

# Occupational Health and Safety Program

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## Table of Contents

OH&S Definitions .....	2
1.1 Lethbridge College OHS Program Framework .....	9
1.2 Due Diligence, Obligation and Compliance .....	10
1.3 Dangerous Work .....	13
1.4 Contractor Safety .....	15
1.5 Prime Contractor .....	19
2.1 Hazard Assessment, Elimination and Control .....	21
3.1 Hazard Control and Elimination .....	22
3.2 Asbestos .....	23
3.3 Confined Space .....	25
3.4 Ergonomics .....	28
3.5 Fall Protection .....	29
3.6 Lock Out Tag Out Verification (Isolation and Control of Hazardous Energy) .....	31
3.7 Mobile Equipment (Powered) .....	33
3.8 Noise Exposure .....	34
3.9 Personal Protective Equipment .....	35
3.10 Respiratory Protection .....	36
3.11 Violence & Harassment .....	38
3.12 WHMIS (Workplace Hazardous Materials Information System) .....	40
3.13 Working Alone .....	43
3.14 Radiation Exposure .....	44
3.15 Biosafety .....	45
3.16 Hot Work .....	46
4.1 Workplace Inspection .....	47
5.1 Health and Safety Orientation .....	48
5.2 Health and Safety Training .....	49
5.3 Transportation .....	50
6.1 Emergency Response .....	51
7.1 Incident/Accident Reporting and Investigation .....	53
7.2 First Aid .....	55
8.1 Program Administration .....	56
8.2 Communication .....	57
8.3 Joint Occupational Health and Safety Committee .....	58

## **OH&S Definitions**

**ACP:** advanced care paramedic

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

**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

**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.

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

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

**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 employers or self-employed persons involved in work at a work site. (refer to 1.4 Contractor and 1.5 Prime Contractor)

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

**Contracted Service Providers:** Entities or employees of entities that generally perform on-site support activities, such as security, garbage disposal, pest control, vending, training, consulting, testing, program development or other professional or non-professional services in respect of any occupation, project or work site not directly controlled or supervised by Lethbridge College employees.

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

**College Leadership Council (CLC):** Leadership council of Lethbridge College consisting of ELT and the Deans and Directors.

**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

**Dangerous Work:** work or condition of a worksite that is believed by an employee on reasonable grounds to constitute a danger to the employee's health and safety or the health and safety of another employee or stakeholder.

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

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

**Employer:**

- i. a person who employs or engages one or more employees, including a person who employs or engages employees from a temporary staffing agency,
- ii. a person designated by an employer as the employer's representative
- iii. a person employed by the employer who oversees the occupational health and safety of the employees employed by the employer

For the purpose of the Lethbridge College Health and Safety program, the employer includes:

- a) Lethbridge College,
- b) senior administrators and others representing Lethbridge College including ELT, MLT, Chairs and even Faculty members.
- c) the OHS Team Lead or designate

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

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

**Executive Leadership Team (ELT):** the senior executives of the college which includes the President and CEO, Provost and Vice President Academic (VPA), Vice President Corporate Services and Chief Financial Officer (VPC & CFO), and the Vice President People and Planning.

**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.

**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

**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.

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

**Fugitive Emission:** a substance that leaks or escapes from process equipment, a container, emission control equipment or a product

**Harassment:** any single incident or repeated incidents of unwelcomed, objectionable verbal or physical behaviour that unreasonably interferes with work/learning or that causes offence or humiliation to a person or adversely affect the person's health and safety. This includes, or action because of race, religious beliefs, colour, physical disability, mental disability, age, ancestry, place of

origin, marital status, source of income, family status, gender, gender identity, gender expression and sexual orientation, and a sexual solicitation or advance, but excludes any reasonable conduct of an employer or supervisor in respect of the management of workers or a work site.

**Hazard:** a situation, condition or thing that has the potential of causing human illness or injury to employees while at the worksite including harassment, violence, physical, biological, chemical, environment, or radiological hazards 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.

**Hazardous Product:** any product, mixture, material or substance that is classified in accordance with the Hazardous Products Act regulations made under subsection 15(1) in a category or subcategory of a hazard class listed in Schedule 2

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

**Health and Safety:** includes physical, psychological and social well-being.

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

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

**Label:** a group of written, printed or graphic information elements that relate to a hazardous product which group is designed to be affixed to, printed on or attached to the hazardous product or the container in which the hazardous product is packaged.

**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.

#### **Categories Level of Risk Categories:**

**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.

**Management Leadership Team (MLT):** Management team that includes ELT, Directors, Deans, Associate Deans, Registrar and Managers.

**Members of the College community** - includes employees, visitors, volunteers, third party contractors and their employees engaged in activities related to their contracts with the College.

**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

**Musculoskeletal Injuries (MSIs):** MSIs 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.

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

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

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

**Owner:** the person who is registered under the *Land Titles Act* as the owner of the land on which work is being carried out or may be carried out, or the person who enters into an agreement with the owner to be responsible for meeting the owner's obligation under this Act, the regulations and the OHS code, but does not include a person who occupies land or premises used as a private residence unless a business, trade or profession is carried out on that premises.

**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

**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.

**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.

**Powered Mobile Equipment:** a self-propelled machine or combination of machines including a prime mover or a motor vehicle, designed to manipulate or move material or provide a aerial device for workers

**Prime Contractor:** the contractor, employer or other person who enters into an agreement with the owner of the construction 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.

**Product Identifier:** the brand name, chemical name, common name, generic name or trade name of a hazardous product.

**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.

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

**Safety Data Sheet (SDS):** a document that contains, under the headings that, by virtue of the regulations made under subsection 15(1) in the *Hazardous Products Act (Canada)*, are required to appear in the document, information about a hazardous product, including information related to the hazards associated with any use, handling or storage of the hazardous product in a work place.

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

**Serious Incident/Accident:**

- an injury incident/accident that results in death
- an injury incident/accident that results in an employee being admitted to hospital
- 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

**Stakeholders:** persons who access Lethbridge College facilities who are not employees.

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

**Student:** a person who accesses college learner services, has applied to or is enrolled in Lethbridge College, or who is attending Lethbridge College while being registered in a course/program offered by another institution. Under OHS legislation, students are categorized under 'stakeholders'.

**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.

**Supervisor:** person who has control over the work conducted at Lethbridge College 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. This includes members of ELT, MLT, Chairs, area supervisors, faculty, coordinators and team leads.

**Supplier Label:** label provided by the supplier of a hazardous product that meets the requirements set out in the regulations made under section 15(1) of the *Hazardous Products Act (Canada)*

**Training:** to provide information and explanation to an employee with respect to a particular subject matter and to require a practical demonstration that the employee has acquired the knowledge or skill related to the subject matter

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

**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

**Violence:** any incident where the attempted or actual conduct of a person causes Members of the College community to be physically or psychologically injured, harmed, abused, threatened, intimidated or assaulted. Violence may take many forms, and includes domestic and sexual violence, and it may be expressed verbally, through written or electronic communications such as email, internet, telephone, and standard social media channels.

**Visitor** means any person accessing Lethbridge College facilities who is not an employee, volunteer, or contractor and is not performing any work.

**Volunteer:** any person who performs or supplies services for no monetary compensation for Lethbridge College

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

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

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

**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).

**Work Site Label:** a label that contains a product identifier identical to that found on the SDS, information for the safe use of and reference to the SDS of the hazardous product.



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Program Sponsor:	Vice President People & Planning
Program Administrator:	Manager OHS & Compliance
1.1 – Lethbridge College OHS Program Framework	



## 1.1 Lethbridge College OHS Program Framework

### PURPOSE

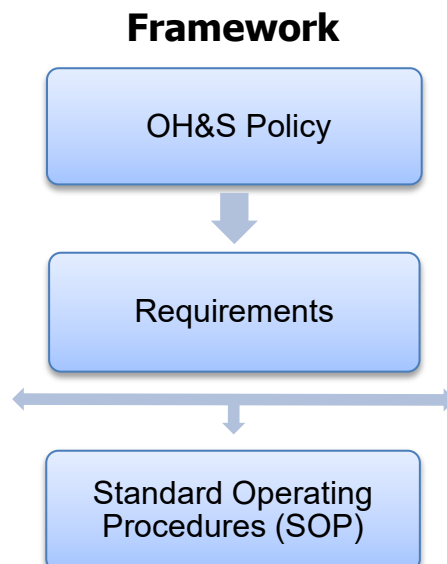
To communicate the process for the framework of the Occupational Health and Safety program at Lethbridge College.

### SCOPE

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

### RESPONSIBILITIES

1. **Academic Council (AC)** approves the Health and Safety Policy. The Lethbridge College Health and Safety Policy identifies processes and procedures to ensure a physically, psychologically, and socially safe and healthy workplace.
2. **Vice President of People and Planning** approves the requirements of the Occupational Health and Safety Program.
3. **Manager OHS & Security** will administer the Health and Safety Program including the Requirements.
4. **Joint Occupational Health and Safety Committee** will develop, promote and review the Health and Safety Program on a regular basis. (refer to **1. 2 Joint Health and Safety Committee**)



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, notification of revisions to the program will be circulated to the College Leadership Council (CLC).
2. Recommended revisions to the program shall be routed through managers, supervisors, and faculty to Health and Safety.
3. The Joint Occupational Health and Safety committee will review the Health and Safety Program on a regular basis and submit changes for approval. If no changes are required, a review date is noted on the document.
4. Vice President of People and Planning will approve the revised documents and the amended date will be recorded.
5. All Requirements to the Program must be reviewed every three years or more often if there are:
  - a) new processes
  - b) changes to existing processes
  - c) legislation changes
  - d) any other changes that creates or could create a hazard to staff, students and stakeholders
6. Standard Operating Procedures are typically created in each specific area. They are the step by step instructions on performing a task.

## **REFERENCES**

Alberta Occupational, Health and Safety Act, Regulation and Code  
Post-Secondary Learning Act  
1.2. Joint Occupational Health and Safety Committee



<b>Parent Policy:</b>	<b>OH&amp;S Policy</b>
<b>Effective Date:</b>	<b>October 2, 2020</b>
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<b>Program Sponsor:</b>	<b>Vice President, People and Planning</b>
<b>Program Administrator:</b>	<b>Manager OHS &amp; Compliance</b>
<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**

Please refer to the definitions document.

## **RESPONSIBILITIES**

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

### **Employer**

Shall ensure, as far as it is reasonably practicable for the employer to do so,

- a) The health, safety, and welfare of
  - i. Workers engaged in the work of that employer
  - ii. Those workers not engaged in the work of that employer but present at the work site at which that work is being carried out, and
  - iii. Other persons at or in the vicinity of the work site who may be affected by the hazards originating from the work site
- b) That the employer's workers are aware of their rights and duties under this Act, the regulations and the OHS code and of any health and safety issues arising from the work being conducted at the work site,
- c) That none of the employer's workers are subjected to or participate in harassment or violence at the work site,
- d) That the employer's workers are supervised by a person who
  - i. Is competent, and
  - ii. Is familiar with this Act, the regulations and the OHS code that apply to the work performed at the work site
- e) That the employer consults and cooperates with the joint work site health and safety committee to exchange information on health and safety matters and to resolve health and safety concerns,
- f) That health and safety concerns raised by workers, supervisors, self-employed persons and the joint work site health and safety committee are resolved in a timely manner, and
- g) That on a work site where a prime contractor is required, the prime contractor is advised of the names of all the supervisors of the workers.

Shall ensure that workers are adequately trained in all matters necessary to protect their health and safety, including before the worker

- a) Begins performing a work activity,
- b) Performs a new work activity, uses new equipment or performs new processes, or
- c) Is moved to another area or work site.

Shall cooperate with any person exercising a duty imposed by this Act, the regulations and the OHS code.

Shall comply with this Act, the regulations and the OHS code.

### **Supervisor**

Shall ensure, as far as it is reasonably practicable for the employer to do so,

- a) that the supervisor is competent to supervise every worker under the supervisor's supervision,

- b) take all precautions necessary to protect the health and safety of every worker under the supervisor's supervision,
- c) ensure that a worker under the supervisor's supervision works in the manner and in accordance with the procedures and measures required by this Act, the regulations and the OHS code,
- d) ensure that every worker under the supervisor's supervision uses all hazard controls, and properly uses or wears personal protective equipment designated or provided by the employer or required to be used or worn by this Act, the regulations or the OHS code, and
- e) ensure that none of the workers under the supervisor's supervision are subjected to or participate in harassment or violence at the work site,

Shall advise every worker under the supervisor's supervision of all known or reasonably foreseeable hazards to health and safety in the area where the worker is performing work.

Shall report to the employer a concern about an unsafe or harmful work site act that occurs or has occurred or an unsafe or harmful work site condition that exists or has existed.

Shall cooperate with any person exercising a duty imposed by this Act, the regulations and the OHS code.

Shall comply with this Act, the regulations and the OHS code.

### **Employees (including volunteers)**

Shall, while engaged in an occupation,

- a) take reasonable care to protect the health and safety of the worker and of other persons at or in the vicinity of the work site while the worker is working,
- b) cooperate with the worker's supervisor or employer or any other person for the purposes of protecting the health and safety of
  - i. the worker,
  - ii. other workers engaged in the work of the employer, and
  - iii. other workers not engaged in the work of that employer but present at the work site at which that work is being carried out,
- c) at all times, when the nature of work requires, use all devices and wear all personal protective equipment designated and provided for the worker's protection by the worker's employer or required to be used when worn by the worker by this Act, the regulations or the OHS code,
- d) refrain from causing or participating in harassment or violence,
- e) report to the employer or supervisor a concern about an unsafe or harmful work site act that occurs or has occurred or an unsafe or harmful work site condition that exists or has existed,
- f) cooperate with any person exercising a duty imposed by this Act, the regulations or the OHS code, and
- g) comply with this Act, the regulations and the OHS code.



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Program Sponsor:	Vice President, People and Planning
Program Administrator:	Manager OHS & Compliance
1.3 – Dangerous Work	

## 1.3 Dangerous Work

### **PURPOSE**

To make aware to all employees and stakeholders their right to refuse work that presents a danger to themselves or others.

### **SCOPE**

Applies to all employees, visitors and stakeholders at Lethbridge College.

### **RESPONSIBILITIES**

1. Employees, students, volunteers, visitors and stakeholders:

- a) Have the right to refuse dangerous work
  - i. The work refusal and the reasons for it shall be promptly reported to the employee's employer, supervisor or designate
- b) Are entitled to be paid or assigned alternate work at the same pay during the work refusal
- c) Continue to refuse the dangerous work until the dangerous condition is remedied
- d) Shall not be subjected to discriminatory action regarding the work refusal
- e) File a complaint to an OHS officer if the dangerous condition or work is not remedied by the employer, supervisor or designate.

**2. Employer, Supervisor or designate shall:**

- a) Immediately investigate, verify and take action to eliminate the dangerous work or condition; prepare a written report and forward to LC OH&S
- b) Not assign the dangerous work to another employee
  - i. Unless informed, in writing, the employee of the first employee's work refusal; the reason for the refusal; the reason why it is felt that the dangerous work or condition is not present; and the workers right to refuse dangerous work.
- c) If the dangerous condition is not remedied immediately, when immediately safe to do so, along with the employee, OHS Team Lead or designate and the co-chairs of the Joint OHS committee including the employee co-chair, shall inspect and remedy the situation and prepare a written report and submit the written report to the employee who refused work and the joint OHS committee

**3. OHS Team Lead shall:**

- a) Participate in remedying the dangerous condition if not immediately remedied by the employer, supervisor or designate.
- b) Forward the report, if one was provided under 2 (a), to the Joint OHS Committee.

**4. Co-chairs of the Joint OHS Committee shall:**

- a) Participate in remedying the dangerous condition if not immediately remedied by the employer, supervisor or designate.

**REFERENCES**

Alberta Occupational Health and Safety Act, Part 4 Section 31  
Criminal Code of Canada, Section 217.1 Duty of Persons Directing Work  
1.2. Occupational Health & Safety Committee



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Program Sponsor:	Vice President, People and Planning
Program Administrator:	Manager OHS & Compliance
1.4 – Contractor Safety	

## **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.

### **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 in designated areas.
4. 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 ground-breaking 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 safety data sheet (SDS). Both contractors and college employees who may be working near the hazardous chemical must be informed of the hazards by referencing the SDS. SDS'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 SDSs 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.



Parent Policy:	Health and Safety Policy
Effective Date:	October 24, 2011
Reviewed and Revised:	May 5, 2020, Revision 2
Program Sponsor:	Vice President People and Planning
Program Administrator:	Manager OHS & Compliance
1.5 – Prime Contractor	

## 1.5 Prime Contractor

### PURPOSE

To provide clarification for the requirements of a prime contractor.

### SCOPE

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

### RESPONSIBILITIES

1. Under Section 10 of Alberta's Occupational Health and Safety Act, every construction site must have a prime contractor if there are two or more employers or self-employed persons or one or more employers and one or more self-employed persons involved in work at a work site.
2. The Prime Contractor shall:
  - a) establish and maintain a system or process that ensures compliance with the Alberta Occupational Health and Safety Act, Regulation and Code
  - b) coordinate, organize and oversee performance of all work at the work site including their own work to ensure no persons are exposed to hazards
  - c) ensure that Lethbridge College, other employers, suppliers, service providers or self-employed persons are informed of any existing or potential hazards on the work site
  - d) consult and cooperate with their joint OHS committee or their H&S representative, as applicable, to resolve any health and safety issues
  - e) coordinate the health and safety programs of employers and self-employed persons on the work site
  - f) cooperate with those exercising a duty to impose the OHS legislation, and
  - g) comply with the legislation
  - h) 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
  - i) 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
3. In cases where a prime contractor is required, Lethbridge College is the prime contractor unless specific alternate arrangements have been made. In some cases, Lethbridge College does not have the knowledge or is unable to take on this responsibility. By entering into an agreement with another party, Lethbridge College 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, the agreement will be in writing.
4. In transferring this responsibility, Lethbridge College 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 Lethbridge College and Lethbridge College must be diligent in transferring these responsibilities.

**Lethbridge College:**

1. Supervisors who are requesting construction 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. Lethbridge College is responsible to verify that prime contractor agreements are implemented in contracts when applicable.

**REFERENCES**

Alberta Occupational Health and Safety Act, Regulation and Code

[1.2 Health & Safety Obligations, Responsibilities, Due Diligence and Compliance](#)



Parent Policy:	Health and Safety Policy
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Program Sponsor:	Vice President People and Planning
Program Administrator:	Manager OHS & Compliance
2.1 – Hazard Assessment, Elimination and Control	

## **2.1 Hazard Assessment, Elimination and Control**

### **PURPOSE**

To describe the requirements in Part 2, Hazard Assessment, Elimination and Control of the Alberta Occupational Health and Safety Act, Regulation and Code. 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 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, instructing in a classroom, and mobile equipment.

## **RESPONSIBILITIES**

1. Lethbridge College:
  - a) identify and assess, then eliminate or control reasonably foreseeable work site hazards.
  - b) Implement control measures which include engineering, administrative, or personal protective equipment or a combination of these.
  - c) verify that hazard assessments, elimination and control processes are implemented and reviewed at regular intervals or when a work process is introduced or changed
2. Contractors
  - 1.3.2.1 identify and assess, then eliminate or control reasonably foreseeable hazards for their work
  - 1.3.2.2 verify that hazard assessments, elimination and control processes are implemented.
3. Supervisors
  - a) advise all employees under their supervision of hazards
  - b) ensure that hazard controls are used by employees under their supervision
- d) Employees
  - a) participate when undertaking hazard assessments or determining hazard assessment content for applicability in the workplace.

## **REFERENCES**

Alberta Occupational, Health and Safety Act, Regulation and Code  
Post-Secondary Learning Act  
Public Sector Employee Relations Act  
Respectful Campus Policy  
3.11 Violence and Harassment  
2.1.1 Hazard Assessment Worksheet



<b>Parent Policy:</b>	<b>OH&amp;S Policy</b>
<b>Effective Date:</b>	<b>October 24, 2011</b>
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<b>Program Sponsor:</b>	<b>Vice President People and Planning</b>
<b>Program Administrator:</b>	<b>Manager OHS &amp; Compliance</b>
<b>1.1 – 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. This document is also to ensure compliance with Part 2 of the Alberta Occupational Health & Safety Code.

### **SCOPE**

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

## DEFINITIONS

**Hazard:** any situation, condition, or thing with the potential of causing damage to property, or human illness or injury to workers while at the worksite. Includes harassment, violence, psychosocial, physical, biological, chemical, environment, or radiological hazards and measures that will be taken to eliminate, reduce or control those hazards.

**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 Code Part 2



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Effective Date:	October 24, 2011
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Program Administrator:	Manager OHS & Compliance
3.2 - Asbestos	

## 3.2 Asbestos

### PURPOSE

Asbestos is a carcinogenic agent and poses a risk to humans when the asbestos fibres become airborne. This code of practice 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

## **RESPONSIBILITIES**

1. The Employer shall:
  - a. notify the joint health and safety committee, in writing, that an employee has been exposed to more than the occupational exposure limit of asbestos.
2. 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
3. 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 Code, Part 4, Section 16 – 40

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





Parent Policy:	Health & Safety Policy
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Program Administrator:	Manager OHS & Compliance
3.3 – Confined Space	

## 3.3 Confined Space

### PURPOSE

To:

- verify that this written code of practice for confined spaces meet Part 5 of the Alberta Occupational Health and Safety Act, Regulation and Code
- verify that all Lethbridge College employees and contractors 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 and contractors involved in confined space entry as part of their duties.

## **RESPONSIBILITIES**

1. Supervisors must verify that:
  - a) all confined space work locations 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 and Verification procedures are followed, environmental tests are completed – oxygen, toxic, low explosive limit (LEL), hazard assessment must be completed with employees and contractors. Entrants must be trained in confined space entry. A rescue plan must be developed and reviewed with employees and contractors. An energy source must be isolated and isolation will be confirmed by employees and contractors.
  - 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 5).
- 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 Code, Part 5

**Confined Space Code of Practice (In Development)**

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

[3.10 Respiratory Protection](#)

[3.5 Fall Protection](#)



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Program Sponsor:	Vice President, People and Planning
Program Administrator:	Manager OHS & Compliance
3.4 – Ergonomics	

## 3.4 Ergonomics

### PURPOSE

To reduce workplace musculoskeletal disorders (WMSDs) 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.

### RESPONSIBILITIES

1. Supervisors must:
  - a. 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 WMSDs
  - b. promptly review and correct work activity of any reported symptoms of MSIs caused by that work and the work of similar tasks.

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
  - c) educating employees on ergonomic hazards
3. Employees must recognize and report any signs and symptoms of MSIs 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 WMSDs. There is an ergonomic assessment on the website as well as further resources for any ergonomic concerns.

### **REFERENCES**

Alberta Occupational Health and Safety Code (Part 14, Section 211)

Ergonomics Webpage, Lethbridge College

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



<b>Parent Policy:</b>	<b>Health &amp; Safety Policy</b>
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<b>Program Administrator:</b>	<b>Manager OHS &amp; Compliance</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**

This program establishes minimum fall protection/prevention practices for all employees, supervisors, contractors, and visitors while at Lethbridge College for exposures to heights of 3 metres or greater and at lower heights where potentially hazardous conditions exist (floor openings, pits, impalement hazards or fall through hazards such as skylights, excavations, roof openings, etc.)

### **Responsibilities**

Employers and Supervisors must ensure that workers are protected from falling

- a) at a temporary or permanent work area

- i) a vertical distance of 3 metres or more
- ii) a vertical distance of less than 3 metres if there is an unusual possibility of injury
- iii) into or onto a hazardous substance or object or through an opening in a work surface
- b) at a permanent work area, a vertical distance of more than 1.2 metres and less than 3 metres

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

- a) the fall hazards
- b) the fall protection system to be used
- c) anchors to be used
- d) that clearance distances have been confirmed to prevent a worker from striking the ground
- e) the procedures used to assemble maintain, inspect, use and disassemble the fall protection system
- f) the rescue procedure to be used if a worker falls and is suspended by a personal protection system or safety net

The plan must be available at the work site and reviewed with workers before the risk of falling begins. The plan must be update when conditions change.

### **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.

Fall protection equipment used must comply with Part 9 of the Occupational Health and Safety Code Sections 142-158

Procedures used in place of fall protection equipment must comply with Part 9 of the Occupational Health and Safety Code Section 159-161

### **REFERENCES**

Alberta Occupational Health and Safety Code, Part 9



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3.6 –Lock Out Tag Out Verification (Isolation and Control of Hazardous Energy)	

### **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. Supervisors 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 safeguards 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, 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
  - b) Isolate the energy source, lock and tag the energy source identifying date, time and reason for locking the energy source.
  - c) Sign and tag identifying who locked out the energy source.
  - d) 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.
  - e) Verify the correct equipment is locked out by attempting to start the equipment.
  - f) 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.
  - g) To isolate piping containing harmful substances, Section 215.4 of the Occupational Health and Safety Code (Part 15) must be followed.

## **REFERENCES**

Alberta Occupational Health and Safety Code, Part 15

Canada Standards Association – Z462 Workplace Electrical Safety

Canada Standards Association – Z460 Control of Hazardous Energy





Parent Policy:	Health & Safety Policy
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Program Sponsor:	Vice President People and Planning
Program Administrator:	Manager OHS & Compliance
3.7 Mobile Equipment (Powered)	

### 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 Code, Part 19.

#### 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 their supervisor
- completed an inspection
- employees including the operator are not endangered when the mobile equipment is started

Supervisors must verify that workers:

- are trained and competent to operate powered mobile equipment

- are authorized to operate powered mobile equipment
- conduct pre operation inspection and preventive maintenance as per the manufacturer's requirements
- through frequent observation, the operator is operating the equipment in a safe responsible manner

#### **Examples Powered Mobile Equipment:**

- mobile aerial lift, forklift, skid steer, gator, tractor, self-propelled mowers and sweepers

#### **REFERENCES**

Alberta Occupational Health and Safety Code, Part 19

[5.3 Transportation](#)



<b>Parent Policy:</b>	<b>Health &amp; Safety Policy</b>
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<b>Program Administrator:</b>	<b>Manager OHS &amp; Compliance</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, of Alberta Occupational Health and Safety Code.

#### **SCOPE**

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

#### **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 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. (All areas above 85 dBA)

## 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 Code, Part 16



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3.9 – Personal Protective Equipment	

## 3.9 Personal Protective Equipment

### PURPOSE

To identify responsibility and accountability for proper use and application of personal protective equipment. Ensure compliance with Part 18 of the Alberta Occupational Health and Safety Code.

### 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.

### RESPONSIBILITIES:

If the hazard assessment indicates the need for personal protective equipment, the:

1. 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
2. Supervisor must:
  - a) ensure every person under the supervisor's supervision properly uses or wears personal

protective equipment designed or provided by the employer or required to be worn under legislation

3. Employee, student, volunteer, visitor and stakeholder 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

## REFERENCES

Alberta Occupational Health and Safety Code, Part 18



<b>Parent Policy:</b>	<b>Health &amp; Safety Policy</b>
<b>Effective Date:</b>	<b>October 24, 2011</b>
<b>Reviewed/Revised:</b>	<b>May 19, 2020, Revision 2</b>
<b>Program Sponsor:</b>	<b>Vice President People and Planning</b>
<b>Program Administrator:</b>	<b>Manager OHS &amp; Compliance</b>
<b>3.10 – Respiratory Protection</b>	

## 3.10 Respiratory Protection

### PURPOSE

It is Lethbridge College's policy to control health hazards through elimination of the hazard, substitution of less toxic materials, and/or engineering controls to the greatest extent feasible. Where these are not possible, or while such controls are being implemented, appropriate respirators shall be used to protect employees from hazardous agents. This document provides practical guidance 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 244 to 255 of the Alberta Occupational Health and Safety Code

### SCOPE

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

### RESPONSIBILITIES

To insure the effective management of the Lethbridge College Respiratory Protection Program, the following responsibilities are designated.

1. The Program Dean is responsible for:

- a) upholding and supporting the LC Health and Safety Policy
  - b) ensuring adequate financial, material and personnel resources are available for implementation and maintenance of this procedure in their respective areas
  - c) ensuring the Chairs and Supervisors have the authority and competency to carry out their responsibilities
  - d) encouraging participation by all in maintaining and improving the program
2. Chairs, Managers, and Supervisors must:
- a) verify hazard assessments have been conducted to identify respiratory hazards and is communicated
  - 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 and stakeholder meets the legislated approvals to protect the user from being exposed to the respiratory hazard
  - d) ensure respirator users in their area are medically approved and fit tested (where required) before using a respirator to legislative requirements
  - e) verify employees, students, volunteers and stakeholders are trained in the use and correct application of the respiratory protection
  - f) ensure all respirator users in their areas use, store, inspect and maintain respirators properly
  - g) Notify the OHS Team Lead of respiratory protection concerns including notifying OHS of a new chemical/material that is planning to be introduced into the area that will require respirators or changes in current procedures that may result in increased exposures
3. Respirator User must:
- a) ensure proper medical evaluation and fit test has been conducted
  - b) use, maintain and store the respiratory protective equipment in compliance with the manufacturer's recommendations
  - c) verify the equipment is in proper working condition and inspect before each use
  - d) verify the equipment is appropriate for its intended use
  - e) perform positive and negative pressure fit checks after donning the respirator
  - f) inform your supervisor of any respiratory hazards they feel are not adequately addressed
  - g) report any changes in your medical condition that may prevent the use of respirator protection to your supervisor.
4. OHS Team Lead is responsible to:
- a. administer, review, update, and audit the Respiratory Protection Program
  - b. ensure respirator training is provided
  - c. ensure fit testing and medical evaluations are conducted

## **RELATED DOCUMENTS**

Respiratory Protection SOP 3.10.1

## **REFERENCES**

Alberta Occupational Health and Safety Code, Part 18



Parent Policy:	Health & Safety Policy
Effective Date:	October 24, 2011
Revised:	May 19, 2020, Revision II
Program Sponsor:	Vice President, People and Planning
Program Administrator:	Manager OHS & Compliance
3.11 – Violence and Harassment	

### 3.11 Violence & Harassment

#### PURPOSE

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

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

#### SCOPE

Applies to employees, volunteers, visitors and stakeholders.

#### Violence and harassment may take many forms.

Harassment and violence can include, but is not limited to:

- unwelcomed conduct, comments, gestures, remarks, jokes, actions or contact which causes offence or humiliation and deny their dignity and respect
- deliberate misgendering
- physical or psychological bullying or intimidation
- exclusion or isolation of individuals
- cyber-bullying which includes communicating threatening behavior via email, internet, text message, Facebook, YouTube or other social media.
- displaying or circulating offensive pictures or materials in print or electronic forms.
- hitting, shoving, kicking, pushing, physical assault or other attacks or contact

- vandalizing, theft, or other criminal activities
- shaking fists, throwing objects or other threatening gestures or behaviors
- verbal and/or written abuse in a manner that demeans, humiliates, annoys, including swearing, insults or condescending language
- domestic violence
- sexual violence

## **RESPONSIBILITIES**

1. Employer:
  - 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
  - b) shall ensure that employees are not subject to or participate in harassment or violence at the college
2. Supervisors:
  - 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
  - c) ensure employees under their supervision are not subject to harassment or violence at the college.
3. Employees, volunteers, visitors, contractors and stakeholders:
  - a) shall conduct themselves in a courteous and respectful manner
  - b) refrain from causing or participating in harassment or violence.

## **REFERENCES**

Alberta Occupational Health and Safety Code Part 27  
 Respectful Campus Policy  
 Student Rights and Code of Conduct Policy  
 Student Non-Academic Misconduct/Behaviour Procedures  
 Threat Assessment Protocol and Policy  
 Threat Assessment Training  
 Respect in the Workplace Training  
 Sexual Misconduct Prevention and Response Policy



Parent Policy:	Health & Safety Policy
Effective Date:	February 19, 2014
Revised:	May 19, 2020
Program Sponsor:	Vice President, People and Planning
Program Administrator:	Manager OHS & Compliance
3.12 – WHMIS	

## 3.12 WHMIS (Workplace Hazardous Materials Information System)

### PURPOSE

To ensure that hazardous 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, handling or working near a hazardous product at Lethbridge College.

### RESPONSIBILITIES

#### 1. Lethbridge College:

- Ensure that a hazardous product is used, stored, handled or manufactured as per Part 29 of the Occupational Health and Safety Code
- Educate and train workers on the hazards and safe use of products.
- Ensure that hazardous products are properly labelled.
- Prepare workplace labels, as needed.
- Prepare SDSs, as necessary (e.g., if an employer manufactures a hazardous product that is used on-site).



- f) Provide access to up-to-date SDSs to workers.
  - g) Ensure appropriate control measures are in place to protect the health and safety of workers.
2. OHS department will provide access to information for hazardous products used at the college including labelling, SDSs and access to training.
3. Supervisors must:
- a. ensure all employees who work with or near a hazardous product are trained in:
    - i. procedures for safely storing, using, and handling the hazardous product including what to do in case of emergency involving the hazardous product including fugitive emissions
    - ii. labelling requirements and the purpose and significance of the information on them
    - iii. SDS requirements and the purpose and significance of the information on it
  - b. ensure SDSs utilized by their department are readily available, maintained, current and archived when no longer in use.
4. Employees must:
- a. participate in WHMIS education and training programs,
  - b. take necessary steps to protect themselves and their co-workers from the hazardous product
  - c. participate in identifying and controlling hazards related to the hazardous product
  - d. know procedures for the safe use, storage and handling of the hazardous product including fugitive emissions and emergency procedures
  - e. know labelling requirements including the purpose and significance of the information on them
  - f. know SDS requirements and the purpose and significance of the information on it

## **Training**

WHMIS 2015 training at Lethbridge College is done via a computer-based program. Employees are trained on the requirements of WHMIS 2015 through this program and then are trained on the specific requirements in their own department with respect to the hazardous 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 Lethbridge College
  - b) labels used in-house (workplace or worksite labels)
2. Suppliers of hazardous products are required to apply a label that meets the requirements of the *Hazardous Products Regulations*. If the hazardous product is always used in the container with the supplier label, no other label is required.
3. A workplace label is required when:
- a) a hazardous product is produced (made) at the workplace and used in that workplace,
  - b) a hazardous product is decanted (e.g., transferred or poured) into another container, or
  - c) a supplier label becomes lost or illegible (unreadable).
4. There are two situations when a workplace label is not necessary.
- a) When a hazardous product is: poured into a container and it is going to be used immediately,  
or

- b) "under the control of the person who decanted it". For example, when the person who poured the product into another container will be the only person who will use it, and the product will be used during one shift, a full workplace label may not be required. **However**, the container must still be identified with the product identifier (name).
5. If the product is not used right away or if more than one person will be in control of the product, a full workplace label is required.
  6. Supervisors must ensure that the necessary labels are affixed to appropriate containers
  7. Employees must inform their supervisor if the hazardous product they are using has a damaged or missing label.

### **Safety Data Sheets (SDS)**

1. All new hazardous products entering the facility must be accompanied by an SDS.
2. SDS's for all products used at Lethbridge College are readily available in the area where the product is used. The SDS's are also available on-line through the CCOHS website.
3. The SDS must be updated if new data regarding the hazard of the hazardous product received from the supplier:
  - 3.1 changes its classification in a category or subcategory of a hazard class
  - 3.2 results in its classification to another hazard class or
  - 3.3 changes the way to protect against the hazard presented by the hazardous product.Updates to the SDS will be done as soon as reasonable practical and not more than 90 days after the new data has been received.
4. All SDS's for product no longer in use are archived.

### **REFERENCES**

Hazardous Products Regulations (Canada)  
Alberta Occupational Health and Safety Code, Part 29  
WHMIS 2015 Training - Online

### **Appendix A**

### **Schedule 2 (HPA) Hazard Classes**

#### **Physical Hazard Classes**

- |                        |   |
|------------------------|---|
| 1 Explosives           | 7 Flammable solids  |
| 2 Flammable gases      | 8 Self-reactive substances and mixtures                                       |
| 3 Flammable aerosols   | 9 Pyrophoric liquids  |
| 4 Oxidizing gases      | 10 Pyrophoric solids  |
| 5 Gases under pressure | 11 Self-heating substances and mixtures                                       |
| 6 Flammable liquids    | 12 Substances and mixtures which, in contact with water, emit flammable gases |

- 13 Oxidizing liquids
- 14 Oxidizing solids
- 15 Organic peroxides
- 16 Corrosive to metals
- 17 Combustible dusts
- 18 Simple asphyxiants
- 19 Pyrophoric gases
- 20 Physical hazards not otherwise classified

#### Health Hazard Classes

- 1 Acute toxicity
- 2 Skin corrosion/irritation

- 3 Serious eye damage/eye irritation
- 4 Respiratory or skin sensitization
- 5 Germ cell mutagenicity
- 6 Carcinogenicity
- 7 Reproductive toxicity
- 8 Specific target organ toxicity — single exposure
- 9 Specific target organ toxicity — repeated exposure
- 10 Aspiration hazard
- 11 Biohazardous infectious materials
- 12 Health hazards not otherwise classified



Parent Policy:	OH&S Policy
Effective Date:	October 24, 2011
Reviewed/Revised:	June 2019, Revision 2
Program Sponsor:	Vice President People and Planning
Program Administrator:	Manager OHS & Compliance
3.13 – Working Alone	

## 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 and stakeholders who may perform work activities alone.

### 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 and stakeholders who may be required to work alone shall check in with college security.

## REFERENCES

Alberta Occupational Health and Safety Code, Part 28

### [2.1 Hazard Assessment](#)

Working Alone Safely: A Guide for Employers and Employees – a publication by Alberta Occupational Health and Safety



Parent Policy:	Health & Safety Policy
Effective Date:	November 1, 2019
Reviewed/Revised:	New
Program Sponsor:	Vice President People and Planning
Program Administrator:	Manager OHS & Compliance
3.14 – Radiation Exposure	

## 3.14 Radiation Exposure

### PURPOSE

To prevent and protect employees, students, volunteers, visitors and stakeholders from ionizing radiation exposure and to verify compliance with Part 20 of the Alberta Occupational Health and Safety Code.

### SCOPE

Applies to employees, students, volunteers, visitors, contractors and stakeholders who may be exposed to ionizing radiation.

### RESPONSIBILITIES

2. Lethbridge College must:
  - f) develop and implement programs and procedures for those who deal with or approach a radiation source
  - g) involve employees where practicable in the development of the radiation policy and procedures
  - h) inform of the hazards of ionizing radiation and the radiation source
3. Supervisors must:
  - h) ensure that all who will be working with or near the ionizing radiation source are aware of the hazards of the ionizing radiation
  - i) train those who will be working with ionizing radiation sources on the radiation policy and procedures
4. Employees, students, volunteers and visitors must:

- a) be informed of the hazards of radiation and the radiation source
- b) assist in development (where practicable) and follow the radiation policy and procedures

## REFERENCES

Alberta Occupational Health and Safety Code, Part 20

Lethbridge College Radiation Safety Policy and Procedure Manual



<b>Parent Policy:</b>	<b>OH&amp;S Policy</b>
<b>Effective Date:</b>	<b>April 1, 2020</b>
<b>Reviewed/Revised:</b>	<b>New</b>
<b>Program Sponsor:</b>	<b>Vice President People and Planning</b>
<b>Program Administrator:</b>	<b>Manager OHS &amp; Compliance</b>
<b>3.15 – Biosafety</b>	

## 3.15 Biosafety

### PURPOSE

To prevent and protect employees, students, volunteers visitors and stakeholders from hazardous biological materials and to verify compliance with Part 4 & 35 of the Alberta Occupational Health and Safety Code.

### SCOPE

Applies to employees, students, volunteers, visitors, contractors and stakeholders who may be exposed to hazardous biological materials.

### RESPONSIBILITIES

3. Lethbridge College must:
  - i) develop and implement programs and procedures for those who deal with biological materials
  - j) involve employees where practicable in the development of the biosafety policy and procedures
  - k) inform of the hazards of biological materials
5. Supervisors must:
  - j) ensure that all who will be working with or near biological materials aware of the hazards of biological materials
  - k) train those who will be working with biological materials on the biosafety policy and procedures
6. Employees, students, volunteers and visitors must:

- a) be informed of the hazards of biological materials
- b) assist in development (where practicable) and follow the biosafety policy and procedures

## REFERENCES

Alberta Occupational Health and Safety Act, Regulation and Code, Part 4 & 35  
 Lethbridge College Biosafety Policy and Procedure Manual  
 Canadian Biosafety Standard (CBS) Second Edition



Parent Policy:	Health & Safety Policy
Effective Date:	April 1, 2020
Reviewed/Revised:	New
Program Sponsor:	Vice President People and Planning
Program Administrator:	Manager OHS & Compliance
3.16 – Hot Work	

## 3.16 Hot Work

### PURPOSE

To prevent and protect employees, students, volunteers, visitors and stakeholders from flames, sparks, or other sources of ignition related to hot work and to verify compliance with Part 10, section 169 of the Alberta Occupational Health and Safety Code.

### SCOPE

Applies to employees, students, volunteers, visitors, contractors and stakeholders who may be exposed to hazards related to hot work.

### RESPONSIBILITIES

4. Lethbridge College must:
  - l) develop and implement programs and procedures for those who deal with hot work
  - m) involve employees where practicable in the development of the hot work policy and procedures
  - n) inform of the hazards of hot work
7. Supervisors must:
  - l) ensure that all who will be conducting or near hot work aware of the hazards
  - m) train those who will be conducting hot work on the hot work policy and procedures
8. Employees, students, volunteers and visitors must:
  - a) be informed of the hazards of hot work
  - b) assist in development (where practicable) and follow the hot work policy and procedures

## REFERENCES



Parent Policy:	Health & Safety Policy
Effective Date:	October 24, 2011
Revised:	May 19, 2020, Revision 2
Program Sponsor:	Vice-President, People and Planning
Program Administrator:	Manager OHS & Compliance
4.1 – Workplace Inspection	

## 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

Inspections are required on Lethbridge College campus to identify health and safety hazards that have not been controlled. All employees are to continually assess their work area for hazards and implement controls to mitigate risk.

### RESPONSIBILITIES

1. Joint Health & Safety Committee:
  - a. must conduct walk through inspections on a quarterly basis to identify hazards that have not been controlled (refer to [8.3 Occupational Health and Safety Committee; 4.1.4 FORM - Walkthrough Inspection Report](#)).
  - b. perform quarterly inspections as per the schedule found in the Joint Health & Safety Committee Meeting Minutes
2. Supervisors are required to:
  - a) on a regular basis, inspect the work / teaching area. This can be done visually or by completing the following forms. [4.1.1 FORM – Physical Conditions Inspection Report](#) or [4.1.2 FORM – Personal Protective Equipment Compliance Report](#)  
Completed forms will be retained by area supervisors. Action items that cannot be dealt with immediately will be forwarded to the Occupational Health and Safety Department
  - b) identify conditions that present “high risk or dangerous work” and correct the condition immediately
  - c) suspend work that cannot be immediately corrected (refer to [1.3 Dangerous Work](#))
  - d) correct other conditions that present risk within a reasonable and agreed upon time

- Physical condition inspections and personal protective equipment compliance should be conducted with management and supervisor involvement on a regular basis.

## 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](#)

[4.1.4 FORM – Walkthrough Inspection Report](#)



Parent Policy:	Health & Safety Policy
Effective Date:	October 24, 2011
Reviewed/ Revised:	June 4, 2020, Revision 2
Program Sponsor:	Vice President People and Planning
Program Administrator:	Manager OHS & Compliance
5.1 – Health and Safety Orientation	

## 5.1 Health and Safety Orientation

### PURPOSE

To train new employees of Lethbridge College regarding the policy, program, requirements, obligations and rights related to Occupational Health and Safety.

### SCOPE

Applies to all Lethbridge College employees.

### RESPONSIBILITIES

- Human Resource Services in conjunction with Health and Safety is responsible for providing general new employee orientation.
- Department supervisors will verify that new employees have participated in new employee orientation.

### Health and Safety Orientation Topics

- Health and Safety Policy review
- Responsibilities and obligations under the Alberta Occupational Health and Safety Act, Regulation and Code
- Three basic rights of employees
- Hazard identification, assessment and controls
- Emergency situations and response
- Duties with respect to incident reporting, investigation and refusals to work
- Inspections



## 8. Training requirements

### REFERENCES

Alberta Occupational, Health and Safety Act, Regulation and Code  
Human Resources New Employee Orientation Presentation  
Orientation presentation – Bridge Software



Parent Policy:	Health & Safety Policy
Effective Date:	October 24, 2011
Revised/Reviewed:	June 4, 2020, Revision 2
Program Sponsor:	Vice President People and Planning
Program Administrator:	Manager OHS & Compliance
5.2 – Health and Safety Training	

## 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.

### RESPONSIBILITIES

1. Supervisors 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
    - ix. Violence and Harassment - Part 27, Section 391 of the Alberta Occupational Health and Safety Code (Respect in the Workplace)

### REFERENCES

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



Parent Policy:	Health & Safety Policy
Effective Date:	October 24, 2011
Reviewed/Revised:	June 4, 2020, Revision 2
Program Sponsor:	Vice President People and Planning
Program Administrator:	Manager OHS & Compliance
5.3 - Transportation	

## 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).

### RESPONSIBILITIES

- Supervisors must:
  - authorize purpose and means of transportation, e.g. personal vehicle, rental vehicle, or public transportation
  - 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
  - verify the vehicle operator has completed the appropriate documentation to show competence in operating the vehicle
- Vehicle operators must comply with all requirements identified under SOP [5.3.1 Lethbridge College Motor Vehicle Operator](#).

### 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 Motor Vehicle Operator



<b>Parent Policy:</b>	<b>Health &amp; Safety Policy</b>
<b>Effective Date:</b>	<b>October 24, 2011</b>
<b>Revised/Reviewed:</b>	<b>June 4, 2020 Revision 2</b>
<b>Program Sponsor:</b>	<b>Vice President People and Planning</b>
<b>Program Administrator:</b>	<b>Manager OHS &amp; Compliance</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. Supervisors 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:
    - **Safety of Self**
    - **Identify and Isolate the hazard** (remove yourself and others from the hazard)
    - **Notify** (call for help / sound alarm, dial 9- 911 or security)
4. The OHS department will:

- a. schedule training exercises on a regular basis to ensure that rescue and evacuation personnel are competent to carry out their duties

## **REFERENCES**

Alberta Occupational Health and Safety Code, Part 7

Building Evacuation Plan - Building Evacuation Response Team

Emergency Response Plan/Fire Safety Plan

Pandemic Plan

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

Ag Tech Centre Emergency Response Plan



Parent Policy:	Health & Safety Policy
Effective Date:	October 24, 2011
Revised/Reviewed:	June 4, 2020, Revision 2
Program Sponsor:	Vice President People and Planning
Program Administrator:	Manager OHS & Compliance
7.1 – Incident/Accident Reporting and Investigation	

## 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.

### 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 will verify that an incident report form is filled out and is immediately routed to Health and Safety (refer to [7.1.1 FORM OHS 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 to [7.1.1 FORM OHS 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 to [7.1.1 FORM OHS 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 and complete appropriate forms
- Lethbridge College Occupational Health and Safety will verify that the necessary regulatory reporting and investigation requirements are initiated
- The Co-chairs of the Occupational Health and Safety committee are involved in all serious injury/incident investigations
- A serious injury or incident must be reported to Occupational Health & Safety (toll free 1-866-415-8690). The following information must be provided at the time of phone call: the date, time, location, and nature of injury or incident. You will be asked for the name, job title and phone number(s) of the site contact.

**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



Parent Policy:	Health & Safety Policy
Effective Date:	February 19, 2014
Reviewed/Revised:	June 4, 2020 Revision 1
Program Sponsor:	Vice President People and Planning
Program Administrator:	Manager OHS & Compliance
7.2 – First Aid	

## 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.

### 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 ACP) 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. (First-aid reports)
3. Maintain list of certified first-aiders

### RELATED DOCUMENTS

Alberta Occupational Health and Safety Code, Part 11  
Alberta Occupational Health and Safety Code, Schedule 2



Parent Policy:	Health & Safety Policy
Effective Date:	February 19, 2014
Reviewed/Revised:	June 4, 2020, Revision 1
Program Sponsor:	Vice President People and Planning
Program Administrator:	Manager OHS & Compliance
8.1 – Program Administration	

## 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. Supervisors must ensure integration and compliance of the health and safety program.
3. Employees must participate through department health and safety meetings, training sessions, joint health and safety committee meetings, hazard assessments and other safety related tools.
4. Review and revision of the health and safety program must occur if circumstances change in a way that could create hazards to workers and every three years at a minimum.

### REFERENCES:

Alberta Occupational Health and Safety Act, Regulation and Code





Parent Policy:	Health & Safety Policy
Effective Date:	October 24, 2011
Revised:	June 4, 2020 Revision 2
Program Sponsor:	Vice President People and Planning
Program Administrator:	Manager OHS & Compliance
8.2 – Communication	

## 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

5. 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) Joint Occupational Health & Safety Committee
  - g) policy and procedures
  - h) hazard assessment and control
  - i) safe operating procedures
  - j) safety alerts
  - k) Risk Management Advisory Committee
6. Participation in open effective communications is required by all employees and students at Lethbridge College.
7. Supervisors shall have access to health and safety information if requested by the Joint Health and Safety Committee or prime contractors.
8. The OHS Act, Regulations and Code shall be readily available to employees and the Joint Health and Safety Committee.

### REFERENCES:

Alberta Occupational Health and Safety Act, Regulation and Code



Parent Policy:	Health and Safety Policy
Effective Date:	October 24, 2011
Revised:	May 5, 2020 Revision 2
Program Sponsor:	Vice President, People and Planning
Program Administrator:	Manager OHS & Compliance
8.3– Joint Occupational Health and Safety Committee	

## 8.3 Joint Occupational Health and Safety Committee

### PURPOSE

To provide a forum to participate in OHS and increase engagement in OHS issues to satisfy the requirements listed under Part 3 of the Alberta Occupational Health Safety Act and Part 13 of the Occupational Health and Safety Code.

### SCOPE

Applies to the Joint Occupational Health and Safety Committee of Lethbridge College in conjunction with the entire college community.

### RESPONSIBILITIES

1. **The Joint Occupational Health and Safety Committee** uses Part 3 of the Alberta Occupational Health Safety Act and Part 13 of the Occupational Health and Safety Code as the primary guides for the committee's role and function.

**Lethbridge College's committee's** role is to:

- a) respond to identified unhealthy or unsafe concerns and complaints at the college
- b) participate in the identification of hazards to employees, students and stakeholders arising out of or in connection with college activities
- c) recommend actions to protect and promote the health, safety and wellbeing of all employees, students and stakeholders at Lethbridge College
- d) follow up on recommendations to ensure action has been taken and is effective
- e) cooperate with OHS officers exercising their duties under the OHS Act, regulation and code
- f) interpret legislation, regulations, acts and bylaws as they relate to the college
- g) review and recommend appropriate changes to policies, regulations and procedures regarding occupational health and safety issues and concerns raised by college employees and stakeholders
- h) ensure health and safety programs are established and maintained at the work place
- i) develop and promote education and information regarding health and safety
- j) make recommendations to the college and prime contractors regarding the health and safety of employees, students and stakeholders
- k) conduct regular inspections
- l) participate in investigations of all serious injuries and incidents
- m) maintain records of all health and safety concerns, complaints, meetings and related documentation
- n) attend and participate in provided training

**2. Lethbridge College Occupational Health and Safety Department** will be permanent members of the Joint OHS committee and in addition to those listed above, they will have other responsibilities which include:

- a) facilitate and record minutes of all Joint OHS meetings
- b) ensure meetings are held as per terms of reference
- c) act as OHS resources as required
- d) schedule special meetings as required
- e) provide and maintain records related to health and safety at Lethbridge College
- f) provide updates in legislation
- g) receive and investigate all Hazard, Accident and Incident Reports

**REFERENCES:**

Alberta Occupational Health and Safety Act, Regulation and Code

Lethbridge College Joint Occupational Health and Safety Committee terms of reference