



HEALTH AND SAFETY MANUAL

SEPTEMBER 2011

ANCILLARY AND BUSINESS SERVICES

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HEALTH AND SAFETY MANUAL

ASBESTOS

Many construction and insulation materials contain asbestos. These materials, if removed or disturbed in an uncontrolled manner, can release asbestos fibres into the air possibly causing a health hazard. The disturbance and mishandling of the Asbestos-Containing Materials (ACM) can result from activities performed in close proximity to, but not necessarily on, asbestos-containing insulation materials. All personnel working with, or in proximity to an area where there is a likelihood of disturbance to friable (easily crumbled) asbestos products must be informed by their supervisor of the known and/or potential hazards associated with this exposure.

All asbestos-related work must be performed in accordance with WorkSafe BC's Occupational Health & Safety Regulation (OHSR) as a minimum. The work procedures are for the well-being of the personnel involved, the public and for the environment. Okanagan College has established specific procedures and work practices that meet or exceed this requirement. These procedures can be obtained from Facilities Management (*Asbestos Management Program*).

Purpose

The Asbestos Control Policy is designed to provide information and guidelines for the safe handling of ACM to promote awareness of its presence and location in facilities at Okanagan College. *The goal is to ultimately prevent incidents of uncontrolled disturbance.*

Responsibility

Compliance with this policy is the responsibility of the supervisors of personnel at all levels within administrative, faculty and ancillary operations, or supervisors of contracted activities where workers may come in contact with ACM.

All uncontrolled asbestos-disturbance incidents must be reported immediately on discovery to the Health, Safety and Emergency Management Services Department and Facilities Management. Completion of a Health and Safety Incident Report is also required from each affected person's supervisor. The Health, Safety and Emergency Management Services Department and Facilities Management will share any information regarding such incidents as soon as possible after being notified.

Okanagan College maintains an inventory of structural asbestos for all affected buildings. Facilities Management is responsible for removal and/or cleanup of asbestos as required as well as for notifying the Health, Safety and Emergency Management Services Department of all Type 3 Asbestos operations prior to the commencement of any project.

It is the responsibility of Facilities Management to assess any uncontrolled disturbance of ACM in any college facility and to determine if further monitoring is necessary.

Contacts

If you have any questions, contact [Facilities Management](#) or the [Health, Safety and Emergency Management Services Department](#).

CHEMICAL SPILLS

Procedures

All Personnel:

- Take immediate corrective action regarding the safety of people involved (e.g. flushing eyes for 30 minutes, flushing skin, etc.)
- Immediately seal off area to students and employees
- Call 250.317.2435 or 6699 from any campus phone with the following information:
 - type of chemical
 - quantity involved
 - action taken
 - location of incident
- Security to call 250.575.1683 to inform Manager; Health, Safety and Emergency Management Services

Responsibilities

Facilities Management will provide the following:

- Immediate action as required to safeguard students, employees and facilities
- Type of cleanup required
- Amount and method of ventilation
- Protective equipment required to clean up chemical
- Method of disposal of chemical and cleanup materials
- Decision of appropriate government agencies to be notified
- Inform the Health, Safety and Emergency Management Services Department

Security/Maintenance Personnel will do the following:

- Follow procedures listed above for all personnel above
- Assist response teams as requested or directed
- Assist Manager of Health, Safety and Emergency Management Services

COMMENT BOX

Okanagan College Health, Safety and Emergency Management Services Department welcomes your comments.

Please complete the form below and then click Submit.

If you would like someone to respond to you individually, please provide your email address in the box provided.

My comment/feedback or question is:

Please email a response to (optional):

Enter a valid email address. Example: name@company.com

COMMITTEES

Okanagan College (OC) has four Occupational Health & Safety (OH&S) committees representing the following regions:

- South Okanagan – minutes (OC/Employees/ABS/H&S Committees/**Penticton**)
- Central Okanagan – minutes (OC/Employees/ABS/H&S Committees/**Kelowna**)
- North Okanagan - minutes (OC/Employees/ABS/H&S Committees/**Vernon**)
- Shuswap Revelstoke – minutes (OC/Employees/ABS/H&S Committees/**Salmon Arm**)

Each committee is comprised of worker and employer representatives who consult in a cooperative spirit to identify and resolve health and safety matters within OC. The committees meet monthly in each region and are responsible for

- ensuring that the college safety program is maintained and reinforced;
- reviewing OH&S concerns and suggestions and recommending corrective action;
- reviewing the reports of current incidents, their causes and means of prevention;
- assisting in the dissemination of appropriate information and fostering within the college community an awareness and appreciation of incident prevention.

The Okanagan College OH&S Committee Terms of Reference document defines the scope of practice of the membership.

<\\Emp.oc\networkfiles\Departmental Files\Ancillary-Business Services\Health and Safety\OH&S Committee Terms of Reference.docx>

CONFINED SPACE ENTRY

This section contains information regarding definitions, confined versus enclosed spaces, personal protective equipment and procedures involving confined space entry.

A confined space can be defined as a tank, process vessel, underground vault, tunnel, duct or other enclosure not intended for continuous human occupancy. A confined space

- has limited or restricted means for entry and exit;
- has poor natural ventilation;
- in which there may be an airborne hazardous substance;
- is large enough for a worker to enter to perform assigned work.

Confined spaces can present safety and health hazards when there is/are

- oxygen deficiency or excess oxygen;
- hazardous chemicals;
- flammable gases or vapours or combustible dusts;
- introduction of liquids or gases during employee occupancy;
- activation of electrical or mechanical equipment during occupancy;
- slips and falls while entering and exiting the confined space.

Confined Space Entry Terminology

Air Contaminants: Substances in the air that may be harmful to health. Five major types of air contaminants are dusts, mists, fumes, gases and vapours.

Atmospheric Testing: The testing of the atmosphere within the confined space with approved test equipment.

Blank: A solid plate installed through the cross section of a pipe, usually at a flanged connection.

Blind: A blank installed at the end of a pipe, which has at that point been physically disconnected from a piping system.

Breathing Apparatus: Consists of a breathing mask, air supply lines complete with an escape pack and air tanks that are stored outside the confined space or self-contained breathing apparatus complete with an alarm.

Combustibles: Gases contained in the atmosphere that may ignite when within the Lower Explosive Limit and Upper Explosive Limit.

Communication: Continuous contact between a worker in a confined space and a worker outside the confined space whereby the worker outside the confined space is aware of activity by the worker inside the confined space.

Confined Space: A space which, because of its construction, location, contents, or work activity therein

- provides limited means of entry or exit;
- has poor natural ventilation;
- contains or may develop a dangerous atmosphere;
- may require the use of protective equipment including a capability of immediate rescue of a worker who enters.

Enclosed Space: Any enclosed area, other than a confined space, in which ordinary job hazards may be intensified.

Hot Work: Any work which produces a source of ignition.

IDLH (Immediately Dangerous to Life and Health): A level of exposure to air contaminants that would result in acute harm to an individual without control measures in place to protect health.

LEL (Lower Explosive Limit): The lowest concentration of a gas or vapour in air that will support a flame when in contact with an ignition source.

Lifting Device: A mechanical device designed specifically for the purpose of lifting (removing) workers from confined spaces.

Lock Out: Stopping and securing a machine, process, or system to protect workers from danger due to unexpected start up or the release of hazardous energy.

Operation or Repairing Equipment: Includes operation valves or switches, tightening bolts, replacing parts or any operation that includes disturbance of the facilities in the confined space.

Oxygen Deficient Atmosphere: An atmosphere where the oxygen content is less than 18 percent.

Oxygen Enriched Atmosphere: An atmosphere where the oxygen content is more than 23.5 percent.

PEL (Permissible Exposure Limit): The maximum concentration of a substance in air to which a worker may be exposed.

ppm (parts per million): A unit of measurement that refers to concentration of a substance in air. Often used with gases or vapours (10,000 ppm equals one percent).

Purging: Displacement of an atmosphere in a confined space by a fluid or gas.

Rescue Equipment: Consists of a shoulder lifting harness and a non-combustible, static-resistant lifeline (for lifting).

Respirable (compressed) air: Compressed breathing air that meets the requirement of CSA Standard CAN 3 Z 180.1 "Compressed Breathing Air", or other standard acceptable to WorkSafe BC.

Safe Atmosphere: An atmosphere that is free of combustibles, toxic gases, and is not oxygen deficient.

Standby Person: A person trained in emergency procedures and assigned to remain immediately outside a confined space and in communication with the person(s) inside.

Toxic Atmosphere: An atmosphere which contains levels of an air contaminant greater than the Permissible Exposure Limit.

UEL (Upper Explosive Limit): The highest concentration of a gas or vapour in air that will support a flame when in contact with an ignition source.

Confined versus enclosed spaces

Confined space: A space that, because of its construction, location, contents or work activity provides limited means of entry or exit, has poor natural ventilation, contains or may develop a dangerous atmosphere, and may require the use of protective equipment including the capability of immediate rescue of a worker who enters.

Confined spaces are not meant for continuous occupancy, and are likely to be entered only for purposes such as inspection, maintenance or construction. Limited entry and exit points not only make escape or rescue difficult, but also can restrict natural ventilation.

Enclosed space: An enclosed space is any area enclosed on all sides and overhead, such as a machinery room, storage facility or boiler room, where workers may find ordinary job hazards intensified. Enclosed spaces may be meant for frequent or lengthy human occupancy, and often have accessible points of entry and exit. Requirements for safe entry to enclosed areas are usually less strict than for confined spaces.

Personal Protective Equipment (PPE)

All workers who could be exposed to danger in or around confined spaces must wear appropriate personal protective equipment as follows:

- hard hat
- hearing protection
- eye and face protection
- steel-toed footwear
- gloves
- coveralls

Air purifying Respirator in which contaminated workplace air is drawn through an air-purifying device into a facepiece worn by the worker.

Atmosphere-supplied Respirator in which non-contaminated air is provided under pressure to the worker.

Full body harness and lifeline: Each worker who enters a confined space must wear a full body harness attached to a lifeline, permitting effective rescue and fall arrest protection if any of the following conditions are present:

- a harmful atmosphere which could affect the ability of the worker to escape with assistance
- the worker may become entrapped or entangled
- the descent is in excess of 10 feet

Guidelines

Facilities Management provides written safe work procedures for Confined Space Entry. Effective written safe work procedures (1) are written in plain language; (2) specify who is responsible for the work; (3) define or list the confined spaces to which the procedures apply and (4) are followed and applied to the specific circumstances of

each confined space. To obtain a copy of the Confined Space Entry Procedures contact Manager, Operations and Energy Services.

Facilities Management and the department of Health, Safety and Emergency Management Services provide employee training.

Access and egress:

A safety checklist for access points and the standby area outside will address the following safety questions:

- Are warning signs, barricades or other means of communication provided to prevent inadvertent entry?
 - by workers
 - by students
 - by visitors
- Are traffic control measures provided where vehicular traffic could present a hazard?
- Do fixed ladders, up to and into the confined space, conform to standards acceptable to WorkSafe BC?
- Are temporary ladders positioned and secured properly?
- Is the access port and standby area provided with necessary guardrails and toeboards?
- Is the standby location adequate in design and area to permit effective rescue?

Entry procedures:

The procedure for entry into a confined space depends on the following factors:

- Access and egress to the confined space
- Type of work to be completed
- Potential hazard encountered (e.g. combustible gas, oxygen deficiency, etc.)
- Proximity of possible backup assistance

Based on these considerations, three types of confined space entries have been defined.

TYPE A - ROUTINE INSPECTION AND OPERATION

No presence of harmful gases or oxygen deficiency detected. Inspection and maintenance will not cause the release of harmful substances into the confined space.

TYPE B – OPERATION AND MAINTENANCE

No presence of harmful gases or oxygen deficiency. The work may cause the release of harmful substances into the confined space.

TYPE C - UNSAFE ATMOSPHERE

Presence of harmful gases or oxygen deficiency detected. Ventilation does not guarantee a safe atmosphere.
DANGER - NO ENTRY ALLOWED.

The selection of the procedure shall be determined by the supervisor in consultation with the crew prior to entry into a confined space by an employee.

The entry procedure to be used is dependent upon the situation encountered and is not an attribute of a specific facility. If for any reason work is halted, such as a coffee or lunch break, re-testing of the atmosphere and re-classification of the entry procedure must be done before resuming work.

CONTACT US

The Health, Safety and Emergency Management Services Department provides support and advisory services to assist Okanagan College as an employer, as well as its employees, in fulfilling their Occupational Health & Safety (OH&S) responsibilities. The Department provides regular updates on OH&S status to the Okanagan College community.

EMERGENCY NUMBERS

Dial **6699** from any campus phone or dial 250.317.2435

(Dial **911** in Revelstoke)

Manager, Health, Safety and Emergency Management Services:

4573 from any campus phone

Direct: 250.762.5445 extension 4573

Okanagan College
1000 KLO Road
Kelowna, BC V1Y 4X8
email: mrobertson@okanagan.bc.ca

fax: 250.862.5465

Manager, Security and Crisis Management:

4256 from any campus phone

Direct: 250.762.5445 extension 4256

Okanagan College
1000 KLO Road
Kelowna, BC V1Y 4X8
email: adoody@okanagan.bc.ca

fax: 250.862.5465

DUE DILIGENCE

Due diligence involves identifying workplace hazards and implementing corrective actions to prevent incidents. Due diligence means taking all reasonable precautions to prevent workplace incidents and may also be used as a defense for a person charged under occupational health and safety legislation.

EARTHQUAKE

Earthquakes strike without warning. Movement of the ground is seldom the actual cause of death or injury. Most casualties result from partial building collapse, falling objects and debris, like toppling chimneys, ceiling plaster and light fixtures.

Knowing how to respond and what to do when there is an earthquake could save your life. It is important to be familiar with the following procedures.

All Personnel

Know where your emergency telephone numbers are kept.

Before the shaking starts, know the safe spots in your area:

- Against inside walls
- Under study tables, desks or supported doorways

Know the danger spots:

- Windows
- Mirrors
- Hanging objects
- Tall unsecured furniture and fixtures

During the shaking:

- If INDOORS, STAY THERE. Get under a desk or table or stand in a doorway or corner.
- **Do not use elevators.**
- If OUTDOORS get into an open area away from trees, buildings, walls and power lines.
- If in a CROWDED PUBLIC PLACE do not rush for the doors. Move away from shelves that may contain objects that could fall.

After the shaking stops:

- Assess the scene. Assist first aid attendants. Do NOT move injured individuals unless they are in immediate danger.
- If there are severe injuries call 250.317.2435 or 6699 from any campus phone. Send someone for help.
- Be prepared for AFTERSHOCKS. Evacuate the building when advised to do so.

ELEVATOR FAILURE

All Personnel

If you are in an elevator that stops

- Remain calm
- Locate and activate the alarm bell
- Respond to verbal communication from maintenance workers and follow their requests and directions
- Keep everyone back from the doors of the elevator
- Do not try to open the doors

If you find an elevator out of order or not working

- Try to establish communication with the person(s) who may be in the elevator
- Reassure and calm anyone who responds to your call
- Do not try to open the elevator doors;
- Send a bystander to call 250.317.2435 or 6699 from any campus phone
- If you are alone, explain to the person(s) in the elevator that you are going to get help and you will be right back
- Return and wait at the elevator until help arrives

EMERGENCY WARDENS

Emergency wardens and deputy wardens are to be appointed by the administrative head of each division/department/faculty and coordinated through the Health, Safety and Emergency Management Services Department.

Emergency Warden fire evacuation procedures

1. **Pull** alarm
2. **Direct someone to call 9-1-1** and OC Security **250.317.2435**, or **6699** from any campus phone
3. **Evacuate** persons from building when **alarm bells are ringing**
 - a. Do NOT use elevators
 - b. Follow directions from emergency wardens, building officials and fire fighters
 - c. Remain clear of buildings and emergency equipment
 - d. Do NOT re-enter buildings until permitted by an authorized individual
4. **Extinguish** fire
 - ONLY if waste-basket sized or smaller and NOT between you and the exit
 - Use extinguishers located in corridors
 - Pull the pin
 - Aim at the base of the fire
 - Squeeze the trigger
 - Sweep side to side

Evacuating persons with disabilities

1. Identify yourself as a helper and communicate the type of emergency
2. Lend assistance to:
 - **Visually-impaired** persons: allow them to take your elbow
 - **Hearing-impaired** persons: use gestures and written messages
 - **Mobility-impaired** persons: escort to designated gathering areas
3. If not on ground floor:
 - Assist persons with disabilities into stairwells identified as Emergency Refuge Areas; ensure that anyone who is waiting for assistance is near a wall and promptly rescued
 - Keep fire separation doors closed
 - Note the location of all persons within the Emergency Refuge Areas (on site plan) and inform the Fire Department
 - Signal to the Fire Department by waving a hand-held light wand to indicate the location of persons within the Emergency Refuge Areas
 - Fire Department will assist persons from the Emergency Refuge Areas

Emergency warden non-emergency procedures

Check floor/area monthly to ensure:

1. Flammable materials are removed regularly (rubbish, flammable liquids, oily rags, etc.)
2. Potential sources of ignition are remedied (worn extension cords, overloaded power outlets, overheating equipment, etc.)
3. Exit signs are in good working order and are properly lit
4. Lighting levels are functional and adequate within public corridors and stairwells
5. Handrails and fire exit stairwells are properly secured and are in good condition
6. Fire exit doors and their self-closing hardware are in good operating condition (these doors must fit properly, latch and not be wedged open)
7. Exit routes are not obstructed
8. Fire extinguishers are: in place, not obstructed and fully charged
9. Fire alarm devices are: in place, not obstructed and not visibly damaged

Report hazards immediately to Manager, Health, Safety and Emergency Management Services Department at extension 4573.

See [Assisting Persons with Disabilities](#) for more information.

EMPLOYEE AND FAMILY ASSISTANCE PROGRAM

[Employee and Family Assistance Program](#)

EXPLOSION

In the event of any explosion on Okanagan College property the following guidelines apply:

All Personnel

- Fall to the floor and take shelter from flying glass or debris; protect face and head with arms
- Pull alarm
- Call 911 and OC Security 250.317.2435 or 6699 from any campus phone
- Evacuate building
- Do NOT use elevators
- Follow directions from emergency wardens, building officials and fire fighters
- Remain clear of buildings and emergency equipment
- Do NOT re-enter buildings until permitted by an authorized individual

FALL PROTECTION

Students and employees who are required to work or be exposed to varied elevations have a potential for injury from falls.

Okanagan College must ensure that a fall protection system is in place when students or employees work at elevations greater than 3 m (10 ft) or where a fall from a lesser height involves an unusual risk of injury. Fall protection systems include (in order of priority):

- guardrails
- fall restraint equipment
- fall arrest equipment
- control zones
- work procedures

NOTE: refer to [WorkSafe BC OHSR Part II](#) for specific requirements

Fall Protection Terminology

Anchor: A secure point of attachment for lifelines or lanyards that is capable of withstanding the loads:

fall restraint - 800 lbs

fall arrest - 5000 lbs

Control Zone: The area between an unguarded edge and a defined line that is set back a safe distance (minimum 2m or 6 1/2 ft).

Exceptional Hazard: A hazard that is over and above a normal hazard of falling to a surface below (e.g. falling onto a moving conveyor or onto protruding reinforcing steel.)

Fall Distance: The distance from the point where a worker would fall to the point where the fall would be arrested.

Fall Arrest: Stopping a fall that has occurred before a worker hits the surface below.

Fall Restraint: The use of a work positioning system to prevent workers from falling from the position in which they are working, or a travel restriction system to prevent workers from travelling to an edge from which they may fall.

Free Fall: The distance from the point where a worker would begin to fall to the point where the fall arrest system begins to cause deceleration of the fall.

Full-Body Harness: A configuration of connected straps that distribute a fall-arresting force over at least the thigh, shoulders and pelvis, with provisions for attaching a lanyard, lifeline or other components.

Horizontal Lifeline: A rail, wire, rope or synthetic cable that is installed horizontally between two anchors. It is used for attachment of a worker's lanyard or lifeline while permitting the worker to move horizontally.

Fall restraint - ultimate load capacity of at least 800 lbs per worker

Fall arrest - certified by a professional engineer

Lanyard: A flexible line of webbing, rope or cable used to secure a full-body harness to a lifeline or anchor.

Lifeline: A line from a fixed anchor or between two horizontal anchors that is used for attachment of a worker's lanyard, safety belt, full-body harness or other device.

Personal Fall Protection System: A fall protection system which uses a full-body harness to secure each worker to an individual anchor by means of lanyards, vertical lifelines or other connecting equipment.

Shock Absorber: A component whose primary function is to dissipate energy and limit deceleration forces that are imposed on the body during fall arrest. With a shock absorber in place a free fall of 6 1/2 feet is permitted in a fall arrest system.

Swing Fall Hazard: The hazard of swinging and colliding with an obstruction or the ground following a fall by a worker connected to a lifeline at an angle to the anchor location.

Work Procedures: The prevention of fall injuries by the control zone or safety monitor systems under this system or other systems established by an employer to minimize the risks from not using a fall protection system.

Responsibilities

Instructors/Supervisors are responsible to

- ensure students and employees working at Okanagan College comply with fall protection instructions;
- identify workplace fall hazards through job safety analyses;
- hold pre-job planning meetings to discuss the fall protection required;
- provide approved fall protection equipment for students/employees, including fall restraint and fall arresting equipment;
- provide procedures for maintenance and inspection of fall protection equipment;
- provide training in the use of fall restraint and fall-arresting equipment;
- maintain training records;
- provide attachment points capable of withstanding the forces specified in these instructions;
- develop workplace-specific written fall protection procedures.

Manager, Health, Safety and Emergency Management Services is responsible to

- review workplace-specific written fall protection job procedures prior to implementation and annually thereafter.

Facilities Management is responsible to

- ensure contractors working at Okanagan College facilities comply with fall protection standards and OHSR;
- coordinate with Health, Safety and Emergency Management, Facilities Management office and contractor, during the design phase of new buildings and upgrades of old or existing structures, regarding [Fall Protection Plan](#).

Students/Employees are responsible to

- use workplace-specific job procedures provided when working in fall hazard locations;
- control or restrict access, or apply engineering controls if necessary, when working below or around others who are working overhead;

- understand the requirements and use of the Fall Protection System and fall restraint and fall arrest equipment. Use only OC supplied or approved equipment;
- understand the requirement for working on a leading or fixed edge (see “Control Zones” section in this statement.)

Fall Protection System

Fall Restraint

Restraint protection is rigged to allow the movement of employees only as far as the sides and edge of the walking/working surface. Temporary anchorage points used for fall restraint must be engineered to be capable of supporting four times the intended load, with a minimum strength requirement of 364 kg (800 lb.) Workers must:

- Work within the confines of a perimeter (standard) guardrail.
- Wear a harness attached to securely rigged restraint lines:
 - Full-body harness conforms with CSA (Canadian Standards Association) standards
 - Rope-grab devices must be used in accordance with manufacturer’s recommendations and instructions.
- Inspect fall restraint components before each use for wear, damage and other deterioration. Remove defective components from service when the components’ function or strength has been adversely affected.
- Fall restraint components must be compatible.
- Tie restraint lines, independently of other lines, to the anchorage point.

Fall Arrest

Employees exposed to a free fall distance of 3 m (10ft) or more (without restraint) must wear fall arresting equipment using a full-body harness system. Inspect components of the fall arrest system before each use for wear, damage and other deterioration. Defective components are removed from service when the components' function or strength has been adversely affected.

Fall arrest equipment must meet the following minimum criteria:

- Hardware used must be drop-forged, pressed or formed steel, with a corrosion-resistant finish with surfaces and edges smooth to prevent damage to the attached body harness or lanyard.
- Vertical life lines must have a breaking strength specified by the manufacture as 27 kN (6000 lbs). termination knots or splices cannot reduce the strength of lifeline to less than 22 kN (5000 lbs).
- Horizontal life lines must be 12 mm diameter wire rope with a manufacturer’s specified breaking strength of at least 89 kN (20000 pounds).
- Increase the above forces by 25% if two workers are connected to the same horizontal static line.
- Lanyards must have a minimum tensile strength of 2449 kg (5400lb).
- Full-body harness components must be CSA-approved.
- Secure full-body harness systems to anchorage points capable of supporting 2272 k (5000 lb).
- Protect safety lines and lanyards against cuts or abrasions.
- Limit the free fall distance (through rigging) to a maximum of 1.2 m (4 ft) without a shock absorber, or 6 1/2 ft with a shock absorber.
- Only one employee may be attached to any one vertical lifeline.
- Connect only one snap hook to any one D-ring.
- Snap hooks must not be connected to one another.

Control Zones

Control zones shall not be used

1. when a slope exceeds a 4 vertical/12 horizontal pitch;
2. during scaffold erecting and disassembling.

A control zone is used for leading edge or fixed edge work where

- a minimum distance of 2 m (6.5 ft) from the edge is used to protect students and employees not wearing fall arrest or fall restraint equipment. NOTE: the control zone should be expanded during adverse conditions (e.g. slippery roof) or when working at an additional elevation within the "Safe Zone" (e.g. on a step ladder);
- students or employees working within the control zone must be using appropriate fall arrest or fall restraint equipment;
- if work is to be conducted inside the control zone, warning lines must be installed to identify the control zone. The lines must be highly visible and maintained at a height of between 0.85 m and 1.15 m (34" and 45") at intervals not exceeding 1.8 m (6 ft).

FIRE EVACUATION PROCEDURES

1. **Pull Alarm**
2. **Call 9-1-1** and Campus Security **250.317.2435**, or dial **6699** from any campus phone
3. **Evacuate when alarm bells are ringing**
 - Do NOT use elevators
 - Follow directions from emergency wardens, building officials and fire fighters
 - Remain clear of buildings and emergency equipment
 - Do NOT re-enter buildings until permitted by an authorized individual
4. **Extinguish Fire**
 - ONLY if waste-basket sized or smaller and NOT located between you and the exit
 - Use extinguishers located in corridors
 - Pull the pin
 - Aim at the base of the fire
 - Squeeze the trigger
 - Sweep side to side

Assisting Persons with Disabilities

1. Identify yourself as a helper and communicate the type of emergency
2. Lend assistance to:
 - **Visually-impaired persons:** allow them to take your elbow
 - **Hearing-impaired persons:** use gestures and written messages
 - **Mobility-impaired persons:** escort to designated gathering areas
3. If not on ground floor:
 - Assist persons with disabilities into stairwells identified as Emergency Refuge Areas; ensure that anyone who is waiting for assistance is near a wall and promptly rescued
 - Keep fire separation doors closed
 - Inform emergency wardens of any persons in Emergency Refuge Areas
 - Fire department will assist persons from the Emergency Refuge Areas

See [Assisting Persons with Disabilities](#) for more information.

FIRST AID AND EMERGENCY SERVICES

Okanagan College provides first aid and emergency warden services at all campuses and centres. Report an injury by calling Campus Security at 250.317.2435, or 6699 from any campus phone. Program 250.317.2435 into your cell phone.

Responsibilities

Employees are responsible to

- report all injuries to a first aid attendant and to call 250.317.2435, or dial 6699 from a campus phone;
- report all incidents to their supervisor;
- participate in incident investigations as directed by their supervisor;
- complete a [Health and Safety Incident Report](#) online for all incidents incurred. A copy of the Health and Safety Incident Report will be forwarded automatically to the Manager of Health, Safety and Emergency Management Services.

Students are responsible to

- report all injuries to a first aid attendant and to call 250.317.2435, or dial 6699 from a campus phone;
- report all incidents to their instructor or supervisor;
- participate in incident investigations as directed by their instructor or supervisor;
- complete a [Health and Safety Incident Report](#) online with their instructor or supervisor to report any incidents.

First Aid Attendants are responsible to

- maintain a current first aid certificate, retain a copy of the certificate on their person, participate in treating patients, and participate in drills, meetings, and training sessions;
- identify themselves to all students and employees, and provide treatment to students and employees;
- request assistance with first aid calls and call 250.317.2435, or dial 6699 from a campus phone;
- complete a [First Aid Record](#) for all patients treated;
- complete a [Health and Safety Incident Report](#) online for all patients treated. A copy of the Health and Safety Incident Report will be forwarded automatically to the Manager of Health, Safety and Emergency Management Services;
- maintain a *duty of care* for the patient, until the patient has returned to work/class or has been transferred to the *duty of care* of a physician (via taxi or ambulance as required).

Emergency Wardens are responsible to

- complete monthly fire safety checklist;
- evacuate persons from building when alarm bells are ringing;
- signal to the fire department by waving a hand-held light wand to indicate the location of persons within the Emergency Refuge Areas.

Managers and supervisors are responsible to

- report all injuries to a first aid attendant and call 250.317.2435, or dial 6699 from a campus phone;
- investigate the causes of incidents and to implement methods to prevent recurrence;
- complete the [Health and Safety Incident Report](#) online with an employee involved in an incident. A copy of the Health and Safety Incident Report will be forwarded automatically to the Manager of Health, Safety and Emergency Management Services.

FLU VACCINATION PROGRAM

Each year, Okanagan College (OC) offers employees the opportunity to receive a flu vaccination.

Why should I get vaccinated?

- Reduces your risk of getting the flu – approximately 10 to 25 percent of Canadians are infected annually
- Lessens your chance of developing serious complications if you do get the flu
- The BC Centre for Disease Control suggests that anyone who works in an institutional setting, such as a school or college, should consider being vaccinated

I'm already healthy – do I need the vaccination?

- Don't be fooled - the flu can also affect healthy individuals since it spreads very easily by coughing and sneezing
- Healthy individuals may even be carriers of the flu – one in five people can have the virus without symptoms!

Can I participate?

- The vaccine is offered as a shared cost service to **OC employees only** and participation is voluntary
- Any questions regarding the type of vaccination or the after effects should be discussed with your family physician

Where can I get vaccinated?

- Clinics are held at various OC campuses and are generally scheduled in October or November
- Watch for information on your campus' schedule or contact the Manager of Health, Safety and Emergency Management Services

Where can I get more information?

- Prior to flu season, contact the Manager of Health, Safety and Emergency Management Services with any questions regarding the program
- [“Inside Okanagan College”](#) by-weekly newsletter
- Check out the BC Health Files pages regarding the [flu](#) and [immunization](#)

GENERAL RULES

General health and safety rules apply to all students, employees and contractors at Okanagan College; they must be followed without exception.

Alcohol and Drugs

In accordance with WorkSafe BC Occupational Health & Safety Regulation (OHSR) 4.20, no Okanagan College employee or student will be permitted to enter or remain on the premises while his or her ability to work is affected by alcohol, drugs or other substances so as to endanger his or her health or safety or that of any other person.

Smoking

In accordance with our vision to provide a smoke-free environment and with WorkSafe BC OHSR 4.81, smoking is permitted only in designated outdoor areas.

Operation of Company Vehicles/Mobile Equipment

Only employees with a valid driver's license with the correct classification will be permitted to operate Okanagan College vehicles or mobile equipment. In addition to a valid driver's license, specific training may be required for each type of vehicle. Vehicle and mobile equipment operators must wear seat belts.

Improper Activity or Behaviour

In accordance with WorkSafe BC OHSR 4.25, no employee or student shall engage in any improper activity or behaviour that might create or constitute a hazard to themselves or to any other person. Any employee or student engaging in such activities will be dealt with in accordance with the appropriate collective agreement or [Student Conduct \(Discipline\) Policy](#) as outlined in the Okanagan College calendar.

Personal Protective Equipment

All Okanagan College students, employees and visitors are required to wear the specified personal protective equipment (PPE) for the area or specific job being performed.

HAZARD ASSESSMENTS, INSPECTIONS AND CORRECTIVE ACTIONS

Okanagan College employees inspect job sites, buildings, tools, equipment, machinery and work practices/procedures in order to prevent harm to people and property. Inspections are conducted in accordance with applicable legislation and are performed at intervals to prevent incidents.

The following section outlines the responsibilities, procedures, checklists and records for performing inspections.

A. Responsibilities and Procedures

Employees are responsible to

- perform formal and informal inspections of their work areas: personal protective equipment, machinery, tools and equipment;
- complete a pre-op inspection for any mobile equipment including forklift and elevated work platform operation;
- inspect ladders before each use;
- remove from service any defective equipment, machinery and tools, complete a [Corrective Action Plan Meeting Record](#) and inform supervisor;
- participate in any additional inspections as indicated by supervisor;
- perform work according to safe work procedures;
- ask supervisor for direction with any unfamiliar work procedures;
- inform supervisor immediately of any hazards and ask for assistance with any hazards that you are unfamiliar with or are not able to correct.

Managers and supervisors are responsible to

- guide employees in the conduct of inspections within their work areas and ensure all formal and informal inspections are performed as required;
- ensure that all pre-op inspections of mobile equipment are performed including forklift and elevated work platform operation;
- ensure defective equipment, tools and machinery are removed from service and are subsequently inspected and in good repair before returning to service;
- inform employees of the known and foreseeable hazards of their work areas including operation of any equipment, tools and machinery;
- instruct and train employees in methods to mitigate hazards;
- complete a [Corrective Action Plan Meeting Record](#) to document plans for prompt hazard correction.

B. Inspection of Premises

Regular inspection of premises, equipment, work methods and practices are the direct responsibility of each department. The Occupational Health & Safety (OH&S) Committees play a contributory role in determining that inspections are completed and corrective action plans are communicated with the department chair/manager.

In addition to regular inspections, each employee is responsible for the continuous evaluation of their work area or area of responsibility. Report matters to the faculty/divisional dean/director/manager/supervisor.

Special inspections are required as a result of a malfunction or a serious incident. Department supervisors will be responsible for ensuring that immediate corrective action is taken where warranted. Report all incidents to the Manager of Health, Safety and Emergency Management Services and the faculty/divisional dean/director/manager/supervisor (area).

The faculty/divisional dean/director/manager/supervisor will ensure that corrective action is taken and feedback is provided to the relevant OHS committee.

ANNUAL INSPECTIONS

The Manager of Health, Safety and Emergency Management Services coordinates an annual inspection of all places of employment including all buildings, grounds, equipment, machinery and work methods and practices with the OHS Committee and/or a representative from the respective location.

C. Checklists and Records

[Acland Inspections](#)

[Carpentry Inspections](#)

[Collision Repair Inspections](#)

[Corrective Action Plan Meeting Record](#)

[Heavy Duty and Automotive Inspections](#)

[Mechanical Building Trades Inspections](#)

[Penno Inspections](#)

[Penticton Trades Inspections](#)

[Residential Construction Inspections](#)

[Welding Inspections](#)

HEALTH AND SAFETY COMMITMENT

Okanagan College recognizes that people are our primary assets. We are committed to protecting everyone at the college from injury and we rely on all employees to ensure that health and safety is at the forefront of all activities. We believe that health and safety is a shared responsibility within our Okanagan College community.

Okanagan College utilizes an Internal Responsibility System (IRS), which defines the responsibilities of all health and safety stakeholders. The shared goal of injury prevention is reflected in all activities outlined in the Occupational Health & Safety (OH&S) manual. Integration of health and safety in all college activities and by all parties, determines the degree of success of the Internal Responsibility System.

We foster a safe work experience through the collaboration of all departments, campuses and centres. We have the right and responsibility to know the hazards of our workplace, to participate in health and safety-related activities and to refuse unsafe work. All of us have a part to play in being safe.

HEALTH AND SAFETY POLICY

Okanagan College is committed to providing a safe, healthy and environmentally responsible workplace and learning environment for its students and employees. The College believes that no task or activity is so important that it can't be done in a safe manner and in compliance with all applicable safety codes and standards.

Okanagan College, therefore, resolves to pursue any reasonable course of action to ensure the achievement of these standards, including the enforcement of all applicable health, safety and environmental protection regulations, prompt actions to correct unsafe conditions and continued safety education for all concerned.

It is therefore the policy of Okanagan College to

- protect the safety of students, employees and visitors against accidents and occupational hazards;
- comply with all relevant regulations and standards relating to occupational health and safety;
- give priority to safe working conditions and job safety practices in the planning, budgeting, direction and implementation of OC activities.

Every Okanagan College dean, director or manager is accountable to maintain the standards that are required to meet this policy. Standards will apply to establishing annual accident prevention objectives and related action plans, maintaining facilities and equipment, ensuring that employees understand what is expected of them in accident prevention performance and endorsing and supporting the Occupational Health & Safety (OH&S) Program.

Each instructional employee or supervisor within the faculty/division will ensure that the pertinent regulations and safe work procedures are followed by all students or employees, that adequate training is provided to the employee or student and that safe work procedures are implemented on the worksite.

All students and employees are responsible for knowing and observing pertinent regulations in the work area and for following safe work procedures. Each employee and student is expected to report unsafe conditions and unsafe behaviour to his/her instructor or supervisor.

Your cooperation in observing the proper health, safety and environmental protection regulations is vital to the success of this objective. It is the responsibility of all students and employees to follow safe work procedures, to observe health and safety regulations and to constantly work towards improving health and safety standards at Okanagan College.

Jim Hamilton, President
Okanagan College

INCIDENT REPORTING AND INVESTIGATIONS

Okanagan College investigates incidents that have either the potential to result in loss or have resulted in loss including injuries, property damage and near misses. This section outlines the responsibilities and procedures, reporting of and guidance materials for the investigation of incidents.

Responsibilities and Procedures

Employees are responsible to

- call Campus Security 250.317.2435, or dial 6699 from any campus phone if you are injured or witness an injury;
- report all incidents and near misses to a supervisor;
- participate in incident investigations as directed by supervisor;
- complete a [Health and Safety Incident Report](#) online for any injuries incurred. A copy of the Health and Safety Incident Report will be forwarded automatically to the Manager of Health, Safety and Emergency Management Services.

Students are responsible to

- report all injuries to a first aid attendant and to call 250.317.2435, or dial 6699 from any campus phone;
- report all incidents to their instructor or supervisor;
- participate in incident investigations as directed by their instructor or supervisor;
- complete a [Health and Safety Incident Report](#) online with their instructor or supervisor for any incidents incurred.

Managers and supervisors are responsible to

- report all injuries to a first aid attendant and to call 250.317.2435, or dial 6699 from any campus phone;
- investigate the causes of incidents and to implement methods to prevent recurrence;
- complete the [Health and Safety Incident Report](#) with the employee involved in the incident. A copy of the Health and Safety Incident Report will be forwarded automatically to the Manager of Health, Safety and Emergency Management Services.

Investigation of Incidents

Okanagan College (OC) investigates the causes and contributing factors of (1) injuries requiring medical treatment, and (2) incidents not involving injury, but having the potential for injury.

Incident investigations must be carried out by persons who are knowledgeable about the type of work involved and, if feasible, include the participation of one worker representative and one employer representative (Work Safe BC OHSR 3.8).

The online [Health and Safety Incident Report](#) must be completed promptly following an incident. All injury files and correspondence with WorkSafe BC for the OC regions are maintained by the Health, Safety and Emergency Management Office.

The Health, Safety and Emergency Management Office completes and transmits the necessary WorkSafe BC reports and notifications.

WorkSafe BC Reportable Incidents

The following incidents are reportable to WorkSafe BC. Call Campus Security at 250.317.2435 or 6699 from any campus phone immediately if any of the following incidents occur:

- Death
- Building collapse

Major release of a hazardous substance
Serious injury or mishap

Guidance Materials

[Investigation of Accidents and Diseases \(WorkSafe BC Publication\)](#)

INSTRUCTION AND TRAINING

Health and Safety training includes both formalized training and specific job site instructions where required. Areas of instruction include, but are not limited to the following:

Emergency Evacuation training
WHMIS training
Transportation of Dangerous Goods
Violence in the Workplace procedures
Occupational First Aid (where required)

LABORATORY SAFETY

- All students and employees working within laboratories shall wear safety glasses or goggles. Prescription glasses may be adequate; consult your instructor. If contact lenses are worn in the laboratory, goggles must also be worn.
- No food or drink is allowed in the laboratory **at any time**.
- Chemical spills must be reported to an instructor immediately. Cleanup of any spills must be overseen by an instructor. **Spills on oneself are critical. Immediately rinse with cold water while an instructor is contacted.**
- No chemicals or equipment may be removed from the laboratory.
- Personal Protective Equipment (PPE) must be utilized in the laboratory:
 - Footwear Closed-toe footwear
 - Laboratory coats Strongly recommended; the wearing of a lab coat is mandatory for anyone wearing shorts
 - Protective gloves When necessary; if in doubt contact instructor
- Conduct authorized experiments only while in the laboratory.
- Students must not use the laboratory in the absence of an instructor or without permission.
- Report all injuries to an instructor. If first aid is required, contact a first aid attendant at 250.317.2435 or extension 6699 from any campus phone.
- Store and dispose of chemicals in an appropriate manner. If in doubt contact your instructor.
- Make yourself familiar with the operation and location of the following:
 - emergency shower/eyewash facilities
 - safety cabinets
 - fume hoods
 - fire extinguishers
 - fire blankets
 - all exits
 - gas shut-off valves
 - Material Safety Data Sheets

For further information on the WCB Regulations specific to Laboratories, see [WorkSafe BC OHSR, Part 30](#).

LEGISLATIVE REQUIREMENTS

Okanagan College (OC) activities and operations comply with the [WorkSafe BC Occupational Health and Safety Regulation \(OHSR\)](#), [BC Workers' Compensation Act](#), authorities having jurisdiction and OC standards and guidelines. The OHSR establishes the minimum legal requirements that employers and employees must meet to protect the health and safety of all workers. The legislation includes, but is not limited to: chemical hazards, emergency preparedness, ergonomics, first aid, hazard assessment inspections and corrective actions, occupational health and safety committees and training. While it is the shared responsibility of everyone to understand and comply with the OHSR, supervisors have an added role to guide employees in complying with the legislation.

Employer and Employee Obligations

The BC Workers' Compensation Act (WCA) lists the general duties of employers, workers, supervisors and others within Part 3 Division 3 Sections 115 to 124 of the WCA. Included below is an excerpt:

General Duties of Employers

1. Every employer must
 - a. ensure the health and safety of
 - i. all workers working for that employer, and
 - ii. any other workers present at a workplace at which that employer's work is being carried out;
 - b. comply with this Part, the regulations and any applicable orders.
2. Without limiting subsection (1), the employer must
 - a. remedy any workplace conditions that are hazardous to the health or safety of the employer's workers.

General Duties of Workers

1. Every worker must
 - a. take reasonable care to protect the worker's health and safety and the health and safety of other persons who may be affected by the worker's acts or omissions at work;
 - b. comply with this Part, the regulations and any applicable orders.
2. Without limiting subsection (1), a worker must
 - a. carry out his or her work in accordance with established safe work procedures as required by this Part and the regulations.

General Duties of Supervisors

1. Every supervisor must
 - a. ensure the health and safety of all workers under the direct supervision of the supervisor;
 - b. be knowledgeable about this Part and those regulations applicable to the work being supervised;
 - c. comply with this Part, the regulations, and any applicable orders.
2. Without limiting subsection (1), a supervisor must
 - a. ensure that workers under his or her direct supervision
 - i. are made aware of all known or reasonably foreseeable health or safety hazards in the area where they work, and
 - ii. comply with this Part, the regulations and any applicable orders;
 - b. consult and cooperate with the joint committee or worker health and safety representative for the workplace;
 - c. cooperate with the board, officers of the board and any other person carrying out a duty under this Part or the regulations.

LOCKOUT

Definition

To prevent energy sources from harming people during start-up of equipment and machinery, safeguards or locks are used to shut off control systems during maintenance and normal operations when risk of injury is present.

Requirement to lockout when machinery is shut down for maintenance or repairs

No work may be done until

- all parts and attachments have been secured against inadvertent movement;
- the hazard has been effectively controlled where the work will expose workers to energy sources;
- energy-isolating devices have been locked out as required by [WorkSafe BC Occupational Health & Safety Regulation Part 10](#).

Scope

This policy and all lockout procedures shall be complied with by authorized Okanagan College (OC) employees and contractors. The OC administrator responsible for the contractor(s) shall provide the contractor(s) with a copy of this policy and the procedures prior to the contractor(s) commencing work.

Lockout Policy

- 1.0 No one shall operate a tool or piece of equipment if it creates an undue hazard.
- 1.1 Only authorized and adequately trained employees may work on machinery, equipment and other powered devices.
- 1.2 Employees shall abide by lockout procedures for each of the following:
 - In-line plugs (soft lockout)
 - In-line disconnect switches
 - 110 volt and 220 volt breaker panels
 - Main control panel switches
 - Steam, air, gas, hydraulic and gravity powered devices and machinery
- 1.3 All authorized employees must isolate (lock out) the power supply by following the appropriate OC lockout procedure(s) where the starting of the machine or inadvertent movement of the machine or its parts, could cause injury to a person.
- 1.4 Each authorized employee must use locks assigned to him/her labelled with his/her name. Facilities Management Maintenance employees may use their ID numbers to identify their locks.
- 1.5 An employee must neither borrow another person's lock nor allow another person to borrow his/her assigned lock(s).
- 1.6 If required, obtain additional locks from the department chair or from a Facilities Management supervisor.
- 1.7 If more than one person is working on a machine, all persons are required to attach their personal locks to the lockout device.

- 1.8 All persons applying locks in a lockout procedure are responsible to immediately test to ensure that the locked-out machinery or equipment cannot be operated.
- 1.9 Each employee must remove his/her own lock when the maintenance procedure is completed. **EMPLOYEES ARE FORBIDDEN TO REMOVE A LOCK BELONGING TO ANOTHER EMPLOYEE.**
- 1.10 In an emergency or when the department chair and/or dean or Facilities Management have determined that a personal employee's lock has been inadvertently left on a machine and the work on that machine has been completed, then the aforementioned individuals are the only persons authorized to remove locks belonging to other employees.
- 1.10.1 The department chair and/or dean or a Facilities Management supervisor must make every effort to contact the employee before taking any action to remove the lock and if he/she does take action he/she assumes full responsibility for removal of the lock and he/she must ensure that the machinery or equipment can be operated safely and will not endanger any employee.
- 1.10.2 The department chair and/or a Facilities Management supervisor must also ensure that before the employee returns to work he/she is informed that his/her lock has been removed.
- 1.11 The removal of the last lock is a serious act. Before removing the last lock, the employee is responsible to ensure that the machinery or equipment can be operated safely without endangering any person.
- 1.12 All outside contractors working for OC and students enrolled at OC shall follow the OC lockout procedures and shall use OC locks assigned to him/her.
- 1.13 The department chairs, where applicable, and a Facilities Management supervisor when the maintenance to be done is under the direction or control of Facilities Management, shall ensure that the lockout procedures are maintained, enforced and made available to all students, employees and contractors.
- 1.14 110 volt and 220 volt lighting breaker panels need not be locked out for the purpose of general maintenance of lighting systems. Industry safe work practices shall apply.

Lockout Procedures

In-line plugs

Machines or tools must be disconnected from their power source according to the following steps before starting any repairs:

1. Press "off" button or move switch to the off position.
2. Make sure the machine has completely stopped.
3. Disconnect the power supply by unplugging the machine.
4. Place the male end of the plug on the machine. The male end of the plug must be visible to the person doing the repairs.
5. **DO NOT** leave the male end of the plug on the floor.
6. Try the start button to make sure the machine is out of operation.
7. Push stop button to ensure machine is off when power is restored.
8. Proceed with the necessary work.
9. Plug the machine back in only when the work is finished.

In-line disconnect switches

Before starting repairs on a machine it must be disconnected from its power source and locked out as follows:

1. Press button to stop machine.
2. Make sure the machine has stopped.
3. Make sure you have the correct in-line disconnect switch.
4. Apply your safety lockout clip to the in-line disconnect switch.
5. Apply your own lock with your name/ID number on it.
6. Try the start button to make sure the machine is out of operation.
7. Push the stop button to ensure machine is off when power is restored.
8. Proceed with the necessary work.
9. Remove your lock only when the work is finished.

Main control panel switches

Machines or devices controlled from main panels must be disconnected and locked out prior to doing any repairs as follows:

1. Press button to stop machine; make sure the machine is stopped.
2. Make sure you have the correct main manual control.
3. Standing to the side of the main control switch, turn your face away from the switch and activate the switch with your left hand.
4. Apply a safety clip to the main switch.
5. Apply your own lock with your name/ID number on it.
6. Try the start button to make sure the machine is out of operation.
7. Push the stop button to ensure machine is off when power is restored.
8. Proceed with the necessary work.
9. Remove your lock only when the work is finished.

Steam, Air, Gas, Hydraulic and Gravity Powered Devices and Machinery

The appropriate lockout procedure for electrically-powered machinery and tools is as follows:

1. Where a machine or device is connected to a piping system containing hazardous material, the supply valve must be closed and locked out prior to work. Where piping may introduce hazardous products during the repair process, the piping shall be disconnected, or effective blanks or blinds installed. Blocking and/or restraints shall be put into place to prevent any elevated parts from falling during repairs.
2. Residual or stored energy must be relieved or restrained prior to repair work commencing.
3. Commence repairs when all lockout devices, blinds or blanks are in place.

110 Volt - 220 Volt Breaker Panels

Where electrical devices or electrically-powered machinery is powered from a breaker panel, the breaker shall be locked out before repair work commences as follows:

1. If it is a piece of machinery that is to be worked on, push the stop button.
2. Ensure the machine has stopped.
3. Make sure you have the correct breaker. Turn the breaker to the off position.
4. Apply your own lock to the individual circuit breaker lockout device, or if the panel door is equipped with a lockable hasp, close the door and place your own lock on the hasp.

5. Test the electrical device or push the start button on the machine to ensure that the power is disconnected.
6. Push the stop button to ensure machine is off when power is restored.
7. Proceed with the necessary work.
8. Remove your lock and lockout tag only when the work is completed.

MATERIAL SAFETY DATA SHEETS (MSDS) INFO INDEX

[Vermont SIRI](#)

Vermont Safety Information Resources Inc.

MSDS Libraries and more...

[CCInfoWeb](#)

Unlimited network access to 6 OSH Databases - together these databases provides information on a broad range of environmental and occupational health and safety topics.

ORIENTATION

Role of the Health and Safety Department

- To develop and implement OH&S programs
- To assist with OH&S initiatives at each centre
- To collaborate with [WorkSafe BC](#) and other authorities
- To provide first aid and emergency warden resources
- To guide our OH&S committees
 - every campus has its own committee that meets monthly
 - [Memberships](#)

Responsibility for Safety

Supervisors are responsible to

- ensure employees receive the OH&S training necessary to work safely;
- conduct reviews of safety conditions;
- ensure prompt correction of unsafe work habits and conditions;
- complete [Health and Safety Incident Report](#) with employee.

Employees are responsible to

- work in a safe and responsible manner;
- know appropriate OH&S procedures and rules;
- obey safety rules and correct hazards;
- identify and report unsafe conditions to supervisor;
- immediately report all injuries to a first aid attendant and call 6699 from any campus phone or 250.317.2435 and report to supervisor.

General Health and Safety Rules

1. Report all injuries to Security Dispatch and to your supervisor
2. No employee shall be on the premises while impaired by alcohol or drugs
3. Smoking is permitted only within *designated* outdoor areas
4. Company vehicles may only be used by authorized operators
5. No employee shall engage in activity that may pose an undue hazard to any person

- All persons shall wear the Personal Protective Equipment (PPE) specified for the area and the work performed

Fire Evacuation Procedures

- Pull Alarm**
- Call 9-1-1 and Campus Security 250.317.2435, or dial 6699 from any campus phone**
- Evacuate when alarm bells are ringing**
 - Do NOT use elevators
 - Follow directions from emergency wardens, building officials and fire fighters
 - Remain clear of buildings and emergency equipment
 - Do NOT re-enter buildings until permitted by an authorized individual
- Extinguish Fire**
 - ONLY if waste-basket sized or smaller and NOT located between you and the exit
 - Use extinguishers located in corridors
 - Pull the pin
 - Aim at the base of the fire
 - Squeeze the trigger
 - Sweep side to side

Assisting/Evacuating Persons with Disabilities

- Identify yourself as a helper and communicate the type of emergency
- Lend assistance to:
 - Visually-impaired persons:** allow them to take your elbow
 - Hearing-impaired persons:** use gestures and written messages
 - Mobility-impaired persons:** escort to designated gathering areas
- If not on ground floor:
 - Assist persons with disabilities into stairwells identified as Emergency Refuge Areas; ensure that anyone who is waiting for assistance is near a wall and promptly rescued
 - Keep fire separation doors closed
 - Inform emergency wardens of any persons in Emergency Refuge Areas
 - Fire department will assist persons from the Emergency Refuge Areas

First Aid

Call 250.317.2435 or dial 6699 from any campus phone			
Location of First Aid Rooms by campus			
Kelowna	Penticton	Vernon	Salmon Arm
Trades Building (T113) Lab Building (C104E) Cafeteria (F106G)	PEA6A	D317	Staff Room

Workplace Hazardous Materials Information System (WHMIS)

Can you answer the following four questions about the chemicals that you work with?

1. What are the hazards?
2. What do I do to protect myself?
3. What do I do in case of emergency?
4. Where do I get more information?

[“WHMIS at Work”](#)

[MSDS](#)

Working after hours or alone “Check In ... and Check Out”

- Call Campus Security at 250.317.2435 to check in and check out when working (1) after hours 10pm – 7am, or (2) on weekends
- Campus Security will ask you for a contact number in case you forget to check out
- If you feel that your safety or security may be at risk call Campus Security immediately at 250.317.2435
- Suggestion: program 250.317.2435 into your cell

Ergonomics

OC believes in preventing injuries through hazard awareness. Many of us have computer workstations that we use for a significant portion of our day. To check the setup of your workstation, perform an online self-assessment by completing the [“How to Make Your Computer Workstation Fit You”](#) checklist (p. 26-29).

WorkSafe BC provides information regarding ergonomic-related injury identification and prevention, BC OHSR and guidelines, WorkSafe BC publications, and links to other ergonomics resources.

You owe it to yourself to prevent aches, pains and strains.

PERSONAL PROTECTION EQUIPMENT REQUIREMENTS

All Okanagan College students, employees and visitors are required to wear the specified personal protective equipment (PPE) for the area or specific job the individual will be performing. Specific requirements may be posted in the area or may be obtained from the manager/supervisor of the area.

If you have any questions about personal protection equipment, contact the area supervisor or the Manager of Health, Safety and Emergency Management Services. [Work Safe BC OHSR Part 8.](#)

RECORDS, DOCUMENTS AND STATISTICS

Health and safety-related records, documents and statistics are collected and maintained by the Manager of Health, Safety and Emergency Management Services.

Incident records and statistics are collected for prevention purposes; that is, to target appropriate corrective actions for preventing injury. Records and statistics may also be used as a means to measure the success of the Occupational Health & Safety (OH&S) program and to provide feedback to all departments.

Records and statistics include, but are not limited to the following:

- incident reports
- first aid records

- incident investigation reports
- records of incident trends
- records of monitoring of exposure to hazards (e.g. excessive noise)
- records of worker exposure to hazardous substances
- records of hazards that have been identified but not yet controlled
- reports of all regular inspections and special inspections
- first aid training
- emergency warden training
- OH&S committee training
- forklift operation
- elevated work platform operation
- WHMIS training

Documents include, but are not limited to the following:

- health and safety inspections
- incident investigations
- OH&S Committee Terms of Reference
- OH&S Manual and related documents

REPORTING UNSAFE CONDITIONS

All students and employees are required to report any unsafe or harmful conditions to their immediate supervisor. The supervisor must ensure that any necessary corrective actions are performed promptly. If an employee or a student is not satisfied with the action taken, the individual may advise the Manager of Health, Safety and Emergency Management Services and the Occupational Health and Safety Committee explaining the reason for the dissatisfaction.

Potential hazards may include, but are not limited to the following:

- Operating machinery, tools, appliances or other equipment without authority
- Working at unsafe speeds
- Removing or rendering guards ineffective
- Defective tools or equipment
- Poor material handling
- Failure to lockout or de-energize
- Neglecting to wear personal protective equipment
- Poor housekeeping
- Horseplay

To ensure that workplace housekeeping is maintained at a high level, all students and employees must ensure that

- stairwells, doorways, hallways and aisles are kept clear;
- spilled material is cleaned up;
- fire extinguishers, emergency eyewash and showers are kept clear;
- tripping hazards are removed or reported;
- poor lighting is reported.

RESPONSIBILITIES FOR HEALTH AND SAFETY

The [Work Safe BC Occupational Health and Safety Regulation \(OHSR\)](#) and the [Workers' Compensation Act \(WCA\)](#) outline general responsibilities for safety as noted below (figures in brackets refer to the applicable section in the OHSR).

Okanagan College Administration is responsible to

- provide a safe workplace (2.2, 4.1);
- report serious incidents to WorkSafe BC: WCA Part 3 Division 10 Section 172;
- ensure adequate direction and instruction of workers in the safe performance of their duties (3.23);
- initiate, maintain and publicize a comprehensive Occupational Health & Safety (OH&S) Program (3.1);
- establish health and safety goals and a policy (3.3) ;
- take action as required to improve unsafe conditions (3.12);
- provide first aid facilities (3.14 to 3.21);
- ensure that personal protective equipment is available (8.2[2]);
- hold management meetings to make periodic reviews of health and safety activities and incident trends (3.3[d]) ;
- support supervisors and the Manager of Health, Safety, and Emergency Management Services in the administration of safety activities;
- evaluate safety performance of supervisors;
- set a good example.

Manager of Health, Safety and Emergency Management Services is responsible to

- advise all levels of management and supervisors on safety programs;
- coordinate interdepartmental safety activities;
- maintain safety reference library;
- collect, analyze and disseminate incident statistics and reports (3.3[f]);
- conduct research on special safety matters;
- assist in the investigation of all serious incidents: WCA Part 3 Division 10 Section 173;
- keep current on developments in OH&S;
- conduct periodic Okanagan College-wide inspections as required in OHSR;
- update OH&S manual as required;
- set a good example.

Deans/Directors/Instructors are responsible to

- know OC safety policy and personal responsibilities (2.1, 2.2);
- provide proper instruction to new students/employees on safety procedures (3.23);
- ensure that only authorized and adequately-trained students and employees operate machinery or equipment (4.10[2]);
- enforce OC safety standards and compliance with the OHSR;
- report and investigate all incidents in consultation with the Manager of Health, Safety and Emergency Management Services;
- correct unsafe conditions and/or acts (3.10);
- ensure regular inspections of equipment and facilities for proper maintenance are completed (3.5);
- detect, interview and if necessary, refer troubled students/employees for assistance;
- formulate safe work procedures for work areas in compliance with Work Safe BC OHSR and OC standards in consultation with the OH&S committees;
- promote safety awareness within the OC community;
- respond to recommendations of OH&S committees, management and Manager of Health, Safety and Emergency Management Services;
- set a good example.

Managers and supervisors are responsible to

- ensure employees receive the Occupational Health & Safety (OH&S) training necessary to work safely;
- conduct reviews of safety conditions;
- ensure prompt correction of unsafe work habits and conditions;
- complete [Health and Safety Incident Report](#) with employees;
- maintain the following minimum OH&S documentation:
 - hazard assessment and corrective action
 - incident investigations
 - inspections
 - orientation records
 - training records.

Employees/Students are responsible to

- know and comply with OC safety standards and the OHSR (2.1, 2.2);
- follow safe work procedures and rules of appropriate workplace conduct (4.25);
- identify and report unsafe acts and conditions (3.10);
- refuse unsafe work (3.12);
- report any injury immediately: WCA Part 1 Division 5 Section 53;
- must not remain on the worksite while their ability to work is impaired (4.20[1]);
- make suggestions to improve OH&S within your work area;
- correct unsafe conditions;
- set a good example.

RIGHTS OF WORKERS

1. Right to Know

Employees have the right to know about hazards within their workplace. The employer must identify and inform employees about existing and potential hazards.

2. Right to Participate

Employees have the right to take an active role in the health and safety of our workplace. Occupational health and safety committees play a valuable role in fulfilling every employee's fundamental right to participate in identifying, assessing and correcting workplace hazards.

At Okanagan College there are many opportunities to become involved in health and safety programs and activities. Whether you participate at a health and safety committee meeting in your region, get involved in health and safety inspections, or discuss health and safety remedies with your supervisor, we are all part of a collaborative health and safety network.

3. Right to Refuse

The right of employers to direct work is balanced by the right of employees to refuse unsafe work that presents an imminent danger to the health and safety of anyone. Imminent danger represents danger that is not normal for the type of work being considered.

Procedure:

1. The employee refusing work due to imminent danger notifies their supervisor as soon as possible about the reason for the refusal.
2. The supervisor investigates and takes action to eliminate the imminent danger.

3. The supervisor ensures that no employee is assigned to perform the work unless the imminent danger has been eliminated and no one is exposed to the danger.
4. The supervisor may require the employee refusing the work to remain at the workplace and may assign the employee a temporary work assignment.
5. The supervisor prepares a written record of the employee's notification, handles the investigation, takes action and gives the employee and Manager of Health, Safety and Emergency Management Services a copy of the record.
6. If the employee perceives that the imminent danger still exists the employee may file a report with a [Work Safe BC](#) OH&S Officer.
7. The Officer prepares a written record of the employee's notification, the investigation and the action taken and gives the employee and employer a copy of the record.

SAFE WORK PROCEDURES

Okanagan College develops procedures for working safely on tasks involving hazards that may otherwise result in serious danger to students, employees or the public if not controlled. Safe work procedures are detailed step-by-step directions for safely completing work. The directions serve to assist managers with training employees in methods to correct hazards.

The following section outlines individual responsibilities and required guidance material.

Responsibilities

Employees are responsible to

- follow safe work procedures;
- ensure personal safety and the safety of others while performing work;
- report any hazards to their supervisor;
- participate in the development of safe work procedures.

Managers and supervisors are responsible to

- lead the development of written safe work procedures for any work tasks with serious hazards without a written procedure;
- instruct and train all employees in safe work procedures;
- ensure that safe work procedures encompass the safety of students, employees and the public;
- supervise safe work procedures, acknowledge when employees follow safe work procedures and correct employees when they do not;
- take disciplinary action with any employee who does not comply with a safe work procedure as indicated in this section.

Manager of Health, Safety and Emergency Management Services and OH&S Committee members are responsible to

- provide guidance and direction to managers, supervisors and workers in the development of safe work procedures;
- review safe work procedures annually and provide recommendations for revision from time to time as needed.

Guidance Material

The following guidance material has been included in this program:

[Safe Work Procedures Guide](#)

SAFETY RESOURCE LINKS

[CANUTEC - Canadian Transport Emergency Centre](#)

CANUTEC promotes public safety in the transportation of dangerous goods.

[CCOHS - The Canadian Centre for Occupational Health & Safety](#)

CCOHS promotes a safe and healthy working environment by providing information and advice about occupational health and safety.

[Canada Safety Council](#)

The Canada Safety Council is a national, non-governmental, charitable organization dedicated to safety. Their mission is to lead in the national effort to reduce preventable deaths, injuries and economic loss in public and private places throughout Canada. They serve as a credible and reliable resource for safety information, education and awareness in all aspects of Canadian life - in traffic, at home, at work and at play.

[NIOSH](#)

Provides global leadership to prevent work-related illnesses and injuries.

[OSHWEB](#)

Index of occupational safety and health resources on the Internet.

[Treasury Board of Canada Secretariat](#)

Occupational Health & Safety - Safety Guide for Laboratory Operations.

[U.S. Department of Labor - Occupational Safety & Health Administration \(OSHA\)](#)

The Occupational Safety and Health Administration, provides standards for occupational exposure limits within workplaces.

[WorkSafe BC](#)

In concert with workers and employers the mandate of WorkSafe BC is to

- promote the prevention of workplace injury, illness and disease;
- rehabilitate those who are injured and provide timely return to work;
- provide fair compensation to replace workers' loss of wages while recovering from injuries ;
- ensure sound financial management for a viable workers' compensation system.

TRANSPORTATION OF DANGEROUS GOODS

The [Transportation of Dangerous Goods Act](#) and accompanying regulations are federal laws that legislate the handling, offer to transport and transportation of dangerous goods as defined in the Act.

Any person who is involved in the transportation of dangerous goods must be trained and certified in an approved training program or working under the direct supervision of a trained and certified person.

For more information, contact the Health, Safety and Emergency Management Services Department.

SECURITY AND PUBLIC SAFETY

(add link to Security on myOkanagan when available)

WELLNESS RESOURCES

The information contained within this section has been provided for informational purposes only. The content is not intended to be a substitute for professional medical advice, diagnosis, or treatment. Always seek the advice of your physician or other qualified health provider with any questions you may have regarding a medical condition.

Okanagan College does not recommend or endorse any specific tests, physicians, products, procedures, opinions, or other information that may be mentioned in the website links located in the following information sections:

Your Health – General	Fitness
Your Health – Specific Diseases	Nutrition
Your Mental Health	Work-Life Balance

Your Health - General

[HealthLinkBC](#)

Provides information on more than 3,000 common health topics, tests, procedures and other resources available to BC residents.

[C-Health](#)

Provides health news, feature articles, interactive online tools and other health resources.

[Health Canada – It's Your Health](#)

Contains a series of fact sheets that cover a wide range of health topics including: diseases; environment; food; medical information choices; lifestyle and consumer products. The articles also include Internet links and references to more information.

[Interior Health Authority](#)

Interior Health, with an office in Kelowna , serves a region that stretches from Williams Lake to the US border and from Anahim Lake in the Chilcotin to the Alberta border - incorporating approximately 690,000 people.

Your Health - Specific Diseases

[Alzheimer's Disease](#)

Alzheimer Disease is a progressive, degenerative disease. The number of people in Canada with dementia is expected to grow by the year 2031 to over 3/4 million people.

[Arthritis](#)

Arthritis ('arth' meaning joint, 'itis' meaning inflammation) isn't a one-note story or even a few variations on a single theme; it actually consists of more than 100 different conditions.

[Cancer](#)

The Canadian Cancer Society estimates that 177,800 new cases of cancer and 75,000 deaths will occur in Canada in 2011.

[Diabetes](#)

The Canadian Diabetes Association estimates that three (3) million Canadians have diabetes. This website outlines the three types of diabetes, the seriousness of the disease, the symptoms, the risks, how it is treated, how to detect if you have it and how to prevent the disease.

[Heart and Stroke](#)

The Heart and Stroke Foundation of Canada states that heart disease and stroke are the leading causes of death and disability in Canada. Learn more about risk factors, warning signs and healthy living.

Your Mental Health

[Canadian Mental Health Association](#)

CMHA promotes the mental health of all people and serves mental health consumers, their families and friends.

[Mental Help Net](#)

Provides online mental health information, news and resources to the worldwide mental health community of professionals and laypeople.

[Health Canada – Mental Health](#)

Provides access to online materials related to the promotion of mental health, the planning, delivery, cost and evaluation of mental health programs and services in Canada and the mental health conditions and disorders encountered by Canadians.

Fitness

[Canada's Physical Activity Guide to Healthy Active Living](#)

Promotes healthy lifestyle choices and activities and disease prevention strategies.

[American College of Sports Medicine](#)

[Mayo Clinic](#) – Fitness and Sports Medicine Center

Nutrition

[Dietitians of Canada](#)

Provides information regarding healthy food choices, activity patterns and body weight. The online EATracker includes a daily food intake and activity log.

[Canadian Council of Food and Nutrition](#)

Non-profit organization that acts as a catalyst in advancing the nutritional health and well being of all Canadians by:

- Championing evidence-based solutions to key nutritional issues affecting the nutritional health of Canadians
- Advocating for evidence-based nutrition policy in Canada
- Promoting public understanding of food and nutritional matters. [Mayo Clinic Food and Nutrition Center](#) provides information regarding eating well and the national dietary recommendations.

[Body Mass Index Calculator](#) (BMI)

Offered through Health Canada – Office of Nutrition Policy and Promotion may be used as an assessment tool to predict possible health benefits or risks based on one's body weight and height.

Work-Life Balance

Human Resources and Skills Development Canada – [Work-Life Balance in Canadian Workplaces](#) helps organizations design and implement supportive programs and policies facilitating work-life balance.

Saskatchewan Labour - [Work and Family Balance](#) offers a variety of resources and services to employers, employees and community organizations who want to implement work/family change in their workplace.

WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM (WHMIS)

The Workplace Hazardous Materials Information System (WHMIS) provides information about hazardous materials used at Okanagan College (OC). Anyone using WHMIS-controlled products must have training in identifying the materials used and in understanding the associated hazards and safety precautions.

OC stores and handles chemicals according to three criteria: (1) [Material Safety Data Sheets \(MSDS\)](#), (2) OC standards, and (3) applicable legislation.

WHMIS is a communications system designed to provide employees with vital information about hazardous materials used in the workplace. WHMIS incorporates the following three elements:

1. Labelling

Supplier Labels

When shipped by a supplier, WHMIS products must have a label that identifies the product and alerts employees to the [hazards](#). Only handle or use chemicals with properly labelled containers.

Workplace Labels

Created by employees when labels are illegible or a new label is needed on a secondary container when chemicals have been decanted (from parent container).

2. Material Safety Data Sheets (MSDS)

MSDS's are “user manuals” providing detailed information about chemicals. [MSDS](#)'s are available on-line. Be familiar with the MSDS's for the chemicals in your work area.

3. Worker Education and Training

OC provides employees with WHMIS education and training. Know the personal protective equipment (PPE) that is required for using any chemicals and performing work tasks. Ask your supervisor to clarify any questions that you have about a chemical or a work process.

Employee education and training is aimed at preventing harm to people and property. This section outlines the responsibilities, procedures, checklists, records and guidance materials for all employees.

A. Responsibilities and Procedures

Employees are responsible to

- understand the content and significance of labels and MSDS;
- review MSDS before handling products and to check for information not available on product labels;
- communicate with workers in the area about any chemicals being used, the hazards involved and the methods used to control the hazards;
- wear (PPE) appropriate to the chemical being used and the task being performed;

- perform work according to safe work procedures;
- ask supervisor for direction with any work procedures that are unfamiliar;
- notify supervisor about problems with labels, MSDS and any hazards;
- be able to answer all of the questions listed on the [Being an Informed Worker](#) sheet for any chemicals in the area that work is being conducted.

Suppliers are responsible to

- supply proper labels and MSDS for each chemical supplied;
- keep information on labels and MSDS current by updating MSDS every 3 years or whenever new information becomes available;
- classify all WHMIS products;
- provide confidential business information (relating to ingredients of chemical) to medical personnel in case of emergency.

Managers and supervisors are responsible to

- identify all chemicals within the department, complete the [WHMIS Inventory Checklist](#), ensure that labels are available for each chemical and that MSDS are current (not more than 3 years old);
- ensure that any hazards related to chemical use have been identified and appropriate methods to control hazards have been implemented (e.g. PPE use, ventilation, etc);
- communicate information to departmental employees regarding chemical use, the hazards involved and the methods used to control the hazards (e.g. safe work procedures);
- communicate any required corrections to employees individually and ensure that all safe work procedures have been developed;
- ensure all employees have received training in chemical safety, complete the [WHMIS Education and Training Checklist](#) and ensure that all workers can answer the questions listed on the [Being an Informed Worker](#) sheet ;
- provide ongoing coaching as needed, based on findings during inspections of safe work procedures;
- set an example of safe work procedures for all employees to follow.

B. Checklists and Records

[Being an Informed Worker](#)

[WHMIS Inventory Checklist](#)

[WHMIS Education and Training Checklist](#)

C. Guidance Materials

The following guidance material has been included to assist employees, managers and supervisors in meeting their responsibilities with WHMIS:

[WHMIS At Work – WorkSafe BC](#)

[Chemical Waste Disposal Procedures](#)

[Shipping Document](#)

[MSDS](#)