

OCCUPATIONAL



Procedures Document

Original – February, 1993 Revised – April 16, 2010 Revised – January 11, 2011 ACKNOWLEDGEMENTS Original Document - February 1993

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Occupational Health and Safety Document Revision date: November 2009

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STATEMENT OF PHILOSOPHY

The procedures outlined in this document are developed and presented to facilitate compliance with the Occupational Health and Safety Act and Regulations and the Workplace Hazardous Materials Information System Regulations as they relate to the workplace within the jurisdiction of the Huron-Superior Catholic District School Board.

The Internal Responsibility System (I.R.S.) is a statement and philosophy that imposes the responsibility of preventing injury in the workplace on both the employer and the worker. It is expected that every supervisor and worker contribute towards a healthy, accident-free workplace. It is hoped that both the letter and spirit of the law will lead to the successful achievement of this goal.

For more detailed descriptions of committee structures and functions stemming from the Joint Occupational Health and Safety Committee, the reader is encouraged to make

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reference to the <u>Occupational Health and Safety Act</u>, the Board=s <u>Health and Safety Policy</u>, and the Committee=s <u>Terms of Reference</u>. It is everyone=s responsibility to become familiar with the laws, regulations and procedures that are relevant to health and safety in the workplace.

The Occupational Health and Safety Act clearly requires that the employer communicate pertinent and relevant health and safety related information to all workers. Communication in the forms of notices, letters, policies, minutes of meetings, etc., will take place through the Board=s regularly scheduled courier system and these documents will be addressed to supervisors, committee members, employees and other relevant personnel. In addition, health and safety workshops will be held to address specific issues relevant to various groups working in the Catholic School system.

Concerns related to health and safety, originating from the workers should be directed verbally and in writing to their immediate supervisor using the standardized forms found in this document.

DUTIES

General:

Legal responsibilities apply to individual and/or corporations, under the Acts and Regulations covered by the Occupational Health & Safety Act, for the purpose of ensuring that the provisions of those Acts and Regulations are carried out. Duties may apply to employers, supervisors or workers.

The duties of employers, supervisors and workers are to some degree interrelated; compliance of a worker therefore depends to some extent on his/her fellow worker, supervisor or employer complying with their responsibility.

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Any individual or corporation deemed to be in contravention of this Act or Regulations or refusing to comply with an Order of an Inspector is guilty of an offence and is liable to prosecution.

In addition to the general duties which may be enforced as offences under the Act, more specific duties are set out in Regulations. Regulations have been made which prescribe detailed safety practices for particular types of workplace, work activity or biological, chemical or physical agents which may be present in the workplace.

In school boards the Regulation for Industrial Establishments is generally the accepted standard. The Act provides in sections 25(2)(h) p.20 for a *Adue diligence@* or *Areasonable precaution@* defense. This means, in effect, that even if the prosecution has proven a breach of the Act or Regulation, an accused is entitled to an acquittal if it can be proven that all reasonable precautions in the circumstances have been taken.

Duties: Employer (Ref.: O.H.S.A. Sections 25 and 26 - p. 19 - 22)

An employer is required to provide information, instruction and supervision to a worker to protect his/her health or safety. An employer is also required to ensure that safe work methods, appropriate equipment, materials and protective devices are provided.

Employers, through the supervisors, are responsible to keep the workers informed about health and safety laws, policies and procedures.

The Act, Sec. 25(2)(i) requires employers to post a copy of the Occupational Health and Safety Act and any explanatory material prepared by the Ministry. The Occupational Health and Safety Act (Sect. 9(32)) further requires that the names and work locations of all committee members and safety representatives, as well as minutes of meetings, be posted in a conspicuous place where they are most likely to come to the attention of workers.

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The term >*employer* = has an extended definition in the Act and, in the case of school boards, the employer is not a single individual but a corporation. The responsibilities of the employer are delegated to the management of the corporation.

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Duties: Supervisor (Ref: O.H.S.A. Section 27 - p. 22)

Under the Occupational Health and Safety Act, supervisor means any person *Awho has charge of a workplace or authority over a worker*. Supervisors are required to ensure that a worker works in a safe manner and wears appropriate equipment, protective devices and clothing. Furthermore, a supervisor must inform a worker of the existence of any potential or actual danger to the health and safety of the worker before the work is undertaken.

Supervisors are directed to establish a clearly labelled centre or bulletin board for the sole purpose of posting health and safety information. Also, it is recommended that supervisors place health and safety issues on the agendas of regularly scheduled worker meetings. To accommodate legislation a separate and standardized bulletin board will be constructed and displayed in each workplace.

In the case of school teachers, Regulation 857, R.R.O., 1990 issued under the Act makes it clear that only principals and vice-principals appointed to direct and supervise a school are regarded as supervisors for purposes of the Occupational Health and Safety Act.

Duties: Workers (Ref.: O.H.S.A. Section 28 - p. 22 - 23)

The Occupational Health and Safety Act defines a worker as A*a person who performs work or supplies services for monetary compensation.* ⁽²⁾ Therefore, learners who may be in a workplace or students visiting a workplace, or students in workshops are not covered by the Act. Note also that the definition does not only apply to non-managerial workers but

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includes supervisors and managers.

Workers, according to the Occupational Health and Safety Act, are required to work in compliance with the laws and regulations, wear appropriate protective equipment, devices or clothing when needed, and report to the supervisor the absence of or defect in any equipment, material or protective device or any conditions which may endanger himself/herself or other workers. Furthermore a worker shall not use or operate any equipment, machine or device in a manner that may be dangerous. Engaging in any prank, contest, feat of strength, unnecessary running or rough and boisterous conduct is also contrary to law.

PROCEDURES FOR RESOLVING HEALTH AND SAFETY HAZARDS

This procedure is described in general terms in the Health and Safety Policy/and Terms of Reference. The following information will provide a detailed description, in written and

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illustrative form, of how a health and safety concern must be resolved. Note that it is the legal and moral responsibility of both the employer and the employee to cooperate with each other and to resolve genuine health and safety hazards in the workplace.

It should be recognized by the employer, the principal/supervisor, and the employee that some safety hazards are much more serious than others and that these cases require much more immediate attention and rectification to remove or reduce potential serious injury to workers.

HEALTH AND SAFETY CONCERNS

FLOWCHART

PRINCIPAL/SUPERVISOR

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<u>Note:</u>

The protocol is to be followed sequentially until the Health and Safety concern is resolved. No levels are to be ignored nor by-passed without written notification. If the employee can easily and safely resolve the health and safety concern then he/she is obliged to do so.

According to the Act, Sect. 9(20) - p. 13 an employer has 21 days to respond to a written employee health and safety concern.

Academic and clerical staff are to address the principal. Carestaff and other non-academic staff are to address the workplace supervisor.

PROCEDURES FOR RESOLVING AN EMPLOYEE HEALTH AND SAFETY CONCERN

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When reporting a health and safety concern please use a copy of the standardized Employee Hazard Report forms (found in the Appendix of this document).

Academic and clerical staff are to address the report to the principal of the workplace.

Carestaff and other non-academic staff are to address the report to the supervisor of the workplace.

<u>Stage 1:</u> <u>Employee Health and Safety Concern</u>

- A. <u>Steps To Follow:</u>
 - 1) Report concern in writing to principal or supervisor.
 - 2) Principal or supervisor investigates (takes immediate action, if required).
 - 3) Employee responds in writing to supervisor=s actions.
- B. <u>Documentation Required: Employee Hazard Report:</u>
 - 1) Employee completes Part 1 and submits report to supervisor.
 - 2) Supervisor completes Part 2 within 3 working days and returns report to employee.
 - 3) Employee completes Part 3 within 2 working days and returns report to supervisor.
 - Supervisor files the report if concern is resolved or submits a copy to the Workplace Health and Safety Committee.

<u>Stage II:</u> <u>Employee Health and Safety Concern Is Not Resolved</u>

- A. <u>Steps To Follow:</u>
 - 1) Workplace Health and Safety Committee (W.H.S.C,) meets and investigates concern.
 - 2) Employee responds to W.H.S.C.=s actions and recommendations.
 - 3) Supervisor files report if the concern is resolved or submits a copy to the Joint Health and Safety Committee Co-chairs.
- B. <u>Documentation Required: Workplace Health and Safety Committee Hazard Report.</u>
 - 1) W.H.S.C. completes Part 1 and returns report to employee within 3 working days.
 - 2) Employee completes Part 2 and returns report to supervisor within 2 working days.

Stage III: Health and Safety Concern Is Not Resolved

A. <u>Steps To Follow:</u>

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- 1) Joint Health and Safety Committee (J.H.S.C.) meets and investigates concern.
- 2) Employee responds to J.H.S.C.=s actions and recommendations.
- 3) J.H.S.C. files report if the concern is resolved or submits a copy to the Director of Education.
- B. Documentation Required: Joint Health and Safety Hazard Report.
 - 1) Co-chairpersons of J.H.S.C. complete Part 1 and return report to employee within 2 working days.
 - 2) Employee completes Part 2 and returns report to Co-chairpersons of J.H.S.C. within 1 working day.

Stage IV: Joint Health and Safety Committee Has Not Resolved Concern.

- A. <u>Steps To Follow:</u>
 - 1) Director of Education investigates concern.
 - 2) Employee responds to Director of Education=s actions and recommendations.
 - 3) Director of Education files a report and submits a copy to Co-chairpersons of J.H.S.C.
- B. <u>Documentation Required: Direction of Education Hazard Report.</u>
 - 1) Director of Education completes Part 1 and returns report to employee within 1 working day.
 - 2) Employee completes Part 2 and returns report to Director of Education within 1 working day.

<u>Stage V:</u> <u>Director of Education Has Not Resolved Concern.</u>

Employee may contact the Ministry of Labour to investigate.

HEALTH AND SAFETY CONCERNS SUMMARY

If You Have a Health and Safety Concern:

- 1) Worker identifies a concern.
- 2) Reports it to supervisor(s)
- 3) Supervisor investigates and takes action if required.
- Worker responds to supervisor=s action.

Resolved Your Concern:

- Workplace Health and Safety Committee (WHSC) investigates and takes action.
- 2) Worker responds to WHSC recommendations.

If the Workplace Health & Safety Committee Response Has Not Resolved Your Concern:

1) Joint Health and Safety Committee

If Your Supervisor=s Response Has Not

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(JHSC) investigates and takes action.

 If urgent, the JHSC makes recommendation to Senior Management directly.

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3) Worker responds to JHSC.

If Joint Health and Safety Committee Has Not Resolved Your Concern.

1. Joint Health and Safety Co-chairs forward the concern to the Director of Education.

If the Director=s Response Does Not Resolve

Your Concern:

School Board

\$ Worker may contact Ministry of Labour to investigate.

STAGE I - USE EMPLOYEE HAZARD REPORT

- \$ Fill in Part 1
- \$ Give form to supervisor
- \$ Fill in Part 2 within 3 days
- \$ Fill in Part 3 within 2 days
- \$ Copy 1) filed if resolved
 - or 2) submit to Workplace Committee

STAGE II - USE WORKPLACE HEALTH AND SAFETY COMMITTEE HAZARD REPORT

- \$ Fill in Part 1 within 3 days
- \$ Fill in Part 2 within 2 days
- \$ Copy 1) filed if resolved
 - or 2) submit to the JHSC

STAGE III - USE JOINT HEALTH AND SAFETY COMMITTEE HAZARD REPORT

- \$ Fill in Part 1 within 2 days
- \$ Fill in Part 2 within 1 days
- Copy 1) filed if resolved
 or 2) submit to the Director of Education

STAGE IV -USE DIRECTOR OF EDUCATION HAZARD REPORT

- Director completes Part I within 1 day
- Employee completes Part 2 within 1 day
- If concern is not resolved employee may contact the Ministry of Labour.

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RIGHT TO REFUSE OR TO STOP WORK WHERE HEALTH OR SAFETY IN DANGER (O.H.S.A.: Section 43 - p. 35 - 38)

All workers have the right to refuse work where they have reason to believe that the work presents an impending danger to his/her health and safety. This is applicable to machinery or equipment believed to be unsafe, or to the physical environment of the workplace or where a provision of the >Act= is being contravened. (*Note: Longer term concerns should be dealt through the Joint Health and Safety Committee.*)

Where a worker exercises his/her right to refuse work, the >Act= sets out a procedure which must be followed to ensure that the possibility of danger is fully investigated (*refer to flow chart - Page 17*).

A worker may not be disciplined because he/she has acted in compliance with the >Act= or has sought the enforcement of the >Act= (OHSC Section 50(1-2) p.42). However, he/she may be disciplined for frivolous refusal to work, *i.e. not in compliance with the Act*. Where a worker has been disciplined for reasons relating to compliance with the Act, he/she may appeal through an arbitration procedure under a Collective Agreement or the Ontario Labour Relations Board.

Note that the right to refuse work is an individual, not a collective, right. Where a number of workers all have reason to believe the work is unsafe, they must report the matter individually.

Teachers may not exercise the right to refuse unsafe work where the life, health or safety of a pupil would be in imminent jeopardy. (Reg. 857 (3) 3. - p. 681)





CONDUCTING WORKPLACE INSPECTIONS

The workplace is examined closely on a regular basis for the purpose of identifying and recording potential and actual hazards associated with buildings, equipment, environment, processes and practices. The inspection should also identify any hazards that require attention and recommend corrective action.

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The Ontario Occupational Health and Safety Act places general responsibilities on the Board and its supervisors to take all precautions reasonable under the circumstances for the worker=s protection.

The Act also emphasizes joint participation and co-operation between employer and employees to promote and encourage higher standards of workplace safety and health.

The Act places the responsibility for the inspection upon an employee member. However, it is advantageous to have a joint inspection, consisting of both employer and a employee representatives, as the Act does suggest a participative approach.

It is important that the person(s) doing the inspection has the necessary training and information. In order to be able to identify hazards they require a knowledge and understanding of:

- a) the school and property layout;
- b) the potential hazards associated with the machinery, equipment, processes, etc.;
- c) any toxic or designated substances present in the school;
- d) existing controls, applicable standards and regulations;
- e) Ministry of Labour Inspection reports/orders;
- f) results of previous inspections;

<u>NOTE:</u>

 When conducting a workplace inspection please use a copy of the Workplace Inspection form found in the Appendix to this document.

2) The principal/supervisor and the health and safety representative (either the academic or non-academic representative) must sign and date the Workplace Inspection Form monthly.

3) Workplace inspections according to the Act must be performed on a monthly basis in part or in full. Coverage of the entire workplace must be accomplished at least once within a calendar year.

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ACCIDENT REPORTING

Accident reporting is a critical step and component in the effectiveness of any occupational health and safety program. Both the Occupational Health and Safety Act, and the Workplace Safety and Insurance Act have very specific conditions and regulations that must be complied with in the reporting of an accident. In all cases legislation addresses an injury to a worker, in the workplace, during working hours or under normal working duties. This includes attendance at meetings and conferences.

Death or Critical Injury:

The Occupational Health and Safety Act, Regulation 834, RRo, 1990 - p. 333 defines, *Acritically injured Q*, as an injury of a serious nature that,

- a) places life in jeopardy;
- b) produces unconsciousness;
- c) results in substantial loss of blood;
- d) involves the fracture of a leg or arm but not a finger or toe;
- e) involves the amputation of a leg, arm, hand or foot but not a finger or toe;

f) consists of burns to a major portion of the body; or

g) causes the loss of sight in an eye.

Section 8 (14) - p. 8 and Section 9(31) - p. 14 of the Occupational Health and Safety Act states that the members of a committee who represent workers shall designate at least one of its members to investigate cases where a worker is killed or critically injured at a workplace from any cause. It further states that the member shall report the findings to the Director (meaning the Ministry of Labour Director or Inspector) and to the Joint Health and Safety Committee. Section 51 (1) - p. 43 of the Occupational Health and Safety Act states that the employer shall notify an Inspector (meaning from the Ministry of Labour), the Joint Health and Safety Committee, the Health and Safety Representative and the Trade Union, if any, immediately of a death or critical injury and that a written report be sent to the Ministry of Labour within forty-eight (48) hours after the occurrence.

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Accident Report Protocol for Death or Critical Injury

- 1. Administer First Aid. Provide for medical care.
- 2. According to Section 51 (2) p. 44 of the Occupational Health and Safety Act, when a person is killed or is critically injured, except for the purpose of,
 - a) saving a life or relieving human suffering
 - b) maintaining an essential public utility service or a public transportation system or;
 - preventing unnecessary damage to equipment or other property,
 <u>no person shall</u> interfere with, disturb or destroy, alter or carry away any wreakage,
 article or things at the scene of or connected with the occurrence until permission to
 do so has been given by a Ministry of Labour inspector.
- 3. The workplace shall immediately notify the Human Resource Department Office of the injury.
- 4. The Human Resource Department Office shall, upon notification, contact:
 - a) the Ministry of Labour Office
 - b) the JHSC Co-chairs
 - c) the appropriate academic or non-academic senior administrator
 - d) the Benefits Administrator
 - e) the Director of Education.
- 5. The JHSC representatives shall immediately go the scene of the injury and together with the

workplace principal/supervisor, investigate the accident.

- 6. The JHSC Co-chairpersons may serve as a resource to the investigation.
- 7. Board employees shall co-operate fully with Ministry of Labour and/or police department officials; however, no internal investigation report shall be released without first contacting the Director of Education or his/her designate.
- If any member of the media (newspaper, television) is in attendance at the accident scene,
 Board employees shall simply inform the media that an investigation is underway and have
 them contact the Director of Education or his/her designate should they have any questions.
- 9. The Board=s accident report, prepared by the JHSC representatives and the principal/supervisor, shall be submitted to the Human Resource Department Office and shall outline the information as required by Section 5(1) p. 584 of the Industrial Regulations 851 as listed below, as well as any recommendations to prevent a recurrence.
 - a) the name and address of the employer if the person involved is a worker;
 - b) the nature and the circumstances of the occurrence and the bodily injury sustained by the person;
 - c) a description of the machinery or equipment involved;
 - d) the time and place of the occurrence;
 - e) the name and address of the person involved;
 - f) the names and addresses of all witnesses to the occurrence;
 - g) the name and address of any legally qualified medical practitioner, by whom the person was or is being attended to the injury; and
 - h) the steps taken to prevent a recurrence.
- 10. The Human Resource Department Office shall forward copies of the Board=s accident investigation report within forty-eight (48) hours to:
 - a) the injured worker
 - b) the Ministry of Labour Office
 - c) the Joint Health and Safety Committee
 - d) the appropriate trade union or federation
 - e) the Director of Education

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- f) the Benefits Administrator
- g) the appropriate Senior Administrator.

Non-Critical Injury

Section 52 (1) (2) - p. 44 addresses an accident that does not cause death nor critical injury. In cases where a worker cannot perform usual work due to injury or occupational illness or requires medical attention, the employer shall give written notice to the Joint Health and Safety Committee and the Health and Safety Representative within four (4) days of the occurrence.

The Workplace Safety and Insurance Act requires compliance with several conditions and steps in all cases of employee injury, excluding death or critical injury, in the workplace.

Legislation Requires That The Employer:

- 1) Administer first aid immediately and provide transportation for medical service;
- 2) Record treatment and advice given;
- 3) Complete and submit to the injured employee a Treatment Memorandum (Form 0156C) if health care is needed;
- Submit to the Workplace Safety and Insurance Board (W.S.I.B.) within three (3) days of learning of an accident, and Employer=s Report of Accidental Injury/Disease (Form 0007A) <u>(currently there is a</u>
 <u>\$250.00 penalty for non-compliance</u>) WSI Act Section 15 (a) (b).
- 5) Pay the employee full wages when compensation is payable for loss of earnings.

Legislation Further Requires That The Injured Employee:

- 1) Promptly obtain first aid;
- 2) Notify the employer of any injury;
- 3) Obtain from the employer a complete Treatment Memorandum (Form 0156C) to take to a qualified medical practitioner;
- 4) Obtain treatment from a qualified medical practitioner;
- 5) Complete and promptly return all report forms to the employer;
- 6) Submit written notification to senior management to return to work;
- Provide medical evidence that he/she can return to work by a specified date either conditionally (see
 Modified Work Program) or unconditionally.

In all cases of injury in the workplace, the injured employee, the principal/supervisor, the Joint Health and Safety Committee, and the Benefits Administrator of Personnel must work and communicate closely to comply with the regulations and the time lines contained therein.

To comply with regulations and to eliminate or reduce accidents the Huron-Superior Catholic District School Board has adopted an accident report checklist protocol. Please make reference to the >Accident Report Checklist and Protocol= for responsibilities and procedures when written notification of injury must be submitted within regulation time lines to one or more of the following:

- 1) Ministry of Labour (M.O.L.)
- 2) Workplace Safety and Insurance Board
- 3) Joint Health and Safety Committee (J.H.S.C.)
- 4) Health and Safety Representative (H.S.R.)

Note that all principals/supervisors must have all necessary forms and information available at the workplace and they must be readily accessible to all employees. It is the employee=s responsibility to stay informed and follow established procedures.

Huron-Superior Catholic District School Board

POLICY TITLE: WORKPLACE VIOLENCE POLICY NO: 7003B

POLICY STATEMENT

The Huron-Superior Catholic District School Board (the "Board") is committed to providing a safe working environment in which all employees are treated with respect and dignity.

It is the policy of the Board to ensure conduct in its workplaces is in accordance with the gospel values of Jesus Christ and the Board's Mission Statement.

This policy is intended to provide greater awareness of the value of establishing and maintaining respectful working and learning environments.

The Board will assess the risks of workplace violence that may arise from the nature of the workplace, in accordance with the provisions of the *Occupational Health and Safety Act.*

1. <u>DEFINITION OF WORKPLACE VIOLENCE</u>

Workplace Violence means:

- a) the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker;
- b) an attempt to exercise physical force against a worker, in a workplace, that could case physical injury to the worker; and
- c) a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.

2. <u>DEFINITION OF WORKPLACE</u>

The Workplace is any place where employees perform work or work-related duties or

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functions, Schools and school-related activities, such as extra-curricular activities and excursions, comprise the workplace, as do Board offices and facilities. Conferences and training sessions fall within the ambit of this policy.

3. <u>TO WHOM DOES THIS POLICY APPLY</u>

The Workplace Violence Policy applies to all Board employees, trustees and other users, such as members of consultative committees, clients of the Board, parents, volunteers, permit holders, contractors and employees of other organizations not related to the Board but who nevertheless work on or are invited onto Board premises. This policy also covers workplace violence by such persons which is proven to have repercussions that adversely affect the Board's learning and working environment.

The rights of students to a respectful working and learning environment, free from violence, are dealt with under other appropriate policy, legislation or regulations including, but not limited to, the *Education Act*, Ontario Schools Code of Conduct and codes of behaviour.

4. <u>INFORMATION</u>

Information and instruction with respect to workplace violence

- a) The Board will provide an employee with,
 - information and instruction that is appropriate for the employee on the contents of the policy and program with respect to workplace violence; and
 - ii) any other prescribed information or instruction.
- b) The information provided to an employee may include personal information related to a risk of workplace violence from a person with a history of violent behaviour if,
 - i) the employee can be expected to encounter that person in the course of his or her work; and
 - ii) the risk of workplace violence is likely to expose the employee to physical injury.
- c) The Board will not disclose more personal information than is reasonably necessary to protect the employee from physical injury.

Domestic violence

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 a) If the Board becomes aware or ought reasonably to be aware that domestic violence is likely to expose an employee to physical injury may occur in the workplace, the Board will take every reasonable precaution to protect the employee.

Assessment of the risks of workplace violence

- a) The Board will assess the risks of workplace violence that may arise from the nature of the workplace, the type of work or the conditions of work.
- b) The Board will reassess the risks of workplace violence as often as necessary to ensure that the related policy and the related program continue to protect employees from workplace violence.
- c) The assessments and reassessments shall take into account,
 - i) circumstances that would be common to similar workplaces;
 - ii) circumstances specific to the workplace; and
 - iii) any other prescribed elements.
- d) Circumstances that would be common to schools of the Board are:
 - i) the existence of potential risks due to interactions with the public, students, parents and employees; and
 - ii) the existence of protocols between the Board and the police force on its territory.
- e) Circumstances specific to a school are:
 - i) the school safety plan;
 - ii) the provisions of the lockdown plan of the school;
 - iii) the relationship between the school and the local police.
- f) The Board shall advise the committee or a health and safety representative of the results of the assessment and reassessment, and provide a copy, if the assessment or reassessment is in writing.
- g) If there is no committee or health and safety representative, the Board will advise the employees of the results of the assessment and reassessment and, if the assessment

or reassessment is in writing, will provide copies on request and advise the employees how to obtain copies.

Program to implement the policy with respect to workplace violence

- a) The Board will develop and maintain a program to implement the policy with respect to workplace violence.
- b) Without limiting the generality of paragraph (a) above, the program will,
 - include measures to take and procedures to follow in order to control risks of workplace violence identified in the risk assessment that is required under section 4.3, as likely to expose an employee to physical injury;
 - ii) include measures to take and procedures to follow in order to summon immediate assistance when workplace violence occurs or is likely to occur;
 - iii) include measures that employees must take and procedures that they must follow to report incidents of workplace violence to the Board or their supervisor;
 - iv) set out how the Board will investigate and deal with incidents or complaints of workplace violence; and
 - v) include any prescribed elements.

Posting of the policy

The policy and procedures concerning workplace violence will be posted at a conspicuous place in the workplace.

Review of the policy

The Board will review the policy with respect to workplace violence as often as is necessary, but at least annually.

5. <u>DUTIES OF THE SUPERVISOR</u>

The supervisor will advise an employee of the existence of any potential or actual danger to health or safety of the employee of which the supervisor is aware, including personal

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information, related to a risk of workplace violence from a person with a history of violence behaviour if,

- a) the employee can be expected to encounter that person in the course of his or her work; and
- b) the risk of workplace violence is likely to expose the employee to physical injury.

The supervisor will not disclose more personal information than is reasonably necessary to protect the employee from physical injury.

6. <u>DUTIES OF THE EMPLOYEE</u>

The employee shall advise the Board or the supervisor of any incident or risk of workplace violence of which he or she is aware.

7. <u>REPRISAL</u>

This policy prohibits reprisals against individuals, acting in good faith, who report incidents of workplace violence or act as witnesses. The Board will take all reasonable and practical measures to prevent reprisals, threats of reprisal, or further violence. Reprisal is defined as any act of retaliation, either direct or indirect.

8. <u>REFERENCES/RELATED DOCUMENTS</u>

A. <u>Statutes and Regulations:</u>
Antiracism and Ethno Cultural Equity (Education Act, s.8 (1), 29.1)
Bill 157 Keeping our Kids Safe at School, 2010
Bill 168 An Oct to Amend the Occupational Health and Safety Act
Criminal Code (Canada)
Education Amendment Act (Progressive Discipline and School Safety), 2007
Ontario Human Rights Code
Ontario Occupational Health and Safety Act
Ontario College of Teachers Act, 1996
Safe Schools Act, 2000
Teaching Profession Act
The Education Act and Regulations
The Child and Family Services Act

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The Youth Criminal Justice Act The Charter of Rights and Freedoms

B. <u>Board Policies/Procedures:</u>

- 4001 Safe Schools Policy
- 7000 Third Party Complaints to the Board About Teachers
- 7001 Criminal Reference Checks
- 7002 Workplace Harassment
- 7005 Race and Ethno Cultural Relations Policy
- 7010 Occupational Health and Safety
- 8001-A Pupil Suspension
- 8001-B Pupil Expulsion
- 8004 Code of Conduct
- 8013 Student Discipline

ADOPTED	Regular Meeting – June 16, 2010	DIST	DISTRIBUTION		
	Motion B-70	i)	Trustees		
		ii)	Administration		
		iii)	Principals		
		iv)	Teaching Personnel		

v) Non-Teaching Personnel

FIRST AID

Introduction:

First Aid is immediate care given to a person who has been injured or who has suddenly taken ill.

In matters of life or death immediate first aid should be given while concurrently contacting the nearest physician or hospital.

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It is desirable that several members of each school staff have certain basic skills and understandings necessary to administer first aid.

First Aid supplies will be kept in a convenient, readily accessible location that is known to all personnel.

Duties of the Employer:

- 1) Make sure that first aid is given immediately, in accordance with the Regulations.
- 2) Record the first aid treatment or advice given to the worker.
- 3) Complete and give to the worker required documentation.
- Provide immediate transportation to a hospital, a doctor=s office, or the worker=s home,
 if necessary.
- 5) Submit to the Board, within three (3) days of learning of a accident, an Employer=s Report of Accidental Injury/Industrial Disease (Form 0007A) and any other information that may be requested.
- 6) Pay full wages and benefits for the day or shift on which the injury occurred.

Duties of the Worker:

- 1) Promptly obtain first aid.
- 2) Notify the employer immediately of any injury requiring health care.
- 3) Choose a doctor or other qualified practitioner, with the understanding that a change of doctor cannot be made without permission of the Board.
- 4) Complete and promptly return all report forms received from the Board.

Health Care includes medical, surgical, optometrical, and dental aid; the services of osteopaths, chiropractors, and chiropodists; hospital and skilled nursing care; and the provision and maintenance of artificial members and appliances made necessary as a result of the injury. In an emergency, a doctor or a hospital staff member may notify the W.S.I.B. of a worker=s injury.

General Provisions (Regulation 1101, R.R.O, 1990 - Section 1 - 7 p. 736):

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- 1) (1) A first aid station shall contain
 - (a) a first aid box containing the items required by this Regulation;
 - (b) a notice board displaying:
 - the poster known as **AIN ALL CASES OR INJURY/DISEASE.**@ -(Form 0082Z).
 - the valid first aid certificates of qualification of the trained workers on duty; and
 - an inspection card with spaces for recording the date of the most recent inspection of the first aid box and the signature of the person making the inspection.
 - (2) A first aid station shall be in the charge of a worker who works in the immediate vicinity of the first aid station and who is qualified in first aid to the standards required by this Regulation.
 - (3) First aid stations shall be so located as to be easily accessible for the prompt treatment of any worker, at all times, when work is in progress.
- 2) (1) A first aid box shall contain as a minimum the first aid items required by this Regulation and all items in the box shall be maintained in good condition at all times.
 - (2) The box shall be large enough so that each item is in plain view and easily accessible.
 - (3) Every employer shall at all times keep posted in other conspicuous places in the place of employment the poster known as **AIN ALL CASES OR**

INJURY/DISEASE. e - (Form oo82Z) respecting the necessity of reporting all accidents and receiving first aid treatment.

- (4) The expense of furnishing and maintaining first aid appliances and service shall be borne by the employer.
- (5) Every employer shall keep a record of all circumstances respecting an accident as described by the injured worker, the date and time of its occurrence, the names of witnesses, the nature and exact location of the injuries to the worker and the date, time and nature of each first aid treatment given.
- (6) Employers shall inspect first aid boxes and their contents at not less than quarterly-

2.

yearly intervals and shall mark the inspection card for each box with the date of the most recent inspection and the signature of the person making the inspection.

(7) The Board or its appointees may make inspections of first aid stations, appliances, services and records.

First Aid Kit Requirements - Section 8-10 - p. 737.

- (1) Every employer employing not more than five workers in any one shift at a place of employment shall provide and maintain at the place of employment a first aid station with a first aid box containing as a minimum,
 - a) a current edition of a standard St. John Ambulance First Aid Manual;
 - b) 1 card of safety pins;
 - c) dressings consisting of,
 - I) 12 adhesive dressings, individually wrapped,
 - ii) 4 sterile gauze pads, 3 inches square,
 - iii) 2 rolls of gauze bandage, 2 inches wide,
 - iv) 2 field dressings, 4 inches square or two 4-inch sterilebandage compresses, and
 - v) 1 triangular bandage.
 - d) Latex rubber gloves.
 - (2) The employer shall ensure that the first aid station is at all times in the charge of a worker who
 - a) is the holder of a valid St. John Ambulance Emergency First Aid
 Certificate or its equivalent; and
 - b) works in the immediate vicinity of the station.
 - Every employer employing more than five workers and not more than fifteen workers in any one shift at a place of employment shall provide and maintain a first aid station with a first aid box containing as a minimum,
 - a) a current edition of a standard St. John Ambulance First Aid Manual;
 - b) 1 card of safety pins;
 - c) dressings consisting of;
 - I) 24 adhesive dressings, individually wrapped,
 - ii) 12 sterile gauze pads, 3 inches square,
 - iii) 4 rolls of 2-inch gauze bandage,

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- iv) 4 rolls of 4-inch gauze bandage,
- v) 4 sterile surgical pads suitable for pressure dressings, individually wrapped,
- vi) 6 triangular bandages,
- vii) 2 rolls of splint padding, and
- viii) 1 roll-up splint.
- d) Latex rubber gloves.
- (2) The employer shall ensure that the first aid station is at all times in the charge of a worker who,
 - a) is the holder of a valid St. John Ambulance Standard First Aid
 Certificate or its equivalent; and
 - b) works in the immediate vicinity of the box.
- (1) Every employer employing more than fifteen and not more than 200 workers in any one shift at a place of employment shall provide and maintain at the place of employment one stretcher, two blankets and a first aid box containing as a minimum,
 - a) a current edition of a standard St. John Ambulance First Aid Manual;
 - b) 24 safety pins;
 - c) 1 basin, preferably stainless steel;
 - d) dressings consisting of,
 - (I) 48 adhesive dressings, individually wrapped,
 - (ii) 2 rolls of adhesive tape, 1 inch wide,
 - (iii) 12 rolls of 1-inch gauze bandage,
 - (iv) 48 sterile gauze pads, 3 inches square,
 - (v) 8 rolls of 2-inch gauze bandage,
 - (vi) 8 rolls of 4-inch gauze bandage,
 - (vii) 6 sterile surgical pads suitable for pressure dressings,individually wrapped,
 - (viii) 12 triangular bandage,
 - (ix) splints of assorted sizes, and
 - (x) 2 rolls of splint padding.
 - (e) Latex rubber gloves.

3.

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- (2) The employer shall ensure that the first aid station is at all times in the charge of a worker who,
 - (a) is the holder of a valid St. John Ambulance Standard First Aid Certificate or its equivalent; and
 - (b) works in the immediate vicinity of the box.

First Aid Training for Workers:

Regulation 1101, R.R.O., 1990, under the W.S.I. Act requires all employers to ensure that first aid boxes and stations are in the charge of workers who hold valid first aid certificates issued by a training agency recognized by the Workplace Safety and Insurance Board.

In order to encourage and assist employers to have their workers trained in first aid, the Huron-Superior Catholic District School Board will pay for the training of hopefully, at least 1 worker per school to be qualified in First Aid and/or C.P.R.

EMERGENCY RESPONSE REMEMBER: FOR EMERGENCY ASSISTANCE DIAL 911, WHERE AVAILABLE

What Should You Do If A Co-worker Is Injured or Il?

A staff member(s) who have qualifications in the case of an injured person should *proceed* as their training would indicate.

At First Indication of Possible Injury or Illness You Should Consider the Following:

- 1) **STOP** all activity immediately at first indication of possible injury or illness.
- 2) <u>KEEP</u> all spectators well away from the injured person.
- 3) <u>LISTEN</u> to the person=s description of his/her complaint and how the injury occurred. If the injured person is unable to explain, assume the worst and call or have someone else call for emergency assistance <u>#911</u>, where available.
- 4) <u>**EVALUATE</u>** the seriousness of the injury. Look for obvious deformity or other deviation from the person=s normal structure or motion.</u>
- 5) **DO NOT MOVE** the victim unless the injuries are of a minor nature. Never move a person with neck and/or spinal injuries, an unconscious victim, or those suffering from a suspected fracture to the leg(s), pelvis, or rib cage, unless the victim is in imminent danger.
- <u>ACT</u> by applying the appropriate first aid measures in minor injury or illness situations. <u>DO</u>
 <u>SO ONLY IF SERIOUS INJURY IS RULED OUT</u>. If in doubt, phone <u>#911, where available.</u>
- 7) *KEEP* the injured person warm. In the case of excessive exposure to the sun, cooling the injured person is important. Remain with the victim and try to make him/her as comfortable as possible.
- 8) **ONLY ASSIST** the ambulance attendant when asked.
- 9) <u>GIVE</u> any pertinent information as to the cause of the injury to the ambulance driver and/or doctor. If the following information is known, it should also be relayed to them:
 - (I) Full name,
 - (ii) Address,
 - (iii) Telephone number,
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- (iv) How next of kin may be reached,
- (v) Doctor=s name,
- (vi) Any allergies,
- (vii) Noteworthy medical problems (those that may affect medical treatment, *i.e. diabetics, etc...).*
- 10) <u>AS SOON</u> as possible CONTACT YOUR MEMBER OF THE HEALTH AND SAFETY COMMITTEE. If it is possible, try and record the names of any witness. This is very important if there is a need to investigate this accident in the future.

A PERSON, NOT TRAINED IN FIRST AID PROCEDURES SHOULD STILL REACT <u>IMMEDIATELY</u> TO A SITUATION(S) WHERE DEATH MAY OCCUR, PROVIDING HIS/HER OWN SAFETY IS NOT PUT IN DANGER

<u>NOTE:</u>

- 1) In any situation where a physician will be assessing the injury, avoid further contamination of the wound or burn with any foreign substance (e.g. ozonal, first aid cream, butter, Vaseline, etc.). This suggestion has merit even when treating minor injuries as well.
- 2) Do not use tourniquets as a general rule. Most wounds can be controlled by pressure techniques only. Be careful that temporary dressings applied over a rapidly swelling injury does not develop a tourniquet effect.

PRECAUTIONS FOR HANDLING ALL BODY FLUIDS AND RELATED EQUIPMENT

- Treat all individuals as potentially infectious when handling body fluids (blood) hence the term universal.
- 2) Wear gloves for disposal of all waste products.
- 3) Do not re-use disposable gloves. Protective goggles should be worn in situations when splatter by blood, bloody secretions or body fluids is expected.
- 4) All waste products that are soiled with blood should be bagged (preferably double bagged)

and labelled.

- 5) Plastic disposable airways can be used for C.P.R.
- 6) Spills of infected material should be immediately wiped up. The designated 'bodily fluids' disinfectant solution (Dimension III) should be applied to contaminated surfaces, left for 5 minutes and then wiped up protecting hands with gloves. Blood stained clothing, cloths, other cleaning equipment (mops) should be rinsed out in cold water using gloves and then laundered normally. If unable to wash immediately, put soiled laundry into a plastic bag, and launder as soon as possible.

Contaminated equipment should be wiped down with the designated 'bodily fluids' disinfectant and left to soak in a warm sudsy water.

7) Strict hand washing techniques should be used when in contact with any type of waste and after removal of gloves.

C.P.R. (Cardiopulmonary Resuscitation)

For any person to administer C.P.R., it is mandatory that a recognized C.P.R. course be taken on a yearly basis.

SUFFOCATION:

A First Aid course is recommended in order to recognize the circumstances that led to the suffocation so that a proper First Aid method be administered.

The Health and Safety Committee recommends that as many workers as possible take the above mentioned courses.

Hopefully, at least 1 worker per school will be qualified in First Aid and/or C.P.R. The Huron-Superior Catholic District School Board has agreed to cover the cost of the course in an effort

to encourage participation in these worthwhile programs.

Should a situation occur in a workplace where there are no qualified personnel to administer C.P.R. or First Aid, proper and immediate medical assistance should be sought (either call 911 or the Emergency Room at the hospital).

ELECTRIC SHOCK:

1) <u>Stay On Equipment</u>

It=s generally safe to stay on equipment that has hit a power line as long as you don=t touch the equipment and the ground at the same time. If there is fire, jump free without touching the equipment and the ground at the same time and shuffle away using small steps.

2) <u>Keep Others Away</u>

Warn others not to approach or touch equipment.

3) <u>Call Hydro</u>

Have someone call Ontario Hydro or the local electrical utility to get help or the power shut off.

4) <u>Rescue</u>

Rescue can only be attempted safely by a person trained to use special live line tools. In case involving high voltage lines, even using a wooden tool, a dry rope, hose, wooden pole or board to move the victim from the wire is dangerous.

If life is at stake and rescue must be attempted, a heavy object like those mentioned above can sometimes be thrown in order to separate the victim from the wire.

Never touch the equipment or the victim while still in contact with the power line.

5) <u>First Aid</u>

Once the victim is free from the power line, begin first aid. If the victim is unconscious and either breathing erratically or not breathing at all, begin artificial respiration immediately...<u>every second counts.</u> Have someone call for an ambulance.

If in shock, reassure and keep the victim warm, but don=t apply heat. Loosen clothing about the neck, chest and waist. If thirsty, moisten lips, give sips of water only if medical assistance is delayed many hours. (St. John Ambulance Guide p.1-26 #6)

If burned, avoid handling the affected area. Do not apply lotions, break blisters or remove burned clothing. If possible, cover the burns including clothing with a prepared dry sterile dressing. If the skin is blistering, bandage loosely, otherwise apply bandages firmly. Don=t use gauze, cotton, wool or other material that is likely to stick.

Place an unconscious person gently on one side (St. John Ambulance recovery position). Don=t attempt to give an unconscious person anything to eat or drink.

FIRE EXTINGUISHERS - CLASS AA@

There Are Four Classes of Fire, Each With Its Individual Characteristics.

CLASS AA@	Fires involve ordinary combustibles - wood, paper, textiles.
CLASS AB@	Are <i>FLAMMABLE LIQUID FIRES</i> - petroleum products, oils and grease.
CLASS AC@	Are <i>ELECTRICAL</i> , caused by faulty wiring, appliances, etc.
CLASS AD@	Fires involve IGNITABLE METALS, such as sodium and magnesium.

There Are Three Points To Remember Before Using Any Extinguisher To Fight A Fire:

1) KNOW WHAT=S BURNING!

2) KNOW WHAT CLASS OF EXTINGUISHER YOU NEED!

3) KNOW THE TYPES OF FIRE IT IS DESIGNED TO HANDLE!

Class AA @ Type Fire:

Point the nozzle at the <u>BASE</u> of the flames, and squeeze the trigger handle.

Class AB@ Type Fire:

Never direct the foam stream straight into the flaming liquid. Instead, arc the stream and allow the foam to fall onto the flaming liquid.

Class AC@ Type Fire:

If you are able, shut off the power at the main, then proceed as for Class AB@ Type Fire to extinguish.

Class AD@ Type Fire:

Are the most difficult to deal with as ignitable metals require special extinguishing agents which are not found in class AA@, AB@ or AC@ extinguishers.

ON NO ACCOUNT should a Class AA@, AB@ or AC@ Extinguisher be used to try and Extinguish <u>IGNITABLE METAL FIRES!</u>

Occupational Health and Safety Procedures Document

Huron-Superior Catholic District School Board

LIFTING AND CARRYING

- 1) Do not lift awkward or especially heavy materials by yourself. Get someone to help you. *(It is unwise to allow pupils to lift, push or pull heavy objects.)*
- 2) Look over the ground for obstacles and tripping hazards.
- 3) Inspect the objects you are going to lift for sharp corners, nails and other things that might cause injury.
- 4) Set your feet solidly, somewhat apart. Sometimes it may be best to get down on one knee.
- 5) Crouch as close to the load as possible. Do not get into a full squat, but bend your legs.
- 6) Keep your back straight, but bend at hips so you are over the load. The object is to do the work with your leg muscles and not with the weaker back muscles.
- 7) Get a firm grip on the object, with hands on diagonal corners. If necessary, lift one end slightly to get a hand under it.
- 8) When handling rough or sharp corners or material, be sure to wear protective gloves.
- 9) To lift, straighten your legs and swing your back into a vertical position.
- 10) In setting objects down, bend your legs and at the waist. The purpose again is to make the leg muscles, not the back muscles, do the work. Keeping the legs straight and arching the back to get something down can result in a back injury.
- 11) To change position of a load when carrying it, rest it against something for support. Decide beforehand what route is to be taken. Keep in step and notify each other of any change.
- 12) When two or more persons are carrying an object, only one should give instructions. Decide beforehand what route is to be taken. Keep in step and notify each other of any change.

NOTE: See Appendix for illustration of lifting technique.

WORKPLACE HEALTH AND SAFETY BULLETIN BOARD

The Occupational Health and Safety Act and Regulations 9(32), 12(1 &2), 25 (2i, k), 33(3), 38(1,5,6), 39(2a), 41(3), 59(3), Reg 1101,1(1)(3), requires that certain documents and information related to health and safety in the workplace be made visibly available to all employees. To maintain system-wide consistency a standardized Health and Safety Bulletin

Huron-Superior Catholic District School Board

Board has been constructed.

The Health and Safety Bulletin Board is designed to provide an easy and effective means of communicating vital information between the employer and the employee. It is a focal point in the overall health and safety program in the Huron-Superior Catholic School System. In addition to providing both general and detailed information regarding health and safety issues, the bulletin board also serves as a resource of ministry documents, contact personnel and implementation strategies. It further serves as a means of record keeping whereby Material Safety Data Sheets and Workplace Inspection Forms and Health Concern Forms can be kept up-to-date. One of the responsibilities of the health and safety representative will be to keep the bulletin board tidy and up-to-date. It will become a routine part of the monthly workplace inspections.

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According to The Act, the bulletin board must be located in a conspicuous, easily accessible area. In some cases it will be on a wall in a staff room, in others, it will be located on a wall near a staff room. In larger workplaces it may be necessary to erect and display more than one bulletin board. The triad formed by the health and safety representative, the employee, and the bulletin board will play a key role in the effectiveness of communication and ultimately the reduction or elimination of work related injuries.

HEALTH AND SAFETY BULLETIN BOARD CHECKLIST

1)	Occupational Health and Safety Act (O.H.S.A.)
2)	Huron-Superior Catholic District School Board=s (1) Health and Safety Policy (2) Terms of Reference Document (3) Procedures Document
3)	Joint Health and Safety Committee Membership (1) Names, (2) Work Locations, (3) Work Phone Numbers.
4)	Health and Safety Representatives

Huron-Superior Catholic District School Board

	 (1) Names, (2) Work Locations, (3) Work Phone Numbers.
5)	Minutes of the Joint Health and Safety Committee Meetings.
6)	Joint Health and Safety Committee Annual Report.
7)	Any order made by a Ministry of Labour official.
8)	Emergency 911 and Emergency Service Locations and Numbers.
9)	O.H.S.A. Extracts Poster (Form 82).
10)	In Case of Injury Poster.
11)	W.H.M.I.S. Poster.
12)	M.S.D.S Material Safety Data Sheets
13)	Workplace Inspection Forms.
14)	Employee Hazard Report Forms
15)	Newsletters, memos and other relevant materials.

MODIFIED WORK PROGRAM

With the introduction of Bill 162 on January 2, 1990, the employer is obliged to reinstate injured workers in the jobs they performed prior to being injured, or in another job the worker is capable of performing, once he or she is able to return to work. This obligation lasts for two years from the date of injury. Therefore, the co-operation among management, labour, and treating physician and the Worker=s Safety Insurance Board (W.S.I.B.) is essential in developing and implementing a Modified Work Program for our employees.

Introduction:

The objective of the Modified Work Program is to:

- 1) Bring injured workers back into the workforce quickly, safely and successfully;
- 2) Control accident costs; and
- 3) Use human resources more effectively.

What is Modified Work?

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 or herself or risk to others. This work may consist of regular tasks from the pre-injury job that have been changed, redesigned or physically modified. It could also be a special job designed and designated for a worker participating in a modified work program.

Characteristics of modified work include:

- 1) Possible reductions in time or volume of work performed;
- 2) The work must be productive and the results must have value to the organization; and
- 3) The work may be arranged as either temporary or permanent.
- 4) Co-operation and interaction among management, labour, health care professionals and the Workplace Safety and Insurance Board.

Why Participate In A Modified Work Program?

Employer Benefits:

By participating in modified work programs employers will:

- 1) Assist in an injured worker=s rehabilitation process;
- 2) Retain skilled workers;
- Maintain productivity;
- Reduce accident costs;
- 5) Reduce unnecessary lost time;
- 6) Reduce cost of hiring and training replacement workers;
- 7) Maintain goodwill and employee relations; and
- 8) Assist in meeting legal requirements.

Worker Benefits:

By participating in modified work programs injured workers will:

- 1) Enhance their rehabilitation;
- 2) Reduce any sense of estrangement or isolation they might have felt if they remained at home until capable of returning to unrestricted activities;
- 3) Maintain contact with co-workers and friends;

- 4) Minimize loss of physical fitness;
- 5) Provide gradual re-adaption to the physical demands of the workplace; and
- 6) Maintain their dignity and self-respect by remaining productive.

Modified Work Program Components:

Where there is no single model, successful modified work programs incorporate the following elements:

1. <u>Partnership:</u>

Co-operation among the following key players in developing and implementing a modified work program is essential:

- 1) Management;
- 2) Labour;
- 3) The treating physician; and
- 4) The Workplace Safety and Insurance Board (W.S.I.B.)

2. <u>Management Commitment:</u>

Support of senior management and communication of this commitment to all employees is vital. Demonstration of sincere, ongoing commitment leads to support of the program by supervisors, employees and their program representatives. When all the key players work together, the objectives of a modified work program can be achieved.

3. <u>Contact Between Employer and Injured Worker:</u>

An essential ingredient of any modified work program is regular contact between the worker and employer during the worker=s recovery period. This contact:

- 1) Helps maintain the worker=s identity as an employee; and
- 2) Keeps the company up-to-date on the worker=s progress.

Generally, contact with injured workers should be handled by senior management or the worker=s supervisor as soon as possible after the worker has lost time from work. The supervisor and injured worker should meet on a regular basis, for example, after the worker=s medical appointments.

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At these meetings, the supervisor and worker should:

- 1) Review the injured worker=s progress; and
- 2) Discuss what modification might help him or her return to work.

4. Involvement of the Treating Physician:

The treating physician is an important link between the worker, the employer and the Workplace Safety and Insurance Board. Make sure the treating physician knows that:

- 1) Modified work is available for his or her patient; and
- 2) The company will comply with any medical restrictions or suggestions to ensure the worker=s safe return to work.

Doctors do not, for reason of confidentiality, provide medical information about the injured worker, such as diagnosis or treatment. They can provide recommendations about restrictions on the activities the injured worker is able to perform and how long such restrictions are likely to last.

5. <u>Communicating With The Treating Physician:</u>

Methods of ensuring communications with the treating physician include:

- 1) In-house occupational health services, if available.
- 2) Medical or occupational nursing services, if available.
- 3) Use of a standard form that can be mailed or delivered to the doctor by the worker is another way to communicate with the treating physician. This form serves several purposes, it:
 - a) Indicates that modified work is provided by the company;
 - b) Requests specific restriction and duration guidelines;
 - c) Communicates an individual return-to-work plan with physical task descriptions and suggested time frames; and
 - d) Should allow the doctor to comment on the appropriateness of the modified work offered.

6. <u>Education Programs:</u>

Company-wide education ensures that:

- 1) All staff understand what modified work programs are and how they work;
- 2) Staff see how modified work programs can benefit the worker, the employer, and the company;
- Senior management is made aware of economic and employee benefits associated with these programs; and
- 4) Supervisors are provided with the skills and knowledge necessary to effectively manage individual programs.

Developing A Modified Work Program:

A modified work program should incorporate several specific areas of activity, such as:

1. Identifying Suitable Work:

This involves matching the demands of a job to the abilities of the worker. Three common types of work are usually considered:

<u>These are:</u>

- <u>Pre-injury job</u> involves work that is the most familiar to your employee. Normally this provides both appropriate income and job satisfaction. It may be necessary to modify the job on a temporary or permanent basis to accommodate the worker=s physical restrictions;
- 2) <u>Alternative jobs</u> are comparable jobs which involve work that is approximately the same standing within the company. Carefully review the worker=s previous job history to identify transferable skills and experience.
- 3) <u>Other suitable jobs</u> are within the capacity of the worker and pose no health or safety risks to his or her. Such jobs may, however, be quite different from the pre-accident job.
- 2. <u>Program Monitoring:</u>

The injured worker should be monitored closely during the program. Any difficulties he or she has should be reported and evaluated. Monitoring a worker=s progress can be done in two ways:

- 1) By the supervisor; or
- 2) By the supervisor and the worker.

The following factors should be considered when monitoring an injured worker=s participation in a modified work program:

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- 1) Attendance;
- 2) Productivity;
- 3) Accuracy;
- 4) Problems with particular tasks;
- 5) Ability to increase speed; and
- 6) Ability to improve efficiency.

3. <u>Workplace Modifications:</u>

When modifications to the workplace or the job are required to accommodate

a worker, it may be necessary to get advice from an industrial engineer or ergonomist on what should be done and how to do it. Safety supervisors and production managers should also be consulted to ensure safety factors and production needs are taken into consideration.

The Board in conjunction and in consultation with W.S.I.B. strive to help injured workers recover and return to the workforce. He or she can help identify experts if they are needed to assist with an injured worker=s rehabilitation program.

4. <u>Training:</u>

In some cases the return to pre-accident work is not possible. In these instances training for other suitable work should be considered. The injured worker, while unable to perform his or her old job, may have skills and abilities to qualify, with minimal training, for other work within the company.

WORKSITE EMERGENCY EVACUATION PROCEDURES

It is the responsibility of each principal or supervisor in charge of each worksite to have a complete, up to date and easily accessible copy of the evacuation procedure in the main

office. The copy must be signed and dated annually by the principal or supervisor for the purposes of record keeping and to assure that the evacuation procedures are accurate, up-todate, clearly communicated to all staff, and implemented if and when necessary.

PLANT AND PROPERTY

Introduction:

The Huron-Superior Catholic District School Board will endeavour to maintain the grounds and physical plant in a safe and healthy condition. This can be accomplished with the cooperation of all employees in doing their part in reporting any damages, defective equipment and any on-going unsafe practices to their respectful supervisor. Under no circumstance will an employee be negligent in reporting or remedying a health or a safety problem to the best of his/her ability. Never assume that the problem has been taken care of by the other person. The following is fundamental to the safe operation of the grounds and physical plant in terms of avoiding and treating accident and to eliminate any injury to everyone.

<u>Grounds:</u>

- All hazardous holes and/or depressions on all sites, shall be filled to include ramps, sidewalk, stairs, parking lots, etc.
- 2) Trees and shrubbery should be maintained so that the safety of workers is insured.
- 3) All entrances, walkways ramps, outdoor stairs and parking areas shall be kept clear of snow as soon as possible and sanded as needed. Records of the sanding should be kept by the person(s) doing the sanding. These records should be kept in each building.

<u>Gymnasium:</u>

- 1) Check for occupancy capacity notice.
- 2) The floor should be resilient with a non-slip surface.
- 3) Sleeve type sockets for game standards should be set flush with finished floor.
- 4) Change rooms should be checked to ensure furniture is in good repair.
- 5) Shower rooms and drying rooms should be checked frequently to ensure floor is safe and the equipment is in good repair.
- 6) Exits are clearly marked and not obstructed by mats, furniture or any equipment.
- 7) Lighting is adequate for activity and movement.

General Physical Plant:

- 1) All glass in doors, glass walls, trophy cases, etc. should be shatter-resistant.
- 2) All fire doors must be equipped with door closures and shall remain closed at all times.
- 3) Fire extinguishers shall be as per Regulations. (See Section H. Emergency Response p.31-38)
- 4) Buildings should routinely be monitored for loose Abuilding parts@ such as loose brick, drain pipe, ceiling and floor tiles, etc.
- 5) Boilers and heating should be as per Regulations.

- 6) All buildings should be adequately ventilated as per Regulations.
- 7) Stairs, if present should be checked frequently for loose treads or railings.
- 8) Use of shatter-resistant lenses should be used on all exterior lighting.
- 9) All plastic light switches and outlet covers should be replaced as required with metal covers.
- 10) All electrical cords shall be properly grounded as per Regulation Section 67/93, 69-70 and Reg. 851 Section 44, 44.1, 44.2).
- 11) Electrical cords of any type should not be permitted to be under any type of carpeting at any time.
- 12) Emergency lighting as per Regulations.
- 13) All lighting in areas with fixtures of 10 feet or less should be equipped with protective device.

TECHNICAL

Introduction:

These safety procedures are intended for use by all workers teaching technical education courses. These procedures will contribute to increasing safety awareness and practices, reducing accidents, and ensure that the legal requirements of the Occupational Health and Safety Act, as well as the Workplace Hazardous Material Information System Regulations are met.

Technical safety is an essential part of technical activity. No teacher (worker), or student, should perform any task in a technical area without knowledge of safe conduct, safety awareness, safety practices, and safety regulations. Safe practices are best developed if they are taught as an integral part of the instructional program. Safety will become a natural part of behaviour through teacher leadership, by way of good example, and by way of speedy intervention in correcting unsafe practices or conditions.

The procedures that follow, although general in nature in some cases, should be applied and correlated to specific discipline. The following disciplines are addressed:

General Check List:

- 1) To have available manuals, posters, notices and any literature that include general and specific requirements for each of the different subject areas in the department and insist that all reasonable safety procedures are followed.
- 2) To discuss with and ensure that each member of the department understands and implements the safety requirements to the best of their ability.
- 3) To inform the principal of the safety program for the technical areas in the school.
- 4) Members must report any worker in a skills experience if it is deemed, in their professional judgement, that the dress, grooming, attitude or behaviour do not conform to the particular safety requirements.
- 5) To develop, implement and post a standard accident and emergency procedure in each technical area and to advise all technical staff.
- 6) To advise substitute and occasional workers of the standard accident and emergency procedures.
- 7) To ensure that each technical area has a floor plan posted in a strategic place to show the location of:
 - a) Fire Extinguishers;
 - b) Fire Blankets;
 - c) Emergency Power ASTOP@ Buttons;
 - d) First Aid Kit;
 - e) Eye Wash Stations;
 - f) Special Shut-off Valves (Gas, Etc...)
 - g) Nearest Fire-Pull Station.
- 8) To ensure that a first aid kit be available and maintained as required in each technical area and that all workers know how to carry out first-aid procedures.
- To encourage the use of safety posters, literature and audio visual aids (i.e. A Safety Bulletin Board).
- 10) To advise all members of the technical staff that all operations be performed with all designed safety guards in place.

- 11) To ensure that each worker is instructed in the use of personal safety equipment as required to conform to the established safety policy, and that this equipment is available and used.
- 12) Any equipment deemed not to be safe must be taken out of service immediately, tagged, locked out and reported to the supervisor. Users must be instructed to report any unsafe equipment, tools or practices to the supervisor.
- 13) To ensure that each worker employs discretion with regard to particular use of any shop tools, equipment or chemicals which, in their professional opinion, might be hazardous to that worker or other members and to keep a record of the same.
- 14) To instruct the workers in recognition and understanding of hazardous products, safety symbols and labels. *(Refer to W.H.M.I.S. Regulations Section VIII)*
- 15) To ensure that the power panel is off when the supervisor is absent, except as approved by the technical director. The power panel should be locked out where possible.
- 16) To obtain from the principal or other authorized sources, any medical or other pertinent information that would prepare the worker to adjust, control or delete a skill, experience or environmental condition that would be injurious to a worker.
- 17) To ensure that noise level readings (dB) are taken in suspect areas and that workers wear the necessary hearing protection when noise levels cannot be controlled and exceed the recommended safe level. (See Occupational Health and Safety Act - Reg. 851 - Section 139 (1-10) - p. 639).
- To ensure that workplace inspections take place in the entire technical area.
 (See Occupational Health and Safety Act Section 9(23-28) p. 13).
- 19) To have a current issue of *The Occupational Health and Safety Act and Regulations* available in each shop.
- 20) To advise the Maintenance Department if flammable metals are being used so that the proper type of fire extinguisher can be provided.
- 21) To ensure that all hazardous materials and wastes are used, stored, identified, and

disposed of in an approved manner. (See M.S.D.S.- Section VIII).

22) To ensure that lighting levels are adequate to avoid eye strain and possible accidents due to poor visibility.

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- 23) To ensure that ventilation is adequate to provide a safe working environment.
- 24) To ensure that safety silhouettes (e.g. painted or adhesive) are in place, on the floor and around all major power equipment.
- 25) To ensure that workers have sufficient time for complete clean-up.
- 26) To supply each worker with a set of safety requirements relevant to the specific shop.
- 27) To arrange furniture and/or equipment so as to maximize ease of movement and safety. Keep aisle ways clear.
- 28) To ensure that all tools are in proper working condition and that the correct tool or utensil is used for each job.
- 29) To ensure good housekeeping practices are observed by keeping all areas clean, dry and uncluttered and to encourage workers to develop neat, orderly work habits.
- 30) To ensure that any situation that could produce a hazard to a visitor not properly protected ceases immediately upon their entry to that area.
- 31) Know the school and shop accident, and emergency evacuation procedures.
- 32) When purchasing equipment, make sure it has the Canadian Standard Association (C.S.A.) approval.
- 33) Recognize and obey all signs and notices regarding safety procedures in the technical area.
- 34) Unauthorized experiments, procedures or projects are prohibited. Death, personal injury or equipment damage may result.
- 35) Become familiar with, know how and when to operate the emergency safety switches in the classroom.
- 36) All electrical equipment must be properly grounded and inspected before it is safe to use.
- 37) Never use any of the human senses to detect the presence of electrical potential. Use only approved devices for this purpose.

- 38) Persons who are left-handed should take extra precautions when using tools or machines that are made for right-handed people.
- 39) Machines and equipment that have sat idle for a long period of time should be checked thoroughly before operating.
- 40) Hair protection, such as a net or hat must be worn where necessary. Long hair must be neatly tied back, or your hair must be so short it will not block vision, get caught in a machine or machine part or be in a position to catch fire from an open flame or drop into any liquid or solvent.
- 41) Remove loose clothing, such as ties, all jewellery and scarves; roll up sleeves and put on a protective shop coat, lab coat or appropriate apparel before starting work.
- 42) Keep fingers, loose rags or clothing away from any moving machine parts or open flames.
- 43) Never use your hands or body to slow down or stop a machine or rotating device.
- 44) Friction operations, such as sawing, drilling, etc., cause both tools and materials to become very hot. Care must be taken in handling these items after use.
- 45) Use compressed air with caution. Direct air away from eyes, skin and any opening in the body. Beware of flying particles.
- 46) Air hoses and cords must be stored properly to eliminate tripping hazards. They should be coiled and hung up.
- 47) Never place objects such as nails, toothpicks, pins, pens, etc. in your mouth.
- 48) Never carry sharp or pointed tools in your pockets.
- 49) Use caution where sharp metal is stored and also around sharp-cornered benches and machinery.
- 50) Store materials in such a manner that the least amount of danger is involved in their retrieval.
- 51) Make sure that you always support or guard the protruding ends of objects so they will not fall and cause injuries. Flags must be put on protruding objects.
- 52) Make sure that no one can come in contact with protruding objects.
- 53) Never leave boards with nails or other stiff vertical protrusions where injuries could

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result.

- 54) Butane lighters must not be allowed in shops.
- 55) If you are a guard on a ladder, pay strict attention to the person up on the ladder. He is trusting you.
- 56) Keep cupboard doors and drawers closed when not in use.
- 57) Do not squirt fluids from oil cans or any pressurized can in an undisciplined manner.
- 58) Keep knife handles dry and free from grease.
- 59) Dirty and oily rags shall be kept in a covered metal container and emptied on a regular basis.
- 60) Do not carry too many objects at one time.
- 61) Any liquid spills should be cleaned up immediately as instructed by a M.S.D.S.
- 62) Only approved solvents may be used for cleaning parts.
- 63) Hands should be washed thoroughly after using any substance which contains toxic material or can produce toxic agents from their use. Example: solder, lead, arsenic, paint, etc.
- 64) Wash hands immediately after working with chemicals or any corrosive or hazardous materials.
- 65) Avoid picking up broken glass with your fingers. It should be swept up before disposing in a proper glass dispenser. Very small pieces of glass are best picked up by patting them with wet paper towelling.

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WORK SPECIFIC

Safety procedures for specific equipment, materials or shop areas are described in the following sections. Specific machine regulations and procedures are to be posted on or near that machine where possible.

<u>Hand Tools</u>

- Hammers should be fitted with a clean, sound and secure handle. When heads become loose, repair by inserting new wedges or fitting a new handle.
- 2) Wipe oil or grease from tools before and after use. Report any loss or damage to the supervisor.
- 3) When loosening or tightening nuts and bolts, be careful that the wrench does not slip or give suddenly. This can be very dangerous to knuckles and fingers or cause the operator to come in contact with moving machinery or other hazards.
- Tools such as wrenches are designed to produce the correct torque strength for their length.
 Do no run the risk of breakage and injury by using extensions such as a pipe.
- 5) Hand tools, which due to wear do not fit well, should be turned into the supervisor to avoid inevitable hand injury.

- 6) When cutting off material with a hand hack-saw, care must be taken to avoid injury to your hand on the final stroke.
- 7) Hand tools, when damaged, worn or in an unsafe condition, must be repaired or discarded before they are used again.
- 8) When using hand tools, balance your weight equally on both feet. Proper stance will help prevent accidents.
- 9) Always cut away from your body and keep hands behind cutting edge.
- 10) Have a proper storage location for tools to protect them from loss or damage. After use, clean and return them to their proper place so they are always ready when you need them.
- 11) Blunt cutting tools are the cause of many accidents; use chisels, knives, blades, etc., which are sharp and ready for use.
- 12) Carry all sharp and pointed tools or objects with the sharp point toward the floor.
- When striking, the end of a chisel it becomes mushroomed from the impact of the hammer.
 Bring the end back to its normal shape as particles of the *Amushroom* @ will chip off and could injure your eye or face.
- 14) Use pressure on the solid jaw only of an adjustable wrench.
- 15) Screwdrivers should not be used as pry bars B if they bend under load, they are no longer useful and may be dangerous to use as a screwdriver.
- 16) Files should not be used as pry bars B they are extremely brittle and when breaking will release fragments which could injure or blind you.
- 17) Always use a file with a proper fitting handle to protect your hand from a serious injury.
- 18) Wear eye protection whenever using a hammer, nails, cold chisel, etc.
- 19) Never stand behind anyone who is swinging a hammer. If you have to observe what is being done, stand off to the side, out of the way of the hammer head.
- 20) Do not leave vices open when not in use.
- 21) Do not put tools on ledges or ladders.
- 22) When working above floor level, keep tools contained and do not lower by dropping.
- 23) Hammer faces should never be struck against hardened surfaces; e.g. another hammer, anvils, etc.
- 24) Use tools only for their designed purpose.

- 25) Consider your fellow worker, especially when chipping or cutting off rivet heads or burrs.Cover the part so that it cannot fly and cause damage.
- 26) Remove all rings, watches and jewellery.

Power Tools

- 1) When using any power saw, keep hands away from the path of the saw blade. Be sure the power is off and the saw is not rotating before making any adjustments. Allow the saw to reach full speed before making a cut. Always use a sharp saw or cutter. Use a brush or stick to keep the table clear of all scraps, materials, and sawdust, etc. Inspect swing guard to make sure it is operating properly before turning on power.
- 2) Never bend over a power saw while it is in motion.
- 3) Do not use light-duty tools for heavy-duty jobs.
- 4) Never carry a power tool by the cord or yank it to disconnect it from a receptacle.
- 5) Keep electrical cords from heat, oil, moisture or sharp edges.
- 6) Keep power tools sharp and clean at all times.
- 7) Disconnect power tools when not in use or when transporting.
- 8) Inspect power tool cords periodically and, if damaged, have repaired or replaced immediately.
- 9) Periodically run a current leakage check on portable power tools and check for proper grounding to make sure they are safe to use.
- 10) Do not put finger on the switch of a power tool until ready to turn on or off.
- 11) Do not wind the cord of power tool tightly around the equipment.
- When coiling and uncoiling extension cords, care should be taken to prevent twisting or kinking of the cord. Do not coil cord around arm but coil on the floor allowing for natural lay. The longer the cord, the larger the circumference.
- 13) All guards must be in place and in proper working condition on power tools.
- 14) Guide power tools do not force them. Keep pressure constant when cutting.
- 15) Work being drilled should be properly secured.
- 16) Leave all power tools and the work area in a safe condition.
- 17) All new operations on power tools will be carried out under the direct supervision of the

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teacher.

- 18) Power tools must be switched off, unplugged or locked out before doing any cleaning, oiling or adjusting.
- 19) Read the safety rules and charts regarding each power tool.
- 20) Pay full attention to the power tool you are using.
- 21) Never use a power drill or grinder unless you have first put on a suitable eye protector to prevent flying particles of abrasive or metal from injuring the eyes. *You have only one pair of eyes so take good care of them.*
- 22) Stand clear whenever power tools are being started. Do not have ragged sleeves, loose clothing, ties, long hair, etc. near the power tool.
- 23) If power tool has been repaired or set up recently re-check the guards and their performance.
- 24) Report all unguarded and inadequately guarded equipment promptly.
- 25) Never use your hands or body to slow down or stop a power tool.
- 26) Make sure the power tool is shut off whenever the teacher is out of the room.
- 27) Be certain that any material to be worked on is properly clamped.
- 28) When using power tools, balance your weight equally on both feet. Proper stance will help prevent accidents. Do not over-reach. Make sure you are secure from falling, should the tool stall or kickback.
- 29) Allow all power tools to reach full speed before commencing work.
- 30) When using a portable sander: keep your hands away from abrasive surfaces B never touch the edge of a belt or disc; be sure there are no nicks or tears in the edge of a disc or belt; and disconnect the power plug when changing abrasives.
- 31) When using a portable router: make certain the fence or guide is securely clamped; keep both hands onto the handles; feed in the correct direction; always lay the power tool down with the cutter pointing away from you and be alert to the coasting cutter; always hold on to the power tool when it is turned on; make sure the work piece is securely clamped; make adjustments only when the cutter is at a dead stop and power cord disconnected; keep cutters clean and properly sharpened; and plan each operation before you begin.
- 32) When using a portable electric drill: disconnect the power plug before installing or removing drills; make certain the drill is clamped securely in the chuck; be sure the key has been removed; do not force the drill; use an even steady pressure and ease off feed when breaking

through; and when laying the drill down, always have the point away from you, even when it is coasting to a stop.

- 33) When using a circular saw: make all adjustments when the power is off and the blade has stopped revolving; keep fingers away from saw blade at all times; and use the proper saw blade for the operation being performed.
- 34) Electrical portable tools must be properly grounded. Ensure that ground wires are not missing, broken or improperly connected.
- 35) Never use the damaged or defective power tools.
- 36) Always use the correct size of fuse or circuit breaker.
- 37) Always use power tools in a dry condition and a safe environment if the surrounding area is wet.
- 38) Extension cords should be of an approved 3-wire type and inspected regularly. They should be kept clean and, if damaged, be repaired or replaced immediately. Male fitting should be dead front.
- 39) Avoid the use of temporary electrical connections.
- 40) Avoid loose extension cords on floor.
- 41) Always use personal protective equipment when required.
- 42) Keep work area clean.
- 43) Make certain the switch is in the Aoff@ position when plugging in the power cord.
- 44) Use two hands on the power tool when required.
- 45) Any form of distraction, such as talking, standing close, waving, etc. is dangerous practice to anyone who is operating and near power tools. Wait for an opportune moment if you must interrupt the operator.

Power Machines

- Read the safety rules and instructions regarding each machine tool and know how to stop a machine before starting it.
- 2) Machines with loose or poorly secured guards must not be operated until guards have been properly adjusted.
- 3) Always check the machine guards to make sure they are in place, operating and not damaged before using machine. Inform the teacher of any problem.
- 4) if machine has been repaired recently, or set up, re-check the guards and their performance.

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- 5) If you have occasion to remove a machine guard for any purpose, ensure that the machine is securely *ALOCKED OUT*@ to prevent its being activated while the guard is out of place. This operation must be supervised by the teacher. Always replace guard and check its performance before using the machine.
- 6) Certain types of guards are adjustable. Make sure that the guards are adjusted to give the maximum protection.
- 7) Before operating any machine for the first time, ask the teacher to explain the function of the guards and to demonstrate them in operation.
- 8) If the job you are doing requires that you work with another student only one should operate the machine and the power switches.
- 9) Before starting the machine, make sure that both the work and the cutting tool are secured.
- 10) Never attempt to adjust, repair, clean or lubricate any machine while it is running. Stop the machine and lock the power switch in the Aoff@ position.
- 11) Never leave a machine, after shutting the power off, until it has stopped running.
- 12) Never use your hands or your body to slow down or stop a machine.
- 13) Always keep your hands away from the work when the machine is running.
- 14) Never reach over a revolving cutter, saw or shaft.
- 15) Make sure the machine is switched off and locked out, where applicable, whenever the teacher is out of the room.
- 16) Always remove all wrenches from the machine after completing set up.
- 17) Allow machines to reach full speed before commencing work.
- 18) Unguarded rotating parts, such as mower blades, snowblowers, tillers, outboard propellers, chainsaws, open crankshafts, etc., must be treated with extreme caution and worked on in an isolated location.
- 19) Any form of distraction, such as talking, standing close, waving, etc. is a dangerous practice to anyone who is operating and near power equipment. Wait for an opportune moment if you must interrupt the operator.
- 20) Do not touch handles or levers of machines or equipment until you have received instruction, and then only with permission of the teacher.
- 21) Keep floor clean and well swept.
- 22) Never use damaged or defective machines.

- 23) Always remove gloves and place well away from the machine before you switch the motor.
- 24) Use all guards and hold-down devices on the machine that will add to the safety of the operator.
- 25) Keep fingers as far away from the machine as the size of the work permits.
- 26) Always keep tools or work on the table of any machine even if it is not in motion.
- 27) Never leave tools or work on the table of any machine even if it is not in motion.
- 28) Be sure to place all scrap items in the scrap boxes in the area.
- 29) When using a band-saw: place the upper guide to a height that just clears the work; pay attention to the work B do not be distracted by anything or anyone; keep the floor area around the saw clean; and do not leave the saw running and unattended.
- 30) Operate power equipment well within its capability B replace a fuse only by a fuse of the same value. Do not overload circuits.
- 31) Stand clear whenever power machines are being started. Do not have ragged sleeves, loose clothing, ties, long hair, etc. near the revolving parts.
- 32) Remove all rings, watches and jewellery.
- 33) Power must be turned of when machines are not is use.
- 34) Do not stand directly in line with fast-moving discs, such as saws, grinders, wheels, etc.
- 35) Never work in a hazardous situation or location alone.
- 36) Never leave unattended machines running.
- 37) Avoid loose power cords on floor.

<u>Lathe</u>

- 1) Select the proper R.P.M. for the diameter and material of the work to be machined.
- 2) Remove all cutting tools, tool holders and tool post before polishing in the lathe.
- Move with extreme caution when working with set screws that are not of the flush or recessed type. They catch very easily on sleeves and other items of clothing.
- Use hand power only to mount or remove threaded spindle chucks, driveplates, faceplates, etc.
- 5) Place a chuck board over the ways before you mount or remove a chuck, etc. This will prevent damage to both operator and machine, should the chuck fall.
- 6) Always keep a firm grip on the chuck, etc. when it nears disengagement from threads of lock.
- 7) Check to make sure that tailstock, tool holder, tool bit and the work are properly clamped

before turning on the power.

- 8) Never leave a check key (wrench) or any other tool in the chuck. It may fly out or catch the operator if the machine is started.
- 9) Always ensure that cutters are correctly grounded and in good condition.
- 10) Make sure that the cutter and arbor are secure.
- 11) Make sure that both the cutter and the arbor supports will clear the work.
- 12) When setting up, move the table and the work away from the cutter.
- 13) Never use power to tighten or loosen the arbor nut.

<u>Grinders</u>

- 1) Never use a grinding wheel that is loose on the shaft.
- Always check the clearance of the tool rest before starting work. <u>Clearance should never be</u> <u>more than 3 mm. or 1/8 inch.</u>
- 3) Always set the tool rest clearance when the wheel is not turning.
- When mounting or replacing any grinding wheel, always ensure that it passes the *Aring test@* before you secure it to the spindle.
- 5) In securing the wheel to the spindle, be sure that the blotters are affixed to both side of the wheel and that washers and nuts are of the correct size. Do not over tighten.
- 6) when starting up any grinding wheel, stand to one side out of line with the wheel, especially if it is a new one.
- Always ensure that the wheel spins at the recommended number of revolutions per minute.
 Excessive speed can cause the wheel to shatter.
- 8) Use the face of the wheel only and use the entire face to avoid grooving the wheel.
- 9) Always feed the work to the wheel gradually. Too much pressure or striking the wheel suddenly may cause it to fracture.
- 10) Shut off power immediately if the wheel begins to chatter or vibrate.
- 11) Never use tools or hands to stop any grinder.
- 12) With surface-type grinders, always to sure that the magnetic chuck is thoroughly clean.
- 13) Always test the holding power of the magnetic chuck before starting the surface grinders of any other machine on which it is used.
- 14) Be sure to check and see that the wheel of a surface grinder properly clears the work.

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- 15) Whenever possible, with surface-type grinders, use an angle plate and clamp the work to it or use thinner pieces of metal to block up the work (large or small).
- 16) Always make sure the grinding wheel is tightened correctly.
- 17) When installing a grinding wheel make sure blotters are in place and *Aring test* @ first.
- 18) Never exceed the recommended R.P.M. of the grinding wheel.
- 19) When operating the shapers, always stand at the control side of the machine.
- 20) Never put your hand between the ram and the shaper vice or work while the shaper is in motion.
- 21) Never reach across the table between strokes of the ram.
- 22) Never remove chips until the ram has come to a complete stop.
- 23) After setting the length and position of stroke, check to make sure the adjusting lock nuts are tight.

<u>Drill Presses</u>

- 1) Select drills carefully as to good condition and suitability for the job.
- 2) Use drills correctly sharpened to cut clockwise and see that they are running true.
- 3) Make sure the chuck wrenches have been removed from the drill chuck before starting the machine.
- 4) Clamp the work securely to the table before starting the machine. Attempting to hold the work under the drill with one hand can result in serious and painful injuries.
- 5) Make sure that drills are run at the proper feed. Forcing or trying to feed too quickly can cause drills to break or splinter with the chance of serious injuries.
- 6) Be sure to select the proper speed so that small drills always run at high speed and larger drills at low speed.
- 7) If the work should slip from the clamp, never attempt to stop it with the hands.
- 8) Never reach around or in back of any rotating drill.
- 9) Always ensure that the machine has come to a complete stop and has been switched off before you attempt to change the belt for speed regulation.
- 10) If the drill sticks in the work, stop the motor and rotate the drill by hand to free it from the work.
- 11) File, scrape or countersink all burrs from drilled holes and be sure that the file is fitted with proper handle.

- 12) Always clear away chips and curls with a hand brush not with hands. **Protective Clothing**
- 1) Oily coveralls can cause skin irritation. Change coveralls frequently.
- 2) Be sure to wear approved safety glasses or the appropriate type of face shield before you start working on any machine or operation which involves hazards.
- 3) Wear the proper protective clothing for the job e.g., steel-toe boots, hard hats, welding gloves, chaps, gaiters, etc.
- 4) Eye protection should be worn when using the pedestal grinder, even when a permanent shield is present.
- 5) Do not use explosive liquids for cleaning personal clothing.
- 6) Do not use air hose to clean or dry personal clothing.
- 7) Wear an approved respirator if or when an environmental hazard exists.
- 8) Wear approved hearing protection when the noise levels reach the damaging range.
- 9) If the approved protection clothing or aid cannot be worn due to a specific medical problem, the student must inform the teacher so that allowances can be made for their safety.
- 10) Do not wear conductive hard hats in the vicinity of electrical equipment.
- 11) Approved hard hats should never be painted or have holes drilled in them.
- 12) In order to maintain hard hats properly, there should be minimum exposure to sunlight, extreme heat or cold, chemicals, etc.
- 13) Shoes should be appropriate for the shop. Laces should be tied with no long ends.
- 14) Shorts and sandals, etc. must not be worn in shops where they have become a hazard. If you wish to wear them to school, have a change of clothes for shop purposes.
- 15) Extra clothing, such as coats, loose sweaters, etc. should be left in lockers an not brought into shops. Sweaters with hoods, laces, etc. should be avoided and jewellery must be removed before work begins.

Automotive-Auto Body-Small Engines

- Small engines should be operated outdoors or run under the exhaust hood with the fan AON@.
- 2) All engines must be securely clamped.

- 3) Larger engine-driver equipment should be tested outdoors only (not automotive).
- 4) Automobile engines should be properly connected to the exhaust ventilation system. The exhaust fan should be running several minutes before the vehicle engine is started.
- 5) Always check the capacity of the exhaust venting system and do not exceed its capacity.
- 6) Do not run any engine at open throttle *(even under load)* unless competent supervision is present and aware of the operation.
- 7) Do not attempt to start an engine unless permission has been granted.
- 8) Use caution when working around engine fans, especially electric types, because the fan can start up at any time without warning when the engine *>is running* = or when the key is *>ON'*.
- 9) Before starting a vehicle, ensure that the under hood area is free of lights, tools or equipment, and that the engine is in a safe operating condition.
- 10) Before starting a vehicle, ensure that the vehicle is in neutral (or park) and that the emergency brake is applied. Wheel chocks are a poor substitute for the emergency brake unless the vehicle is front wheel drive. In this case, use good wheel chocks and extra caution.
- 11) Keep hands, ties, sleeves and tools away from the engine fan and fan belt when the engine is running.
- 12) Do not leave tools on top of the battery at any time.
- 13) Do not stand in line with the engine fan while the engine is running. Fans occasionally cast a blade (*or portion*) which spins off at dangerous speeds.
- 14) Removing the radiator cap from a hot radiator can cause serious scalds or eye injuries. Loosen to the first position and allow to cool before proceeding. Do not pour cold water into a hot radiator if the level is low.
- 15) Gasoline should be stored in approved and labelled containers in appropriate storage area (locked, vented and identified).
- 16) Priming an engine with raw gasoline can cause fire, injury or death.
- 17) Never use gasoline as a cleaning solvent for hands, clothes or equipment.
- 18) Smoking or any other form of ignition should not be allowed in a gasoline handling area or wherever gasoline vapours are present.
- 19) Refuelling vehicles from portable metal gasoline containers requires the use of a bonding cable to prevent static ignition. Static can also be prevented by pressing the nozzle of the container against the filler neck of the vehicle.

- 20) Rubber gloves, a rubber apron and cup-type eye protection should be worn when servicing automotive batteries.
- 21) Smoking or other forms of ignition should not be allowed in battery-charging areas *(designated or occasional).*
- 22) Sulphuric battery acid can be injurious to eyes and skin. Flush any acid splash <u>immediately</u> with large quantities of clean water to prevent injury. Flush eyes for a least 15 minutes. Call 911 for an emergency.
- 23) Acid spills on upholstery or clothing, can be neutralized by applying a solution of baking soda and water.
- 24) Adequate ventilation is required wherever batteries are being charged.
- 25) When mixing acid and water, always add acid to water, never add water to concentrated acid.
- 26) Engine slings should be securely fastened to the engine before lifting. Fasteners should be of correct size for the lifting weight and fully tightened to secure sling lugs.
- Never attempt to lift or move an engine or other heavy objects. Use the correct lifting device.
 Use correct lifting techniques. (See Appendix G).
- 28) Split safety rim wheels must be chained, caged, or otherwise secured during inflation.
- 29) Never attempt to remove a split rim ring from the rim unless the tire is completely deflated.
- 30) Dusting off hair (and clothes) with the air hose is a dangerous practice.
- Never use the air hose to clean out wheel brake units unless an appropriate face mask is used.
 A shop vacuum will clean more safely.
- 32) Spinning bearings with the air hose is a dangerous practice. The bearings can disintegrate at high speed causing injury and damage.
- 33) The spark plug cleaner uses high pressure air and silica sand abrasive. If the blast is triggered without a spark plug in the cleaning port, serious eye injury is probable. Disconnect when not in use.
- 34) Handle the air hose with great care. The high pressure blast can drive dirt, grease or air under the skin and into the blood causing injury or death.
- 35) Portable sand blasters require the use of full gauntlet rubber gloves and full face protection.
- Jacks must be used within their rated capacity. The lift must be vertical B never on an angle.Lift Ain line@ with the vehicle centre line to prevent toppling.
- 37) Before working under a vehicle, it must be supported securely on approved stands placed at

strategic lift points.

- 38) Working under a vehicle requires eye protection against debris, rust and leaking fluids.
- 39) Keep jack handles secure, out of the way or removed to prevent damage and injury should they fall.
- 40) Never jack up a vehicle when anyone is working underneath the vehicle. The jack might slip and allow the vehicle to drop.
- 41) Oily rags should be kept in a steel container equipped with an air-tight lid. The container should be emptied daily.
- 42) Greasy coveralls catch fire easily from welding or grinding operations. Grease and oil contaminated clothes also cause skin irritation or dermatitis.
- 43) A fire extinguisher of an approved style and size should be on hand whenever welding occurs in the automotive shop.
- 44) A fire extinguisher of an approved style and size should be on hand whenever an engine is started after repairs are completed.
- 45) Welding and cutting operations should not be allowed in the vicinity of the vehicle fuel tank or supply lines.
- 46) Propane vehicles should not be allowed in the shop.
- 47) Extension lamps and power tools must be kept away from leaking gas lines, tanks or spills.
- 48) The varsol (parts) cleaning tank should be used with adequate ventilation, face protection and rubber gloves.
- 49) The lid of the varsol tank should be kept closed when not in use and must be fitted with a thermal-type lid closure.
- 50) The carburetor degreaser/cleaner is a strong caustic solution and is as dangerous as acid. Keep cleaning fluids away from battery acids and any form of heat. Acids and alkali solutions react violently with each other and heated carburetor cleaners produce toxic gases.
- 51) Always use rubber gloves, cup-type eye protection and caution with carburetor cleaners. Wash down with plenty of water.
- 52) Do not squirt penetrating oil in fun. The fluid causes intense eye irritation (*often serious*) and skin irritations.
- 53) Penetrating fluid and brake fluid react with paints, plastics, synthetics and upholstery. Treat with caution and wipe up spills immediately.

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54) Eye protection and face masks must be worn when working with fiberglass, graphite or asbestos materials.

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- 55) All spray painting should be done in the paint booth while the exhaust system is in operation.
- 56) A respirator with its own air supply should be worn by all persons in the immediate area of spray painting operations.
- 57) Never leave creepers around in walk or work areas.
- 58) Sheet metal and other sharp materials should be stored in protected-style storage areas.
- 59) Reference should be made to the safety precautions outlined in the oxy-acetylene and arc welding procedures of the welding safety sections.
- 60) Reference should be made to the safety precautions outlined in the metal lathe procedures of the machine shop safety sections.
- 61) When using an air-driven wrench, use proper eye protection.
- 62) Do not run an automobile air conditioning system without adequate air flow through the condenser B overheating can cause hoses to burst or the relief value to purge.
- 63) Do not service or recharge an automobile air conditioning system without the proper manifold gauge set or charging station.
- 64) Do not purge refrigerant in closed shop. Do not expose refrigerant to open flame or fire, poisonous phosgene gas is produced.

<u>Hoist</u>

- High safety stands must be in the correct support position as soon as the lift is completed unless a visible built-in lock is provided.
- 2) High safety stands must be in the correct support position when vehicles are left suspended for any length of time B especially overnight.
- 3) Vehicles must always be fully supported or fully lowered if left for an unsupervised length of time.
- 4) When lifting a vehicle (twin post hoist), there must be an observer positioned to the side of and well away from the vehicle to assist the hoist operator in raising the vehicle at an even level.
- 5) The hoist must be fully lowered before exiting the vehicle. This prevents damage to the steering system.
- 6) Hoist posts and/or pads must be correctly positioned to the individual vehicle before a lift is attempted.
- 7) Never remove the high safety stands while the hoist is in the unloaded position or when the compressor is below full pressure.
- 8) Vehicles must be properly positioned on the hoist before a lift is attempted.
- 9) No one must work <u>under</u> vehicles which are not in a full lift position without safety stands of a correact size.
- 10) The deadman=s handle must return to the neutral position whenever the handle is released.
- 11) Operators must always face the lift vehicle while the lift is underway.
- 12) When hoisting a vehicle, the lift should be properly supervised.
- 13) Safety inspections of the hoist must be conducted and recorded on a regular monthly basis.

Hot Degreasing Tanks

- 1) Cleaner temperature must be constantly monitored to prevent overheating and the discharge of toxic gases.
- 2) Tank lids must fit well and be closed whenever the tank is not being loaded or unloaded.
- 3) Ventilation fans must be on whenever the tank is in use or the lid is open for any purpose.
- 4) Degreasing agents release deadly phosgene gas when overheated by welding or cutting processes. Precautions must be taken to fully ventilate the area, and approved respirators must be worn over the open lid while operations are in progress.
- 5) Tank lids must have a securing mechanism which will prevent the accidental falling of the open lid while operations are in progress.
- 6) Gloves, goggles and aprons must be worn when loading or unloading the tank.

<u>Steam Cleaners</u>

- 1) Students must be familiar with starting and operating procedures before using the cleaner.
- 2) Oil fired cleaners should be serviced before each operating season begins.
- 3) Any *Ano fire* @ start condition should be shut down immediately and the igniter unit, or burner, serviced or repaired by a competent technician.

- 4) Caution must be exercised when working near the open end of the burner flue
- 5) Steam or water pressure regulators must always be in a safe operating condition as specified by the manufacturer.
- 6) When someone is working with steam cleaning, other students should be at a *safe* working distance from the steam nozzle (15 feet minimum).
- 7) Rubber boots, rubber apron, rubber gloves and proper eye and face protection must be worn by the machine operator.
- 8) Students in the area of the steam cleaner must also wear the proper face protection against flying grease, paint and debris dislodged by the steam cleaner.
- 9) Descaling the heating coil must be carried out by someone trained in this type of cleaning operation.
- 10) Screens should be in place on the burner flue to prevent debris being thrown down into the heating coils.

<u>Drafting</u>

- 1) Ammonia containers must be properly labelled *and stored in appropriate containers*.
- 2) Ammonia containers must be securely mounted in an appropriate place.
- 3) Proper venting must be provided for ammonia fumes.
- 4) Adequate first aid must be available in case of accidental exposure of ammonia. *Know what to do.*
- 5) Sharp cutting tools, such as scissors, guillotines, etc., must be handled and/or carried with care.
- 6) Guillotines are normally designed for right-handed people. Observe particular care if lefthanded.
- 7) Use correct type of step ladder for high shelf or high cupboard storage or materials, etc.
- 8) Ammonia type blue print copying machine should have automatic extractor system that operates automatically when machine is turned on, and may be left on at discretion of the teacher in case of some residual spills.
- 9) Ammonia spills should be diluted as quickly as possible using water.

Electrical-Electronics-Computers

1) Most sources of electrical energy are dangerous and can be fatal. Always use extreme

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caution.

- 2) Consider all electrical devices to be alive and dangerous at all times.
- 3) Become familiar with and know how and when to operate the emergency safety switches in the classroom.
- 4) If someone has received an *electrical shock,* do the following:
 - a) Shut off power source. Do not touch the patient before the power is off, or you may be another victim.
 - b) Send for help immediately.
 - c) Apply resuscitation if breathing is stopped.
- 5) High-voltage equipment should be clearly marked and restricted to authorized personnel only.
- 6) Follow the regulations found in the Ontario Hydro Safety Code.
- 7) A spark, a puff of smoke, a burning odour or equipment that is warm to the touch are all danger signals and should be reported to the teacher immediately.
- 8) Know the proper procedures for using extension ladders, step ladders and scaffolds.
- 9) Wear approved head protection when working on or around ladders, scaffolds or any other overhead situation.
- 10) Understand the proper method of lifting and carrying conduit and other materials.
- 11) Don=t use conductive measuring tapes near electrical sources.
- 12) Don=t assume that insulated handles of tools give protection from shock.
- 13) Rubber gloves should be tested before use and only used with leather gloves.
- 14) The leather covers used for rubber gloves should not be used for any other purpose.
- 15) Use extreme care when working in wet or damp areas.
- 16) Handle electrical circuits with dry hands.
- 17) Do not touch circuit components or make changes to a circuit unless the switch is open.
- 18) Always have a newly-constructed circuit checked before closing the switch.
- 19) Do not make any changes to a circuit after the teacher has checked it and given permission to turn it on.
- 20) Use only proper instruments for testing circuits. Never use your fingers.
- 21) Grasp probes of electrical testing equipment by the insulating portion only.
- 22) When working on sensitive equipment, always ground the tools to prevent static build-up

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damage to the circuit.

23) Understand the colour code for conductors of both alternating and direct current circuit.

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24) Check service outlets for polarity and proper grounding.

<u>Electrical</u>

- 1) Never short-circuit sources of electrical energy.
- 2) Do not replace a fuse or a circuit breaker unless the cause of troubles has been reflected or isolated.
- 3) Always replace a fuse with one of equal rating.
- 4) To prevent explosion of battery packs, test equipment and some electronic equipment, proper polarity and voltage should be used.
- 5) Switches, circuit breakers and other control devices should be marked so that their open and closed positions are quickly recognized and the circuits they control can be easily determined.
- 6) Never work on electrical circuits unless you have made sure that the power supply is turned off and locked off.
- 7) When working within a panel box, ensure the power supply to the box has been turned off, locked out and tagged.
- 8) When a switch is opened so that you may work on a conductor, or equipment repair, make sure that the switch is *AOFF@*, tagged and locked out. Failing this, a clear warning label should be affixed to the switch *or the fuses removed*.
- 9) Don=t tap into live wires. Find the switch or circuit breaker and open the circuit before doing any work.
- 10) If it is not possible to remove the source of supply, do not touch the wiring until you know the correct procedures and safety precautions.
- 11) Transformer experiments should be energized with as low a voltage as possible.
- 12) Induction coils should be clearly marked for the low voltage and high voltage connections.
- 13) Do not disassemble fluorescent lighting ballasts for display purposes if they have a power factor correction because of danger *of P.C.B.=s.*
- 14) Do not operate a power threading vice until you have received instructions from the teacher.
- 15) Wear proper eye protection when working on and around power threader, power bender,

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during testing and experimenting with live circuits and any other eye hazardous situation.

- 16) When wiping oil from the end of freshly-threaded conduit, care must be taken not to cut hands. New threads are very sharp.
- 17) When cutting flexible cable, BX, or Greenfield cable with a hacksaw, hold the cable against a solid support not against your knee.
- 18) Keep ends of wire under control to avoid injury to yourself or others.
- 19) When drilling into or through material, make sure power is shut off in the conducting conductors.
- 20) Do not make holes with a knock-out punch or remove knock-outs in panels containing live conductors.
- 21) Avoid cutting into welds with knock-out punches to avoid hard spots which could shatter the punch.
- 22) Do not try to make knock-outs in heavier gauge metal for which the manufacturer has designed the punch.

<u>Soldering</u>

- 1) A soldering iron stand should be provided for each iron.
- 2) All soldering irons should be considered hot and, therefore, they should only be picked up by the handles.
- 3) Keep hands away from mouth and eyes when soldering.
- 4) Use a vacuum de-soldering tool to eliminate flying solder.

<u>Appliances</u>

- Always disconnect appliances and equipment from electrical outlets before attempting repairs.
- 2) When servicing AC/DC appliances, use an isolation transformer.
- 3) Never leave makeshift wiring to be finished later. Do the job right and prevent accidents.
- 4) When appliance repairs are complete: plug into a *Adead@* receptacle; clear people from the area; then, energize receptacle with the circuit breaker.
- 5) Whenever working on appliances and equipment which remain connected, stand on an insulated surface and wear appropriate gloves.

<u>Batteries</u>

- To prevent explosion of battery packs, test equipment and some electronic equipment, proper polarity and voltage should be used.
- 2) Do not attempt to charge a dry cell battery unless it is a nickel/cadmium battery with an approved nickel/cadmium charger.
- Reference should be made to the safety precautions outlined in the battery service section of the Automotive – Auto Body – Small Engines Section - #20-25 – Page 69).

Electronics

- Discharge capacitors and high voltage points <u>after</u> they are disconnected and <u>before</u> they are serviced.
- 2) When connecting the leads of test equipment, the common or neutral lead should be connected first.
- 3) Do not use test equipment from different test benches. A hazardous situation could exist.
- 4) To eliminate possible hazards, oscilloscopes should not be removed from the case.
- 5) Students should be aware of the possibility of dangerous exposure to radio frequency radiation from defective or poorly adjusted television and video display devices..
- 6) When etching printed circuit boards using an arc light or other ultra-violet device, never look directly at the source.
- 7) Do not use etchants stronger than ferric chloride or ammonium persulfate. Follow instructions on label.
- 8) Etching should be done in a closely controlled area.
- 9) Air agitated power etchers should be operated in a well ventilated area.
- 10) Etchants will stain skin, clothes and equipment. Wash involved areas with a cleaner that is safe and non-contaminating. Use proper protective clothing and equipment.
- 11) Tongs should be used to handle printed circuit boards until etched and rinsed.
- 12) Used etchants should be disposed of in an approved manner.
- 13) Dispose of C.R.T.=s in a proper manner.
- 14) X-acto knives should be stored in a wooden block, cutting point down.

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Computers

The main safety concern in an area equipped with computers and related technical hardware is prevention of electrical overload that could lead to an electrically induced fire. One should work on the premise that most sources of electrical energy have the potential to be dangerous or fatal. In many cases greater care and better planning must take place prior to housing a room or area with computer hardware. Proper circuit breakers, specific ground wiring, adequate number of outlets and a certified safety inspection are essential to the safe operation of equipment. One must also ensure that strategic and proper installation of an appropriate fire extinguisher. Users must avoid the introduction or consumption of liquid near computer equipment.

Sheet Metal and Welding

- Greasy clothing or overalls can catch fire easily during welding or grinding operations. The grease also causes skin irritation and dermatitis.
- 2) Do not use compressed air to remove dust from clothing or hair. The high pressure blast can drive dirt, grease or air under the skin or into the blood causing injury or death. <u>Never</u> use oxygen as a substitute for compressing air.
- 3) Safety glasses should be worn when chipping, grinding, drilling, punching, chiselling, spot welding or wire brushing.
- 4) Cuffless pants should be worn, all laces fastened, and all loose clothing contained. Hoods and kangaroo pockets should be avoided. Keep sleeves rolled down and collars buttoned up.
- 5) Call all flammable gases by their correct name. e.g. acetylene, propane, butane, natural gas, etc. <u>Never</u> use the group name Agases @. They have different properties.
- 6) All flammable gas cylinders which are *Awinter heated*@ should be kept well away from the heat sources.
- 7) Should the outlet of an acetylene cylinder become *Aiced up@* defrost with warm water B not boiling water or open flame.
- 8) One to one and one-half turns of the acetylene cylinder valve allows a full flow from the cylinder, yet allows fast shut-down in an emergency.

- 9) Do not use the recessed top of a flammable gas cylinder to hold tools or equipment.
- 10) Never attempt to repair or remove a cylinder valve.
- 11) Where flammable gas cylinders have a removable main valve handle, the handle should always be in place whenever welding is in progress.
- 12) Each cylinder must have an approved regulator for that particular use.
- 13) Never use oil or grease as a lubricant for tank fittings. High pressure oxygen can cause the lubricant to degrade into carbon and hydrogen. Fire produced by this action is fed by oxygen to violent combustion.
- 14) Never use a hammer or a wrench to open a cylinder valve.
- 15) Never tamper with the safety devices or the markings on a gas cylinder.
- 16) Always ensure that the regulator is *ABACKED OUT*[@] before opening the main valve. The sudden, or extreme, increase in pressure could blow out the adjusting screw or damage the gauges.
- 17) Gas cylinders should be contained securely in the vertical position.
- 18) Gas cylinders should be fitted with safety caps while in storage or in transit.
- 19) Leaking acetylene cylinders should be moved immediately outdoors carefully and allowed to discharge in a safe, open area. It is illegal to transport a leaking cylinder of any type. If gas build-up has occurred, evacuate area.
- 20) Keep flames and electric arc away from flammable gas and oxygen cylinders.
- 21) Never use acetylene gas to purge a length of new hose.
- 22) Never repair a damaged hose, but replace immediately.
- 23) Always Aleak test@ after fitting new hoses. Never force hose connections.
- 24) Never hang the torch on the cylinder valves or regulators.
- 25) Always purge hoses before *Astarting up* @ B especially after fitting fresh tanks. Purge at the rate of 10 seconds per hundred feet of hose.
- 26) Always use the correct tip size (*and pressure*) for the job on hand.
- 27) When working with oxy-acetylene, eye protection with #5 eye filter should be worn.
- 28) Acetylene can degrade at fairly moderate pressures. Never use acetylene at pressures higher than 15 PSI (100 Kpa).

- 29) Avoid overheating brazed areas. Zinc oxides are produced which cause irritation on the lungs, eyes and nose.
- 30) Exercise caution when lighting or extinguishing the welding torch.
- 31) Quenching hot metal in oil can cause a fire. Use a vented hood area and extra caution.
- 32) Quenching hot metal in a water bath can cause eruptions of scalding hot water or steam. Use caution.
- 33) Adequate ventilation must be provided to remove fumes, dust and gases from affected areas.
- 34) Always seek advice, and use caution if it is absolutely necessary to cut and weld containers or castings. These might contain toxic or flammable materials which react adversely to the welding heat.
- 35) Always seek advice, and use caution if it is absolutely necessary to cut and weld casting or equipment which have been degreased. The degreasing fluids release deadly phosgene gas at welding heat.
- 36) Welding metal should be cooled before disposal.
- 37) Use a striker to light an oxy-acetylene flame. Do not use lighters, matches or hot metal.
- 38) Lighters and matches should never be allowed in the welding area.
- 39) An approved fire blanket should be in a prominent place and easily accessible to all.
- 40) An approved fire extinguisher should be in a prominent place and easily accessible to all.
- 41) The welding arc produces ultra-violet rays which destroy skin cells. Since ultra-violet rays are *Acool@* rays, the arc welder may have no sense of radiation heat. All exposed skin areas must be appropriately covered.
- 42) Arc welders must be protected by an approved welding helmet with a #10 or #12 eye filter and heat-resistant clothing *(leather preferred).* Leather gloves should be in good condition with no holes. Observers must be at a safe distance and wear similar face protection.
- 43) Never strike an arc until you, and observers, are aware and suitably protected.
- 44) Never wrap the arc welding cables around the welder=s body. Insulation failure or shortcircuit heat can cause injury or death. The cables could also cause tripping or prevent emergency exit.
- 45) Always remove the electrode before leaving the work station. This may prevent eye-flush if the arc welder is inadvertently switched on.

- 46) Never dip electrodes in water to cool them.
- 47) Do not throw electrode stubs onto the floor. They create a slipping hazard.
- 48) Keep a safe, clear area around the welding station to protect others from spatter and hot metal.
- 49) Always sweep the weld area before welding and remove all combustible materials. If this is not possible, the materials should be covered with a metal or fire-resistant guard.
- 50) Always keep welding stations free of metal chips and weld spatter. As well as a skid hazard, these chips can cut or burn through the soles of footwear.
- 51) Most sources of electrical energy are dangerous. If the electrical energy doesn=t kill, it can produce serious and lasting injury. Always use extreme caution.
- 52) Always keep welding stations and clothing dry to avoid electric shock. Avoid damp or wet welding stations.
- 53) Always wear approved hand protection when handling rough, heavy or sharp materials.
- 54) Use lifting devices when available. Use proper lifting techniques. (See Appendix Section B).
- 55) Wear leather gloves or use hand pads for handling sharp scrap, sheet metal or material.
- 56) Wear appropriate hand protection when handling hot materials.
- 57) Sheet metal and other sharp-edged materials should be stored in protected-style storage areas and handled with care.
- 58) Everyone should stand well clear of shears and brakes when they are in operation.
- 59) Reference should be made to the safety precautions outlined in the jacking and welding procedures of the automotive safety section if welding to vehicles is permitted.
- 60) Always wear approved gloves whenever hand protections is required for rough or heavy work, or if it is necessary to handle hot materials.
- 61) Keep hands away from mouth and eyes when soldering.
- 62) Never let sheet metal slide through your hand as it is most likely to cut.
- 63) Don=t apply welding heat to galvanized materials as this will release toxic gases. Proper ventilation procedures must be taken.
- 64) When cutting with an oxy-acetylene torch never direct hot slag onto wood or concrete floors.Make sure that the torch hoses are not exposed to the slag that is removed.

Trowel Trades

- Reference should be made to the safety precautions outlined in the Technical Section Pages
 50 64 and Page 90.
- 2) When cutting concrete block, bricks, etc. with the power saw, eye protection and respirator should be worn.
- 3) Cut outdoors whenever possible.
- 4) Anyone else in the immediate cutting environment should also be protected.
- 5) Eye protection should be worn whenever breaking bricks or concrete block with a hammer.
- 6) Eye protection should be worn then drilling or chiselling into brick or concrete surfaces.
- 7) Eye protection should be worn whenever concrete nails are being driven into concrete floors or walls.
- 8) In addition, eye protection of a suitable type should be worn at all times when necessary.
- 9) Suitable hand protections should be worn when handling rough materials.

<u>Woodworking</u>

<u>General:</u>

Wood and wood products are exempted under WHMIS, but the chemicals they contain are covered under WHMIS.

The four main chemical hazards in woodworking are:

- a) Adhesives
- b) Dusts
- c) Finishes
- d) Preservative

<u>Adhesives:</u>

Types:	a) b)	Natural Synthetic
Forms:	a) b)	Solution Form Powder Form

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	c)	Two Part System	
Chemical Hazards:	a) b) c) d)	Hydrocarbons Examı Amines Formaldehyde Acetates	ple: Contact Cement Example: Epoxy Example: Resin Example: White Glue
Health Effects:			
	a)	Dizziness	
	b)	Nausea	
	c)	Unconsciousness	
	d)	Lack of Co-ordination	on
	e)	Vapour Flammable	
	f)	Skin Irritation	
	g)	Respiratory Irritation	1
Preventative Measures	a)	Avoid inhaling vapou	ırs
for Adhesives: b)	Use ge	eneral or local ventilati	ion
	C)	Avoid skin contact - u	use appropriate gloves
	d)	Wear eye protection	- use goggles
	e)	Wear appropriate res	spiratory protection where necessary.

<u>Dusts:</u>

Exposure limits for both hard and soft wood dusts are established under Regulation 833-

Schedule [I] - p.327 - Respecting Control of Exposure to Biological or Chemical Agents.

What Are The Exposure Limits?

	TWAEV	STEV
	mg/m3	mg/m3
Hardwood	1	
Softwood	5	10

DUST		
Туре	Hazard	
Fine Dust	 \$ explosive \$ toxic and irritant \$ allergic reactions 	
Wood Particles	 \$ toxic reactions from particles contaminated by chemicals \$ shavings easily ignited 	

Preventative Measures For Dusts:

- a) Use local ventilation for fixed machines.
- b) Employ general ventilation.
- c) Use dust masks and respirators, if necessary.

Preservatives:

Preservatives contain active ingredients that inhibit wood rot and are applied by brush or pressure.

<u>Hazards:</u>

Inhalation of wood dusts from machining operations and inhalation of vapours or mists during application present health hazards.

PRESERVATIVES		
Туре	Hazard	
Pentachlorophenol	 \$ Inhalation of vapours - metabolic stimulant. \$ Absorption - muscular deficiencies. 	
Copper Sulfate	 \$ Inhalation - respiratory irritation \$ Absorption - on contact 	
Creosote	 \$ Inhalation - respiratory irritation and failure \$ Skin absorption - headaches, convulsions \$ Skin contact - burns, dermatitis, skin cancer. 	
Petroleum Distillates	 \$ Inhalation - headaches, dizziness, convulsions, unconsciousness. \$ Skin irritant. 	

Preventative Measures For Preservatives:

1.	Inhalation	- Use local and general ventilation
		- Use approved respirator
2.	Skin Contact	- Use personal protective equipment such as: apron, gloves, goggles and face shield.

Finishes:

Finishes consist of a pigment dissolved or suspended in a solution. Formerly pigments contained highly toxic metal compounds such as lead.

Application of Finishes:

The solvent in finishes evaporates leaving pigment. Some examples are latex paints and some wood stains.

Some components react with air (*oxidize*) to form a skin and release vapours. *An example is high gloss paints.*

FINISHES			
Туре	Hazard	Effects	
Latex Paint	Acetates	\$ mild skin irritant	
		\$ may cause nausea	
Oil Paint	Hydrocarbons	\$ dizziness, lack of co-ordination,	
Alkyd Paint	\$ petroleum distillates	unconsciousness	
Varnish	\$ ketones	\$ eye and respiratory irritant	
Lacquer	\$ esters	\$ skin absorption	
	\$ alcohol	\$ flammable vapours	
Polyurethane	lsocyanates	\$ eye and respiratory irritant	
Finishes		\$ nausea or abdominal pain	
		\$ skin absorption	
		\$ respiratory system sensitizer	

<u>Storage:</u>

- 1) Store chemicals in secure area.
- 2) Use general ventilation.
- 3) Separate reactive and flammable chemicals.
- 4) Flammable chemicals should be stored in approved cabinets or containers.
- 5) Use properly labelled containers.

Other Health and Safety Concerns:

- 1) Machine Guarding
- 2) Noise
- 3) Electrical
- 4) Flying Wood Chips

- 5) Lifting and Carrying
- 6) Emergency Shut-Off
- 7) Sharp Hand Tools
- 8) Machines
- 9) Power Tools

Safety Procedures

General:

1) Do not use a machine unless you have been instructed.

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- 2) All scraps of wood should be removed from the machine or floor immediately after use of a machine.
- 3) Never leave a running machine unattended.
- 4) When pushing material into a power saw, use a push stick to avoid getting your hands close to the saw. Do not stand directly in line with the saw. If the saw kicks the material back, it could injure you.
- 5) Always keep the safety guard and the anti-kickback device in position if possible.
- 6) Make sure all required clamps and locking handles are tight before and after use of the machine.
- 7) Always keep your hands and body out of line with the cut.
- 8) Work only with sharp and properly-set blades. Dull blades burn and bind.
- 9) Inspect for and remove all nails from lumber before undertaking any machine operation.
- 10) Test circular saws by *Aringing @*. If the blade is sound, a clear ring will be heard when the saw is struck with a metal object.
- 11) Make sure that you always support or guard the protruding ends of objects so that the material will not fall and cause injuries.
- 12) Always stand to one side of the saw frame when turning on the power. Never stand in direct line with the saw.
- 13) Stop immediately if a sharp, regular, clicking sound is heard as the work is fed. This indicates that the blade or band is cracked. Notify your instructor.
- 14) In general, cut with the grain, never against it.
- 15) Use the correct power saw blade for the work to be done.

<u>Circular Saw:</u>

- 1) Every circular saw should be equipped with a guard. Before starting the saw, check to make sure the guard is in place and working properly if required for that operation.
- 2) Always push the stock through with a push stick when ripping stock that cannot be safely fed by hand.
- 3) Never read or bend over a moving saw.

- 4) Always keep the guard and splitter in place on the circular saw.
- 5) Make sure the saw teeth are pointed in the correct direction or rotation of travel.
- 6) When using the sliding stock guide, do not permit fingers to project beyond the end where they can come into contact with the saw.
- 7) In ripping narrow strips of different widths, place the widest part of the stock against the rip fence and cut the strips on the outside part of the table.
- 8) When cutting short pieces, always use a supporting block to prevent injuries to the hands.
- 9) Always adjust the saw blade on the circular saw so that it protrudes just enough above the stock to cut completely through.
- 10) When crosscutting with the mitre gauge, never use the fence for a stop unless a clearance block is used.
- 11) When a helper assists you, he/she should not pull the stock. He/she only supports the stock.
- 12) Keep the saw table clean. Remove all scraps with a brush or push stick. *NEVER use your fingers*.
- 13) Use a rip saw for ripping and a crosscut saw for crosscutting. Never attempt to reverse the uses.
- 14) Always hold the stock firmly against the mitre gauge when crosscutting and against the ripping fence when ripping.
- 15) Make sure the teeth of the blade on a circular saw are sharp and set correctly.
- 16) If the cut you are making on a circular saw doesn=t permit use of the regular guard, use a special guard.
- 17) Never stand directly behind the blade of the circular saw.
- 18) When necessary, wear a kickback apron.
- 19) Do not saw warped material on a circular saw.

Thickness Planer:

- 1) Do not attempt to plane boards on the thickness planers that are less than 350 mm long.
- 2) Do not attempt to plane stock less than 6 mm thick.
- 3) Do not place your hands near the *Ainfeed* or rollers. Under no circumstances should you reach

into the machine.

- 4) Do not take too heavy a cut. An average cut is approximately 2 mm or 1/16.
- 5) Let the machine reach full speed before inserting the stock.
- 6) With shorter stock, be especially careful. Do not place your fingers under the board. They may be trapped when the board contacts the corrugated rollers, then lifts and snaps down.
- 7) Always plane with the grain.
- 8) Never look into the machine when it is in operation.
- 9) All knives must be sharp to be effective.

<u>Jointer:</u>

- 1) The jointer fence should be tight and never adjusted while the jointer is running.
- 2) Check the stock for knots, splits, metal particles, and other imperfections before jointing.
 Defective stock may break up or be thrown from the jointer.
- 3) Always keep the knives of the jointer sharp. Dull knives tend to cause kickback.
- 4) Use common sense to decide when stock is too thin or too short. Minimum thickness (approx.) is 12 mm Minimum length (approx.) 300 mm.
- 5) Do not take too heavy a cut B approx 2 mm or 1/16 is preferred.
- 6) Check the depth of cut before the jointer is turned on and used.
- 7) Your hand should never be directly over the cutter head.
- 8) In general, use a push stick or push block.
- 9) Stand to the side of the jointer, never directly behind it. In case of kickback, you will then be out of the way.
- 10) On larger boards where your left hand is holding the work down, keep your thumbs parallel to your fingers.

<u>Radial Arm Saw:</u>

- 1) Hold the saw to prevent it from coming forward before turning on the power.
- 2) This saw tends to feed itself into the work. Therefore, it is necessary to regulate the rate of cutting by holding back the saw.
- 3) Return the saw to the rear of the table after each cut and lock.

- 4) For ripping, make sure that the blade is rotating upwards toward you. Use the anti-kickback device to hold work firmly against the table. Feed the stock from the end opposite the anti-kickback device.
- 5) Make sure the stock to be cut is held tightly against the fence.
- 6) When crosscutting, adjust the anti-kickback device (*sometimes call Afingers @*) so that it clears the top of the work of 1/8". This acts as a guard to prevent your fingers from coming near the revolving saw.
- 7) Position your body so that the saw blade extended is not in line with your body.
- 8) Never cross your arms when holding the work and pulling the saw.
- Remove any scraps with another piece of wood or if close to the saw blade and fence opening,
 let the saw blade come to a complete stop.

<u>Shaper:</u>

- 1) Have the open-faced knives on a shaper mechanically held in place.
- 2) Do not attempt to shape small pieces.
- 3) Make sure the spindle nut is tight and that the knives and fence are correctly adjusted before starting the wood shaper.
- 4) Make sure the shaper spindle is free before turning on the machine.
- 5) Turn the power off before any adjustments are made on the shaper.
- 6) Hand should step-over the cutter opening when shaping.

<u>Band Saw:</u>

- 1) If the blade on a band-saw breaks, shut off the power and stand clear until the wheels have stopped turning and then call the instructor.
- 2) Use a push stick to move scrap pieces of wood away from the blade of the band saw.
- 3) Place the upper guide on a band-saw not more than 12 mm above the work.
- 4) Do not use a wide blade on the band-saw when cutting small arcs or circles.
- 5) Test a band-saw blade by passing it slowly and carefully through the fingers on the side opposite the teeth. Also, give it a thorough visual inspection.

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6) Keep hands and fingers away from the feed line of band-saw blade.

Router:

- 1) Always clamp workpiece securely before routing.
- 2) Always wear eye protection when routing.
- 3) Switch off, unplug or lock out the power source to change any cutting tools in a portable power tool.

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SCIENCE

<u>General</u>:

The most effective way of achieving and maintaining safety is to ensure that good safety attitudes, techniques and procedures are made known and implemented at all times. Although these procedures are legally directed toward the worker, the science teacher in most cases, it behooves the worker in the laboratory environment to impress upon the science students that safety rules and procedures must be followed. Teachers must give complete and exact directions and must emphasize that everyone has a responsibility for safety in the laboratory.

Department chairpersons must be aware that is may be necessary, for a variety of reasons, to prohibit teachers from performing certain experiments at certain times and in certain circumstances. Science teachers must be aware that is may be necessary to prohibit certain students, classes or groups from performing certain experiments.

The following guideline is fundamental in the safe operation of a laboratory in terms of avoiding and treating accidents.

Workers are expected to keep labs neat and clean. Loose electrical wires, spilled chemicals, water or gas hoses running across aisles and other similar avoidable hazards are invitations to accident. Gloves, safety glasses and other safety equipment must be made available and used when required. At the end of the lab period, it will generally be necessary to clean off bench tops, and return materials and equipment to their proper locations and storage areas.

Lab Safety:

- 1) Teach and practice safety at all times.
- 2) Be cautious and alert to potential hazards before they attempt an experiment.
- 3) Establish routine safety checks of apparatus before experiments begin. (i.e. gas and electrical

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fixtures and outlets, valves and connections...)

- 4) Before using a hazardous chemical know the proper and safe storage, handling, transportation and disposal procedures.
- 5) Inspect and use proper safety equipment and clothing.
- 6) Inspect storage areas to eliminate potential hazards.
- 7) Make certain that all safety equipment is available and ready for use.
- 8) Be familiar with current first aid treatment (*i.e burns, chemicals in the eye, cuts, etc...*).
- 9) Do not perform any experiment that could produce a hazard for which one could not provide first aid.
- 10) Emphasize organization and team work, avoiding unnecessary movement or crowding in the lab. Keep aisles free of obstacles.
- 11) Do not use any hazardous chemical without the knowledge and information that is supplied through a <u>Material Safety Data Sheet.</u>
- 12) Have available for immediate reference information on safety and first aid (*i.e. M.S.D.S. and W.H.M.I.S. Regulations, other pertinent literature and posters...*).
- 13) Stress the importance of special care when handling glass tubing and any other glass containers and apparatus. Use proper waste containers for disposal of broken glass.
- 14) Inspect gas cylinders regularly for leaks and corrosion and store them in a safe, locked area.
- 15) When transporting large, pressurized gas cylinders use care and proper rolling carts.
- 16) Dispose of gas canisters according to proper procedures as outlined in W.H.M.I.S.
- 17) Report any articles releasing asbestos fibres. These may include curtains, gloves, aprons, fire blankets, heat shields and pads, etc.

Label, Use and Safe Storage:

All containers of hazardous materials must be properly labelled, handled and safely stored according to W.H.M.I.S. Regulations and M.S.D.S. instructions.

<u>Glassware:</u>

The worker and students must handle glassware with care, particularly the insertion and removal of glass tubes. Proper pipetting and pouring techniques must be followed to prevent spillage and proper disposal of broken glassware must be followed to prevent injury due to

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cuts.

Deportment:

It is crucial that careless behaviour and horseplay not be allowed in any laboratory. Appropriate reporting and action must be taken in such cases. Consequences of careless behaviour are too great to be acceptable.

Safety Supplies:

The lab must be well organized and stocked with vital safety materials that are easily accessible. Items to consider are:

- 1) Eye Wash Stations and Shower Stations;
- 2) Safety Glasses;
- 3) First Aid Kits;
- 4) Fire Extinguishers, Blankets and Sand;
- 5) Safety Exits and Evacuation Procedures;
- 6) Acid/Base Neutralizing Solutions, Pastes and Absorbent Materials;
- 7) Storage Cabinets;
- 8) Lab Ventilation (Fume Hoods and Fans);
- 9) Emergency Phone Numbers;
- 10) Safety Valves for Gas and Water Lines;
- 11) Electrical Panic Buttons or Breakers.

Heat Sources:

Workers must ensure that:

- 1) Burners not be left unattended when in use;
- 2) Appropriate glassware be used when intense heat is applied;
- 3) In cases of electrical heating, appliances must be properly grounded and hot plates must cool before being handled.

Immersion-type heaters are not recommended for use in a science lab.

ARTS

<u>General:</u>

The art classrooms often include materials and processes that are used in industry or professional studios which may be potentially hazardous to health and safety.

Routes of Entry:

1) <u>Inhalation:</u>

<u>Dust</u> from art material may irritate or damage the lungs. For example, silica dust from clays may lead to silicosis, a lung disease.

Irritation of the respiratory tract and increased production of mucus may result from the inhalation of certain gases, mists or fumes. A number of body organs can also be affected by inhalation of dangerous substances which, through the bloodstream, travel to many parts of the body. For example, liver and kidney damage results from the inhalation of large quantities of lead.

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2) <u>Ingestion:</u>

Ingestion of dusts and chemicals can occur during eating, drinking or smoking_ in the work area. Foodstuffs or liquids can be easily contaminated if stored near chemicals or other art material.

Improper labelling or lack of labelling can result in the accidental ingestion of hazardous chemicals.

3) <u>Absorption:</u>

Hazardous materials can be absorbed through the skin, and into the bloodstream; where they are carried to various body organs.

Skin irritation or dermatitis can result from contact with chemicals.

Ceramics and Pottery

The main hazards result from improper handling of the raw materials - clays, glazes, colourants or the inhalation of gases or fumes produced during the firing process.

1) <u>Clays:</u>

Clays contain silica dust. During the mixing of powdered clays, large amounts of dust escape into the air which is inhaled and can lead to silicosis over the long term.

Talc present in white clays and low firing clays may be contaminated with asbestos. Long term exposure to asbestos fibres can result in asbestosis, lung cancer or mesothelioma.

2) <u>Glazes and Colourants:</u>

The major concern is the inhalation of these chemical powders.

Powdered glaze materials that are highly toxic include barium carbonate, asbestos, talc, flurospar, lead and lead fritz.

Such colourants as nickel, uranium oxide, chrome yellow, zinc yellow and chromium compounds may cause cancer. Also cadmium, lead, antimony and vanadium compounds are highly toxic.

3) <u>Fumes and Gases:</u>

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During the firing process, toxic fumes and gases are produced. When raw glazes are broken down or clays are fired, gases such as fluorine, chlorine, nitrogen dioxide, sulfur dioxide and ozone are released. Toxic metal fumes are released when glazes and colourants are fired. If the kiln is gas fired, carbon monoxide may be released.

4) <u>Kilns:</u>

Preheating the kiln the previous day may be necessary to reach a desired temperature. <u>*Do not*</u> <u>*fire kilns overnight.*</u>

Protect the eyes with #2 or #3 tinted welders lens when observing kiln heat.

Check the cord and plug connections regularly to ensure they are in safe operating condition. Operate available exhaust fans during firing periods. Kilns must be properly vented to the outside.

<u>Painting</u>

1) <u>Pigments:</u>

When used in powdered form, pigments are especially hazardous. Lead based pigments are among the most dangerous because ingestion and inhalation can result in lead poisoning.

Inhalation of chrome yellow, zinc yellow and strontium yellow may cause cancer. Chromium pigments may cause skin irritation and allergic reactions.

2) <u>Spray Painting:</u>

Spray guns, air brushes and spray paint in aerosol cans produce a fine mist of pigments, solvents and propellants that can be hazardous. The mist can remain in the air for up to two hours and through inhalation can cause nausea, fatigue and headaches.

Paints that contain highly toxic pigments should not be used in spray form without proper protection.

3) <u>Varnish and Lacquer:</u>

These contain either natural or synthetic resin dissolved in a solvent. It is the solvent that is the major hazard.

Two of the most common solvents are turpentine and mineral spirits. Both can cause eye, nose and throat irritation or central nervous system depression. Turpentine can also produce skin irritation, allergic reactions or sometimes kidney damage.

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Methyl alcohol is used to dissolve shellac. In high concentrations, it can cause nausea, headaches and eye irritation. Methyl alcohol should be replaced with ethyl alcohol.

The most toxic lacquer thinners are toluene and xylene which are skin and mucus membrane irritants as well as central nervous system depressants.

Many solvents are used as general cleaning agents. The most common are turpentine and mineral spirits. However, for paint and varnish removal, methylene chloride is often used. Exposure to it can cause lung irritation and central nervous depression. When absorbed into the body it breaks down to form carbon monoxide which decreases the oxygen carrying capacity and has caused fatal heart attacks.

<u>Printmaking</u>

The four basic printmaking techniques are lithography, intaglio, relief and silkscreen. The major health risks are due to acids, pigments and solvents used in the various processes.

1) <u>Acids:</u>

Acids are mainly used in intaglio and lithography. The acids are especially hazardous if they come in direct contact with the skin or eyes.

Gases are mists from any acids present an inhalation hazard. Hydrochloric and acetic acid gases cause eye, noise or upper respiratory tract irritation. Etching with nitric acid produces nitric oxides which are deep lung irritants.

2) <u>Inks:</u>

Ready made ink reduce the risk of inhaling pigment powders. However, skin contact with these pigments can cause problems. Although many ink pigments are low in toxicity, several are extremely toxic. The metal containing pigments of concern are:

\$ Cadmium (all cadmium pigments)

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- \$ Chromium (viridian, chrome yellow, barium yellow)
- \$ Cobalt (cerulean blue, cobalt violet)
- \$ Lead (chrome yellow, chrome orange)
- \$ Manganese (manganese pigments and umbers)
- \$ Molybdenum (molybdate orange)
- \$ Selenium (cadmium red)

3. <u>Solvents:</u>

Solvents used in printmaking are skin irritants and can cause damage to the lungs or other organs.

Benzene should not be used as it causes aplastic anemia and leukemia. Toluene and xylene are less toxic substitutes, yet they are skin and mucus membrane irritants and cause central nervous depression.

Lithotine is sometimes used in place of turpentine but can cause skin irritation and prolonged exposure many lead to dermatitis.

Methyl alcohol (methanol) should be replaced with ethyl alcohol (ethanol) or isopropanol.

Sometimes it is thought, the stronger the odour, the more toxic the substance. Odour is <u>not</u> a measure of toxicity. Acetone has a strong odour yet is one of the least toxic solvents. Therefore, acetone is a good general solvent.

Air brushing produces a fine mist which can penetrate the lungs, enter the bloodstream, causing damage to body organs.

Resin dust used in the intaglio technique can cause respiratory allergies. It is also explosive and care should be taken not to generate sparks in the rosin box.

Prevention and Safety:

- 1) Know the materials you work with.
- 2) Read the label and Material Safety Data Sheet.
- 3) Use less hazardous substitutes (*i.e. lead-free glaze*).
- 4) Never store foodstuffs near art material.

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*School Board*5) Use proper ventilation

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- \$ local ventilation for toxic materials
- \$ general ventilation for less hazardous
- 6) Wear the recommended personal protective equipment (*i.e. gloves, goggles*).
- 7) Do not eat, drink, or smoke in the work area.
- 8) Ensure good housekeeping practices.
- 9) Store materials safely (*i.e. heavy items on lower shelves*).
- 10) All containers properly labelled.
- 11) Wash thoroughly after handling hazardous substances.
- 12) Develop an awareness of the environment and make adjustments to correct improper lighting, temperature and ventilation in the room. Develop an awareness of other potential health and safety hazards. Maintain easy access to a fire extinguisher and, if necessary, a fire blanket.
- 13) Maintain a clear and orderly workplace and storage area. Wet floors are potentially hazardous. Clean up spills immediately. Dust accumulation in ceramic areas must be avoided. Use a wet mop or vacuum regularly. Wash tabletops frequently. Do not sweep or brush clay, glaze or plaster dust.
- 14) Post safety and health precautions in appropriate work areas.
- 15) Do all spraying outside or with a functioning exhaust system.
- 16) Wear an approved respirator and work in a well-ventilated area when mixing glazes, clays, dyes, photo chemicals (*powder*) and plaster. Mix clays and plaster outdoors, if possible.
- 17) Use permanent felt tip markers only in well-ventilated rooms.
- 18) Store flammable liquids in a fire-rated cabinet. Do not pour flammables down a sink drain. Dispense flammables from a fire container. Dispose of flammable waste rags in a self-closing metal waste container.
- 19) Store acids and hazardous solvents on a lower shelf in a corner of the stockroom. Keep containers of acid and solvent covered when not pouring. Acids and solvents must not be stored together.
- 20) Label all storage containers clearly with permanent markers. Restrict open flame operations to an open-flame room or booth. Keep all flammable materials and liquids away from a kiln or open flame.
- 21) Wear appropriate gloves or use other protective means to avoid contact with such materials as acids (*photographic*, *etching*), solvents, asphaltum, ammonium dichromate, heated metals and

ceramics, paint removers, epoxy and solvent-based glues.

- 22) Wear appropriate goggles and other protective clothing during such operations as grinding, buffing, using an electric saw, carving stone, pouring acids and melting metals. Keep edged tools sharpened.
- 23) Wear work clothing in the studio and launder them frequently.
- 24) Restrict the use of potentially hazardous solvents and solvent-based inks and paints.
- 25) Operate power tools in compliance with accepted safety rules.
- 26) If glazes containing lead are improperly fired or formulated, acidic foods such as citrus fruit juices, soft drinks and pickles can dissolve the lead.
- 27) Glazed ceramics are prohibited if more than 7 parts per million of lead can be dissolved in 18 hours.
- 28) Store acidic foods in glass or plastic containers only.
- 29) Unless you are an expert, don=t make dinnerware articles. The glaze may contain hazardous chemicals.
- 30) Do not use materials with a silica sand base.
- 31) Make sure all cutting tools are kept sharp. Don=t cut towards your body or its parts. Carry all sharp tools carefully and keep te cutting edge pointed away.
- 32) Don=t have extension cords lying loose on the floor.
- 33) Have the appropriate fire extinguisher at hand when working with a hot kiln.
- 34) Extreme caution should be taken when unloading a kiln to avoid severe burns.

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FAMILY STUDIES

<u>Sewing</u>

- 1) Use a sturdy, well-balanced step stool to get at hard-to-reach items.
- 2) Keep the floor free from grease, oil, loose fibres and scrap fabrics.
- 3) Wipe up all spills immediately.
- 4) Do not run in the area.
- 5) Do not have loose extension cords on the floor.
- 6) Make sure all electric connections are in good condition and don=t overload circuits.
- 7) Hold the blades of scissors closed when walking with them or passing them to another person. The person passing them should hold the closed blade end. Never run with scissors or similar objects. Use sharp scissors for cutting out fabric.
- Always rest the iron on its Aheel@, never face down. Test the temperature of the iron on a scrap of fabric B not with your fingers.
- 9) Always unplug the iron when not in use and do not pull the plug out by the cord or with wet hands.
- 10) Always use a pin cushion or pin container and never put pins in your mouth.

- 11) When using the sewing machine, watch what you are doing carefully. Use brass pins as they are soft and do not break sewing machine needles.
- 12) Keep fingers, long hair, scarves, jewellery, etc. out of the way of the machine needle or other moving parts.
- 13) If something goes wrong, let the teacher know right away.
- 14) Be neat in your work habits.
- 15) Keep your full attention on your work. Talking or distracting someone working on power equipment or sharp hand tools is dangerous.
- 16) Learn the appropriate hazardous products symbols.

<u>Culinary</u>

<u>Cuts:</u>

- 1) Store knives and other cutting tools in racks with blades protected.
- 2) Use tools of the correct size for the work to be done.
- 3) Use a board for cutting, dicing and mincing.
- 4) When a knife is used, cut always downward and never toward the hand.
- 5) Collect all sharp tools on a tray and wash separately.
- 6) Always remove sharp tools from the dishwasher promptly.
- 7) Promptly discard all broken dishes, defective utensils and open tin cans.
- 8) Keep all knives sharp.

<u>Burns:</u>

- 1) Make available and use enough pot holders or appropriate gloves for all uses.
- 2) Keep pot holders dry and in good repair.
- 3) Use pot holders or asbestos gloves to handle hot utensils.
- 4) Keep handles tight on all pots and lids.
- 5) Use a puller or proper tool to reach in the oven to bring pans to the front of the oven before removing.
- 6) Give careful instructions to new employees for the use of steamers, hot serving tables and trunnion kettles.

Occupational Health and Safety Procedures Document

- 7) Prevent splattering, splashing or boiling over of food.
- 8) Stir food with a long-handle spoon or paddle.
- 9) Prevent fat fires by not filling fat containers too full.
- 10) Treat fat fires by placing a cover over the fire.
- 11) Allow steam tables, ovens and stoves to cool before cleaning.
- 12) Load pans properly to prevent hot grease from tipping and splashing.

WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM (W.H.M.I.S.)

Introduction:

W.H.M.I.S. or AWorker Right to Know Legislation@ is an amendment to the Occupational Health and Safety Act (O.H.S.A.) which defines the duties of the workplace parties regarding labels, material safety data sheets and worker training.

<u>Labels:</u>

Labels should provide *Aat a glance @* information on the basic hazards and proper handling of the material that a worker is using.

There are two different types of labels (Reference to O.H.S.A., W.H.M.I.S Regulations 644/88 [Reg. 860, R.R.O., 1990] - p. 705):

- 1) A Supplier Label
- 2) A Workplace Label

If the container does not have a label, the worker should report this immediately to his supervisor. The worker shall then ensure that the product is secured till correct information is made available either through an M.S.D.S. Sheet or the correct label.

<u>M.S.D.S.:</u>

A Material Safety Data Sheet is a comprehensive information bulletin that discloses all that a supplier or employer can reasonably be expected to know about a controlled (*hazardous*)

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product and its potential hazards (Reference to O.H.S.A., W.H.M.I.S Regulations (Reg. 860, R.R.O., 1990 - p. 715).

The procedure to follow when using and M.S.D.S. sheet is:

- 1) Check that the date has not gone beyond the three year expiry limit.
- 2) If no M.S.D.S. is available, obtain one before using the product.
- 3) If the M.S.D.S. sheet is not in the standard Catholic School Board format, pass it along to the In-School Committee so that it will be re-written.

<u>Worker Training</u>

This is a training program developed by the employer in consultation with the Joint Health and Safety Committee that teaches workers how to apply the information printed on the labels and contained on the M.S.D.S.

Regulations 644/88 [Reg. 860, R.R.O., 1990] provides that the employer must inform the worker of the inherent dangers of the materials they work with and the control measures and work practices needed to ensure protection of their health and safety.

If a worker feels that he/she does not understand any part of the W.H.M.I.S. program, it is his/her responsibility to approach his/her immediate supervisor for clarification of his/her concern. Regulation 806 (6-7 - p.709)

For now detailed information concerning W.H.M.I.S. Legislation refer to the green Occupational Health and Safety Act, R.S.O., 1990; and W.H.M.I.S.Regulation to the Act. (Reg. 860 - p.705)

Hazardous Products

- 1) Varsol-style parts cleaning tanks must have thermal lid supports and require adequate ventilation.
- Workers should not immerse their hands in varsol or other petro-chemical solvents or cleaners.
 Suitable gloves should be used.
- 3) Never use cleaning solvents on clothes in the shops.
- 4) Workers handling varsol, or other cleaners, <u>must</u> wear eye protections (*cup type*).
- 5) Eye wash stations are recommended in areas where cleaners and solvents are used.
- 6) Cleaning solvents and paint must be stored away from the work area in a secure place with a fire-resistant door. All containers must be labelled.
- Gasoline should be stored in a CSA approved container in a secure area with a fire-rated door.
 Both container and area should be clearly marked <u>AGASOLINE@</u> storage.
- 8) Gasoline must not be syphoned by mouth from tank or vehicles. Ingestion or inhalation of gasoline can cause injury or death.
- 9) Containers of hazardous products must be properly labelled and disposal routines posted at the storage area.
- 10) Reacting chemicals must be stored in separate areas away from each other.
- 11) Antidotes for chemicals should be immediately available in case of emergency.
- 12) Before transferring combustible liquids from one container to another, the container must be bonded and grounded to prevent static ignition.
- 13) Always add acid to water, never add water to acid.
- Bases (alkaline liquids) and acids have violent reactions always use caution when operating with these products.
- 15) Open containers should never be used to contain flammable liquids at any time.
- 16) Know the symbols for hazardous products. (W.H.M.I.S.)
- 17) If corrosive or explosive liquids or oils are spilled they must be neutralized first and cleaned up immediately.
- 18) Adequate ventilation is required wherever a possible explosive or toxic environment exists.
- 19) Never prime an engine with raw gasoline.
- 20) Smoking or other forms of ignition should not be allowed in hazardous locations such as

battery charging and gasoline handling areas.

- 21) Appropriate protective clothing must be worn depending on the nature of the hazard.
- 22) Adequate first aid provisions and appropriate fire extinguishers must be available when working with hazardous products.
- 23) Propane-fuelled vehicles <u>must not</u> be allowed in shops.
- 24) Butane lighters <u>must not</u> be allowed in shops. They are a potential bomb.
- 25) Never store flammable liquids in glass containers. If broken, they create a serious potential hazard, such as a explosive atmosphere.
- 26) Etchants, such as ferric chloride or ammonium persulfate, should be used with extreme caution. Follow instructions on label.
- 27) The disposal of liquid industrial wastes or hazardous wastes must comply with the Ministry regulations (contact the Plant Department).
- 28) There are many new chemical processes on the market. Obey the instructions packaged with the product, avoiding contact with the skin and the breathing of any fumes present.
- 29) Do not use own air pressure to blow out possible hazardous areas of dust, particles, etc. Use a special vacuum or lightly brush the dust into a container for disposal.
- 30) Dangerous exposure to radio frequency radiation from video display devices must be avoided.
 Provide proper ventilation and ensure equipment is properly adjusted and free of defects.
- 31) Do not store highly flammable liquids near electrical equipment because vapour can be ignited by an arc, spark, etc.
- 32) Reference should be made to W.H.M.I.S. when any hazardous environments are produced.
- ...//

EMPLOYEE HAZARD REPORT (STAGE 1)

PART 1 - TO BE COMPLETED BY THE EMPLOYEE AND GIVEN TO YOUR SUPERVISOR		
TO: WORKPLACE:	_FROM:	
DESCRIPTION OF HAZARD OR SAFET	Y CONCERN:	
Huron-Superior Catholic District -109-School Board

RECOMMENDED SOLUTIONS:	
Signature:	Date:
PART 2 - TO BE COMPLETED BY TH THE ABOVE DATE	IE SUPERVISOR WITHIN THREE (3) WORKING DAYS OF
□ AGREE STATE REASON(S) AND PLANNED	DISAGREE ACTION:
TIME FRAME FOR ACTION:	
Signature:	Date:
c.c Employee	
PART 3 - TO BE COMPLETED BY WO	ORKER WITHIN TWO (2) WORKING DAYS
1. My Supervisor=s Response and Pl	anned Action Outlined has:
2. Supervisor Flies Report in Safety Bulletin Board Binder	Health and Safety Committee
Signature:	Date:

WORKPLACE HEALTH & SAFETY COMMITTEE

HAZARD REPORT (STAGE II)

PART 1 - TO BE COMPLETED BY WORKPLACE HEALTH AND SAFETY COMMITTEE WITHIN WORKING DAYS	THREE (3)
WORKPLACE:	
RE:	
Employee Hazard Report (Stage I) Attached	
DESCRIPTION OF HAZARD OR SAFETY CONCERN:	

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RECOMMENDED SOLUTION:	
RECOMMENDED TIME FRAME:	
1. Supervisor:	
2. Academic Representative:	
3. Non-Academic Representative:	
(Signatures)	
c.c Employee Date:	
PART 2 - TO BE COMPLETED BY WORKER WITHIN TWO (2) WORKING DAYS	
1. The solution recommended above has:	
RESOLVED MY CONCERN NOT RESOLVED MY CONCERN	
2. Supervisor Files Report in or Supervisor forwards copy to the	
Health and Safety Bulletin Board Binder Joint Health and Safety Committee	
Signature: Date:	

JOINT HEALTH & SAFETY COMMITTEE HAZARD REPORT (STAGE III)

PART 1 - TO BE COMPLETED BY THE JOINT HEALTH AND SAFETY COMMITTEE WITHIN TWO (2) WORKING DAYS

WORKPLACE:	
RE:	
Workplace Health and Safety Committee Hazard Report (Stage II) Attached	
DESCRIPTION OF HAZARD OR SAFETY CONCERN:	
RECOMMENDED SOLUTION:	
RECOMMENDED TIME FRAME:	
Co-Chairpersons (1):	
(2):	
(Signatures)	
c.c. to Employee Date:	
1. The solution recommended above has:	
RESOLVED MY CONCERN INOT RESOLVED MY CONCERN	
2. Co-chairperson Files Report in or JHSC Co-chairpersons forward copy to the	
Health and Safety Bulletin Board Binder Director of Education	
Signature: Date:	

DIRECTOR OF EDUCATION HAZARD REPORT (STAGE IV)

PART 1 - TO BE COMPLETED BY THE DIRECTOR OF EDUCATION WITHIN ONE (1) WORKING DAY

Huron-Superior Catholic District School Board

WORKPLACE:
RE:
Joint Health and Safety Committee Hazard Report (Stage III) Attached
DESCRIPTION OF HAZARD OR SAFETY CONCERN:
RECOMMENDED SOLUTION:
RECOMMENDED TIME FRAME:
Director of Education:
(Signatures)
c.c. to Employee Date:
PART 2 - TO BE COMPLETED BY WORKER WITHIN ONE (1) WORKING DAY
1. The solution recommended above has:
RESOLVED MY CONCERN NOT RESOLVED MY CONCERN
2. Director of Education Files Report in or The employee may contact the
Health and Safety Bulletin Board Binder Ministry of Labour
Signature: Date:

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MSB	Workplace Safety & Insurance Board	200 Front Stree Toronto ON M	t West (5V 3)1			
CSPAAT	Commission de la sécu professionnelle et de l'a contre les accidents du	arité assurance travail Toronto ON M	Duest 5V 3)1		Trea	tment Memorandum Avis de traitement
Practitioner	/Hospital:	The worker cla are sending a	aims to have bee report to the Wo	en injured in our employ an orkplace Safety and Insurat	id requests treatmer nce Board (WSIB).	nt. We, the employer,
Praticien/H	lópital :	Le travailleur traitements. E Commission d	affirme avoir su En tant qu'emplo le la sécurité pro	bi une lésion pendant qu'il yeur de ce travailleur, nous plessionnelle et de l'assura	travaillait pour nou ferons parvenir un nce contre les acci	s et demande des Tapport à la dents du travail (CSPAAT).
Worker Identification	Last Name/Nom d	le famille		First Name/Prénom	initials/Initiale	S.I.N./N [*] d'assurance sociale
Identification du travailleur	Address (no.,stree	el,apl. no.)/Adresse (n'	, rue, app.)	City,Town/Ville	Province	Postal Code Code postal
Employer Identification	Firm Name/Nom d	le l'entreprise			WSIB Firm	No./ N° d'entreprise à la CSPAAT
Identilication de l'employeur	Address/Adresse			Cily,Town/Ville	Province	Postal Code Code postal
Accident Information Renseignements sur l'accident	Date and hour of Date et heure de l dd/jj mm/mm y	accidental injury 'accident y/aa time/heure m	Date and hour accider Date et heure où fut si dd/jj mm/mm yyaa	nt reported Ignale l'accident time/heure m	re de la lésion	
mportant:	Please retain future referer Board if requ	and file this do nce and submis ested.	sion to the	Name of Company Officer/Nom du	dirigeant de l'entreprise	Date
	Veuillez cons référence fut à la Commiss	erver ce docur ure et pour prés sion sur deman	nent pour sentation de.		Please see other	side/Voir au verso.

Please submit your account to the Board/Veuillez envoyer votre compte a la Commission. 0156C (01/98)

Injured Worker

Regardless of whether you have received attention at a hospital emergency department for your injury, you are entitled to choose your health professional (i.e. family doctor, dentist, chiropractor, specialist, etc.) if you require further treatment. After choosing, however, you may not change health professionals without the permission of the Workplace Safety and Insurance Board (WSIB).

Health Professional

If you have determined the injured worker will be disabled from earning full wages on any day beyond the day of injury, please submit the appropriate form to the Board: Health Professional - Form 8, Health Professional's First Report; Chiropractors - Form 284C, Chiropractor's First Report.

The Board supports early and safe return to work. If your patient is injured immediate action is recommended to ensure that appropriate measures are instituted. Many employers accommodate their injured workers advantageously by minor modifications to their normal jobs or by transfer to other occupations more suited to their functional abilities. To assist the employer in planning such measures, the Board urges that you discuss this matter with your patient and co-operate with the employer's medical staff or responsible representatives in implementing a program which is reasonable and appropriate for the injured worker.

Travailleur blessé

.....

Que vous ayez ou non été traité à l'urgence d'un hôpital pour votre lésion, vous avez le droit de choisir votre professionnel de la santé (c.-à-d. médecin de famille, dentiste, chiropraticien, spécialiste, etc.) si vous devez recevoir d'autres soins. Cependant, une fois que vous avez fait votre choix, vous ne pouvez pas changer de professionnel de la santé sans l'autorisation de la Commission de la sécurité professionnelle et de l'assurance contre les accidents du travail (CSPAAT).

Professionnel de la santé

Si vous avez déterminé que le travailleur blessé est invalide, c.-à-d. qu'il ne sera pas en mesure de gagner son plein salaire après le jour de l'accident, veuillez faire parvenir à la CSPAAT le formulaire approprié : **Professionnel de la santé** - Formulaire 8, Premier rapport du professionnel de la santé; **Chiropraticiens** - Formulaire 284C, Premier rapport du chiropraticien.

La CSPAAT encourage le retour au travail rapide et sécuritaire. Si votre patient est invalide, nous recommandons que les mesures appropriées soient prises sans tarder pour assurer son retour au travail. Bon nombre d'employeurs tentent de faciliter le retour au travail de leurs travailleurs blessés en modifiant légèrement leur travail régulier ou en leur offrant un autre emploi convenant mieux à leurs capacités fonctionnelles. Afin d'aider l'employeur à planifier de telles mesures, nous vous prions de discuter de cette question avec votre patient et de collaborer avec le personnel médical de l'employeur ou les représentants de celui-ci, en vue de mettre en oeuvre un programme approprié pour le travailleur blessé.

HURON-SUPERIOR CATHOLIC DISTRICT SCHOOL BOARD SUPERVISOR=S REPORT OF INJURY

EMPLOYEE					
Employee's Name: Age:					
Occupation:					
School/Department:					
Location of Accident:					
INJURY					
Type of Injury:					
Date of Injury:		Time:			
Date Reported:		Time:			
ACCIDENT					
(a) How did accident occ	cur?				
			_		
Employee's Signature:			_		
Employee's Signature: (b) Immediate Cause:			_ 		
Employee's Signature: (b) Immediate Cause: (c) Contributing Cause:			 		
Employee's Signature: (b) Immediate Cause: (c) Contributing Cause: 1)	3)	5)	 		
Employee's Signature: (b) Immediate Cause: (c) Contributing Cause: 1) 2)	3) 4)	5) 6)	 		
Employee's Signature: (b) Immediate Cause: (c) Contributing Cause: 1)	3) 4) (See Reverse S	5) 6) ide for Details)			
Employee's Signature: (b) Immediate Cause: (c) Contributing Cause: 1)	3) 4) (See Reverse S	5) 6) ide for Details)			
Employee's Signature: (b) Immediate Cause: (c) Contributing Cause: 1)	3) 4) (See Reverse S	5) 6) ide for Details)			
Employee's Signature: (b) Immediate Cause: (c) Contributing Cause: 1)	3) 4) (See Reverse S Jation? Yes	5) 6) ide for Details)			
Employee's Signature: (b) Immediate Cause: (c) Contributing Cause: 1) 2) INVESTIGATION Supervisor's Name: Was there an On-Site Investig If Not – Why Not? Witness:	3) 4) (See Reverse S Jation? Yes	5) 6) ide for Details)			
Employee's Signature: (b) Immediate Cause: (c) Contributing Cause: (c) Contributing Cause: 1) 2) INVESTIGATION Supervisor's Name: Was there an On-Site Investig If Not – Why Not? Witness:	3) 4) (See Reverse S Jation? Yes	5) 6) ide for Details)			

CLARIFICATION OF QUESTIONS

UNDER CONTRIBUTING CAUSE (C(c))

NOTE:

ALL QUESTIONS MUST BE ANSWERED (YES, NO, N/A) BEFORE DISTRIBUTED.

- **1. DID THE INJURY INVOLVE WORK THAT IS PREFORMED REGULARLY?**
- 2. DID YOU FIND THE WORK HEAVY OR DIFFICULT?
- 3. HAVE YOU HAD ANY PREVIOUS PROBLEMS WITH INJURY AREA OF YOUR BODY?
- 4. WERE YOU GIVEN JOB SAFE PRACTICE INSTRUCTIONS FOR THE JOB ON WHICH YOU WERE INJURED?
- 5. WAS A JOB SAFE PRACTICE IN PLACE?
- 6. WAS IT FOLLOWED?

THE INFORMATION OBTAINED FROM AN INVESTIGATION AND WHICH I INCLUDED ON THIS REPORT IS IMPORTANT.

THE "ON SITE INVESTIGATION" WITH THE INJURED WORKER, WHEN POSSIBLE, PROVIDES FIRST-HAND KNOWLEDGE WHEN THE ACCIDENT IS STILL FRESH IN EVERYONE'S MIND AND THE SITE HAS NOT BEEN DISTURBED. THE INFORMATION GAINED WILL ASSIST IN AVOIDING A RECURRENCE OF THE ACCIDENT.

	Mail To: 200 Front Street West Toronto ON M5V 3J1	OR Fax To: 416-344-4684 OR 1-888-313-7373		7	Employer's Report of Injury/Disease (Form 7)
JOF HAI		Please PRINT in black ink			Claim Number
A. Worker	Information			ר –	
lob Title/Occu	pation (at the time of acci	dent/illness - do not use abbreviations)	Length of time in this pe while working for you	osition	Social Insurance Number
Please check	if this worker is a:	executive elected official or	wner spouse or re	lative of the employer	
Last Nam	ê	First Name	Is the Union	worker covered by a /Collective Agreement? yes no	Worker Reference Number
4ccress	number, street, apt., suite, u	nit)	Worke	er's preferred language	Date of dd mm yy Birth
0 ty Town		Province Postal Code	0	ther	Telephone

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	Please PRINT i	in black ink	
Nork	ter Name		Social Insurance Number
C. A	Accident/Illness Dates and Details (Continu	ued)	
7.	Did the accident/illness happen on the employer's premises (owned, leased or maintained)?	Specify where (shop floor, warehouse, client/customer site,	parking lot, etc).
8.	Did the accident/illness happen outside the Province of Ontario?	If yes, where (city, province/state, country).	,
9.	Are you aware of any witnesses or other employees involved in this accident/illness?	If yes, provide name(s), position(s), and work phone number 1.	er(s).
		2.	
10.	Was any individual, who does not work for your firm, partially or totally responsible for this accident/illness?	If yes, please provide name and work phone number	

	of Inj	ury/Disease (Form
Diesse PRINT in black ink		m Number
Worker Name	Soc	ial Insurance Number
G. Base Wage/Employment Information - (Do not include overtime here)		
1. Is this worker (Please check all that apply) Permanent Full Time Casual/Irregular Student Permanent Part Time Seasonal Unpaid/Trainee Temporary Full Time Contract Other	Registered Apprentice	Owner Operator or (Sub) Contractor
2. Regular rate of pay per hour day week o H. Additional Wage Information	ther	1000
1. Net Claim Code or Amount Provincial 2	Vacation pay - on each cheque? yes no	Provide percentage
3. Date and hour last worked 4. Normal working hours on last day worked dd mm yy AM To PM PM	5. Actual earnings for last day worked AM PM \$	6. Normal earnings for last day worked
7. Advances on wages: Is the worker being paid while he/she recovers?	ull/Regular Other	
B. Other Earnings (Not Regular Wages): Provide the total of additional earnings for a second seco	or each week for the 4 weeks before the	e accident/illness.
* For Rotational Shift workers - If the shift cycle exceeds 4 weeks, please attach the earnings information for the last complete shift cycle prior to the data of accident (illease	Use these spaces for any other e (indicate Commission, Differenti	arnings ials, Premiums,

Functional Abilities Form

for Planning Early and Safe Return to Work

Health Professionals, please use this form ONLY when requested by an employer or worker.

The purpose of this form is to identify your patient's overall functional abilities and work restrictions that will assist his/her return to suitable work.

Please promptly complete and return pages 2 and 3 of this form to the worker or employer to assist the workplace parties in planning an early and safe return to work.

PLEASE ENSURE YOUR BILLING INFORMATION IS NOT GIVEN TO THE WORKER OR EMPLOYER.

Authority to Release Information

Section 37(3) of the Workplace Safety and Insurance Act, 1997 provides the legal authority for health professionals to give the Workplace Safety and Insurance Board (WSIB), the injured worker and the employer such information as may be prescribed concerning the worker's functional abilities.

When completing this report, please print in black ink.

Toronto ON M5V 3J1 OR 1-888-31	3-7373	and Safe Return to We
Please PRINT in black ink		Claim No.
. Section A to be completed by the employ	yer and/or worker.	
orker's Last Name	First Name	Telephone
ddress (no., street, apt.)	City/Town	Province Postal Code
Employer's Name		Date of Birth (dd/mm/yyyy)
Full Address (No., Street, Apt.)		Date of Accident/ Awareness of Illness (dd/mm (seea)
City/Town Prov.	Postal Code	Employer Telephone
		Employer Fax No.
 Type of job at time of accident (where available, please) 	se attach description of job activities) Ar	sa(s) of injury(les)/ liness(es)
 Type of you at time of accident (where available, please) Have the worker and the employer discussed Return 1 	To Work	ra(s) or injury(ies)/ liness(es)
Have the worker and the employer discussed Return T Employer contact name	To Work If I yes no	ea(s) or injury(les)/ liness(es) to, will be discussed on dd mm yyyy
Have the worker and the employer discussed Return T Employer contact name	To Work yes no Po	ra(s) of injury(ies)/ liness(es) io, will be discussed on dd mm yyyy
Have the worker and the employer discussed Return T Employer contact name • Worker's Signature y signing below, I am authorizing any health profession formation about my functional abilities on the WSIB's	To Work If I Post of Job Activities) Ar	aa(s) or injury(ies)/ liness(es) to, will be discussed on dd mm yyyy sition and the Workplace Safety and Insurance Board (WSIB) with afe Return to Work" form.
Have the worker and the employer discussed Return 1 Employer contact name Worker's Signature y signing below, I am authorizing any health profession formation about my functional abilities on the WSIB's gnature	To Work If I Post of the provide me, my employer "Functional Abilities for Planning Early and S	aa(s) or injury(ies)/ liiness(es) to, will be discussed on dd mm yyyy sition and the Workplace Safety and Insurance Board (WSIB) with afe Return to Work" form. Date dd mm yyyy
Have the worker and the employer discussed Return 1 Employer contact name Worker's Signature ysigning below, I am authorizing any health profession formation about my functional abilities on the WSIB's ignature E. Health Professional's Billing Information For billing purposes fax or mail pages 2 and 3	To Work If I Post of p	aa(s) or injury(les)/ liiness(es) to, will be discussed on dd mm yyyy sition and the Workplace Safety and Insurance Board (WSIB) with afe Return to Work" form. Date dd mm yyyy
Have the worker and the employer discussed Return T Employer contact name Worker's Signature y signing below, I am authorizing any health profession formation about my functional abilities on the WSIB's gnature Health Professional's Billing Information For billing purposes fax or mail pages 2 and 3 ealth Professional's Designation Chiropractor Physician Physiother	To Work If I To Work If I Po Po I al who treats me to provide me, my employer Functional Abilities for Planning Early and S to the WSIB. Tapist Registered Nurse (Extended Cla	aa(s) or injury(ies)/ liness(es) io, will be discussed on dd mm yyyy sition and the Workplace Safety and Insurance Board (WSIB) with afe Return to Work" form. Date dd mm yyyy Iss) Other
	To Work If I To Work If I To Work If I To Work If I Po Po International Abilities for Planning Early and S International Abilities for	aa(s) of injury(ies)/ liness(es) io, will be discussed on dd mm yyyy sition and the Workplace Safety and Insurance Board (WSIB) with afe Return to Work" form. Date dd mm yyyy Ass) Other NOT BE PROVIDED TO THE WORKER OR EMPLOYER

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Mail to: 200 Front Street West Toronto ON M5V 3J1	or Fax to: 416 344-4684 OR 1-888-313-7373	FΔF	Functional Abilities Form for Planning Early and Safe Return to Work		
Please PRINT in bla	ck ink				
Worker's Last Name	First N	lame	Claim No.		
D. The following information sl Professional to identify the	hould be completed by the Health patient's overall abilities and res	trictions.			
1. Date of dd mm Assessment	 Please check one: Patient is capable or returning to work work work work work work work wor	of Patient is capable of returning to work with restrictions S. Complete sections E and F.	Patient is physically unable to return to work at this time. Complete section F.		
E. Abilities and/or Restrictions	5				
Please indicate Abilities that appl Walking: Full abilities Up to 100 metres 100 - 200 metres Other (please specify) Lifting from waist to shoulder:	y. Include additional details in section 3 Standing: Full abilities Up to 15 minutes 15 - 30 minutes Other (please specify) Stair climbing:	Sitting: Full abilities Up to 30 minutes 30 minutes - 1 hour Other (please specify) Ladder climbing:	Lifting from floor to waist: Full abilities Up to 5 kilograms 5 - 10 kilograms Other (please specify) Travel to work:		
Full abilities Up to 5 kilograms 5 - 10 kilograms Other (please specify) 2. Please indicate Restrictions that	Full abilities Up to 5 steps 5 - 10 steps Other (please specify) apply. Include additional details in section	Full abilities 1 - 3 steps 4 - 6 steps Other (please specify)	Ability to use public transit Ability to drive a car yes yes no no		
Bending/twisting repetitive movement of (please specify)	Work at or above Chemical Shoulder activity: exposure to:	Environmental exposure to: (e.g. heat, cold, noise or scents)	Limited use of hand(s): Left Right Gripping Pinching Other (please specify)		
Limited pushing/pulling with: Left arm Right arm Other (please specify)	Operating motorized equipment: (e.g. forklift)	Potential side effects from medications (please specify) Do not include names of medications.	Exposure to vibration: Whole body Hand/Arm		
 3. Additional Comments on Abilities and/or Restrictions. 4. From the date of this assessment, the above will apply for approximately: 5. Have you discussed return to work 					
4. From the date of this assessment, the	e above will apply for approximately: 8 - 14 days 14 + days	5. Have you discussed return to work with your patient?	yes no		
6. Recommendations for work hours and start date:	Regular full-time hours Modif	ied hours Graduated hours Sta	art Date dd mm yyyy		
F. Date of Next Appointment					

Important Information

To receive benefits, the worker must apply for benefits within six months of the date of a work-related injury or illness. When filing a claim for benefits, the worker must also consent to the disclosure of functional abilities information provided by a health professional to his or her employer for the purpose of facilitating an early and safe return to work. Failure to file a claim or provide consent for the release of the functional abilities information can result in no benefits.

If you have questions about the completion of this form please call 1-800-387-0750.

Worker's Responsibilities

- This form is to be completed by a treating health professional, who will discuss the information with you.
- Once completed, contact your employer **immediately** to review the information on the completed form. Together, you and your employer will begin to plan an early and safe return to work.

Employer's Responsibilities

- This form provides general information about this worker's functional abilities and restrictions to help you plan an early and safe return to work.
- When you provide this form to the treating health professional, ensure that you have the worker's signed consent (Section B) for the release of functional abilities information.
- Where available, also attach a description of the worker's job activities to assist the health professional in completing the form.
- The prescribed form that is available from the WSIB is a generic form developed to assist with general functional abilities information.
- The WSIB will pay the health professional to complete the prescribed WSIB form only. A charge will appear on your Accident Cost statement or Schedule 2 Invoice which reflects the cost of payment for each form completed.
- If you have a form that is specific to your workplace and have the cooperation of the worker in providing consent for the release of information on your form, you may use your own form. If you create your own form, you must reimburse the health professional directly.
- Do not send a copy of the completed Functional Abilities Form for Planning Early and Safe Return to Work to the WSIB. The health professional is responsible for submission of the form.

Health Professional's Responsibilities

- The employer and worker will use this information to plan the worker's early and safe return to work.
- Their return to work plans will reflect the functional abilities and restrictions you have noted and presume that no clinical contraindications exist for other work activities, therefore it is crucial that all sections be completed in full.
- The completion of this form is based on your examination of the worker and does not require a specialized functional abilities evaluation.
- Diagnostic or confidential information must not be included.
- Please add specific information on the duration of temporary restrictions or maximum times or weights to be considered, in section E3 under abilities and/or restrictions. If necessary, attach an additional page to this completed form to describe abilities and restrictions.
- Completion of this form does not replace clinical reporting requirements to the WSIB.
- Once you have received this form, promptly complete it and give it to the worker and/or employer.
- For billing purposes fax or mail pages 2 and 3 to the WSIB. When faxing, do not mail a copy.

The WSIB will pay the health professional for the completed form when pages 2 and 3 are received.

Workplace Safety and Insurance Board 200 Front Street West Toronto ON M5V 3J1

WSIB Fax 416-344-4684 or 1-888-313-7373

REVISED EFFECTIVE SEPTEMBER 1, 2008

HURON - SUPERIOR CATHOLIC DISTRICT SCHOOL BOARD

WORKPLACE SAFETY & INSURANCE BOARD ADVANCE PAYMENT FORM (For C.U.P.E. Bargaining Unit Employees)

EMPLOYEE'S NAME:

OCCUPATION:

EFFECTIVE DATE OF PAYMENT:

Workplace Safety and Insurance Benefits (Article 22 - Plant; Article 28 - Clerical and Educational Assistants):

(a) An employee who has applied for WSIB benefits and who is awaiting approval of his/her claim from the Workplace Safety and Insurance Board shall have the option of:

- or -

(I) Receiving Workplace Safety & Insurance payment from WSIB, if and when approved.

(ii) It is agreed that, when an employee is eligible for and receives approval of a claim by the Workplace Safety & Insurance Board, the employee is entitled to one hundred percent
(100%) of their usual wages and benefits from the day the accident occurred, for the duration of the employee's absence from work without deduction from sick leave credits.

- (b) Where an employee receives workers' benefits as determined by the Workplace Safety and Insurance Board, such payments shall be directed to the Board.
- (c) The denial of workers' benefits does not preclude the use of sick leave as determined by the collective agreement.

Workplace Safety and Insurance Wage Continuance Provisions

- (a) The following provision applies to an employee
 - 1. who is absent from work as a result of illness or injury sustained at work; and
 - 2. who has made a claim to the Workplace Safety & Insurance Board with respect to the illness or injury sustained at work; and
 - 3. who has been awaiting approval of the claim; and
 - 4. who would otherwise be entitled to payment pursuant to the provisions of the Cumulative Sick Leave Plan (Articles 21.02 or 22.00 or the C.E.I.C. Sick Leave Plan (Article 21.03 or 22.03).

(b) If the employee is unable to perform her or his regular duties or modified work as a result of the illness or injury and a WSIB Functional Abilities Form for Timely Return to Work form from the employee's physician to this effect has been submitted to her or his supervisor, the employee may apply for payment on the form provided by the employee's supervisor and to be returned to the Human Resources Department. Upon receipt of the form the application will be processed for payment to which the employee would be entitled from the Workplace Safety & Insurance Board if the claim was approved. Payment by the

WORKPLACE INSPECTION FORM

Workplace Inspector (School/Building):	ed			:
Inspection Date:	Day	Month	Year	

HAZARD CHECKLIST & GUIDELINES

WHERE ?

CLASSROOMS	OFFICES	HALLS	LOUNGES	FOYERS
SHOPS	LABS	CAFETERIA	GYMNASIUM	AUDITORIUM
BUS AREA	PARKING LOT	STORAGE AREA	BOILER ROOM	SHIPPING
WASHROOMS	WORK ROOMS	PORTABLES	FIRST AID STATIONS	

Occupational Health and Safety Procedures Document

The basic lifting rule; USE YOUR HEAD! Think things through before you start:

.....

- KNOW 0
- **C EXAMINE THE OBJECT** to decide where and how to hold it. Check for grease, oil, moisture, sharp edges. O CLEAP. YOUP. PATH of obstructions, tripping hazards.
- If you have any doubts about lifting an object. where and how you'll let the object down. GET HELP 0

!

SPECIAL PULES for special situations:

The maximum load you can lift is lighter because you can't use your legs. Use extra care. Spread your leet, with one foot slightly forward. Use a firm platform or slurdy ladder for extra-high lifts - not a chair or box. When in doubt -- GET HELP. LIFTING OVERHEAD



LIFTING HEAVY OBJECTS

- If an object is too heavy, large or hard to handle, do one of thers to help. When litting with others, be sure to litt in unison (counting out loud is helplut). 2. Use a mechanical ald lorklift, winch, jack, etc. 3. Do it in pleces, one step at a time.



his Is Your \BCD's Of Portable Tre Extinguishers

intaining an extinguisher.

s come in dry chemical, foam, carbon or halon types. Whatever type you e labeled by a nationally recognized ry. te number rating on the extinguisher outs out. High rated ones are often theavier modes. Make sure you can the one you might buy for home ed to use at work.

ler how to have your extinguisher spected. Recharge it after ANY use. one might as well be empty. should be installed away from

should be installed away from ards and near an escape route.





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latholic District School Board

FIRST AID INSPECTION CARD

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Huron-Superior Catholic District School Board

Occupational Health and Safety Procedures Document

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