

# Occupational Health and Safety Program

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<b>Parent Policy:</b>	<b>OH&amp;S Policy</b>
<b>Effective Date:</b>	<b>October 24, 2011</b>
<b>Revised:</b>	<b>April 2014, Revision I</b>
<b>Program Sponsor:</b>	<b>Vice-President People and Planning</b>
<b>Program Administrator:</b>	<b>OHS Team Lead</b>
<b>1.1 - Health and Safety Responsibilities</b>	

## 1.1 Health and Safety Responsibilities

### PURPOSE

To communicate health and safety obligations and responsibilities to employees, students, volunteers, visitors and stakeholders in order to facilitate and maintain a safe and healthy learning and work environment.

### SCOPE

This applies to all Lethbridge College employees, students, volunteers, visitors and stakeholders.

### DEFINITIONS

**Senior Administrator:** person who holds a senior administrative level position within the college designated as such by the president and chief executive officer (CEO). The function of the position has a broad scope which supports the operation of the entire institution.

**Manager, Supervisor and Faculty:** person who has control over assigned work and authority over the persons conducting the work; or a person who has been delegated responsibility for instructing, directing or controlling employees or students working or studying at Lethbridge College.

**Employee:** person on the payroll of Lethbridge College.

**Contractor:** person, partnership or group of persons who, through a contract, agreement or ownership, directs the activities of one or more employees involved in work at a work site. (refer to [1.4 Contractor Safety](#))

**Student:** person enrolled at Lethbridge College.

**Health and Safety System:** system to reduce the hazards and risks in the work and study environment.

**College:** the legal entity as prescribed by the Post-Secondary Learning Act.

**Volunteers, Visitors and Stakeholders:** persons who access Lethbridge College facilities who are not employees.

**Occupational Health and Safety (OH&S) Policy:** one overarching document explaining the college's commitment to health and safety.

**Requirements:** the college's requirements that comply with legislation (e.g. Alberta Occupational Health and Safety Act, Regulation and Code and the Alberta Traffic Act) as a minimum safety standard.

**Standard Operating Procedures (SOP):** the instructions on how to do a specific job safely.

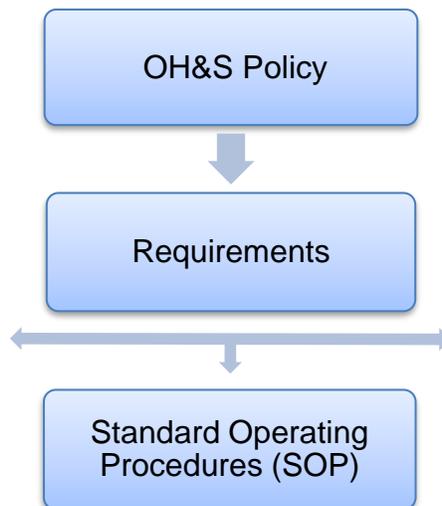
### RESPONSIBILITIES

1. Senior administrators are responsible to:
  - a) provide a safe and healthy workplace

- b) actively participate in health and safety program development and maintenance
  - c) establish and maintain the health and safety program
  - d) verify that employees engaged in work are aware of their responsibilities and duties under the Alberta Occupational Health and Safety Act, Regulation and Code
  - e) provide employees with health and safety training, as required
  - f) encourage employee involvement in health and safety by demonstrating management's commitment
  - g) provide employees with health and safety information
  - h) verify that all critical workplace documents (such as reports, plans and procedures) are in writing and available to employees
  - i) provide adequate supervision at work sites
  - j) provide required safety equipment to complete each task safely
  - k) support incident reporting and investigations and verify that corrective actions are taken
  - l) support supervisors in their health and safety responsibilities, and
  - m) evaluate health and safety performance of supervisors and faculty
2. Managers, supervisors and faculty are responsible to:
- a) actively participate in health and safety program development and maintenance
  - b) promote health and safety awareness
  - c) instruct employees, students, volunteers, visitors and stakeholders to follow safe work procedures
  - d) enforce health and safety regulations and Lethbridge College OH&S Policy and Requirements
  - e) correct unsafe acts and conditions
  - f) inspect work areas and take remedial action to minimize or eliminate hazards
  - g) verify that equipment is properly maintained
  - h) verify that only authorized, adequately trained workers operate equipment
  - i) report and investigate all incidents
  - j) be familiar with the location, type and operation of emergency equipment
  - k) refuse to perform work when unsafe conditions exist (as defined in the Alberta Occupational Health and Safety Act, Regulation and Code)
  - l) participate in all training offered by Lethbridge College, either on or off the work site, and
  - m) facilitate and participate in safety meetings
3. The Lethbridge College Occupational Health and Safety Department is responsible to:
- a) take a leadership role in assisting Lethbridge College to implement and maintain an effective health and safety management system
  - b) liaise with regulatory authorities on behalf of the college and support activities of the Lethbridge College Occupational Health and Safety Committee
  - c) assist and advise management, supervisors and faculty to implement and provide support for the development of:
    - i. OH&S Policy
    - ii. requirements
    - iii. standard operating procedures
  - d) facilitate formalized audits to review the management system against established standards or best practices
  - e) provide guidance and technical assistance to identify, evaluate and correct health and safety hazards
  - f) maintain health and safety statistical data and communicate relevant information as required
4. Employees, students, volunteers, visitors and stakeholders are responsible to:
- a) actively participate in the health and safety program
  - b) follow safe work procedures
  - c) use personal protection and safety equipment as required
  - d) understand and comply with the Lethbridge College OH&S Policy and Requirements
  - e) report incidents and accidents (including injuries or occupational illnesses) immediately
  - f) report unsafe acts and conditions

- g) report hazards and potential hazards to supervisors
  - h) check tools and equipment, including personal protective and safety equipment, before using
  - i) report any unsafe equipment to the work site supervisor
  - j) be familiar with the location, type and operation of emergency equipment
  - k) refuse to perform work when unsafe conditions exist (refer to [1.3 Existence of Imminent Danger](#))
  - l) participate in all training offered by Lethbridge College, either on or off the work site; and
  - m) participate in safety meetings and review all Health and Safety communication
5. Volunteers and visitors are responsible to:
    - a) be aware of emergency evacuation routes
    - b) review and comply with specific safety requirements as they apply to specific tasks they are performing
  6. The College Leadership Council (CLC) approves the OH&S Policy.
  7. The vice-president of people and planning approves the requirements of the Occupational Health and Safety Program.

## Framework



Lethbridge College has adopted this three-part framework to manage its Occupational Health and Safety (OH&S) Program. This framework is to provide a process for approval, maintenance and development of Lethbridge College's safety program.

### Health and Safety Program Approval and Maintenance Process

1. After approval, the documents will be circulated to the College Leadership Council (CLC) for distribution to academic centers and departments.
2. Recommended revisions to the program shall be routed through managers, supervisors, and faculty to Health and Safety.
3. Health and Safety and the vice-president of people and planning will review recommendations and review outcomes with individuals and their supervisors.
4. Vice-president of people and planning will approve the revised documents and the amended date will be recorded.
5. All Requirements must be reviewed annually by Occupational Health and Safety for:
  - a) new processes

- b) changes to existing processes
- c) legislation changes

**REFERENCES**

Alberta Occupational, Health and Safety Act, Regulation and Code  
Post-Secondary Learning Act



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<b>1.2 – Due Diligence, Obligation and Compliance</b>	

## **1.2 Due Diligence, Obligation and Compliance**

### **PURPOSE**

To assist employees, students, volunteers, visitors and stakeholders in meeting their obligations under the Alberta Occupational Health and Safety Act, Regulation and Code.

### **SCOPE**

Applies to all Lethbridge College employees, students, volunteers, visitors and stakeholders engaged in conducting business on Lethbridge College property.

### **DEFINITIONS**

**Due Diligence:** the level of judgment, care, prudence, determination, and activity that a person would reasonably be expected to do under particular circumstances.

### **RESPONSIBILITIES**

The Lethbridge College OH&S Policy identifies processes and procedures to ensure a safe and healthy workplace.

### **Employer**

Shall ensure the health and safety of the worker at the work site as per Part 2, Paragraph 1 of the Alberta Occupational & Health Act.

### **Employees, Students, Volunteers, Visitors and Stakeholders**

Are required to understand their obligations under the Alberta Occupational Health and Safety Act, Regulation and Code, Part 2 and the Lethbridge College OH&S Policy.



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<b>1.3 – Existence of Imminent Danger</b>	

## 1.3 Existence of Imminent Danger

### PURPOSE

To empower employees, students, volunteers, visitors and stakeholders to refuse work that present's imminent danger.

### SCOPE

Applies to all employees, students, volunteers, visitors and stakeholders at the college.

### DEFINITIONS

#### **Imminent Danger in Relation to Any Occupation:**

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

### RESPONSIBILITIES

1. Employees, students, volunteers, visitors and stakeholders shall not :
  - a) carry out any work, operate any tool, appliance or equipment if on reasonable and probable grounds, the worker believes that an imminent danger exists to the health and safety of that worker or another worker present at the work site
2. Supervisor shall:
  - a) investigate, verify and take action to eliminate the imminent danger; prepare a written report and forward to OH&S
3. Chairperson/co-chairperson of the Lethbridge College Occupational Health and Safety Committee shall:
  - a) review all imminent danger appeals and determine if appropriate report to the Alberta Occupational Health and safety officer

### REFERENCES

Alberta Occupational Health and Safety Act, Regulation and Code, Section 35  
Criminal Code of Canada, Section 217.1 Duty of Persons Directing Work



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<b>1.4 – Contractor Safety</b>	

## 1.4 Contractor Safety

### PURPOSE

To provide Occupational Health and Safety requirements and responsibilities for contractors while engaged in contractual obligations for Lethbridge College.

### SCOPE

Contractors and their employees and sub-contractors must be familiar with this document, the requirements of the contract, work order, or purchase order and related Lethbridge College policies, procedures and Alberta Workplace Occupational Health and Safety requirements while conducting work or providing contracted services for Lethbridge College.

### DEFINITIONS

**Alberta Traffic Safety Act:** Rules for the registration and operation of motor vehicles in Alberta

**Contract:** An agreement between parties describing their respective duties, responsibilities and obligations they are to be undertaking.

**Contractor:** A person, partnerships or group of persons who, through a contract, agreement or ownership, conducts work or provides contracted services for Lethbridge College. A contractor may direct the activities of one or more employees involved in work at a work site.

**Contracted Services:** Entities or employees of entities that generally perform on-site support activities, such as security, garbage disposal, pest control, vending, training, consulting, or other professional or non-professional services not directly controlled or supervised by Lethbridge College employees.

**Facilities Management:** The department at Lethbridge College responsible for the electrical/mechanical, caretaking or maintenance areas including but not limited to grounds, cleaning, campus vehicles, building operations, repairs and renovations.

**Lethbridge College Representative:** Someone who has a working knowledge of Lethbridge College and regulatory standards which are normally applicable to the type of contracted work. The Lethbridge College representative, usually a member of Facilities Management, represents Lethbridge College interests and is the main contact for the contractor.

**Occupational Health and Safety Act, Regulation and Code:** The rules governing health and safety in Alberta's workplaces.

**Subcontractor:** Entities or employees of entities that perform activities or services governed by a contractual arrangement between a contractor and the entity, who performs work for the contractor and who is not directly controlled or supervised by Lethbridge College employees. Subcontractors must comply with the same requirements as contractors.

**Work:** The total activity and related services required by the contract.

## **RESPONSIBILITIES**

### **Lethbridge College Representative**

1. The main contact for the contractor and reviews scope of work along with this health and safety documentation prior to commencement of any work with the contractor. This includes a general safety orientation and specific training in compliance with Lethbridge College's policies, requirements and procedures.
2. Ensures any changes to the requested work is documented and pre-authorized by Lethbridge College.
3. Any requests for assistance or escorted tours are addressed through the Lethbridge College representative to Facilities Management in advance of the time required.

### **Contractor**

1. Compliance with Requirements
  - a) Contractors and subcontractors must work in accordance with Lethbridge College's policies, requirements and procedures as well as any contractual and regulatory requirements. The contractor must verify that all their employees comply with all requirements of the Alberta Occupational Health and Safety Act, Regulation and Code, as well as any other safety legislation enforced within Alberta. Non-compliance with these legislated requirements may be considered a breach of contract and could result in a stop work order until mitigated. The contractor shall also verify compliance by their employees with all other legislation, by-laws and regulations that may be applicable to the work being performed.
2. Hazard Assessments and Controls
  - a) Contractors must perform hazard assessments for all phases of its work including those done by subcontractors.
  - b) Contractors must ensure the necessary level of hazard controls are in place for any hazards and continually monitor for compliance and effectiveness.
3. Contractor Identification
  - a) All contractors are required to clearly display Lethbridge College identification tags or company photo identification (if approved by Facilities Management in advance). The identification must be properly displayed and clearly visible to all Lethbridge College employees and students and the tags must be returned upon expiry date.
4. Conduct
  - a) Contractors are expected to verify that all employees and sub-contractors engaged in activities for Lethbridge College conduct themselves in an appropriate manner.
  - b) Lethbridge College has policies prohibiting use of profanity as well as any form of discrimination, harassment, or workplace violence. It is expected that all contractors engaged by Lethbridge College treat others with respect and dignity.
  - c) Lethbridge College policy prohibits smoking in all buildings and in Lethbridge College vehicles. Smoking near building entrances and near ventilation air intakes must be avoided to within a minimum of three (3) metres away from any entrance or building opening.
5. Operating Motor Vehicles
  - a) Contractors are required to be in compliance with Alberta Traffic Act and posted speed limits.
  - b) Contractors ensure that all yellow curbs and fire lanes are left clear, unless prior arrangements are made with Facilities Management.
  - c) Do not park in loading zones. Loading zones are available by most buildings and are for the use of emergency and Lethbridge College fleet vehicles. Alternate arrangement should be made with Facilities Management for limited use.

- d) Must display either a valid parking receipt or a contractor pass available through the Facilities Management office. No vehicle may block or adversely affect building access, the normal operations of Lethbridge College employees, or other contractors (e.g. garbage removal, emergency vehicles, etc.).
6. Access to Locked Areas and Fire Lane Gates
- a) Contractors requiring access to locked areas and fire lane gates may do so by contacting Facilities Management or the main office at rural campuses.
  - b) Approaching Lethbridge College employees for access, arranging access through employees from other departments on campus or copying of any keys is strictly prohibited.
  - c) Access card/key(s) is for the exclusive use of the company or individual and shall not be duplicated, transferred or modified in any way. If keys are lost or stolen, the company or individual will be responsible for the cost of re-keying.
7. Attendance on Campus
- a) All contractor services must notify Facilities Management/ project manager and/or user department from 8:30 am to 4:30 p.m., or security after hours when they are on campus. Work after hours must be pre-arranged with the Lethbridge College representative and check in/out arranged with security.
  - b) Contractors at the rural campuses are to sign in to the main office of those locations before commencing work.
8. Deliveries to Campus and Off-Loading Goods
- a) All arrangements for delivery, supply, and off-loading of materials are the responsibility of the contractor.
  - b) It is not an expectation of Lethbridge College employees to help load/unload unless prior arrangements have been made and authorized.
9. Permits, Licenses and Notices
- a) The contractor shall verify that all the necessary permits and licenses required to perform the work have been obtained prior to the commencement of the work.
  - b) Any notices relating to the performance of the work have been given to the appropriate agencies having jurisdiction prior to the commencement of the work.
  - c) Photocopies of any scope of work shall be provided to Facilities Management before any work commences.
10. Digging/ Excavations on Campus
- a) Digging, excavating, trenching and/or groundbreaking anywhere on campus, requires the prior approval of Facilities Management.
  - b) Utility reference plans for "utility locate company" can be obtained from Facilities Management.
11. Electrical Requirements
- a) All electrical equipment used must be certified by the Canadian Standards Association (CSA), Underwriter's Laboratories – Canada (ULC), or other agencies acceptable to the Provincial Electrical Safety Branch. Contractors must consult with the Lethbridge College electrician supervisor/project manager.
12. Cranes/Hoisting Equipment
- a) Only qualified and authorized persons shall operate cranes and hoisting equipment on Lethbridge College campuses.
  - b) Operators shall inspect the hoisting equipment at the beginning of each shift and shall test limit switches, brakes, circuit breakers and other control devices. Any defects identified that affect the safe operation of the hoisting equipment will require repair before the equipment is used.
  - c) When cranes and hoisting equipment must be located on traveled portions of any roadway, fire lane or other thoroughfare including pedestrian walkways, the contractor requires the prior approval of the

Lethbridge College Facilities Management. Adequate signs and barriers to clearly delineate the hazard area shall be erected prior to any work commencing.

### 13. Workplace Hazardous Materials Information System (WHMIS)

- a) Contractors may be working with or near hazardous chemicals. They will be required to be trained in WHMIS and provide proof of training.
- b) All hazardous chemicals brought onto the college must be accompanied by a material safety data sheet (MSDS). Both contractors and college employees who may be working near the hazardous chemical must be informed of the hazards by referencing the MSDS. MSDS's for hazardous materials used by the college are maintained electronically and can be accessed by the Lethbridge College representative if required. A copy of the MSDSs must also be kept in the area the chemical substance is being used and be readily available for reference as required.
- c) Wherever possible, use of chemical substances within occupied areas shall be limited so as to not cause any adverse effects. Wherever possible, safe alternative chemical substances shall be used.

### 14. Other Hazardous Material

- a) Where a contractor encounters any potentially hazardous or toxic substance (e.g. mercury, PCBs, biohazards, radioactive materials) which may endanger any person not covered in the scope of work, the contractor shall cease operations and notify the Lethbridge College contact until it can be assured that standard practices for hazardous materials management are being followed. (also refer to [3.2 Asbestos](#))

### 15. First Aid

- a) Contractors are expected to provide their own occupational first aid equipment and services (e.g. first aiders or first aid attendants) while engaged in activities for Lethbridge College.

### 16. Hot Work

- a) Contractors are required to obtain a hot work permit from Facilities Management, the project manager or designate before welding or grinding activities are conducted.
- b) Any welding done must have adequate screens provided to ensure that no employee, student, volunteer, visitor or stakeholder is subjected to the hazards of "welding flash".
- c) Adequate fire protection measures must also be in place to prevent accidental ignition of structures or combustible materials.
- d) Equipment that may generate heat and/or smoke (e.g. welders, cutting blades, drills, etc.) may set off the fire detection systems. Contractors must consult with Facilities Management in advance of using such equipment. Hot work permit is required.
- e) In the event a fire is started by a contractor's employee(s), the contractor's employee must verify that all of the building occupants are aware of the fire (e.g. by activating the fire alarm) and also notify 9-1-1 and security immediately.

### 17. Equipment and Tools

- a) Contractors are prohibited from using Lethbridge College owned and operated equipment, tools, and facilities unless special arrangements have been made prior to awarding the contract. Additionally, contractors will not use Lethbridge College employees to complete any portion of the contractor's task or work.

### 18. Workers' Compensation Coverage

- a) Contractors will provide workers' compensation coverage for all their employees and sub-contractors employed for work at Lethbridge College. Proof of workers' compensation coverage is required before work commences.

## **REFERENCE DOCUMENTS**

The following are the Lethbridge College health and safety program documents that have frequent application in contracted work and shall be considered where applicable to contractor, subcontractor or contracted service work being performed:

[3.2 Asbestos](#)

[3.3 Confined Space](#)

[3.5 Fall Protection](#)

[3.5.1 FORM - Fall Protection](#)

[3.6 Lock Out Tag Out, Verification \(Isolation and Control of Hazardous Energy\)](#)

[3.7 Mobile Equipment \(Powered\)](#)

[3.8 Noise Exposure](#)

[3.10 Respiratory Protection](#)

[7.1 Incident/Accident Reporting and Investigation](#)

## **OTHER REFERENCE DOCUMENTS**

Occupational Health and Safety Act, Regulation and Code

[1.5 Prime Contractor](#)

**Inquiries regarding Health and Safety requirements can be directed to your Lethbridge College Representative.**



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<b>1.5 – Prime Contractor</b>	

## 1.5 Prime Contractor

### PURPOSE

To provide clarification for the requirements of a prime contractor.

### SCOPE

Applies to a Lethbridge College work site that requires contractor services.

### DEFINITIONS

**Owner:** the person in legal possession of the work site or, if the person in legal possession does not request the work, the person with an ownership interest in the work site who requests that the work be done.

**Prime Contractor:** the contractor, employer or other person who enters into an agreement with the owner of the work site to be the prime contractor, or if no agreement has been made or if no agreement in force, the owner of the work site.

**Contractor:** person, partnership or group of persons who, through a contract, agreement or ownership, directs the activities of one or more employees involved in work at a work site.

**Senior Administrator:** person who holds a senior administrative level position within the college designated as such by the president and chief executive officer (CEO). The function of the position has a broad scope which supports the operation of the entire institution.

**Manager, Supervisors & Faculty:** person who has control over assigned work and authority over the persons conducting the work; or a person who has been delegated responsibility for instructing, directing or controlling employees or students work or studying at the Lethbridge College.

### RESPONSIBILITIES

1. Under Section 3 of Alberta’s Occupational Health and Safety Act, Regulation and Code, whenever two or more employers perform work at a work site the prime contractor is responsible for:
  - a) establishing and maintaining a system or process that verifies compliance with the Alberta Occupational Health and Safety Act, Regulation and Code
  - b) ensuring that first aid services, equipment and supplies required by the Alberta Occupational Health and Safety Act, Regulation and Code are available at the work site
  - c) ensuring that the equipment erected or installed by or on behalf of the prime contractor complies with the requirements of the Alberta Occupational Health and Safety Act, Regulation and Code as if the prime contractor was the employer
2. In cases where a prime contractor is required, the owner of the work site is the prime contractor unless specific alternate arrangements have been made. In some cases, the owner does not have the knowledge or is unable to take on this responsibility. By entering into an agreement with another party, the owner can transfer the prime contractor title and responsibilities to a person, a group of persons or an employer. To

prove that an agreement has been made between parties, Alberta Employment and Immigration recommends that the agreement be in writing.

3. In transferring this responsibility, the owner should be sure that the other party is capable of, and likely to, fulfill the prime contractor responsibilities. This is necessary because prime contractor responsibilities originate with the owner and the owner must be diligent in transferring these responsibilities.

Lethbridge College:

1. Managers, supervisors, or faculty who are requesting work to be done where two or more employers are on the work site are responsible to identify prime contractor requirement for inclusion in contractual agreements.
2. Senior administrators are responsible to verify that prime contractor agreements are implemented in contracts when applicable.

## **REFERENCES**

Alberta Occupational Health and Safety Act, Regulation and Code

[1.1 Health and Safety Responsibilities](#)



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<b>2.1 – Hazard Assessment</b>	

## 2.1 Hazard Assessment

### PURPOSE

To describe the requirements in Part II, Hazard Assessment, Elimination and Control of the Alberta Occupational Health and Safety Act, Regulation and Code.

### SCOPE

This applies to all activities being conducted at the college to verify that hazards and effective controls are implemented as reasonably practical to do so. Assessments must be in writing and include the result of the hazard assessment and the methods used to eliminate or control the hazards identified. In cases where there are the same hazards at multiple work sites and the controls and work practices are identical at each work site, then a single hazard assessment applicable to those work sites is acceptable, e.g. working at heights, operation of vehicles and mobile equipment.

### DEFINITIONS

**Hazard:** a condition with the potential of causing human illness or injury, damage to equipment or structures, loss of material, damage to the workplace, environment, or a combination of these.

### RESPONSIBILITIES

1. Lethbridge College and college contractors are responsible to verify that hazard assessments, elimination and control processes are implemented.
2. Employees must participate when undertaking hazard assessments or determining hazard assessment content for applicability in the workplace.
3. Employers are required to identify and assess, then eliminate or control reasonably foreseeable work site hazards.

### REFERENCES

Alberta Occupational, Health and Safety Act, Regulation and Code  
Post-Secondary Learning Act  
Public Sector Employee Relations Act



**OCCUPATIONAL HEALTH & SAFETY**  
 3000 College Dr. S  
 Lethbridge Alberta T1K 1L6  
 Tel. 403.394.7329  
 Fax 888.681.1803

## 2.1.1 FORM - Hazard Assessment Worksheet

Department/Faculty		
Assessment completed by:	Date:	Revision Date:

Type of Work/Activity	Hazard Type: (Physical, Chemical, Biological, Ergonomic, Environmental)	Risk (1-3) See below				Controls in Place	Controls Needed	To Be Completed By/ Department	Estimated Completion Date MM/DD/YY	Status
		Exposure Frequency	Severity	Probability	Total					
List all types of work done in this work area or job	List the hazards for each work related activity					Engineered Administrative Personal Protective Equipment	List if any additional controls are required for that Hazard and the date they will be in place			

**Frequency Rating:**  
 1. Low, less than 10% of work day  
 2. Medium, up to 65% of work day  
 3. High, over 66% of work day

**Severity:**  
 1. Minor, potential for minor injury  
 2. Moderate, potential for lost time injury  
 3. Severe, potential for severe injury

**Probability:**  
 1. Low, unlikely to happen  
 2. Medium, likely to happen  
 3. High, very likely to happen

**Hazard Rating:**  
 3-4 Low, requires monitoring  
 5-6 Moderate, requires attention  
 7-9 High, requires immediate attention



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<b>3.1 – Hazard Control and Elimination</b>	

## 3.1 Hazard Control and Elimination

### PURPOSE

To meet Lethbridge College’s requirements for hazard control and elimination. This includes taking measures to eliminate or control existing or potential hazards that have been identified during the hazard assessment.

### SCOPE

This applies to all activities or events at the college to verify that hazards identified have been effectively eliminated or controlled.

### DEFINITIONS

**Hazard:** a condition with the potential of causing human illness or injury, damage to equipment or structures, loss of material, damage to the workplace environment, or a combination of these.

**Hazard Controls:** practical measures that when implemented will eliminate or reduce probability, severity and frequency of a hazard impacting an employee.

**Engineered Controls:** designed hazard controls such as sound proofing, mechanical guards, lighting, ventilation, etc.

**Administrative Controls:** controls used to eliminate or reduce the amount of exposure to a hazard, including safe work practices, job procedures, job scheduling or rotation, and training.

**Personal Protective Equipment:** equipment or clothing, which is designed and approved to protect from being impacted by a specific hazard; e.g. respirators, safety glasses, hard hats, fire retardant clothing, face shields, safety toed boots, ear plugs.

### RESPONSIBILITIES

Employers, employees, contractors and students are responsible to implement and use effective hazard elimination and control measures.

### REFERENCES

Alberta Occupational, Health and Safety Act, Regulation and Code



<b>Parent Policy:</b>	<b>OH&amp;S Policy</b>
<b>Effective Date:</b>	<b>October 24, 2011</b>
<b>Revised:</b>	<b>February 2014, Revision I</b>
<b>Program Sponsor:</b>	<b>Vice-President People and Planning</b>
<b>Program Administrator:</b>	<b>OHS Team Lead</b>
<b>3.2 - Asbestos</b>	

## 3.2 Asbestos

### PURPOSE

Asbestos is a carcinogenic agent and poses a risk to humans when the asbestos fibres become airborne. This document outlines how to effectively manage asbestos containing materials at Lethbridge College, and to ensure the health and safety of all employees who may work with or in the vicinity of asbestos-containing materials as required in Part 4, Sections 16-40 in the Alberta Occupational Health and Safety Code.

### SCOPE

Applies to:

- areas of the college facility structures and mechanical systems identified as having asbestos materials
- employees who may have cause to disturb asbestos material during maintenance, renovation, or demolition activities
- building maintenance personnel who monitor physical conditions to identify if asbestos materials may become airborne

### DEFINITIONS

**Asbestos:** any of a variety of fibrous hydrated magnesium silicates that possess a unique crystalline structure. Asbestos includes the fibrous forms of chrysotile, amosite, crocidolite, tremolite, anthophyllite, actinolite, and any of these minerals that have been chemically treated or altered.

**Asbestos Containing Material (ACM):** any material that contains more than 1% asbestos

**Carcinogenic Agent:** an agent directly involved in causing cancer.

**Friable Asbestos:** any material that contains more than 1% asbestos and can be crumbled, pulverized, or reduced to powder by hand pressure.

### RESPONSIBILITIES

1. Lethbridge College Facilities Management shall:
  - a) verify and maintain records indefinitely from date of identification of areas and equipment containing asbestos
  - b) verify that equipment that has asbestos is labelled
2. Lethbridge College project managers shall:
  - a) provide a written plan outlining the restricted area, authorized employees, monitoring to be done, and waste procedures for work in areas with ACM
  - b) verify that an employer (contractor) who is responsible for removing or abating asbestos during demolition and renovation of buildings has notified a director of inspection. This must be done at least 72 hours before beginning the activity that may release asbestos fibers
  - c) verify that asbestos workers have successfully completed a course of instruction approved by an Occupational Health and Safety director of occupational hygiene

- d) ensure anyone working with ACM that exposure is monitored, workers are protected and emergency procedures are in place in case of overexposure, as per Part 4 of the Occupational Health and Safety Code
- e) ensure that an area containing ACM where work is being done is restricted, and properly identified and access is allowed only to those who are authorized and trained to be in the area
- f) ensure methods for decontamination of the equipment, work area and the workers and their protective clothing prevent as is reasonable the generation of airborne asbestos
- g) ensure asbestos waste is stored, transported and disposed of as per regulatory requirements

### **Health Assessments**

A worker who may be exposed to asbestos must have a health assessment performed as per Part 4, section 40 of the Occupational Health and Safety Code.

### **REFERENCES**

Alberta Occupational Health and Safety Act, Regulation and Code

Alberta Asbestos Abatement Manual (available on the Government of Alberta Employment and Immigration website)



<b>Parent Policy:</b>	<b>OH&amp;S Policy</b>
<b>Effective Date:</b>	<b>October 24, 2011</b>
<b>Revised:</b>	<b>April 2014, Revision I</b>
<b>Program Sponsor:</b>	<b>Vice-President People and Planning</b>
<b>Program Administrator:</b>	<b>OHS Team Lead</b>
<b>3.3 – Confined Space</b>	

### 3.3 Confined Space

#### PURPOSE

To:

- verify that confined space procedures meet Part 7 of the Alberta Occupational Health and Safety Act, Regulation and Code
- verify that all Lethbridge College employees, students, volunteers, visitors and stakeholders involved in confined space entry as part of their duties are aware of the responsibilities and legislated requirements; and
- identify hazards and hazard controls to minimize risk of personal injury while conducting confined space activities

#### SCOPE

Applies to all Lethbridge College employees, students, volunteers, visitors and stakeholders involved in confined space entry as part of their duties.

#### DEFINITIONS

**Confined Space:** work where one or more of these three factors exist:

- limited or restricted opening for entry and exit
- may contain known or potential hazards – oxygen deficiency, toxic gases, fire or explosion, mechanical and physical hazards
- space is not designed for human occupancy

#### Categories as per Level of Risk:

**Low Risk:** ease of rescue – horizontal rescue; risk of injury or environmental hazard developing are low; e.g. horizontal entry/exit – entrant could be pulled to entryway with rope. Emergency equipment can be at site but not required to have it set up.

**Medium Risk:** vertical or horizontal rescue - ease of rescue but because of activities, e.g. welding, environmental hazards may develop. Rescue equipment must be in position.

**High Risk:** vertical or horizontal rescue - rescue difficult and risk of injury could be higher because of possible fall hazards or atmospheric changes. Rescue equipment must be in position.

#### RESPONSIBILITIES

1. Managers, supervisors and faculty must verify that:
  - a) all confined space activities are identified
  - b) hazard assessment is completed and effective controls are identified and implemented
  - c) all employees, students, volunteers, visitors and stakeholders required to work in confined spaces are trained
  - d) the rescue plan that will enable rescue personnel to effect a rescue of injured or disabled workers from a confined space shall identify:
    - i. hazards that rescue personnel may encounter
    - ii. scene management and control

- iii. notification of next level of care and Lethbridge College management supports
  - iv. rescue equipment required
  - v. accident scene coordinator; and
  - vi. designated rescue personnel
2. A safety watch will be assigned to all confined space activities to:
    - a) maintain constant communication with the entrant
    - b) verify the atmosphere tests are completed and the required safety and rescue equipment consistent with hazard assessments is in proper working order
    - c) maintain and record entry and exit log; and
    - d) notify rescue personnel and scene coordinator in the event of a confined space incident
  3. An entrant will be trained in confined space entry and rescue, and will:
    - a) verify that all safety equipment is in proper working order
    - b) use required safety equipment
    - c) participate in hazard assessment and implementation of effective controls
    - d) verify hazard assessment/ entry permit is completed
    - e) verify environmental quality tests are completed before entry; and
    - f) verify energy sources are properly isolated
  4. All rescue personnel will be trained in confined space entry and rescue, and will:
    - a) verify hazard assessment and controls are completed
    - b) review rescue plan and understand their role; and
    - c) verify rescue plan is completed and understands their role in the event a rescue is required
  5. A supervisor will verify that:
    - a) hazard assessment and controls are completed
    - b) rescue plan is completed
    - c) that trained personnel are aware of their responsibilities
    - d) that dynamic situations are controlled, e.g. traffic, lifting equipment, etc.; and
    - e) energy sources are properly isolated

### **Methodology:**

1. Confined space entry requirements are categorized as per level of risk:
  - a) low risk
  - b) medium risk
  - c) high risk
2. Based on:
  - a) ease of entry and exit
  - b) severity of potential hazard
  - c) dynamic situation externally that can affect the entry
  - d) environmental conditions, e.g. cold, heat, lighting

### **Hazard Controls:**

1. Hazards are controlled through:
  - a) engineered controls - ventilation, energy isolated, mechanical guarding
  - b) administrative controls – permits are completed, Lockout Tagout, environmental tests are completed – oxygen, toxic, low explosive limit (LEL), hazard assessment must be completed with employees, students, volunteers, visitors and stakeholders. Entrants must be trained in confined space entry. A rescue plan must be developed and reviewed with employees, students, volunteers, visitors and

stakeholders. An energy source must be isolated and isolation will be confirmed by employees, students, volunteers, visitors and stakeholders

- c) personal protective equipment (PPE) - use of PPE appropriate for control of hazards identified; e.g. fire retardant clothing, eye protection, respiratory protection, harness and lifeline

## 2. Access to enclosures:

- a) vehicles and equipment shall be parked in a manner to verify that exhaust fumes do not enter the confined space
- b) complete a pre-job meeting for the work to be completed
- c) complete a confined entry space permit
- d) complete a rescue plan
- e) notify Facilities Management
- f) entrance shall be suitably barricaded to prevent persons from falling into the opening
- g) enclosure lids shall be removed using an approved manhole hook or modified pick
- h) for all vertical rescue situations, a tripod will be set up and pre-rigged for rescue at each manhole
- i) every person entering a confined space shall wear a harness
- j) ventilation equipment shall be on site
- k) station or position a man-watch on top of each confined space with a portable radio
- l) on the direction of the supervisor, proceed with work

## 3. Ventilation of manholes:

- a) enclosures requiring ventilation shall be continuously ventilated by use of a ventilator or ventilating heater
- b) power ventilating equipment shall be located a minimum of two (2) meters upwind of the enclosure with the suction inlet clear of vehicle exhausts or other sources of pollutants
- c) ventilating hose shall be purged by operating the ventilator for at least one (1) minute before placing in the enclosure
- d) ventilators shall be operated for a minimum of five (5) minutes before performing a second atmospheric test on the enclosure. Deep shafts (8m deep) shall be ventilated for a minimum of 15 minutes prior to a second atmospheric test on the enclosure.
- e) ventilating equipment must operate continuously while personnel are in an enclosure if atmospheric testing determined that ventilating was required
- f) ideally, the blower hose should be located midway between the top and bottom of the enclosure with the outlet of the blower hose directed toward an end wall, preferably away from the work area

## **Confined Space Rescue**

### 1. Overview

- a) The Alberta Occupational Health and Safety Act, Regulation and Code requires that all confined space entry activities are identified, hazard identification and assessments are completed (OHS Safety Code, Part 2) and an effective rescue plan is developed that can be initiated in the event of a personal injury within the confined space (Alberta Occupational Health and Safety Code, Part 7).
- b) If confined space entries are being conducted at various locations, coordination, rescue and support personnel must be available at each operation. An optimal rescue plan should be initiated as quickly as possible. A supervisor or a contractor will verify employees designated as emergency responders for confined space rescue activities are competent to perform this responsibility.
- c) A rescue plan identifying rescue personnel and their responsibilities, any rescue apparatus, e.g. tripod, lifeline, means of communication, body harness, etc. must be documented and reviewed by the entrants and rescue personnel identified.

## **References**

Alberta Occupational Health and Safety Act, Regulation and Code

[3.6 Lock Out Tag Out, Verification \(Isolation and Control of Hazardous Energy\)](#)

[3.10 Respiratory Protection](#)

[3.5 Fall Protection](#)



<b>Parent Policy:</b>	<b>OH&amp;S Policy</b>
<b>Effective Date:</b>	<b>February 19, 2014</b>
<b>Revised:</b>	
<b>Program Sponsor:</b>	<b>Vice-President People and Planning</b>
<b>Program Administrator:</b>	<b>OHS Team Lead</b>
<b>3.4 – Ergonomics</b>	

## 3.4 Ergonomics

### PURPOSE

To reduce musculoskeletal disorders (MSDs) caused by exposure to risk factors in the workplace.

### SCOPE

This applies to all Lethbridge College employees performing tasks including administrative and other support service jobs where exposure to an ergonomic related risk may exist.

### DEFINITIONS

**Ergonomics:** the science of fitting the worker to the work in order to optimize human well-being and overall system performance.

**Musculoskeletal Disorders (MSDs):** MSDs are injuries and disorders of the musculoskeletal system. The musculoskeletal system includes: muscles, tendons and tendon sheathes, nerves, bursa, blood vessels, joints/spinal discs, and ligaments.

### RESPONSIBILITIES

1. Managers, supervisors and faculty must ensure all employees are aware of risks caused by improper body position or workstation set-up and what avenues to take to reduce the risk of MSDs
2. The OHS Department is responsible for:
  - a) managing and communicating the ergonomics effort at Lethbridge College
  - b) performing ergonomic assessments of workstations upon request
3. Employees must recognize and report any signs and symptoms of MSDs as soon as possible. Taking steps to minimize or eliminate the hazard may prevent a serious injury.

### Training

The Lethbridge College portal has a web page dedicated to ergonomics. Employees need to familiarize themselves with the content of the website in order to reduce the risk of MSDs. There is an ergonomic assessment on the website as well as further resources for any ergonomic concerns.

### REFERENCES

Alberta Occupational Health and Safety Act, Regulation and Code  
Ergonomics Webpage, Lethbridge College

<https://myhorizon.lethbridgecollege.ca/campusserv/ohs/ergonomics/Pages/default.aspx>



<b>Parent Policy:</b>	<b>OH&amp;S Policy</b>
<b>Effective Date:</b>	<b>October 24, 2011</b>
<b>Revised:</b>	<b>April 2014, Revision I</b>
<b>Program Sponsor:</b>	<b>Vice-President People and Planning</b>
<b>Program Administrator:</b>	<b>OHS Team Lead</b>
<b>3.5 – Fall Protection</b>	

## 3.5 Fall Protection

### PURPOSE

To verify that a fall protection plan and instruction meets the requirements set out in Part 9 of the Alberta Occupational Health and Safety Code.

### SCOPE

Applies to all employees, students, volunteers, visitors and stakeholders who are exposed to fall hazards.

### DEFINITIONS

**Fall Hazard:** working at a vertical distance of three (3) meters or higher, or working at a height of less than three (3) meters that present an unusual possibility of injury (e.g.: fall onto a hazardous surface or falling through an opening).

**Fall Restraint:** structure, lanyard or harness that prevents a person from falling.

**Fall Arrest:** equipment assembled to arrest a fall after a person has fallen. Equipment includes: a harness, a lanyard and connecting devices, energy absorber or decelerator, anchorage point.

**Fall Protection Plan:** a fall protection plan specified by Part 9 (140) of the Occupational Health & Safety Code

### RESPONSIBILITIES

Supervisors shall verify, maintain and implement the fall protection plan as per [3.5.1 FORM - Fall Protection](#).

### WORKER TRAINING

Worker training must comply with Section 141 of the Alberta Occupational Health and Safety Code. Current training courses are available through Lethbridge College's Admissions Office.

### REFERENCES

Alberta Occupational Health and Safety Act, Regulation and Code



**OCCUPATIONAL HEALTH & SAFETY**  
3000 College Dr. S  
Lethbridge Alberta T1K 1L6  
Tel. 403.394.7329  
Fax 888.681.1803

### 3.5.1 FORM - Fall Protection

**Date:** \_\_\_\_\_

**Description of Work:** \_\_\_\_\_

\_\_\_\_\_

**Fall Hazards:** \_\_\_\_\_

\_\_\_\_\_

**Location of Work:** \_\_\_\_\_

**Fall Protection Equipment to be used:**

**Fall Arrest:** \_\_\_\_\_

**Fall Restraint:** \_\_\_\_\_

**Positioning Tool:** \_\_\_\_\_

**Anchor Points:** \_\_\_\_\_

**Clearance distance below work site:**

\_\_\_\_\_

**Procedure for assembly, maintenance, inspection and removal of fall protection equipment:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Rescue plan:**

\_\_\_\_\_

\_\_\_\_\_



<b>Parent Policy:</b>	<b>OH&amp;S Policy</b>
<b>Effective Date:</b>	<b>October 24, 2011</b>
<b>Revised:</b>	<b>April 2014, Revision I</b>
<b>Program Sponsor:</b>	<b>Vice-President People and Planning</b>
<b>Program Administrator:</b>	<b>OHS Team Lead</b>
<b>3.6 –Lock Out Tag Out, Verification (Isolation and Control of Hazardous Energy)</b>	

### **3.6 Lock Out Tag Out, Verification (Isolation and Control of Hazardous Energy)**

#### **PURPOSE**

To provide practical guidance in preventing unintentional contact with energy sources, e.g. electrical energy, trapped pressure, mobile or rotating equipment, and to verify compliance with Part 15 of the Alberta Occupational Health and Safety Code.

#### **SCOPE**

Applies to employees, students, volunteers, visitors, contractors and stakeholders who may be exposed to uncontrolled energy sources.

#### **RESPONSIBILITIES**

1. Faculty, supervisors, or project managers must:
  - a) verify no one under their direction repairs, adjusts, tests or inspects machinery, equipment, or powered mobile equipment until it comes to a complete stop or equivalent safe guards are implemented
  - b) verify all energy sources are deactivated by an energy isolation device (e.g. electrical breaker or switchgear)
  - c) verify the device is secured with a lock assigned to that worker with documentation identifying who locked out the equipment, reason for equipment being locked out, date and time the equipment was locked out (e.g. tag)
  - d) verify if more than one worker is working on the same equipment or location, each worker must attach their lock to the isolation device
  - e) verify that each lock is tagged or marked identifying it as belonging to a worker.
  
2. Employees, students and contractors must:
  - a) not repair, adjust, test or inspect energized equipment or machinery that has the potential to injure the worker until the energy source has been effectively isolated
  
3. Isolate the energy source, lock and tag the energy source identifying date, time and reason for locking the energy source.
  
4. Sign and tag identifying who locked out the energy source.
  
5. Identify other means of controlling the energy source such as trapped pressure, hydraulic equipment, rotating equipment are blocking or blinding, disconnecting, or removing activation device such as keys.
  
6. Verify the correct equipment is locked out by attempting to start the equipment.
  
7. Understand that, under some circumstances, work needs to be done on electrical that are energized or "live". Canada Standards Association Z462 identifies information about how a worker can protect themselves when working on live equipment.

## **REFERENCES**

Alberta Occupational Health and Safety Act, Regulation and Code  
Canada Standards Association – Z462 Workplace Electrical Safety  
Canada Standards Association – Z460 Control of Hazardous Energy



<b>Parent Policy:</b>	<b>OH&amp;S Policy</b>
<b>Effective Date:</b>	<b>February 19, 2014</b>
<b>Revised:</b>	
<b>Program Sponsor:</b>	<b>Vice-President People and Planning</b>
<b>Program Administrator:</b>	<b>OHS Team Lead</b>
<b>3.7 Mobile Equipment (Powered)</b>	

## 3.7 Mobile Equipment (Powered)

### PURPOSE

To communicate to Lethbridge College employers and employees their responsibilities related to:

- authorizing employees to operate mobile equipment
- operating powered mobile equipment
- compliance with the Alberta Occupational Health and Safety Act, regulations and codes.

### DEFINITION

**Powered Mobile Equipment:** term referring to land vehicles, which meet certain criteria:

- must not be registered as a motor vehicle for college business (ref. [5.3 Transportation](#))
- must be intended for use primarily in locations other than public roads
- must be land vehicles
- must be mainly used on the insured's property
- example of powered mobile equipment are mobile aerial lift, forklift, skid steer, gator, tractor, self-propelled mowers and sweepers

### RESPONSIBILITIES

Employees must not operate powered mobile equipment unless:

- trained to safely operate the equipment
- demonstrated competency
- familiar with the equipment operating instructions
- authorized by the manager, supervisor or faculty
- completed an inspection
- employees including the operator are not endangered when the mobile equipment is started

Manager, supervisor or faculty must verify that workers are:

- trained and competent to operate powered mobile equipment
- authorize employee to operate powered mobile equipment
- verify pre operation inspection and preventive maintenance is conducted as per the manufacturer's requirements
- verify, through frequent observation by a competent supervisor, the operator is operating the equipment in a safe responsible manner

### REFERENCES

Alberta Occupational Health and Safety Code, Part 19

[5.3 Transportation](#)



<b>Parent Policy:</b>	<b>OH&amp;S Policy</b>
<b>Effective Date:</b>	<b>October 24, 2011</b>
<b>Revised:</b>	<b>April 2014, Revision I</b>
<b>Program Sponsor:</b>	<b>Vice-President People and Planning</b>
<b>Program Administrator:</b>	<b>OHS Team Lead</b>
<b>3.8 – Noise Exposure</b>	

### 3.8 Noise Exposure

#### PURPOSE

To identify employees, students, volunteers, visitors and stakeholders who may be exposed to excessive noise and implement noise control methods for reducing exposure to acceptable levels (less than 85 dBA); as per Part 16, Section 219 of Alberta Occupational Health and Safety Act, Regulation and Code.

#### SCOPE

This applies to all college employees, students, volunteers, visitors and stakeholders who may be exposed to excessive noise.

#### DEFINITIONS

**Noise Controls:** engineered controls to reduce noise levels, e.g. insulation, mufflers, noise dampening devices.

**Hearing Protection:** CSA approved personal noise reduction devices, e.g. earplugs, ear muffs or combination of these.

#### RESPONSIBILITIES

1. Noise Assessment
  - a) Lethbridge College Health and Safety in conjunction with Facilities Management will identify areas where employees, students, volunteers, visitors and stakeholders may be exposed to noise levels in excess of 85 dBA  $L_{ex}$  Reference Part 16, Section 219 of the Alberta Occupational Health and Safety Code.
  - b) Supervisors, chairs, and faculty are responsible to report any changes in equipment or tools to Facilities Management.
  - c) Health Services will maintain records of noise exposure assessments where employees, students, volunteers, visitors and stakeholders are or may be exposed.
2. Signage
  - a) Lethbridge College managers, supervisors, and faculty will post signage where hearing protection is required.
3. Hearing (Audiometric) Testing
  - a) Audiometric testing must be conducted for employees who may be exposed to noise levels in excess of the exposure levels listed in see Section 218, 219 of Alberta Occupational Health and Safety Code.
  - b) Audiometric testing will be conducted as per Section 223 of the Alberta Occupational Health and Safety Code.
  - c) Supervisors, chairs and faculty, in cooperation with Health Services and Human Resource Services, shall verify compliance with this requirement.
4. Record Retention
  - a) Health Services to maintain records no less than 10 years from baseline testing.

## **REFERENCES**

Alberta Occupational Health and Safety Act, Regulation and Code

Part 16 Alberta Occupational Health and Safety Code:

Section 216 Duty to Reduce

Section 217 Noise Control Design

Section 218 Worker Exposure to Noise

Section 219 Noise Exposure Assessment

Section 220 Results Recorded

Section 221 Noise Management Program

Section 222 Hearing Protection

Section 223 Audiometric Testing

Section 224 Credit of Time



<b>Parent Policy:</b>	<b>OH&amp;S Policy</b>
<b>Effective Date:</b>	<b>October 24, 2011</b>
<b>Revised:</b>	<b>April 2014, Revision I</b>
<b>Program Sponsor:</b>	<b>Vice-President People and Planning</b>
<b>Program Administrator:</b>	<b>OHS Team Lead</b>
<b>3.9 – Personal Protective Equipment</b>	

## 3.9 Personal Protective Equipment

### PURPOSE

To identify responsibility and accountability for proper use and application of personal protective equipment.

### SCOPE

Applies to all college employees, contractors, students, volunteers, visitors and stakeholders who participate in activities where personal protective equipment has been identified as a hazard control.

### DEFINITION

**Personal Protective Equipment (PPE):** equipment or clothing, which is designed and approved to protect from being impacted by a specific hazard; e.g. respirators, safety glasses, hard hats, fire retardant clothing, face shields, safety toed boots, ear plugs.

### RESPONSIBILITIES:

1. Employees, students, volunteers, visitors and stakeholders must:
  - a) use the appropriate personal protective equipment specified in accordance with the training and instruction received
  - b) inspect the personal protective equipment before use; and
  - c) only use personal protective equipment that is designed to perform the function for which it is intended
2. If the hazard assessment indicates the need for personal protective equipment, an employer must verify that:
  - a) personal protective equipment is properly used
  - b) the personal protective equipment is in a condition to perform the function for which it was intended
  - c) those wearing PPE are trained in the correct use, care, limitations and assigned maintenance of the personal protective equipment; and
  - d) the use of personal protective equipment does not itself create a hazard

### REFERENCES

Alberta Occupational Health and Safety Act, Regulation and Code



<b>Parent Policy:</b>	<b>OH&amp;S Policy</b>
<b>Effective Date:</b>	<b>October 24, 2011</b>
<b>Revised:</b>	<b>April 2014, Revision I</b>
<b>Program Sponsor:</b>	<b>Vice-President People and Planning</b>
<b>Program Administrator:</b>	<b>OHS Team Lead</b>
<b>3.10 – Respiratory Protection</b>	

## 3.10 Respiratory Protection

### PURPOSE

To provide practical guidance for employees, students, volunteers, visitors and stakeholders to:

- verify effective respiratory protection when existing engineered controls do not reduce the level of exposure to respiratory hazard within approved occupation exposure limits.
- verify compliance with part 18 sections 239 to 253 of the Alberta Occupational Health and Safety Code

### SCOPE

This applies to Lethbridge College employees, students, volunteers, visitors and stakeholders.

### RESPONSIBILITIES

1. Project managers and supervisors must:
  - a) verify hazard assessments have been conducted to identify respiratory hazards
  - b) verify if effective respiratory hazard controls are not in place (e.g. ventilation, fume hoods), then appropriate respiratory protection is supplied
  - c) verify the respiratory protective equipment provided to the employee, student, volunteer, visitor and stakeholder meets the legislated approvals to protect the user from being exposed to the respiratory hazard
  - d) verify the respiratory protective equipment is fit tested to the legislative requirements
  - e) verify employees, students, volunteers, visitors and stakeholders are trained in the use and correct application of the respiratory protection
2. Employee, student, volunteer, visitor and stakeholder must:
  - a) use and maintain the respiratory protective equipment in compliance with the manufacturer's recommendations
  - b) verify the equipment is in proper working condition
  - c) verify the equipment is appropriate for its intended use

### REFERENCES

Alberta Occupational Health and Safety Act, Regulation and Code



<b>Parent Policy:</b>	<b>OH&amp;S Policy</b>
<b>Effective Date:</b>	<b>October 24, 2011</b>
<b>Revised:</b>	<b>April 2014, Revision I</b>
<b>Program Sponsor:</b>	<b>Vice-President People and Planning</b>
<b>Program Administrator:</b>	<b>OHS Team Lead</b>
<b>3.11 – Violence</b>	

### 3.11 Violence

#### PURPOSE

To identify processes and tools that will enable Lethbridge College employees, students, volunteers, visitors and stakeholders to:

- recognize violent behavior
- comply with the Alberta Occupational Health and Safety Act, Regulation and Code, Part 27

#### SCOPE

Applies to employees, students, volunteers, visitors and stakeholders.

#### DEFINITIONS

**Violence:** is threatening, abusive or intimidating behavior.

Violence may take many forms. Examples include, but are not limited to:

- bullying, making inappropriate gestures or intimidating behavior
- hitting, shoving, kicking, pushing, physical assault or other attacks
- vandalizing, theft, or other criminal activities
- shaking fists, throwing objects or threatening behaviors
- verbal and/or written abuse in a manner that demeans, humiliates, annoys, including swearing, insults or condescending language
- communicating threatening behavior via email, internet, text message, Facebook, YouTube or other social media.

#### RESPONSIBILITIES

1. Management:
  - a) shall verify that resources and processes are in place for identification and intervention of a potential incident that may escalate in violent acts or acts that do not respect the rights of others (refer to Respectful Campus Policy, Procedures)
2. Managers, supervisors and faculty:
  - a) shall actively participate in training programs that identify resources and processes to enable them to initiate appropriate intervention as required
  - b) shall conduct themselves in a professional and respectful manner
3. Students, volunteers, visitors, contractors and stakeholders:
  - a) shall conduct themselves in a courteous and respectful manner

#### REFERENCES

Respectful Campus Policy  
 Student Rights and Code of Conduct Policy  
 Threat Assessment Protocol and Policy  
 Threat Assessment Training



<b>Parent Policy:</b>	<b>OH&amp;S Policy</b>
<b>Effective Date:</b>	<b>February 19, 2014</b>
<b>Revised:</b>	
<b>Program Sponsor:</b>	<b>Vice-President People and Planning</b>
<b>Program Administrator:</b>	<b>OHS Team Lead</b>
<b>3.12 – WHMIS</b>	

## 3.12 WHMIS (Workplace Hazardous Materials Information System)

### PURPOSE

To ensure that controlled products are labelled, used, stored, and handled as per Part 29 of the Occupational Health and Safety Code.

### SCOPE

This applies to all Lethbridge College employees, students, volunteers, visitors, contractors and stakeholders involved in using, storing or handling a controlled product at Lethbridge College.

### DEFINITIONS

**Controlled Product:** a product, material or substance which, by application of criteria described in Part IV of the *Controlled Products Regulation*, is included in one or more of the following six classes:

- (1) Class A: Compressed Gas
- (2) Class B: Flammable and Combustible Material
- (3) Class C: Oxidizing Material
- (4) Class D: Poisonous and Infectious Material
- (5) Class E: Corrosive Material
- (6) Class F: Dangerously Reactive Material

Controlled products include a wide range of chemical substances, mixtures and products found at the workplace, as well as various bio hazardous and infectious materials

### RESPONSIBILITIES

1. OHS department will provide access to information for controlled product used at the college including labelling and MSDS.
2. Managers, supervisors, and faculty must:
  - a. ensure all employees who work with or near a controlled product are trained in:
    - i. procedures for safely storing, using, and handling the controlled product including what to do in case of emergency involving the controlled product
    - ii. labelling requirements and the purpose and significance of the information on them
    - iii. MSDS requirements and the purpose and significance of the information on it
  - b. ensure MSDS's utilized by their department are obtained, maintained and archived
3. Employees must be trained in WHMIS requirements including:
  - a. procedures for the safe use, storage and handling of the controlled product including emergency procedures
  - b. labelling requirements including the purpose and significance of the information on them
  - c. MSDS requirements and the purpose and significance of the information on it

## **Training**

WHMIS at Lethbridge College is done via a computer-based program. Employees are trained on the requirements of WHMIS through this program and then are trained on the specific requirements in their own department with respect to the controlled products used in their specific area.

## **Labelling**

1. There are two basic types of WHMIS labels:
  - a) those used by our suppliers on their containers sent to our facility
  - b) labels used in-house (workplace or worksite labels)
2. WHMIS labels must be affixed to any container which contains a controlled substance. An exception to this rule is a portable container filled by an individual for their immediate use. Immediate use means completely used within the work shift by the individual who filled the container.
3. Managers, supervisors and faculty must ensure that the necessary labels are affixed to appropriate containers
4. Employees must inform their supervisor if the controlled product they are using has a damaged or missing label.

## **Material Safety Data Sheets (MSDS)**

1. All new controlled products entering the facility must be accompanied by an MSDS.
2. MSDS's for all products used at Lethbridge College are readily available in the area where the product is used. The MSDS's are also available on-line through the 3E website.
3. Information on an MSDS must be, if possible, updated every three years.
4. All MSDS's for product no longer in use are archived.

## **REFERENCES**

Alberta Occupational Health and Safety Code, Part 29



<b>Parent Policy:</b>	<b>OH&amp;S Policy</b>
<b>Effective Date:</b>	<b>October 24, 2011</b>
<b>Revised:</b>	<b>April 2014, Revision I</b>
<b>Program Sponsor:</b>	<b>Vice-President People and Planning</b>
<b>Program Administrator:</b>	<b>OHS Team Lead</b>
<b>3.13 – Working Alone</b>	

### 3.13 Working Alone

#### PURPOSE

To provide administrative processes to:

- identify hazards and risks related to working alone
- identify hazard controls to minimize risks, e.g. communication systems, sign in and out processes, travel planning, and buddy system

#### SCOPE

Applies to all Lethbridge College employees, students, volunteers, visitors and stakeholders who may perform work activities alone.

#### DEFINITIONS

**Work Site:** a location where a worker is engaged in any occupation that includes any vehicle or mobile equipment (Section 1 (cc) of the Alberta Occupational Health and Safety Act, Regulation and Code).

**Working Alone:** to work alone at a work site and assistance is not readily available in the event of an injury, illness or emergency.

**Buddy System:** a system where the employee, student, volunteer, visitor or stakeholder can be seen or heard by someone who is in close proximity.

**Risk:** likelihood and severity of potential loss.

#### RESPONSIBILITIES

1. Supervisors:
  - a) must authorize working alone activities
  - b) must verify that personnel working alone have an effective means of communication, e.g. radio communication, land lines or cell phone communication, or some other means of electronic communication
  - c) if electronic means of communication are not accessible, then a designate must check on the individual working alone at regular intervals appropriate for the hazards associated with the work being done
2. Employees:
  - a) consult with the supervisor to conduct a hazard identification for the task being done, and then complete a Working Alone Assessment form (refer [3.13.1 FORM – Working Alone](#))
  - b) use communication devices identified appropriate for the task and check in at regular intervals (if the employee does not respond a designate must physically check). All employees, students, volunteers, visitors and stakeholders who may be required to work alone shall check in with college security.

#### REFERENCES

Alberta Workplace Health and Safety Act, Regulation and Code  
[2.1 Hazard Assessment](#)





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### 3.13.1 FORM – Working Alone Assessment

Employee: \_\_\_\_\_ Department: \_\_\_\_\_ Rm#: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Activity:**

- Administration (office work) other: \_\_\_\_\_
- Faculty/ Staff (classroom/lab setup) other: \_\_\_\_\_
- Maintenance, describe task: \_\_\_\_\_
- Other, describe task: \_\_\_\_\_
- Travelling alone
- Working alone (e.g. field trips)

**Hazards:**

- |  |  |
|--|--|
| <input type="checkbox"/> Mechanical      | <input type="checkbox"/> Personal factors (e.g. pre-existing health condition) |
| <input type="checkbox"/> Chemical        | <input type="checkbox"/> Violence  |
| <input type="checkbox"/> Entrapment      | <input type="checkbox"/> Thermal Burns   |
| <input type="checkbox"/> Entanglement    | <input type="checkbox"/> Robbery   |
| <input type="checkbox"/> Work at heights | <input type="checkbox"/> Electrical  |
| <input type="checkbox"/> Isolation       | <input type="checkbox"/> Other, describe: _____                                |

**Low Risk** - Check in with supervisor or delegate at 3 hour intervals or greater, e.g. field trips

**Moderate Risk** - Check in with supervisor or delegate at 2-hour intervals, e.g. tunnel access

**High Risk** - Use buddy system, emergency call buttons, e.g. finance, electrical vaults

**Controls:**

- |                                    |  |                                       |
|------------------------------------|--|---------------------------------------|
| <input type="checkbox"/> Call in   | <input type="checkbox"/> Pre-trip planning | <input type="checkbox"/> Buddy system |
| <input type="checkbox"/> Radios    | <input type="checkbox"/> Call button       | <input type="checkbox"/> Email        |
| <input type="checkbox"/> Telephone |  |                                       |

**Describe activity and controls:**

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Check in times must be recorded by supervisor or designate. Retain documentation in department for 2 (two) years from date of completion.



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<b>Revised:</b>	<b>April 2014, Revision I</b>
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<b>Program Administrator:</b>	<b>OHS Team Lead</b>
<b>4.1 – Workplace Inspection</b>	

## 4.1 Workplace Inspection

### PURPOSE

To verify that Lethbridge College identifies the responsibilities and standards for conducting workplace inspections, demonstrates due diligence in maintaining a safe work environment, and identifies and corrects unsafe work conditions.

### SCOPE

Applies to all managers, supervisors, employees and faculty at Lethbridge College.

### DEFINITIONS

**Physical Conditions:** structural and environmental conditions that could negatively impact the working environment, e.g. inadequate lighting, obstructed exits, missing safety equipment, or exposed electrical wiring.

**Risk:** likelihood and severity of potential loss.

### RESPONSIBILITIES

1. All college managers, supervisors and faculty are required to:
  - a) on a regular basis, inspect the work / teaching area utilizing [4.1.1 FORM – Physical Conditions Inspection Report](#) or [4.1.2 FORM – Personal Protective Equipment Compliance Report](#).  
Completed forms will be retained by managers, supervisors and faculty. Action items will be forwarded to the Occupational Health and Safety Department
  - b) identify conditions that present “high risk or imminent danger” and correct the condition immediately
  - c) suspend work that cannot be immediately corrected (refer to [1.3 Existence of Imminent Danger](#))
  - d) correct other conditions that present risk within a reasonable and agreed upon time
2. Physical condition inspections and personal protective equipment compliance should be conducted with management and supervisor involvement on a regular basis.
3. Joint Health & Safety Committee walk through inspections are completed quarterly (refer to [8.3 Occupational Health and Safety Committee](#))

### REFERENCES

Alberta Occupational Health and Safety Act, Regulation and Code  
[4.1.1 FORM – Physical Conditions Inspection Report](#)  
[4.1.2 FORM – Personal Protective Equipment Compliance Report](#)



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## 4.1.1 FORM – Physical Conditions Inspection Report

Location: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Conducted by: \_\_\_\_\_

Physical Conditions	Yes	No	Not Applicable
Lighting is adequate			
Walkways - clear, unobstructed			
Stairways- clear, unobstructed			
Exits are clearly marked			
Emergency equipment unobstructed (fire extinguisher, eye wash station, first aid kit)			
Floors- no existing slip, trip hazards (e.g. extension cords)			
Doors- function properly			
Combustibles- stored properly			
Furniture and appliances- in good condition			
Power equipment- properly stored			
Housekeeping – work areas are clean and organized			
Heavy materials are stored at waist height or lower			
Materials are not stacked at unstable heights			
Step ladders and portable steps are in good condition			
Electrical safety – extension cords are “not” strung under rugs or across walkways and electrical boxes closed			

Comments: \_\_\_\_\_

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Action(s) Required: \_\_\_\_\_

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## 4.1.2 FORM – Personal Protective Equipment Compliance Report

**Location:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Conducted by:** \_\_\_\_\_

Personal Protective Equipment Compliance	Yes	No	Not Applicable
Signage is visible			
Head protection used when required – Ref. Safety Program 3.9			
Eye protection used when required - Ref. Safety Program 3.9			
Safety toed boots protection used when required - Ref. Safety Program 3.9			
Hand protection used when required - Ref. Safety Program 3.9			
Appropriate respiratory protection used when required - Ref. Safety Program 3.10			
Protective clothing used e.g. - lab coats, coveralls, chemical aprons - Ref. Safety Program 3.9			
Hearing protection used when required - Ref. Safety Program 3.8			
Fall protection plan and equipment are used when required - Ref. Safety Program 3.5			
Employees and students know what to do in the event of an emergency - Ref. Safety Program 6.1 (know where the first aid kit, fire extinguisher, eye wash station are)			

**Intervention Action(s) Required:** \_\_\_\_\_

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<b>Program Administrator:</b>	<b>OHS Team Lead</b>
<b>5.1 – Health and Safety Orientation</b>	

## 5.1 Health and Safety Orientation

### PURPOSE

To train new employees of Lethbridge College regarding the OH&S Policy, requirements and standard operating procedures (SOP).

### SCOPE

Applies to all Lethbridge College employees.

### DEFINITION

**Safety Orientation:** training session, for new hires, to introduce the health and safety program at Lethbridge College.

### RESPONSIBILITIES

1. Human Resource Services in conjunction with Health and Safety is responsible for providing general new employee orientation.
2. Department supervisors will verify that new employees have participated in new employee orientation within three months from date of employment.

### Health and Safety Orientation Topics

1. Obligations under the Alberta Occupational Health and Safety Act, Regulation and Code
2. Duties with respect to unsafe work or conditions
3. Incident reporting
4. Hazard assessment and controls
5. Emergency situations and response
6. Training requirements

### REFERENCES

Alberta Occupational, Health and Safety Act, Regulation and Code



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<b>5.2 – Health and Safety Training</b>	

## 5.2 Health and Safety Training

### PURPOSE

To ensure all employees receive appropriate safety training relevant to their work.

### SCOPE

Applies to all Lethbridge College employees.

### DEFINITIONS

**Hazard:** a condition with the potential of causing human illness or injury, damage to equipment or structures, loss of material, damage to the workplace environment or a combination of these.

**Manager, Supervisor and Faculty:** person who has control over assigned work and authority over the persons conducting the work; or a person who has been delegated responsibility for instructing, directing or controlling employees or students working or studying at Lethbridge College.

**Employee:** person on the payroll of Lethbridge College.

### RESPONSIBILITIES

1. Managers, supervisors and faculty must:
  - a) verify the employee is appropriately trained by verifying training record or identifying and providing resources to conduct the training. Examples:
    - i. hazard identification and control
    - ii. Workplace Hazards Material Information Systems (WHMIS) (workers must be trained - anyone who handles or may come in contact with controlled substances)
    - iii. transportation of Dangerous Goods (TDG) (anyone who handles, offers for transport or transports controlled substances)
    - iv. pesticide workers (must be trained and licensed)
    - v. first aid (as per Occupational Health and Safety Requirements Schedule 2)
    - vi. radiation training (if required)
    - vii. operating equipment as per Section 15 (1) of the Alberta Occupational Health and Safety Regulation
    - viii. exposure to harmful substances as per Section 15 (3) of the Alberta Occupational Health and Safety Regulation

### REFERENCES

Alberta Occupational Health and Safety Act, Regulation and Code  
[2.1 Hazard Assessment](#)



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<b>Program Administrator:</b>	<b>OHS Team Lead</b>
<b>5.3 - Transportation</b>	

## 5.3 Transportation

### PURPOSE

Transportation for the purpose of conducting business or student studies is an integral part of day-to-day operation at Lethbridge College.

Managing the potential risks related to transportation and travel is essential; as a potential incident or accident (e.g. collision, mechanical failure or in inclement conditions) can have wide reaching effects, such as serious injury or death of college employees, students, volunteers, and stakeholders or public and property damage.

This document provides practical guidance to Lethbridge College employees, students, volunteers, and stakeholders in complying with requirements related to ground travel as part of conducting Lethbridge College business.

### SCOPE

Applies to Lethbridge College employees, students, volunteers, and stakeholders who are required to travel to conduct college business or participate in studies (e.g. field trips).

### DEFINITION

**Transportation:** ground travel as part of conducting Lethbridge College business.

### RESPONSIBILITIES

1. Managers, supervisors, and faculty must:
  - a) authorize purpose and means of transportation, e.g. personal vehicle, rental vehicle, or public transportation
  - b) verify that appropriate risk management measures are in place, e.g. insurance coverage, vehicle operator is in compliance with appropriate licensed requirements of provincial legislation
  - c) verify the vehicle operator has completed the appropriate documentation to show competence in operating the vehicle
2. Vehicle operator must comply with all requirements identified under SOP 5.3.1 Lethbridge College Driver.

### REFERENCES

Alberta Occupational Health and Safety Act, Regulation and Code  
 National Safety Code  
 Insurance Underwriters Limitation  
 Applicable Provincial and Regional Traffic Acts  
 Provincial Traffic Legislation  
 SOP – 5.3.1 Lethbridge College Driver



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<b>Revised:</b>	<b>April 2014, Revision I</b>
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<b>Program Administrator:</b>	<b>OHS Team Lead</b>
<b>6.1 – Emergency Response</b>	

## 6.1 Emergency Response

### PURPOSE

To provide practical guidance to the employees, students, volunteers, visitors and stakeholders in responding to an emergency situation that may occur on campus or rural campus locations.

### SCOPE

Applies to all Lethbridge College employees, students, volunteers, visitors and stakeholders.

### RESPONSIBILITIES

1. Managers, supervisors and faculty must verify that:
  - a) emergency evacuation plans are in place for all college facilities and that drills to educate employees, students, volunteers, visitors and stakeholders and assess effectiveness of emergency responses are conducted on a regular basis
  - b) emergency contingencies that are in place address the broad spectrum of scenarios in our facilities and population, e.g. vehicle incidents, fire, personal injury incident, threats, shooter on campus
  - c) training and resources are in place to enable employees, students, volunteers, visitors and stakeholders to respond effectively
2. Employees and supervisors must:
  - a) participate in the implementation of emergency response contingencies, e.g. provide services such as area coordinators participating in drills and emergency response exercises
3. Employees, students, volunteers, visitors, stakeholders must:
  - a) respond appropriately to evacuation alarms
  - b) in the event of an emergency ensure:
    - **S**afety of **S**elf
    - **I**dentify and **I**solate the hazard (remove yourself and others from the hazard)
    - **N**otify (call for help / sound alarm, dial 9- 911 or security)

### REFERENCES

Building Evacuation Plan - Building Evacuation Response Team  
 Emergency Response Plan  
 Pandemic Plan  
 Campus Security Initiative - Threat Assessment Training  
 Business Continuity Plan (Planning)  
 Emergency Operations Centre (Command Centre) (Planning)

### Fire Plans:

- offices and departments throughout the college
- residence plans (Kodiak House, 30th Ave Residence, and Cullen Residence)

Fire Alarm Scene Assessment

Emergency Communications Plan  
Threat Assessment Process and Training  
Campus Safety Initiative (CSI)  
Ag Tech Centre Emergency Response Plan



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<b>Revised:</b>	<b>April 2014, Revision I</b>
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<b>Program Administrator:</b>	<b>OHS Team Lead</b>
<b>7.1 – Incident/Accident Reporting and Investigation</b>	

## 7.1 Incident/Accident Reporting and Investigation

### PURPOSE

- identify causes and hazard controls to prevent recurrence of similar incidents
- promote health and wellness
- support return-to-work of employees who have experienced workplace injury or work related illness
- comply with the Alberta Occupational Health and Safety Act, Regulation and Code and the Workers' Compensation Act and Regulations

### SCOPE

Applies to all Lethbridge College employees, students, volunteers and stakeholders.

### DEFINITIONS

**Incident/Accident:** undesirable event resulting in personal injury, property damage, equipment damage or loss.

#### Personal Injury:

- first aid (F.A.) - minor injury requiring minimal treatment, e.g. minor cut, sliver or burn
- medical aid (M.A.) - personal injury requiring treatment by a medical practitioner and the employee can return to work for their next scheduled shift
- lost time (L.T.) - personal injury requiring treatment by a physician when the employee cannot return to work for their next scheduled shift

**Vehicle Incident:** incident involving a college vehicle or a vehicle being used for college business, such as:

- collision with another vehicle
- collision resulting in property damage or personal injury
- mechanical failure affecting the safe operation of the vehicle

#### Minor Incident Hazard:

- an incident that under slightly different circumstances could have caused personal injury, damage to property or the environment
- an event resulting in personal injury and has the potential of becoming worse if not properly attended

#### Serious Incident/Accident:

- an injury incident/accident that results in death
- an injury incident/accident that results in an employee being admitted to hospital for more than two days
- an unplanned or uncontrolled explosion, fire or flood that causes, or has the potential to cause, a serious injury or death
- the collapse or upset of a crane, derrick, or hoist
- the collapse or failure of any component of a building or structure necessary for the structural integrity of a building or structure

**Workers' Compensation Board (WCB):** the provincial agency responsible for administering work related personal claims.

## **RESPONSIBILITIES**

1. Personal injury, equipment/property damage or vehicle accident:
  - a) must be reported to the supervisor or instructor as soon as possible
  - b) the supervisor or faculty member will verify that an incident report form is filled out and routed to the centre chair, director or supervisor and Health and Safety by the end of the next working day (refer to [7.1.1 FORM – Hazard, Accident, or Incident Report](#))
  - c) medical aid and lost time injuries for employees and students require the completion of WCB forms and submission to Health and Safety within 24 hours of the incident (note: students registered in and attending classes are covered under an account maintained through the Alberta Advanced Education and Technology (AAET) provided the educational program and the student meets the criteria outlined in the WCB Regulations)
  - d) employees/students are required to report any work related injury or sudden occurrence of illness experienced while at work
  
2. Vehicle Incident/Accident
  - a) complete [7.1.1 FORM – Hazard, Accident, or Incident Report](#) and submit to Lethbridge College Occupational Health and Safety
  - b) report to Risk Management at phone 403-320-3361, toll free 1-800-572-0103

## **Incident Reporting Requirements**

- a) Hazard, Accident, or Incident Report
  - report to the immediate supervisor, complete [7.1.1 FORM – Hazard, Accident, or Incident Report](#) and submit to Lethbridge College Occupational Health and Safety
- b) Serious Incidents and Accidents Investigation
  - must be reported as soon as possible to the supervisor and Health and Safety
  - Lethbridge College Occupational Health and Safety will consult with those involved to investigate and complete appropriate forms
  - Lethbridge College Occupational Health and Safety will verify that the necessary regulatory reporting and investigation requirements are initiated

## **REFERENCES:**

Alberta Occupational Health and Safety Act, Regulation and Code  
[Lethbridge College Mandatory Employment Related Benefits 5.9](#)  
Workers' Compensation Act and Regulations  
Applicable Provincial and Regional Traffic Acts



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**7.1.1 FORM – Hazard, Accident, or Incident Report**  
 Revised April 2014

This form is for staff and students to report and document unsafe conditions, and workplace health and safety concerns, including accidents. Workplace health and safety concerns include those related to chemical, physical and biological hazards. You can help to identify hazards before they cause injuries. All health and safety hazards, accidents and incidents should first be reported and discussed with your immediate supervisor and or instructor. Please use the space below to describe the nature of the concern and any potential causes and/or solutions. When completed, submit this form. The personal information on this form is collected and protected under the authority of the Alberta Freedom of Information and Protection of Privacy Act, for the purpose of managing hazards, accidents and incidents.

**Personal Information**

<b>Date:</b>		
<b>First Name:</b>	<b>Last Name:</b>	<b>ID #</b>
<b>Completed by:</b>	<b>Position:</b>	<b>Phone:</b>
<b>Supervisor/Instructor:</b>		<b>Phone:</b>

**Details of Hazard/Accident/Incident**

<b>Date/Time Reported:</b>	
<b>Date/Time of Hazard/Accident/Incident:</b>	
<b>Location Details:</b>	
<b>Nature of Injury (if any):</b>	<b>Body Part/Body Side:</b>
<b>Description:</b>	
<input type="checkbox"/> <b>Witness</b>	<b>Name:</b>

**Preventive Measures**

<b>Do you have any suggestions for prevention of this or similar hazards/accidents/incidents?</b>
<b>Comments:</b>

**Vehicle Incident/Accident**



<b>Parent Policy:</b>	<b>OH&amp;S Policy</b>
<b>Effective Date:</b>	<b>February 19, 2014</b>
<b>Revised:</b>	
<b>Program Sponsor:</b>	<b>Vice-President People and Planning</b>
<b>Program Administrator:</b>	<b>OHS Team Lead</b>
<b>7.2 – First Aid</b>	

## 7.2 First Aid

### PURPOSE

To provide practical guidance in the management of medical and injury related emergencies in accordance with the requirements identified in Part 11 of The Alberta Occupational Health and Safety Code.

### SCOPE

This applies to all Lethbridge College employees, students, volunteers, visitors, contractors and stakeholders.

### DEFINITION

**First Aid:** the prompt care given to an ill or injured person until more advanced care can be obtained and extends to the management of related services, supplies and equipment.

### RESPONSIBILITIES

#### Lethbridge College:

1. Provide First Aid kits in accordance with Part 11 of the Alberta Occupational Health and Safety Code.
2. Staff work sites with certified first aiders in accordance with Schedule 2 of the Alberta Occupational Health and Safety Code.
3. Provide designated areas or rooms for first aid services.
4. Ensure that when required, the staff (nurse, advanced first aider or EMT-P) are accessible and able to provide quality care.
5. Outline emergency procedures regarding contact protocol and transportation of injured workers.

#### OHS Department:

1. Provide emergency contact information at work sites.
2. Maintain and secure incident reports.
3. Address worksite risks and hazards.

### REFERENCES

Alberta Occupational Health and Safety Code, Part 11



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<b>Effective Date:</b>	<b>February 19, 2014</b>
<b>Revised:</b>	
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<b>Program Administrator:</b>	<b>OHS Team Lead</b>
<b>8.1 – Program Administration</b>	

## 8.1 Program Administration

### PURPOSE

To ensure program coordination and effectiveness of the Lethbridge College health and safety management system.

### SCOPE

Applies to all sectors of the college including communicating, monitoring and auditing of the safety system.

### RESPONSIBILITIES

1. Lethbridge College Occupational Health and Safety is responsible to monitor the health and safety system, maintain records, communicate with employees and audit for effectiveness of the program.
2. Managers, supervisors and faculty must ensure integration and compliance of the health and safety program.
3. Employees must participate through health and safety meetings, training sessions, health and safety committee meetings, hazard assessments and other safety related tools.

### REFERENCES:

Alberta Occupational Health and Safety Act, Regulation and Code



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<b>Revised:</b>	<b>April 2014, Revision I</b>
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<b>8.2 – Communication</b>	

## 8.2 Communication

### PURPOSE

To identify methods of communication to educate on health and safety issues, concerns, updates, legislation and other related items at Lethbridge College.

### SCOPE

Applies to all sectors of the college. Communication can be written, verbal or electronic. It can also be in the form of statistics or charts to convey results.

### RESPONSIBILITIES

1. Lethbridge College Occupational Health and Safety encourages a wide variety of communication to verify accessible, open communication, including but not limited to:
  - a) bulletin boards
  - b) internet
  - c) safety meetings
  - d) incident reporting and investigation
  - e) curriculum content
  - f) Occupational Health & Safety Committee
  - g) policy and procedures
  - h) hazard assessment and control
  - i) safe operating procedures
  - j) safety alerts
  - k) Risk Assessment Committee
  
2. Participation in open effective communications is required by all employees and students at Lethbridge College.

### REFERENCES:

Alberta Occupational Health and Safety Act, Regulation and Code



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<b>Revised:</b>	<b>April 2014, Revision I</b>
<b>Program Sponsor:</b>	<b>Vice-President People and Planning</b>
<b>Program Administrator:</b>	<b>OHS Team Lead</b>
<b>8.3 – Occupational Health and Safety Committee</b>	

## **8.3 Occupational Health and Safety Committee**

### **PURPOSE**

To provide information on the function of the Occupational Health and Safety Committee.

### **SCOPE**

Applies to all Lethbridge College employees and students.

### **RESPONSIBILITIES**

1. The joint Occupational Health and Safety Committee uses Section 31 of the Alberta Occupational Health Safety Act, Regulation and Code as the primary guide for the committee's role and function. This committee's role is to:
  - a) interpret legislation, regulations, acts and bylaws as they relate to the college
  - b) respond to identified unhealthy or unsafe situations at the work place
  - c) recommend corrective action to the appropriate manager, supervisor or worker
  - d) follow up on recommendations to ensure corrective action has been taken
  - e) review and recommend appropriate changes to policies, regulations and procedures regarding occupational health and safety issues and concerns raised by college constituents
  - f) ensure health and safety programs are established and maintained at the work place
  - g) make recommendations on educational programs regarding health and safety
  - h) conduct regular inspections

### **REFERENCES:**

Alberta Occupational Health and Safety Act, Regulation and Code