed to ensure neutral neck postures.
- Take frequent micro-breaks from sustained postures (one time every hour).

Unexpected Student Behaviour (as may be applicable)

The identified ergonomic hazards for these tasks are:

- Quick and forceful manipulating of students from reacting physically to unexpected actions of a student.

The recommended controls for prevention for these tasks are:

- DO NOT get between fighting students. Follow the applicable Board procedures such as Safe Schools, Police Board Protocol, Workplace Violence Prevention Program or Emergency Response, Behaviour Management System, etc.
- If the student is identified and has an Individual Education Plan and/or Safety Plan, then ensure he/she is followed by the applicable trained staff.
- DO NOT attempt to manually restrain a student exhibiting aggressive behaviours. Ensure surroundings are safe and remove other students from the area, as may be applicable.

10.5 Secondary Teachers Ergonomic Hazards and Prevention

Purpose

This Board's Secondary Teachers Ergonomic Hazards and Prevention procedure was developed to reduce the risk potential of a health and safety accident/injury and musculoskeletal disorders ("MSD") from occurring and to ensure compliance with legislative requirements.

Application

This applies to all secondary teachers and workers at all Board work site locations.

General

Manual/Material Handling

The identified ergonomic hazards for these tasks are:

- Forceful actions or awkward positions from accessing teaching tools or other classroom items.

The recommended controls for prevention for these tasks are:

- Consider storage locations for classroom items to avoid frequently lifting and moving them or using awkward postures to access them.
- Organize classroom storage and other storage (physical education, music, technical) with heavier and most frequently used items located around waist height (between the knees and shoulders).
- DO NOT carry heavy or awkward items long distances (i.e. heavy musical instruments). Get a cart and then push rather than pull it.
- Adhere to proper lifting techniques by bending the knees and keeping a neutral spine.
- Avoid moving heavy or awkward items and get assistance if necessary (specifically in technical classes).
- Always use a ladder if accessing high level items. Never stand on a chair, desk or other unstable items.
- Wear appropriate footwear and clothing. Avoid loose jewelry or clothing that can be pulled on.

Teaching Techniques

The identified ergonomic hazards for these tasks are:

- Repeated or prolonged standing, walking, bending or stooping.

The recommended controls for prevention for these tasks are:

- Avoid long duration stooping over student desks by using chairs, rolling stools or sit stand stools as needed for the specific tasks.
- Keep the student and work within neutral reach zones by sitting or standing in the most optimal orientation for the specific task.
- Alternate postures regularly to combine techniques.
- Avoid standing in one spot for long durations to maintain blood flow to the legs and feet and reduce muscular fatigue.
- Wear supportive and comfortable footwear as prescribed by the Board.

Working on Computers

The identified ergonomic hazards for these tasks are:

- Prolonged seated postures in possibly awkward positions with repeated hand movements.

The recommended controls for prevention for these tasks are:

- Properly adjust the workstation before starting to work.
- Adjust the chair and keyboard so that typing and using a mouse can occur with neutral wrists and arms.
- Use a footrest (or object such as a phone book) to support your feet if you need to increase your seat height.
- Ensure the mouse is on the same level as the keyboard.
- Position the monitor so that it can be viewed with neutral neck postures.
- If using bifocals or trifocals, be aware of different monitor positions needed to ensure neutral neck postures.
- Take frequent micro-breaks from sustained postures (one time every hour).

Unexpected Student Behaviour (as may be applicable)

The identified ergonomic hazards for these tasks are:

- Quick and forceful manipulating of students from reacting physically to unexpected actions of a student.

The recommended controls for prevention for these tasks are:

- DO NOT get between fighting students. Follow the applicable Board procedures such as Safe Schools, Police Board Protocol, Workplace Violence Prevention Program or Emergency Response Management Program, etc.
- If the student is identified and has an Individual Education Plan and/or Safety Plan then ensure he is followed by the applicable trained staff.
- DO NOT attempt to manually restrain a student exhibiting aggressive behaviour. Ensure surroundings are safe and remove other students from the area, as may be applicable.

Reviewed on June 2nd, 2018
To be Reviewed on June 21st, 2021

10.6 Principal / Supervisor Ergonomic Hazards and Prevention

Purpose

This Board's Principal / Supervisor Ergonomic Hazards and Prevention procedure was developed to reduce the risk potential of a health and safety accident/injury and musculoskeletal disorders ("MSD") from occurring and to ensure compliance with legislative requirements.

Application

This applies to all principals and supervisors at all Board work site locations.

General

Manual/Material Handling

The identified ergonomic hazards for these tasks are:

- Forceful actions or awkward positions from accessing, moving and handling office equipment, files, tools, materials and other classroom items.

The recommended controls for prevention for these tasks are:

- Consider storage locations for office/school items to avoid frequently lifting and moving them or using awkward postures to access them.
- Organize office and other storage with heavier and most frequently used items located around waist height (between the knees and shoulders).
- DO NOT carry heavy or awkward items long distances. Get a cart and then push rather than pull it.
- DO NOT stack and carry awkward or heavy items.
- Adhere to proper lifting techniques by bending the knees and keeping a neutral spine.
- Avoid moving heavy or awkward items and get assistance if necessary.
- Always use a ladder when accessing high level items. Never stand on a chair, desk or other unstable items.
- Wear appropriate footwear and clothing. Avoid loose jewelry or clothing that can be pulled on.

Working on Computers/Laptops

The identified ergonomic hazards for these tasks are:

- Prolonged seated postures in possible awkward positions with repeated hand movements.

The recommended controls for prevention for these tasks are:

- Properly adjust the workstation before starting to work.
- If using a laptop as a primary computer, get a stand-alone mouse, keyboard and laptop riser (to use the laptop screen as the monitor).
- Adjust the chair and keyboard so that typing and using a mouse can occur with neutral wrists and arms.
- Use a footrest (or other object such as a phone book) to support your feet if you need to increase your seat height.
- Ensure the mouse is on the same level as the keyboard.
- Position the monitor so that it can be viewed with neutral neck postures.
- If using bifocals or trifocals, be aware of different monitor positions needed to ensure neutral neck postures.

- Take frequent micro-breaks from sustained postures (one time every hour).

Unexpected Student Behaviour (as may be applicable for identified students)

The identified ergonomic hazards for these tasks are:

- Quick and forceful manipulating of students from reacting physically to unexpected actions of a student.

The recommended controls for prevention for these tasks are:

- Adhere to techniques outlined in the Behaviour Management System.
- Adhere to techniques and actions outlined in the Safety Plan, as may be applicable.
- Ensure both the Individual Education Plan and Safety Plan are up to date as may be applicable.
- DO NOT attempt to manually restrain a student exhibiting aggressive behaviour. Ensure surroundings are safe and remove other students from the area.
- Understand the student's cues and communication techniques so that behaviours can be de-escalated and prevent physical manipulations of the student.
- Ensure that supply staff are informed about specific protocols employed in the school and classroom.
- Ensure communications are in place in order to respond quickly.

10.7 Librarian Ergonomic Hazards and Prevention

Purpose

This Board's Librarian Ergonomic Hazards and Prevention procedure was developed to reduce the risk potential of a health and safety accident/injury and musculoskeletal disorders ("MSD") from occurring and to ensure compliance with legislative requirements.

Application

This applies to all librarian workers at all Board work site locations.

General

Manual/Material Handling

The identified ergonomic hazards for these tasks are:

- Forceful actions or awkward positions from accessing, moving and handling teaching tools, materials and other classroom items.

The recommended controls for prevention for these tasks are:

- Consider storage locations for items to avoid frequently lifting and moving them or using awkward postures to access them.
- Organize storage with heavier and most frequently used items located around waist height (between the knees and shoulders).
- DO NOT carry heavy or awkward items long distances. Get a cart and then push rather than pull it.
- DO NOT stack and carry awkward or heavy items.
- Adhere to proper lifting techniques by bending the knees and keeping a neutral spine.
- Avoid moving heavy or awkward items and get assistance if necessary.
- Always use a ladder when accessing high level items. Never stand on a chair, desk or other unstable items.

Sorting and Shelving Materials

The identified ergonomic hazards for these tasks are:

- Repeated and/or awkward positions when manipulating books.

The recommended controls for prevention for these tasks are:

- Avoid repeated handling of books by sliding them rather than lifting, whenever possible (checking in and out materials).
- Decrease repetitious movements by enlarging tasks or dividing up work to be done over the course of the day. Switch tasks between long periods of shelving or opening and closing books.
- Use a cart rather than holding a stack of books in one hand and re-shelving with the other.
- DO NOT squat to access lower shelves with a stack of books in hand.
- Use two handed shelving techniques to reduce loads to the dominant hand and allow for more neutral hand positions.
- Use full hand power grips instead of pinching books with the fingertips and use two hands whenever possible.
- Ensure library carts are properly maintained and castors are in good working order to decrease forces required to manipulate it.

- Ensure availability of foot/step stools to re-shelve items to higher levels.
- Decrease forces to shelve books by avoiding overfull shelves and ensuring book ends are easy to manipulate.

Working on Computers/Laptops

The identified ergonomic hazards for these tasks are:

- Prolonged seated postures in possible awkward positions with repeated hand movements.

The recommended controls for prevention for these tasks are:

- Properly adjust the workstation before starting to work.
- If using a laptop as a primary computer, get a stand alone mouse, keyboard and laptop riser (to use the laptop screen as the monitor).
- Adjust the chair and keyboard so that typing and using a mouse can occur with neutral wrists and arms.
- Use a footrest (or other object such as a phone book) to support your feet if you need to increase your seat height.
- Ensure the mouse is on the same level as the keyboard.
- Position the monitor so that it can be viewed with neutral neck postures.
- If using bifocals or trifocals, be aware of different monitor positions needed to ensure neutral neck postures.
- Use an inline document holder to place all source documents between the monitor and the computer.
- Take frequent micro-breaks from sustained postures (one time every hour).

Workstation Orientation

The identified ergonomic hazards for these tasks are:

- Awkward postures caused by unsystematic configuration.

The recommended controls for prevention for these tasks are:

- Keep all frequently used items within a neutral reach zone and relocate all other objects out of this space.
- Ensure sufficient space is available to perform specific tasks, allowing good working postures.
- DO NOT use the space under the desk as storage as it impedes close access to workstation items and creates awkward postures.
- Locate photocopiers and fax machines out of immediate work zones (personal desk space) to reduce workstation clutter, traffic and awkward reaches.

If you have further ergonomic concerns or require further assistance, please contact your supervisor.

10.8 Power Operated Hand Held Tools

Purpose

The Board's Power Operating Hand Held Tools procedure was developed to reduce the risk potential of a health and safety accident/injury from occurring and to ensure compliance with legislative requirements.

Application

This applies to all supervisors and workers at all Board work site locations.

General

All Board supervisors and workers are required to ensure the implementation of this safety procedure as **Prevention** requirements.

Tools and other equipment that are capable of conducting electricity and endangering the safety of any worker shall not be used in such proximity to any live electrical installation or equipment that they might make electrical contact with the live conductor.

Ground Connection for Electric Tools

1. Cord-connected electrical equipment and tools shall have a casing that is adequately grounded.
2. Subsection (1) does not apply to cord-connected electrical equipment or tools that are adequately double insulated and whose insulated casing shows no evidence of cracks or defects.
3. Subsection (1) does not apply to a portable electrical generator in which the equipment is not exposed to an external electric power source if the casings of portable electrical tools connected to the generator are bonded to a non-current-carrying part of the generator.
4. When used outdoors or in wet locations, portable electric tools shall be protected by a grounded fault circuit interrupter installed at the receptacle or on the circuit at the panel.

Foot Protection - General Requirement

A worker that is exposed to the hazard of foot injury shall wear foot protection appropriate under the circumstances. Reference should be made to the Board's Footwear Safety Guideline.

Long Hair and Jewelry Restrictions

Long hair shall be suitably confined to prevent entanglement with any rotating shaft, spindle, gear, belt or other source of entanglement.

Jewelry or clothing that is loose or dangling, or rings, shall not be worn near any rotating shaft, spindle, gear, belt or other source of entanglement.

Skin Injury Protection

A worker exposed to the hazard of injury from a sharp or jagged object which may puncture, cut or abrade the worker's skin, shall wearing sufficient apparel to protect the worker from injury.

10.9 Hearing Conservation / Noise Management Program

Purpose

The Board's Hearing Conservation / Noise Management Program was developed to reduce the risk of potential hearing loss or impairment to workers and to reduce the sound level to which workers are exposed, where practicable and reasonable, through engineering controls, administrative controls and personal protective equipment, and to ensure compliance with legislative requirements.

Application

This applies to all supervisors and workers at all Board work site locations. More specifically, this procedure and its requirements apply to workers working in areas where equipment, devices or a thing causes, emits or produces a sound pressure level greater than 85 dBA, and to any workers exposed to that level of sound pressure.

Where it is not reasonable or practicable to reduce the sound level emitted or produced by equipment, devices or curriculum related activities to below the Time Weighted Average Exposure Value ("TWAEV") of 85 dBA, workers shall wear hearing protection appropriate under the circumstances to reduce their personal sound exposure and comply with legislative requirements.

General

All Board supervisors and workers are required to ensure the implementation of this safety procedure as **Prevention** requirements.

In the event that a worker is required to wear hearing protection, such protection shall reduce his personal sound exposure level to below 85 dBA.

Workers who are currently identified and required to wear appropriate hearing protection are noted as prescribed by regulation.

1. Plant Operations and Maintenance workers including Skill Trades, Preventative Maintenance, Building Maintenance and custodial staff shall wear the prescribed hearing protection while in mechanical rooms or during the operation of power tools machinery.
2. Tech Shop teachers/workers shall wear the prescribed hearing protection while shop equipment is running.
3. Instrumental Music teachers/workers shall wear the prescribed hearing protection while band equipment is playing.

The site supervisor shall ensure that reusable/disposable ear plugs (general) or airsoft corded plugs (general) are made available to students in shop and music classes, as may be applicable.

Noise Signage

Proper signage shall be posted, as to be determined by the Board, in mechanical rooms and shops. Such signage shall note that hearing protection is required. Additional specifics shall also be included, such as when or during what activities said hearing protection is required.

Hearing Conservation

Dedicated work areas, such as shops and music rooms, are required to be utilized for such curriculum-based activities. Such dedicated areas should include best practices with respect to design and construction with acoustic properties in mind.

Reviewed on January 13th, 2017
To be Reviewed on January 12th, 2020

10.10 Heat Stress Safety Procedures

Purpose

The Board's Heat Stress Safety Procedures were developed to reduce the risk potential of a health and safety accident/injury from occurring and to ensure compliance with legislative requirements.

Application

This applies to all Board supervisors and workers at all Board work site locations. More specifically, these procedures and their requirements apply to situations where workers are working in hot environments where high heat levels can create a number of safety problems and illnesses, including heat cramps, heat exhaustion and heat stroke.

General

All Board supervisors and workers are required to ensure the implementation of this safety procedure as **Prevention** requirements.

Heat Stress

Heat stress can occur when heat is combined with other stresses such as hard physical work, loss of fluids, fatigue or other medical conditions.

Weather/Work

Hot conditions can be caused by the weather or by the work situation itself. When the atmosphere is humid, the effects of the heat are compounded. **What can workers do during hot summer weather?**

- Try to obtain Humidex readings from the local news. The following are Humidex readings and Public Health Criteria:

30°C - 39°C	Some discomfort
40°C - 45°C	Great discomfort. Avoid exertion.
45°C or higher	Dangerous. Use precautions.

- If the Humidex reading is above 36°C, it is suggested that people drink twice the amount of water than they normally do.
- Know the symptoms.
- Implement safety precautions.

The following are symptoms associated with Heat Stress:

- Red, bumpy rash with severe itching.
- Red, painful or blistering and peeling skin.
- Sudden fainting after a few hours of work. Skin will be moist and cool with a weak pulse.
- Heavy sweating, cool moist skin, blurred vision, and a body temperature over 38°C.
- High body temperature (over 41°C).
- Weakness, confusion, hot dry skin, rapid pulse, or dizziness.

The following are symptoms associated with Heat Cramps:

- Muscle cramps in the arms, legs and abdomen. These may occur after work, when the worker is resting.
- Heat cramps are a signal that the worker's body has lost too much salt through

sweating.

The following are symptoms associated with Heat Stroke:

- The worker's heat control mechanism shuts down.
- Perspiration stops and body temperature rises.
- The heart pounds and skin becomes flushed and hot.
- This condition is a medical emergency and must be treated immediately.

Preventing and Controlling Heat Stress, Heat Cramps and Heat Stroke

- Get familiar with working in the heat gradually.
- Drink large amounts of water on a regular basis. The work site may utilize drinking water fountains, water coolers and/or bottled water.
- Do not wait for the body's thirst mechanism to kick in before you start to drink water.
- If the Humidex reading is above 36°C, it is suggested that people drink twice the amount of water than they normally do.
- Ensure that the water is cool or room temperature, not cold. The human body has to work harder and longer to process colder water in order to condition it for internal body usage.
- Do not drink caffeinated products (i.e. coffee, pop, etc.) Caffeinated products cause the human body to work harder and longer to process the caffeine, which will cause the loss of even more water and salt. Workers should be discouraged from bringing in/drinking such caffeinated products during Heat Stress conditions.
- Take frequent breaks/rest periods. Such breaks/rest periods can include moving to a cooler area, air conditioned room or cooling centre. It can also constitute switching to lighter work.
- Dress lightly and wear loose clothing that allows sweat evaporation.
- Slow down the pace of work during hot and humid weather.
- If working outside, protect your skin from overexposure to the sun.
- Remain alert to the warning signs/symptoms of heat-related illnesses.
- Schedule physically demanding tasks for early in the morning or late in the afternoon when the temperature is its coolest.

If warning signs/symptoms of heat-related illnesses develop, move the victim to a cool place and cool them off by fanning or soaking them with cool water. If they are conscious, give them water to drink. If the victim is suspected to be suffering from Heat Stroke, call for medical help immediately.

Reviewed on April 13th, 2017
To be Reviewed on April 12th, 2020

10.11 Cold Stress Safety Procedures

Purpose

The Board's Cold Stress Safety Procedures were developed to reduce the risk potential of a health and safety accident/injury from occurring and to ensure compliance with legislative requirements.

Application

This applies to all Board supervisors and workers at all Board work site locations. More specifically these procedures and their requirements apply to situations where workers are working in cold environments.

General

All Board supervisors and workers are required to ensure the implementation of this safety procedure as **Prevention** requirements.

Cold Stress

Legislation requires that an enclosed workplace be at a temperature suitable for the type of work performed, and not less than 18°C or 65°F.

Prolonged exposure to cold and heat loss can lead to hypothermia in extreme conditions. However, these conditions are rarely encountered in an enclosed workplace.

Weather/Work

Cold conditions can be caused by the weather. **What can workers do during winter weather?**

- Try to obtain temperature/wind chill readings from the local news. Every Board work site location is also equipped with an all hazards radio which provides such information at the push of a button.
- Dress appropriately/in layers.
- Supervisors may decide to have an indoor recess.
- Implement and follow this safety guideline.

Preventing and Controlling Cold Stress

All Board work site locations are heated and such systems are maintained. In the event of a heating unit malfunction/mechanical problem the following prevention/control steps are to be followed:

- If there is a room cold temperature concern, the worker must report such a concern immediately and directly to his supervisor.
- The supervisor will contact and work directly with Facility Services to address/correct the issue as soon as possible for Board owned work site locations.
- The supervisor will contact and work directly with the building owner or contractor to address/correct the issue as soon as possible for non-Board owned work site locations.
- Temporary measures can be implemented while awaiting repairs. Such temporary measures may include:
 - o Moving workers and building occupants to warmer/conditioned rooms
 - o Portable/temporary heating units may also be an option, to be determined by the Supervisors in conjunction with Facility Services if a Board owned work site.
 - o Portable/temporary heating units may also be an option, to be determined by the



supervisor in conjunction with the building owner or contractor if not a Board owned work site.

- The usage of electrical heaters and associated extension cords must be carried out under the supervisor or a qualified person to ensure that the electrical system can withstand the new load being placed upon it.
- Do not use candles, open flames or non CSA approved temporary heating devices that are not designed for indoor work environments. Hazardous vapours, fumes and the potential of a fire must be avoided.
- Drink warm fluids.

Reviewed on October 06th, 2016
To be Reviewed on October 05th, 2019

11.0 STRUCK BY

11.1 Gym / Physical Education Safety Procedures

Purpose

The Board's Gym / Physical Education Safety Procedures were developed to reduce the risk potential of a health and safety accident/injury from occurring and to ensure compliance with legislative requirements.

Application

This applies to all Board supervisors and workers at all Board work site locations. More specifically, these procedures and their requirements apply to situations where workers are working in a physical education classroom, gym, yard duty, sporting event, etc.

General

All Board supervisors and workers are required to ensure the implementation of this safety procedure as **Prevention** requirements.

- All workers taking part in gym activities will wear the proper footwear, clothing and personal protection equipment as required and designated.
- No worker will undertake any gym activity without first being instructed or having knowledge on how to perform the activity safely without causing injury to themselves or others.
- Workers must be vigilant while supervising gym classes, yard duty, sporting events, etc.
- Workers must be aware of their working environment.
- Workers must exercise caution if participating in games.
- Workers should wear traffic safety vests while conducting gym class.
- Any worker who experiences physical difficulty or distress as a result of a gym activity should report it immediately and directly to his supervisor, and refrain from that activity for the remainder of the class.
- Horseplay in the gym will not be tolerated.
- Only trained designated workers will set up and maintain gym equipment.

It is the responsibility of the designated Gym/Physical Education worker to:

- Inspect all gym equipment on a daily basis.
- Ensure OSBIE compliance with gym equipment, first aid requirements and guidelines.
- Immediately remove any defective equipment from service in conjunction with the site supervisor.
- Immediately report injuries to the supervisor.

Reviewed on September 20th, 2019
To be Reviewed on September 19th, 2020

11.2 Playground / Yard Supervision

Purpose

The Board's Playground / Yard Supervision safety procedure was developed to reduce the risk potential of a health and safety accident/injury from occurring and to ensure compliance with legislative requirements.

Application

This applies to all Board supervisors and workers at all Board work site locations. More specifically, this procedure and its requirements apply to situations where workers are conducting playground/yard supervision duties.

General

All Board supervisors and workers are required to ensure the implementation of this safety procedure as **Prevention** requirements.

Playground/Yard Supervision Safety

- All workers will dress appropriately to conduct playground and yard supervision duties. References should be made to the Board's Footwear Safety Procedures, Heat Stress Safety Procedures and Cold Stress Safety Procedures.
- Workers must wear protective clothing such as reflective traffic vests. Such vests will be provided by the school.
- Workers must be vigilant while conducting playground and yard supervision duties.
- Workers must be aware of their working environment.
- Workers must exercise caution if participating in games.
- Horseplay on the playground/yard will not be tolerated.
- Ensure that you have a pair of protective gloves on your person. Reference should be made to the Board's Universal Precautions Procedure.
- Workers must report all Health & Safety Hazardous Conditions immediately and directly to their supervisor. References should be made to the Board's Reporting Health & Safety Hazards and the Board's Slip Trip & Fall Prevention.

Playground Equipment Safety

- Ensure proper signage is present and clearly visible.
- Follow the seasonal usage noted on the signage.
- Ensure a supervisor's designate performs a simple visual check of playground equipment daily as may be applicable during seasonal usage per the school year.
- Check for obvious damages such as broken bottles, damaged/broken equipment.
- Playground equipment maintenance and inspections logs are maintained on site. Reference should be made to the Board's Playground Equipment Management Program.

11.3 Vehicle Traffic

Purpose

The Board's Vehicle Traffic safety procedure was developed to reduce the risk potential of a health and safety accident/injury from occurring and to ensure compliance with legislative requirements.

Application

This applies to all Board supervisors and workers at all Board work site locations. More specifically, this procedure and its requirements apply to situations where workers and contractors have Board or other Vehicles on Board owned work site location hardtops/grounds.

This safety guideline does not apply to parking lots.

General

All Board supervisors and workers are required to ensure the implementation of this safety procedure as **Prevention** requirements.

In the event that a worker or contractor has vehicles on Board owned work site location hardtops/grounds, the following safety requirements will be implemented:

- Traffic barriers/pylons will be utilized to mark a safe perimeter around the vehicle work area.
- Warning signs/caution tape, etc. will also be utilized based on the nature of the work being performed and the potential associated hazards (i.e. electrical, water, sewer, etc.).
- Any such vehicles will have prior authorization to be present on Board owned work site location hardtops/grounds. Such authorization shall be obtained from the supervisor.
- Vehicles shall be equipped with warning lights and signs while in the reverse gear.
- Vehicles will not, if at all possible, enter, move, or exit a school playground area while children are on the site for recess, lunch breaks, or other times of gathering. If vehicles must exit a playground while children are present, drivers shall seek assistance from other Board workers.
- Clear path for the vehicles. Vehicles will not park in areas where children normally play (i.e. under basketball nets, tennis courts, or beside brick walls of buildings).
- Vehicles parking on hardtops/grounds shall back into the open spot. This will allow for greater viewing ability upon exiting the area.

11.4 Driving Board Vehicles Safety Procedures

Purpose

The Board's Driving Board Vehicles Safety Procedures were developed to reduce the risk potential of a health and safety accident/injury and personal injury due to a vehicle accident from occurring and to ensure compliance with legislative requirements.

Application

This applies to all Board supervisors and workers who drive/utilize Board vehicles.

General

All Board supervisors and workers who drive/utilize Board vehicles must ensure the implementation of this safety procedure as **Prevention** requirements.

Daily Safety Checks

On a daily basis, supervisors and workers who drive/utilize Board vehicles must do a "walk-around" the vehicle and perform a visual inspection for visible wear, corrosion damage, cracks or other signs of failure, loose bolts, parts out of alignment, lubrication, vehicle fluid levels and similar ongoing maintenance.

This is best done by checking the vehicle in a circular pattern while reviewing the following items:

Tires	Tread wear, cuts, bulges, nails, proper inflation
Brakes	Adjustment, unusual noises
Oil	Proper level
Lights	All operational
Mirrors	Present and in usable condition
Wipers	Operational and in good condition
Horn	Operational
Guards	All recommended guards are present, attached, and in good shape
Sounds / Smells	No unusual sounds or smells when the vehicle is started
Seat Belts	In good condition
Hitches	Firmly attached and undamaged

Immediately report any mechanical problems directly to your supervisor and ensure repairs are conducted as soon as possible.

Weekly Safety Checks

On a weekly basis, supervisors and workers who drive/utilize Board vehicles must do a system check where each system is checked in sequence for the following systems:

Cooling System	Filled and no signs of leaks, no obstructions to air flow
Exhaust System	No leaks or broken parts
Steering	Free play, fluid, leaks or mechanical damage
Suspension System	Check for uneven ride
Transmission	Operates smoothly, fluid, leaks or mechanical damage

Immediately report any mechanical problems directly to your supervisor and ensure repairs are conducted as soon as possible.

Operating Vehicles

Supervisors and workers who drive/utilize Board vehicles must:

- Be designated/authorized workers by supervisors as part of their employment.
- Have a current applicable provincial driver's license. These identified supervisors and workers may be required to provide annual proof of a valid driver license to Administration.
- Have proper insurance and/or be insurable.
- Not be under the influence of alcohol, drugs or other substances while operating such vehicles.
- Smoking and/or Vaping is not permitted within board vehicles.
- Not operate such vehicles if having an adverse reaction to either prescription or non-prescription drugs (i.e. drowsiness, dizziness, etc.).
- Have the permission of their supervisor to take home Board vehicles after hours or on weekends.
- Operation of cell phones while driving unless utilizing an approved hands-free device is strictly prohibited. Supervisors and workers must pull over or wait until they arrive at their destination to answer and/or call back.
- Do not pick up or transport non-authorized passengers.
- Secure and lock vehicles at all times when the operator is not in attendance.
- Secure all objects in/on the vehicle prior to placing the vehicle in motion.
- If controlled products are to be transported or kept in the vehicle, the applicable current SDS must be in the vehicle.
- Follow all rules and regulations pertaining to speed limits, seatbelts, parking restrictions, etc., as defined under the Highway Traffic Act and city by-laws.
- Immediately report all parking fines, speeding tickets, and other infractions covered under the Highway Traffic Act and city by-laws directly to their supervisor.
- Keep the vehicle clean.

In Case of an Accident

Supervisors and workers who drive/utilize Board vehicles shall:

- Immediately report all accidents and/or injuries, regardless of cause or severity, directly to their supervisor.

Training

Supervisors and workers who drive/utilize Board vehicles shall receive applicable driver training with annual reviews as may be determined by Administration.

Reviewed on May 29th, 2019
To be Reviewed on Oct 28th, 2022

12.0 WORKING ALONE

12.1 Working Alone Safety Procedures

Purpose

The Board's Working Alone Safety Procedures were established to reduce the risk potential of a health and safety accident/injury from occurring and to ensure compliance with legislative requirements.

Application

This applies to all Board supervisors and workers at all Board work site locations.

General

All Board supervisors and workers are required to ensure the implementation of this safety procedure as **Prevention** requirements.

Working alone is **defined** by situations where, during the course of employment, an employee is:

- The only worker for the employer at that workplace at any time, where assistance is not readily available.
- During minimal building occupancy, in an area where they do not have direct contact with a co-worker for a period of time and cannot be seen or heard by another person, and/or cannot expect a visit from another worker or member of the public for some time.
- Traveling away from their base office to meet clients or to perform work duties.
- The only worker for the employer handling or working with money.

If you are the only worker at that workplace at any time, where assistance is not readily available:

- Avoid working alone under these conditions unless it is a requirement of your employment.
- Report/communicate to your supervisor or designate that you are/will be working alone.
- Relay specific information, including arrival and departure times, work location(s), date(s), task(s), contact number(s), etc.
- Disarm the building as required and ensure the outside doors are properly closed and locked behind you.
- If there is a sign in process, sign in as applicable.
- Secure yourself in your work location, as applicable.
- Work in a safe manner.
- If you encounter an emergency situation as noted in the Board's Emergency Management Program, or if you experience a serious accident, injury or medical condition:
 - o Call 911.
 - o If it is not possible to call 911, then pull the fire alarm.
- Notify your supervisor or designate of such events, as applicable.
- Report all accidents and injuries to your supervisor and ensure the Board's Incident / Accident injury reports are filled out.
- Report/communicate with your supervisor or designate that you are leaving the building upon completion of duties and tasks, as may be applicable.
- Ensure you sign out upon exiting the building, if applicable.
- Ensure the building is locked and activate the alarm upon final exit.

Special Note: All arming and disarming of security/alarm systems for all Board owned sites are monitored by the Board's security company. If you have a specific medical condition, please provide such information to your supervisor.

During minimal building occupancy, in an area where they do not have direct contact with a co-worker for a period of time and cannot be seen or heard by another person, and/or cannot expect a visit from another worker or member of the public for some time:

- Avoid working alone under these conditions unless it is a requirement of your employment.
- Report/communicate to your supervisor or designate that you are/will be working in a building with minimal or no occupancy.
- Communicate with the other occupant(s)/worker(s) during such minimal occupancy.
- Relay specific information, including arrival and departure times, work location(s), date(s), task(s), contact number(s), etc.
- If there is a sign in process, sign in as applicable.
- Ensure that the building is secured.
- Secure yourself in your work location, as applicable.
- Work in a safe manner.
- If you encounter an emergency situation as noted in the Board's Emergency Management Program, or if you experience a serious accident, injury or medical condition:
 - o Call 911.
 - o If it is not possible to call 911, then pull the fire alarm.
 - o Coordinate with the other building occupant(s)/worker(s), as applicable.
- Notify your supervisor or designate of such events, as applicable.
- Report all accidents and injuries to your supervisor and ensure the Board's Incident / Accident injury reports are filled out. If this was a traumatic event, additional resources are available through the Employee Assistance Program.
- Report/communicate with your supervisor or designate that you are leaving the building upon completion of duties and tasks, as may be applicable.
- Ensure you sign out upon exiting the building, if applicable.
- If you are the last occupant/worker to leave, ensure the building is locked and activate the alarm upon final exit.

Special Note: If you have a specific medical condition, please provide such information to your supervisor.

Operations personnel regularly scheduled to work alone are required to call True Steel Alarm Monitoring at 705-673-8181 in accordance with the schedule as established by the Plant Department.

Traveling away from their base office to meet clients or to perform work duties:

- Minimize working alone under these conditions unless it is a requirement of your employment.
- Inform your supervisor or designate of your weekly schedule, as may be applicable.
- Based on job-specific emergencies, inform your supervisor or designate of changes to your schedule, as deemed required.
- Relay specific information, including schedule changes, arrival and departure times, work location(s), date(s), task(s), contact number(s), etc. as deemed required.

- Travel on primary roads only. Avoid secondary roads, if possible.
- Maintain vehicle safety and conduct daily vehicle safety checks.
- Drive in a safe manner. References should be made to the Board's Driving & Board Vehicle Safety Guidelines.
- If traveling to an unoccupied Board owned site, follow the steps noted above upon your arrival.
- If you encounter an emergency situation as noted in the Board's Emergency Management Program, or if you experience a serious accident, injury or medical condition:
 - o Safely pull off the road
 - o Call 911
- Notify your supervisor or designate of such events, as applicable.
- Report all accidents and injuries to your supervisor and ensure the Board's Incident / Accident injury reports are filled out.

If you are the only worker and handling or working with money:

- Minimize working alone under these conditions unless it is a requirement of your employment.
- If in an office or work area while handling money, report/communicate to your supervisor or designate that you are working alone.
- Ensure the office or work area is secured.

If transporting money:

- Inform your supervisor or designate.
- Relay specific information noted above and include departure and expected arrival times.
- Have a personal phone available, if possible.
- Be aware of your surroundings and environment at all times.
- Conduct a routine four-point safety check (i.e. look North, South, East and West) while walking to your vehicle.
- If a suspicious person or situation is observed, advise your supervisor or designate and re-schedule.
- Maintain vehicle safety and drive in a safe manner. References should be made to the Board's Driving & Board Vehicle Safety Guidelines.
- Travel on primary roads only.
- If confronted by an assailant, surrender the funds and co-operate. Call 911 as soon as possible.
- If you encounter an emergency situation:
 - o Safely pull off the road
 - o Call 911
- Notify your supervisor or designate of such events, as applicable.
- Report all accidents and injuries to your supervisor and ensure the Board's Incident / Accident injury reports are filled out and sent to the Human Resources Department.



13.0 CONTRACTOR TRAINING

Purpose

The Board's Contractor Training program was established to reduce the risk potential of a health and safety accident/injury from occurring and to ensure compliance with legislative requirements.

Application

This applies to all Board supervisors who supervise contractors, and contractors at all Board owned work site locations.

General

The Plant Department conducts and tracks contractor training.

Reviewed on March 8th, 2017
To be Reviewed on March 7th, 2020

14.0 PROGRAM-SPECIFIC HEALTH AND SAFETY PROCEDURES

14.1 Science Safety Procedures

Purpose

The Board's Science Safety Procedures were established to reduce the risk potential of a health and safety accident/injury from occurring and to ensure compliance with legislative requirements.

Application

This applies to all Board supervisors and workers at all Board work site locations. More specifically, these safety procedures apply where workers are working in a science classroom, lab, storage, prep room, etc.

General

All Board supervisors and workers are required to ensure the implementation of this safety procedure as **Prevention** requirements

Science Safety Guidelines

- Workers shall ensure that science safety guidelines developed by the Science Teachers' Association of Ontario ("STAO") be implemented under the Safe On Science Program Manual in order to comply with all legislative requirements.
- The Safe On Science Manual covers all science related safety issues (safe laboratory practices, safety equipment, glassware, heating and burning, using chemicals, chemical storage, disposal of hazardous waste, electricity, radiation hazards, using students as the subjects of investigation, keeping animals, using animal materials, micro-organisms, plants, outdoor studies, optical instruments, independent investigative science and emergency procedures). For additional information, please reference and/or review the Safe On Science Manual.
- Workers shall ensure that designated science classrooms, labs, prep rooms and storage room locations have proper signage including gas shut off signs, eyewash signs, chemical storage cabinets, etc.
- Workers shall wear and enforce the usage of personal protective equipment such as eye safety glasses, goggles, face shields, lab coats, gloves, etc. This must be done to **prevent** accidents and injuries.
- Workers shall have knowledge of safety devices such as shut off valves, primary and secondary eyewash stations, first aid stations, etc.
- All workers will dress appropriately.
- Workers must be aware of their working environment.
- Ensure that you have a pair of protective gloves on your person.
- Workers must report all Occupational Health & Safety Hazards immediately and directly to their supervisor.
- Ensure proper chemical storage, labeling and waste disposal.
- Ensure proper hygiene is implemented.
- Workers shall complete a daily visual safety inspection of classroom.
- Workers shall complete a safety inspection of classrooms and storage area prior to the start of each semester.

Reviewed on November 11th, 2018
To be Reviewed on November 10th, 2021

14.2 Technical Shop Safety Procedures

Purpose

The Board's Technical Shop Safety Procedures were established to reduce the risk potential of a health and safety accident/injury from occurring and to ensure compliance with legislative requirements.

Application

This applies to all Board supervisors and workers at all Board work site locations. More specifically, these safety procedures apply where workers are working in a technical shop or associated storage room.

General

All Board supervisors and workers are required to ensure the implementation of this safety procedure as **Prevention** requirements.

Technical Shop Safety Guidelines

- Workers shall ensure such designated technical shops and associated storage rooms have proper signage including gas shut off signs (if applicable), eyewash signs, electrical disconnects, compressed air shut offs, switch turn offs, chemical storage cabinets, etc.
- Workers shall wear and enforce the usage of personal protective equipment such as eye safety glasses, goggles, face shields, shop coats, gloves, hearing protection (if applicable), fall arrest equipment, etc. This must be done to **prevent** accidents and injuries.
- Workers shall have knowledge of safety devices such as shut off valves, electrical disconnects, primary and secondary eyewash stations, first aid stations, fire extinguishers, etc.
- Workers must be aware of their working environment.
- Workers must report all Occupational Health & Safety Hazards immediately and directly to their supervisor.
- Ensure proper chemical storage, labeling and waste disposal.
- Ensure proper hygiene is implemented.
- Ensure proper procedures and safety when servicing/maintaining or working on equipment. Tag and lock out defective equipment, where applicable. Take any non-functioning devices, tools or equipment out of service immediately, mark as such, and advise the appropriate personnel.
- Ensure all ventilation equipment, exhaust, filtration, etc. are operating prior to and during operations of equipment and processes that may affect indoor air quality and potential exposures to workers and building occupants.
- Workers shall inspect all shop equipment daily, or as may be applicable, prior to usage.

The following safety procedures are provided for shop equipment. Technical shops may not have all of the equipment listed in the safe work practices detailed below.

Loose clothing is not to be worn at any time when operating equipment that has the potential for entanglement.

Hair must be suitably secured to ensure that any possibility of entanglement has been eliminated. Long hair in a ponytail style may still have the potential to become entangled when bending near moving equipment.

Pedestal Grinders

- Select the proper grinding wheel for the job, ensuring that the grinding wheel used is rated for the proper speed.
- Inspect the wheel prior to mounting. Do not use if the wheel has cracks or other defects.
- Ensure that all fasteners/flanges are tightened fully after the wheel is mounted.
- Make sure the wheel is mounted according to manufacturer's instructions.
- Ensure all guards and other protective devices are in place before the grinding wheel is operated.
- Adjust tool rests to 3 mm (1/8 in.) from the wheel.
- Ensure the grinder speed does not exceed the operating speed marked on the wheel.
- Grinding wheels, work rests, protective hoods, etc. must not be adjusted while the wheel is in motion.
- Dress wheels regularly, using frequent, light dressings.
- Replace worn wheels.
- All grinding wheels will be installed, operated, maintained, stored, and inspected in accordance with the manufacturer's recommendations and specifications.
- Lock out or unplug equipment when changing wheels or making repairs.

Band Saw

- Ensure the machine is set up correctly before using.
- Ensure the guards are in place and properly adjusted before using.
- Ensure the guide blocks are properly adjusted, being no more than ¼ in. above the stock.
- Keep hands and other body parts clear of all moving parts.
- Use push sticks, where possible, to move the material.
- Do not make sharp curves without relief cuts.
- Do not back out of long or curved cuts.
- When servicing or changing a blade, ensure the power is off and the saw is unplugged.
- A face shield must be worn if the material will chip and possibly hit the operator.

Radial Arm Saw

- Do not wear gloves when using this equipment.
- Ensure the vacuum is on before operating this equipment.
- All guards must be in place and operating.
- Keep hands and fingers clear of the path in which the blade travels.
- Clean the guard frequently to help visibility and movement.
- Unplug the saw before adjusting or cleaning.
- Use only the recommended RPM and blade sizes.



- Regularly check and tighten the blade and the blade-attachment mechanism.
- Prior to installing or changing a blade, be sure to unplug the equipment.
- Ensure that the blade and its related washers and fasteners are correctly positioned and secured on the saw's arbor.
- Hold or clamp all material securely against the fence when cutting.
- Do not perform cutting operations freehand.
- Use the brake if one is provided.
- Do not reach into the cutting area until the blade comes to a full stop.
- After the blade comes to a complete stop, raise the blade from the work piece.
- Unplug the machine when making repairs.

Drill Press

- Never wear gloves when operating this equipment.
- Keep the work area clear of obstructions.
- Make sure that the piece is secure before operating.
- Make sure that the spindle is tight before operating.
- Never touch any moving parts with your hands or any part of your body.
- Keep your hands at least 10 inches away from the spindle while operating.
- Inspect all bits before using them.
- Never remove the drilling chips by hand. Use the tools provided.
- Before operating, ensure the key is removed from the chuck.
- Never disconnect or short cut any safety controls or guards.
- Unplug the equipment during maintenance and repair.

Lathes

- Do not wear gloves when using this equipment.
- Keep the work area clear of obstructions.
- Ensure the work is secure in the chuck and between centers before operating this equipment.
- Ensure that the tailstock is tight before operating this equipment.
- Unplug equipment when chucking and unchucking, or when performing maintenance.
- Before operating the equipment, make sure that the key is removed from the chuck.
- Do not grab the chips by hand. Use the tools provided.
- Never touch any moving parts with your hands or any part of your body.
- Never disconnect or short cut any safety controls or guards.
- If the lathe does not operate properly or if a safety hazard is noted, report the issue immediately.

Table Saw

- Never wear gloves when operating this equipment.
- Know the location of the emergency disconnect before using the saw.
- If the material will chip and possibly hit the operator, a face shield must be worn.
- Check the blade for tightness before using.
- Check the hood guard and anti kick guard for proper operation before using.
- If it is to be used, check that the fence is properly set and secured.
- Use a push stick, or other method, to move material if the operator's hand will be within six (6) inches of the saw blade.
- Set the blade height so that the top of the teeth extends no more than ¼ in. above the wood.



- Stand to the side of the wood while it is being fed through the saw.
- Lower the blade below the table after the work is complete.
- Never use a damaged blade or a blade that wobbles.
- When changing a blade or performing any maintenance, the power to the saw must be disconnected.

Jointer/Planers

- Do not wear gloves when using this equipment.
- Know the location of the emergency disconnect before using the saw.
- If the material will chip and possibly hit the operator, a face shield must be worn.
- Check the blade condition before using.
- Check the guard for proper operation before using.
- Check that the fence is properly set and secured.
- Use a push stick, or other method, to move material if the operator's hand will be within two (2) inches of the saw blade.
- Set the blade height to remove a small amount of wood.
- Stand to the side of the wood while it is being fed through.
- Lower the blade below the table after the work is complete.
- Never use a damaged blade.
- When changing a blade or performing any maintenance, the power to the saw must be disconnected.

Shapers

- Remove all wrenches and tools used in the setup from the table.
- Ensure all guards are in the proper position.
- Check that the spindle top and knives are correctly adjusted and secured before turning on the power.
- Check that the spindle is free before turning on the power.
- Bring the spindle up to operating speed slowly.
- Apply power in a short series of starts and stops.
- Use jig fixtures and hold down push blocks, fastening the work securely in the jig.
- Cut with the grain and not against it.
- Remove all other blades when one blade is removed from the shaper spindle.
- Turn off the power when performing setups or any other operation on or about the spindle.
- Shape only one piece of stock at a time.
- Use extra care in machining stock that contains cross grains or knots.
- Shape stock only longer than ten (10) inches.

Sanders

- Keep hands away from the abrasive surface.
- Inspect the belt condition before using.
- Sand on the downward side of a disc sander.
- Enclose all drum, disk, or belt sanders with an exhaust dust hood, covering all areas except the area for the work feed.
- Adjust the work rest on all manually fed sanders to provide minimum clearance between the belt and the rest.
- Hold small pieces of stock in a jig or holding device.
- Install abrasive belts that are the same width as the pulley-drum.



- Adjust abrasive belt tension to keep the belt running at the same speed as the pulley-drum.
- Guard feed rollers to allow boards to pass, but keep operator's fingers/arms out.
- Locate guards on a belt sander at the in-running nip point, the power transmission and feed roll parts, and the unused portion of the abrasive belt.

Milling Machines

- Never wear gloves when operating this equipment.
- Make sure that the work and cutter are mounted securely before taking a cut.
- Hold milling cutters with a cloth to avoid being cut when handling them.
- Use a brush to remove cuttings.
- Keep the floors around the milling machines free of oil and grease.
- Keep hands at least 12 inches away from a revolving cutter.
- Do not make any adjustments when the machine is running. Ensure that the following factors are considered when setting cutting speed:
 - o Material to be machined
 - o Finish required
 - o Rigidity of machine and work piece
 - o Type of cutter
 - o Depth of cut
- Do not attempt to mount, measure, or adjust work until the cutter is completely stopped.
- Inspect all cutters before using.
- Know the location of the emergency stop button.
- Never disconnect or short cut any safety controls or guards.
- This equipment must be locked out during maintenance and repair.

Hand Tools

Wrench

To properly operate a wrench:

- Be sure the wrench is adjusted to fit tightly or, for open end or box wrenches, is the correct size.
- Pull when using a wrench. Do not push.
- Do not over-tighten a nut or bolt.
- When stooping and using a wrench, or when using a large wrench on heavy work, brace yourself to avoid slipping or being thrown off balance.
- When using a wrench while lying on your back, do not let it slip and hit your face.
- Never hit a wrench with a hammer unless the wrench is made for striking.
- Never use a pipe or other wrench extension on a wrench handle to increase leverage.
- When pulling on a wrench above you, stand out of its line.
- Place wrench so that the force will be on the stationary jaw.

Screwdriver

To properly operate a screwdriver:

- Do not use screwdrivers with broken points, rounded points, or bent shafts.
- Place work on a solid object. Never hold your work in the palm of your hand.
- Keep the screwdriver shank directly over the screw head.
- Never use pliers or wrenches on the shanks of screwdrivers unless they are designed to withstand the strain.

Saw

To properly operate a hand saw:

- Use each type of saw only for the saw's intended purpose.
- Start the cut carefully so the saw will not jump and strike you.
- Ensure the material to be cut is firmly supported or secured.
- When sawing horizontally, cut on the side opposite the direction in which the cut parts will fall.

Chisel

To properly operate a chisel:

- Hold the chisel in your fingers with a steady but relaxed grip.
- Keep your eyes on the working area.
- Clamp small pieces in a vise before chiseling them, chipping toward the stationary jaw of the vise.
- Always chip away from yourself.
- Wear goggles when chipping.

Files and Rasps

To operate a file or rasp:

- File only in the forward direction.
- Ease pressure on the backward stroke.
- When teeth become clogged, clean them with a file card (a brush with short, stiff wire bristles).
- When storing files or rasps in a toolbox, wrap each with cloth or paper.
- Do not use files and rasps on materials that are too hard or too soft.
- Beware of smooth cutting faces as they may cause the tool to slip suddenly.

Hacksaw

To operate a hacksaw:

- Place the blade in the frame so the teeth point toward the end of the frame and away from the handle.
- Tighten the blade rigidly.
- Cut away from yourself and saw with straight, long strokes, using almost the whole blade.
- Ease pressure on the backward stroke.
- Judge cutting speed by the hardness of the metal, 40 to 50 strokes per minute is adequate for metals of average hardness.
- Do not saw objects that are too hard. Test the objects with the front or rear end of the blade.

Pliers

To properly operate pliers:

- Use pliers only when no other tool will do the job.
- Do not use pliers as wrenches.
- Use cutting pliers only for cutting soft metals, never on hardened metals or as nail pullers.
- When cutting wire that is under tension, ensure the wire cannot fly and strike you.
- When cutting wire in rolls and on bales, loaded cars, trucks, or boxes, use long handled wire cutting pliers.



Hammer

To properly operate a hammer:

- A sledge hammer is unsafe to use if it has a split handle or a loose or heavily chipped head.
- Sledge hammer heads should be dressed whenever they begin to check or mushroom.
- A sledgehammer so light that it bounces off the work is controlled.
- A sledge hammer so heavy that it is hard to control may cause body strain.
- Claw hammers are designed for driving and drawing nails, and are unsuitable for striking objects such as cold chisels.

14.3 Visual Arts Safety Procedures

Purpose

The Board's Visual Arts Safety Procedures were established to reduce the risk potential of a health and safety accident/injury from occurring and to ensure compliance with legislative requirements.

Application

This applies to all Board supervisors and workers at all Board work site locations. More specifically, these safety procedures apply where workers are working in a visual arts classroom, shops/areas (for building backdrops), theater, or auditorium stage/school production.

General

All Board supervisors and workers are required to ensure the implementation of this safety procedure as **Prevention** requirements.

Visual Arts Safety Guidelines

The supervisor and workers shall ensure that the safety guidelines for the "**Live Performance Industry**" developed by the Ontario Ministry of Labour ("MOL") be implemented so as to comply with all legislative requirements. This document can be referenced at <https://www.labour.gov.on.ca/english/hs/topics/performance.php>.

The **Live Performance Industry** safety guidelines cover:

- Communications between the supervisor, workers and building occupants. Such communications must include safety reviews.
- Hand Props and Costume Safety
- Performer Flying and Aerial Stunts (**This is prohibited by the Board**)
- Pyrotechnic Special Effects (**This is prohibited by the Board**)
- Rigging Systems and Fall Arrest
- Sound Levels
- Stage Combat/Stunts and Weaponry
- Electrical
- Workers shall ensure such designated visual arts classroom, shops/areas (for building backdrops), theater, auditorium stage/school production and associated storage room, are appropriately designated and maintained in accordance with applicable legislative requirements.
- Workers shall wear and enforce the usage of personal protective equipment such as eye safety glasses, goggles, face shields, shop coats, gloves, hearing protection (if applicable), fall arrest equipment, etc. This must be done to **prevent** accidents and injuries.
- All workers will dress appropriately.
- Workers must be aware of their working environment.
- Workers must report all Occupational Health & Safety Hazards immediately and directly to their supervisor.
- Ensure all ventilation equipment, exhausts, filtrations, etc. are operating prior to and during operations of equipment and processes that may affect indoor air quality and potential exposures to workers and building occupants.

Reviewed on November 11th, 2018
To be Reviewed on November 10th, 2021

14.4 Family Studies Safety Procedures

Purpose

The Board's Family Studies Safety Procedures were established to reduce the risk potential of a health and safety accident/injury from occurring and to ensure compliance with legislative requirements.

Application

This applies to all Board supervisors and workers at all Board work site locations. More specifically, these safety procedures apply where workers are working in a family studies classroom.

General

All Board supervisors and workers are required to ensure the implementation of this safety procedure as **Prevention** requirements.

Family Studies Safety Guidelines

- Supervisors and workers shall ensure such designated family studies classrooms are appropriately designated and maintained in accordance with applicable legislative requirements.
- Workers shall wear and enforce the usage of personal protective equipment such as eye safety glasses, aprons, gloves, etc. This must be done to **prevent** accidents and injuries.
- All workers will dress appropriately.
- Workers must be aware of their working environment.
- Workers must report all Occupational Health & Safety Hazardous Conditions immediately and directly to their supervisor.
- Ensure all ventilation equipment, exhausts, filtrations, etc. are operating prior to and during operations of equipment and processes that may affect indoor air quality and potential exposures to workers and building occupants.

Good housekeeping is essential. All supplies and products will be returned to their proper place prior to the teacher leaving the classroom.

Other safety precautions to be observed are:

- Keep cupboard doors and drawers closed after use.
- Store heavy objects near the floor.
- Check and recheck that ovens and stoves have been turned off after use.
- Turn off electric stoves before cleaning.
- Disconnect appliances by pulling on the plug, not the cord.
- Turn pan handles to the back or side of the range to prevent spilling.
- If a grease fire occurs, cover the pan with a lid or use a fire extinguisher. (Do not use water to extinguish flames).
- When using a knife, always cut away from the body.
- Do not operate or plug in electrical equipment with wet hands.
- Do not put pins or needles in the mouth.
- Use mitts when handling hot items from the oven.
- Safety glasses must be worn while using sewing machines.
- Do not wear jewelry during class activities.

Reviewed on November 11th, 2018
To be Reviewed on November 10th, 2021

14.5 Special Education Safety Procedures

Purpose

The Board's Special Education Safety Procedures were established to reduce the risk potential of a health and safety accident/injury from occurring and to ensure compliance with legislative requirements.

Application

These procedures apply to all Board supervisors and workers at all Board work site locations. More specifically, these safety guidelines apply where workers are working in a Special Education classroom, area or setting.

General

All Board supervisors and workers are required to ensure the implementation of this safety procedure as **Prevention** requirements.

Safety In Special Education

These safety requirements are broken down per the internal responsibility system as follows:

Safety at the Source

Individual Education Plan ("IEP")

Safety along the Path

Behaviour Management System, Universal Precautions, etc.

Safety at the Workers

Workers are required to report all concerns and occurrences directly to their supervisor. Workers are to review, be familiar with and implement all applicable training. Workers must utilize and wear personal protective equipment as prescribed by their supervisor and identified in the Individual Education Plan. Workers are required to follow usage, laundering, care and limitation requirements of personal protective equipment.

Personal Protective Equipment for Special Education

Personal protective equipment has been approved for use by the Board in special education. **This equipment is currently under review and subject to replacement as deemed necessary.**

Obtaining New or Replacing Personal Protective Equipment for Special Education

If personal protective equipment is identified in the Individual Education Plan ("IEP"), then such equipment shall be provided. Workers are to report such equipment needs to their supervisor. The supervisor shall report and request such equipment to and through the Superintendent of Special Education. The Superintendent of Special Education shall coordinate such provisions.

Additional Special Education Safety Guidelines

- Supervisors and workers shall ensure and require that these safety guidelines are implemented.
- Workers shall ensure that special education classrooms, areas or settings are designated and maintained in accordance with applicable legislative requirements.
- Workers shall wear and use personal protective equipment such as Nitrile gloves, Kevlar



gloves and arm guards, face shields, smocks, vests, etc. when indicated on an “Individual Education Plan” or “Safety Plan”. This must be done to **prevent** accidents and injuries.

- All workers will dress appropriately, which includes proper footwear.
- Workers must be aware of their working environment.
- Workers must report all Occupational Health & Safety Hazards immediately and directly to their supervisor.

14.6 Plant Operations & Maintenance Safety Procedures

Purpose

The Board's Plant Operations & Maintenance Safety Procedures were established to reduce the risk potential of a health and safety accident/injury from occurring and to ensure compliance with legislative requirements.

Application

This applies to all Board supervisors and workers at all Board work site locations. More specifically, these safety procedures apply to Plant Department Operations & Maintenance workers.

General

All Board supervisors and workers are required to ensure the implementation of this safety procedure as **Prevention** requirements.

Plant Operations & Maintenance Safety Guidelines

- Workers shall ensure to access and review the work site's Asbestos Red Binder upon arriving on site and prior to commencing any work. Reference should be made to the Board's Asbestos Management Program Red Binder located in the Information Centre of the Board work site location. Additional references can also be made at the Maintenance Department prior to going to the job site by accessing the master copy located at the area Operations Supervisor's work desk.
- Workers shall wear and utilize personal protective equipment such as eye safety glasses, goggles, face shields, shop coats, gloves, coveralls, hearing protection, fall arrest harnesses, safety footwear, etc. This must be done to **prevent** accidents and injuries.
- Workers shall have knowledge of safety devices such as shut off valves, electrical disconnects, primary and secondary eyewash stations, first aid stations, fire extinguishers, etc.
- All workers will dress appropriately.
- Workers must be aware of their working environment.
- Workers must report all Occupational Health & Safety Hazardous Conditions immediately and directly to their supervisor.
- Ensure proper chemical storage, labeling and waste disposal.
- Ensure proper hygiene is implemented.
- Ensure proper procedures and safety when servicing/maintaining or working on such equipment. Tag and lock out defective equipment where applicable, take any non-functioning devices, tools or equipment out of service immediately, mark as such, and advise the appropriate personnel.
- Ensure safety requirements are followed when working at heights.
- Ensure all ventilation equipment, exhausts, filtrations, etc. are operating prior to and during operations of equipment and processes that may affect indoor air quality and potential exposures to workers and building occupants.
- Ensure safe driving and grounds practices.

Reviewed on November 11th, 2018
To be Reviewed on November 10th, 2021



GLOSSARY OF ACRONYMS

A.V.	Audio Visual
BOQ	Building Occupant Questionnaire
CSA	Canadian Standards Association
dBA	Decibels
H & S	Health & Safety
HWIN	Hazardous Waste Inventory Number
IAQ	Indoor Air Quality
IRS	Internal Responsibility System
JHSC	Joint Health & Safety Committee
MSD	Musculoskeletal Disorder
MHSA	Manufacturers Health & Safety Association
MOL	Ministry of Labour
NIOSH	National Institute for Occupational Safety & Health
OHSA	Occupational Health & Safety Act
OSBIE	Ontario School Boards Insurance Exchange
PPE	Personal Protective Equipment
RRA	Restricted Access Area
SDS	Safety Data Sheet
TWAEV	Time Weighted Average Exposure Value
WHMIS	Workplace Hazardous Materials Information System
WSIA	Workplace Safety Insurance Act
WSIB	Workplace Safety Insurance Board
WVPP	Workplace Violence Prevention and Management Program