

**BEMISTER'S JANITORIAL SERVICE INC.**

**SAFETY MANUAL**

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## INTRODUCTION

The purpose and scope of this Safety Manual is to provide employees and sub-contractors with a clear and concise explanation of the safety requirements and responsibilities while working for or on behalf of **Bemister's Janitorial Services**.

### 1.0 POLICY RESPONSIBILITIES

#### 1.1 Safety Policy

The personal safety and health of each employee of the company are of primary importance. The prevention of occupationally induced injuries and illnesses is of such consequence that it will be given priority over operative productivity where necessary. To the greatest degree possible, management will provide all mechanical and physical facilities required for personal safety and health in keeping with the highest standards.

We will maintain a safety and health program conforming to the best practices of organizations of this type. To be successful, such a program must start with proper attitudes toward injury and illness prevention on the part of both supervisors and employees. We are committed to cooperating with the **Workplace Health & Safety Designate** in carrying out their responsibility for occupational health and safety. Only through such a cooperative effort can a safety program be established and preserved in the best interest.

Our objective is a safety and health program that will reduce the number of injuries and illnesses to an absolute minimum, not merely in keeping with, but surpassing, the best experience of operations similar to ours. Our goal is zero accidents and injuries.

#### ***Our safety and health program will involve:***

- Providing mechanical and physical safeguards to the maximum extent possible.
- Conducting a program of safety and health inspections to find and eliminate unsafe working conditions and practices, to control health hazards, and to comply fully with the safety and health standards for every job.
- Training for employees in good safety and health practices.

- Providing necessary personal protective equipment and instruction for its use and care.
- Developing and enforcing safety and health rules and requiring that employees cooperate with these rules as a condition of employment.
- Investigating every accident/incident, promptly and thoroughly to find out what caused it and to correct the problem so that it won't happen again.
- We operate within the philosophy of an Internal Responsibility System and recognize that the responsibilities for safety and health are shared.
- The employer accepts the responsibility for leadership of the safety and health program, for its effectiveness and improvement, and for providing the safeguards required to ensure safe conditions.
- The **Workplace Health & Safety Designate** is responsible for identifying unhealthy or unsafe aspects of the workplace through participation in inspections or investigations, promoting health and safety education programs, and by developing recommendations and maintaining records.
- Supervisors are responsible for developing the proper attitudes toward safety and health in themselves and in those they supervise, and for ensuring that all operations are performed with the utmost regard for the safety and health of all personnel involved.
- Employees are responsible for wholehearted, genuine cooperation with all aspects of the safety and health program, including compliance with all rules and regulations, and for continually practicing safety while performing their duties.

*\* The safety information in this policy does not take precedence over the Occupational Health and Safety Act. All employees should be familiar with the Occupational Health and Safety Act and Regulations.*

**Signed:** \_\_\_\_\_ **Dated:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**1.2 Sub-Contractors Policy**

All sub-contractors are required to carefully read this safety manual and review with their employees, who will be performing work for or on behalf of **Bemister’s Janitorial Services**, the sections of the manual that are applicable to the work they will be performing.

Sub-contractors are responsible for ensuring that their employees comply with all applicable health and safety as well as environmental legislation and regulations.

It is the sub-contractor’s responsibility to ensure that their employees are trained and knowledgeable in the WHMIS regulation, as required under NL OH&S Act/Regulations, and that all work performed complies with WHMIS regulations. Material Safety Data Sheets (MSDS) for all controlled products must be available on the worksite.

The sub-contractor shall conduct, or have a competent person, conduct semi-annual inspections of the worksite. A record of the inspections shall be kept and, upon request, these records shall be forwarded to Bemister’s Janitorial Services.

Sub-contractors will provide documentation to **Bemister’s Janitorial Services**, upon request, to verify compliance with this policy, and the Occupational Health and Safety Act and Regulations.

**Acknowledged By:**

\_\_\_\_\_

**Sub-contractor**

\_\_\_\_\_

**Sub-contractor’s Company Name**

\_\_\_\_\_

**Date**

*\* The safety information in this policy does not take precedence over the Occupational Health and Safety Act. All sub-contractors should be familiar with the Occupational Health and Safety Act.*

**2.0 HAZARD ASSESSMENT**

## 2.1 Health & Safety Hazards

Workplace hazards exist in all occupations. A hazard is a condition, substance, behaviour or practice with the potential to cause loss due to injury, illness or property damage. There are two major categories of hazards—health hazards and safety hazards. Workers should be familiar with the different types of hazards commonly found in their workplace and the ways of controlling them.

### **Health Hazards**

- *Chemical Hazards* - gases, vapors, dust, solvents, fumes, smoke, mists
- *Biological Hazards* - bacteria, viruses, blood borne pathogens, fungus and molds, and parasites
- *Physical Hazards* - noise, temperature, indoor air quality, and illumination (lighting)
- *Ergonomic Hazards*
  - Excessive force - lifting, pushing, or pulling heavy loads
  - Repetitive movements - working on high paced production line
  - Awkward postures - bending, reaching, twisting
  - Duration - time a task is performed (continuous or over a prolonged period)

### **Safety Hazards**

- *Machine Hazards* - moving or hot parts, absence of guards, poor maintenance
- *Materials Handling*
  - Mechanical materials handling - lifting, lowering, carrying, pulling, shoveling
  - Handling hazardous materials - flammable, reactive and/or corrosive substances
- *Confined Space* - places not intended for human occupancy such as places with restricted entry or exit
- Work practice hazards, for example, working from heights
- Poor housekeeping, for example, improper storage, high stacking, grease on floor

## 2.2 Hazard Assessment Procedure – Recognition, Evaluation & Control

## **Hazard Recognition**

Recognizing hazards is the first step in preventing illness, injury and property damage in the workplace. There are several ways to recognize hazards. They include:

- Workplace inspections
- Accident/incident investigation
- Material safety analysis
- Job safety analysis
- Observance of work processes
- Past experience

## **Hazard Evaluation**

Hazards are evaluated on the basis of risk. Risk is the potential loss to people, equipment, materials and environment. It is based on probability and severity. Probability is the likelihood the hazard will result in injury, illness or property damage. Severity, on the other hand, can be wide-ranging. For example, some hazards can result in a minor injury with no time lost from work and no property damage; other hazards can result in death of workers or destruction of an entire facility. As the probability and severity increase, there is a greater likelihood for loss to people, equipment, materials and environment.

## **Hazard Control**

There are several ways to control hazards; however, the order of preference is as follows:

1. Engineering controls (elimination, substitution, and isolation)
2. Administrative controls
3. Personal protective equipment (PPE)

Engineering controls are the first line of defense against hazards. Their advantage is they have built-in protective which does not require continuous intervention. There are three main types of engineering controls:

- *Elimination* - completely removes the hazard. This is the optimal means of control. It is the most effective way of protecting workers and should always be considered as the first option in controlling a hazard
- *Substitution* - replaces the hazard with a less hazardous one; for example, replacing a toxic/flammable one. Substitution should be used only if elimination is not possible.
- *Isolation* - Separates hazards from workers; for example, building an enclosure for the hazard or providing guarding to equipment.

### **2.3 Hazard Assessment Form**

## HAZARD ASSESSMENT FORM

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<b>Job</b>	<b>Assessment Team</b>
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<b>Location:</b>	<b>Date:</b>
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**Signature of Manager:**

Potential Hazards	Recommended Controls
Chemical exposures – skin/eye irritant; inhalation	WHIMS training; PPE
Foreign body in the eye	Suitable eye protection
Electrical hazards/ contact with energized equipment	Repair/ replace frayed cords; avoid exposure to water; ensure electrical outlets properly grounded
Slip & Trip hazards	Use wet floor signs; wear proper footwear; cords never routed across walkways, stairs, etc.
Strains & Sprains (manual lifting)	Ensure proper positioning; request assistance if necessary
Falls	Aisles & walkways should be clear; stairwells uncluttered
Containers	Ensure proper labeling; store chemicals in proper storage areas; use proper containers for storage
Hazardous supplies & Materials (acids, caustics, toxic chemicals, etc.)	WHIMS training; MSDS sheets
Housekeeping	Work areas tidy & free of excess debris; exit routes kept clear
Sources of harmful dust; falling objects; sharp objects	PPE; housekeeping
Repetitive Motion Injury (musculoskeletal injury)	After 15 minutes of performing a duty requiring repetitive motion, either switch to another duty or take a 5 minute break

Hazards Identified	Hazards Rank A/B/C	Recommended Controls	Completed by:	Date

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**Hazard Ranking: A-Controls must be put in place before work commences  
 B-Controls must be put in place within two days  
 C-Controls must be put in place within one week**

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### **3.0 SAFE WORK PRACTICES**

#### **3.1 Housekeeping**

Order and tidiness are important conditions for safety and satisfaction at work. Each individual employee is responsible for housekeeping at his or her own work area. Poor housekeeping can lead to accidents.

- Exit routes must be kept clear at all times.
- Catch any expected liquid spills in a suitable container and dispose of it, as per environmental regulations.
- Always keep your work areas clean of excess debris.
- All flammable waste or packing materials must immediately be removed and placed into designated containers.
- Hoses or cables must never be routed across walkways, stairs, scaffolding, etc.
- Tools and equipment that are not in use shall be returned to the tool stores or other designated storage area.

#### **3.2 Tools & Equipment**

The employer is responsible to supply and maintain all tools and equipment in accordance with internal requirements, provincial acts, codes and regulations.

The employees are responsible to use all tools and equipment in accordance with the manufacturer instruction.

### Defective Tools and Equipment

Properly maintained tools and equipment will last for a long time. However, if any such item is defective and present dangers DO NOT USE IT.

Be aware of such problems as the following:

- Split or cracked handles
- Ladders with weak or damaged supports
- Cords with faulty cord ends or breaks in insulation

To ensure safe use of tools and equipment remember:

- Never use defective tools/ equipment
- Double check all tools/ equipment prior to use
- Inform the proper person that the equipment or tool needs to be repaired or replaced

## **3.3 Ladders**

*While using ladders, pay attention to the following:*

- Always secure ladders against movements before use.
- Ladders must be secured at the top or footed at the bottom. Top attachment is preferred.
- Ladders must be used at the correct angle, for every 4 ft up, 1 ft out from the horizontal.
- Check condition of ladder, reject any with damage.
- Do not block passageways.
- When in position, the ladder should extend 1m (40 inches) above the intended landing point.
- Do not work from the top steps from a ladder or a stepladder.
- Do not overreach. Climb down and move the ladder to a new position.
- A safety harness must be used when working on ladders at heights of 3.05m (10ft) or more, or client procedures.
- A stepladder must only be used in a fully opened position with the spreader bars locked.
- Aluminum, magnesium, other conductive metal ladders or wire reinforced wooden ladders shall not be permitted in battery rooms, or where the possibility exists of energized conductors or apparatus.

### Use of Step Ladders

As with all ladders, make sure that the ladder is in good condition, and is the right ladder for the task at hand.

- Step ladders are to be used only on clean and even surfaces
- No work is to be done from the top two steps of the step ladder counting the top platform as one rung
- When in the open position ready for use, the incline of the front step section shall be one horizontal to six vertical
- The step ladder is to be used only in the fully open position with the spreader bars locked
- Tops of step ladders are not to be used as supports for scaffolds
- Don't overreach while on a ladder. Climb down and move the ladder over to a new position
- All ladders purchased and used shall be CSA approved.

### Extension Ladders

- Select a ladder that is long enough for the job. The top 2 rungs are not for standing. Also an extension ladder must have 3 rungs of overlap where the two pieces join
- The base of the ladder should be placed away from the vertical structure 4ft the height to be climbed
- Always watch for overhead wires when standing or carrying a ladder
- Place the base of the ladder on a stable, balanced and non-slip surface
- Protect any finished surface from being marred by the top of the ladder
- Inspect the ladder before climbing. Make sure the rung locks are secure
- Never use a wooden ladder that has been painted or is cracked
- Use both hands when climbing a ladder. Take the necessary tools in a pouch or lower a rope to co-worker and pull them up to your work area
- Secure the top of the ladder and protect the bottom of the ladder as the job requires
- Never extend your reach. Relocate the position of the ladder

## **3.4 Manual Lifting**

### *Safe Lifting and Carrying*

- Size up the load, if you think you need help, ask for it

- Get good footing
- Bend your knees, get a good grip on the object to be lifted
- Keep your back straight, lift with you legs, keep the object being lifted close to your body
- Keep your balance and don't twist to turn as you lift
- Lift object in the direction of travel—no turning
- To put the object down again, do not bend from the waist. Keep your back straight and your knees bent, keeping objects close to your body until placed in a secure position

### **3.5 Vehicle & Mobile Equipment**

- a. Vehicle operators are responsible for the safe operation of the vehicle and enforcement of rules for the safety of other employees on or about the vehicles.
- b. Only those employees specifically authorized and who possess a valid driver's license or permit for the equipment being used shall operate
- c. Company-owned motor vehicles or personally owned vehicles on company business.
- d. The driver shall know and obey all provincial and local motor vehicle laws applicable to the operation of their vehicle.
- e. No driver shall operate a vehicle while his/her physical condition is such as to impair his/her normal judgment and ability.
- f. A driver shall not permit unauthorized persons to drive, operate or ride in or on a company vehicle.
- g. Where seat belts are provided they shall be used.
- h. Employees shall not permit anyone to ride on the running boards or fenders of the vehicle. Passengers shall not stand in moving vehicles unless protection is provided against being thrown off balance.
- i. Employees shall not jump on or off vehicles in motion.
- j. Each driver shall be responsible for reporting to the proper authorities all unsafe conditions and mechanical defects in the vehicle he/she is driving.
- k. Employees will walk around their vehicles prior to moving it.

- l. Exercise care for the safety of pedestrians wherever they may be crossing.
- m. Always observe the speed limits and adjust your speed to the conditions under which you are driving.
- n. Under normal conditions, follow at a safe distance of at least two seconds to four seconds.
- o. When parking your vehicle, always back into your parking stall.
- p. Stay alert and attentive; stop driving when tired.

### **3.6 Office Safety**

Many accidents occur during ordinary office routine. Accident prevention for the office begins with the following guidelines:

1. Employees are responsible for keeping their individual works areas clean and orderly. Pick up items such as pencils or paper clips and wipe up any spilled liquids. “Good Housekeeping” is the key to a safe office environment. Trips and falls are one of the most common types of office accidents.
2. Haste when walking between desks results in bruises and falls. Keep electrical cords, computer cables, and other tripping hazards out of aisles and open floor areas.
3. File drawers, desk drawers, and table drawers should be kept closed when not in use. Never open more than one file drawer at a time because the file cabinet may fall forward.
4. Try to distribute the weight evenly in file cabinets. It is preferable to load the lower drawers first.
5. Make sure the chair you use is properly adjusted. When your feet are flat on the floor, your knees should be slightly above the seat.
6. Never use chairs, desks, or other office furniture as a makeshift ladder. Use a stepladder or step-stool. Do not overreach and lose your balance.
7. Keep the blades of paper cutters closed when not in use.
8. Use a sponge or other wetting device for envelopes. Use rubber finger guards when working with stacks of paper.

9. Keep paper clips, thumb tacks, and pins in a safe place and keep razor blades and knives covered.
10. Be sure that all electrical cords are in good condition. If a machine gives you a shock or starts smoking, unplug it and report it to your management.
11. Keyboards for computers should be placed at a comfortable height. When sitting, this height is approximately even with your elbow when your arm is hanging freely.
12. Be very careful when lifting heavy objects such as large boxes of paper. Face the object being lifted, pull it close to your body, and lift in a slow steady motion using your legs.
13. When seated, do not reach to your rear to lift objects. Turn your chair to face the item or get out of the chair.
14. When working at video display terminals (VDT) for long periods of time, take five to ten minute breaks every few hours. This will help to reduce eye fatigue.
15. VDT's should be placed at a 90° angle to light sources.
16. Pregnant women should consult with their doctor about using a VDT during their pregnancy.
17. Office chemicals, e.g. copier chemicals etc., should only be used in areas with adequate ventilation to remove any fumes.

### **3.7 Hot Water Extraction & Carpet Cleaning**

#### ***Do:***

- Ensure that wet floor signs are placed in areas where it will be necessary to walk from wet carpet to floor, as this could be a slip and fall hazard
- Ensure that the cords and plugs on all equipment are in good condition
- Get help or use a dolly when lifting heavy furniture and/or equipment
- Know where the fire exits and fire extinguishers are in the building
- Ensure all chemicals and equipment are clearly marked
- Keep electrical cords out of aisles and open floor areas where they could pose a trip hazard

#### ***Don't:***

- Leave items on the stairs unattended
- Block fire lanes and exits when parking vehicle
- Leave door unsecured while working inside or outside the building
- Throw excess water on the ground if temperatures are freezing

### **3.8 Floor Maintenance (Strip, Scrub, and Wax)**

#### ***Do:***

- Wear proper non-slip footwear
- Wear rubber gloves when handling chemicals directly
- Advise staff in the building of possible slip and fall areas
- Know where the fire exits and extinguishers are located in the building
  
- Use caution tape and/or wet floor signs around all work areas especially stair wells
- Ensure all work areas are well lit
- Have someone assist you when lifting heavy equipment

#### ***Don't:***

- Use equipment with frayed cords or attachments that are in poor condition
- Leave objects unattended on stairs
- Block fire lanes and exits when parking
- Throw excess water on the ground if temperatures are freezing
- Remove wet floor signs before floors are completely dried

### **3.9 Window Cleaning**

#### ***Do:***

- Ensure that all containers are properly labeled
- Secure ladder properly prior to use
- Notify management when required to clean over 10ft to ensure the correct equipment is used
- Ensure all ladders are in good working condition

#### ***Don't:***

- Leave equipment in open areas where it can pose a tripping hazard
- Block fire lanes and exits when parking

- Throw excess water on the ground if temperatures are freezing

### 3.10 **General Cleaning**

#### ***Do:***

- Ensure that all equipment and chemicals are properly labeled
- Ensure that all applicable MSDS are posted in janitors closets
- Know where the fire exits and extinguishers are located in the building
- Use well maintained equipment
- Wear the proper gloves when using harsh chemicals
- Keep electrical cords out of aisles and open floor areas where they could pose a trip hazard

#### ***Don't:***

- Leave janitor's closets untidy and disorganized
- Leave bleach in washrooms or janitors closets (when mixed with other chemicals, i.e. bowl cleaners, it can produce a harmful gas)
- Remove wet floor signs before floors are completely dried
- Leave objects unattended on stairs
- Leave door unsecured while working inside or outside of the building

### 3.11 **Lighting**

#### ***Do:***

- Wear proper safety glasses
- Ensure ladders are in good repair

#### ***Don't:***

- Use ladders that will conduct electricity
- Store loose lights in janitors closets (they should be kept in a storage box at all times)
- Change lights that are over 10ft high without the proper procedures in use

### 3.12 **Fire Extinguisher Safety**

#### **Before a Fire Occurs:**

1. Always know your escape route
2. Be familiar with more than one way out of your work area.
3. Know the location of the emergency horn.
4. Know the location of, and how to operate the fire extinguisher in your work area.
5. Ensure Emergency Response Procedures are followed.
6. Investigate immediately and thoroughly, **ALL** suspicious smoke and/or unfamiliar or questionable odors.

### **Fire Extinguishers:**

1. Although the majority of fire extinguishers work with the same directions, there are exceptions. Read the instructions on your extinguisher for variation.
2. How to operate a Fire Extinguisher:
  - **Pull** – Pull out the pin. Some units require releasing a lock latch, pressing a puncture lever or other motion.
  - **Aim** – Aim the extinguisher nozzle at the base of the fire.
  - **Squeeze** – Squeeze and press the handle
  - **Sweep** – Sweep from side to side at the base of the fire. Watch for re-flash. Foam and water extinguishers require slightly different actions. Read the instruction.

*Note: After extinguishing a fire, never turn you back. Back away until you are at a safe distance.*

## **4.0 SAFE JOB PROCEDURES**

### **4.1 Lifting & Bending**

One of the most common causes of injury among workers involves lifting and bending. Back injuries and muscle strains/sprains can be greatly reduced by following these few simple steps:

- Inspect the load and check overall conditions. Do not attempt to lift alone if the load appears too heavy or awkward.
- Make certain of good balance – feet should be shoulder width apart with one foot beside and the other foot behind the article to be lifted.
- Bend the knees: do not stoop. Keep the back straight, not vertical. There is a difference. Tucking in the chin straightens the back.
- Grip the load with the palms of your hands and your fingers. The palm grip is much more secure. With grip taken, tuck in the chin to make certain the back is straight.
- Use body weight to start the load moving and then lift by pushing up with the legs, making full use of the strongest set of muscles.
- Keep the arms and elbows close to the body when lifting.
- Do not twist the body. To change direction, shift your foot position and turn your whole body.

## 5.0 WORKING ALONE PROCEDURES

### 5.1 Purpose

To work alone means to work at a worksite as the only worker of the employer or contractor at that worksite, in circumstances where emergency assistance is not readily available in the event of injury, illness etc. **Bemister's Janitorial Services** is committed to practicing employee safety when employees are working alone. To prevent accidents from happening when alone on the job, procedures and plans have been established to ensure the protection of those working in areas on their own.

### 5.2 Keeping a lone worker safe

Factors to be considered:

- Length of time the person will be working alone:

- Is it a reasonable length of time? Is it legal? What time of day will the person be working alone?
- Communication:
  - What types of communication are available? Are they working properly? Are there alternate forms available?
- Location of work:
  - Is it in an isolated location? What transportation is needed? What items are available on site? (First aid)
- Type of work:
  - What kind of education has been provided for the employee to work alone? What equipment will be used? Is there high risk activity involved?
- Characteristics required by the lone employee:
  - Do they have any medical conditions? What kind of experience do they have? What kind of training do they have?

Steps to be taken:

- Assess the hazards of the workplace
- Investigate any incidents that may occur
- Avoid having lone workers for jobs with recognized risks
- Be sure to have the proper education and training
- Report all situations/incidents where being alone increased the severity of the situation

### **5.3 Check in Procedure**

The main goal is to ensure the safety of our employees, by taking the necessary steps and measures to reduce the risks for those who work on their own. The check in procedure will ensure that the lone worker is being contacted and checked on regularly during the time the employee is alone at a worksite.

When an employee is working alone the following information should be known:

- Location - work place where the employee will be working.
- Estimated time of arrival – what time the lone worker is supposed to start a shift.
- Return date and time – what time the employee is expected to finish.
- Contact information
- Mode of travel

- Alternate plans in the event of an emergency

## **6.0 RULES & DISCIPLINARY PROCEDURES**

### **6.1 Workplace Rules**

- All employees and sub-contractors entering a work area shall wear proper personal protective equipment as needed.
- Employees shall not adjust, alter or repair equipment unless properly trained and authorized.
- Proper lifting techniques shall be used when manually lifting materials. Get help when necessary.
- Obey all rules, posted signs and instructions.
- Know the location of emergency equipment, fire extinguishers, fire hose, and first aid supplies.
- Cell phones will only be operated with proper hands free attachments during driving.
- Accidents, injuries and near misses regardless of their nature shall be promptly reported to Management.
- Consuming or being in possession of alcohol or illegal drugs on company premises, or on any company job-site, is prohibited and will result in disciplinary action up to and including dismissal.
- Fighting, horseplay, practical jokes or otherwise interfering with other workers is prohibited.
- Theft, vandalism or any other abuse or misuse of company property is prohibited and is grounds for dismissal.
- First aid treatment is to be obtained promptly for any injury, reported to Management and recorded.
- All work shall be carried out in accordance with appropriate safe work practices following all appropriate rules and regulations. When in doubt, consult Management.

- Only equipment that is in good repair in place shall be used.
- Maintain good housekeeping in your work area.
- Operate all vehicles and mobile equipment in accordance with site rules and highway regulations. Adjust your driving to weather and road conditions.
- Smoking is prohibited except in designated areas

## 6.2 **Disciplinary Guidelines**

In the operation of our safety program, non-compliance can result in near misses and serious accidents, which cause injury and property loss. The following guidelines are intended to provide compliance and incentive to work safely.

The sequence of administering disciplinary procedures will be:

- 1) The steps of Disciplinary Action
  - a) Tell employee the rule violated.
  - b) Discuss the purpose of the rule and the danger involved.
  - c) Complete Notice of Discipline form.
  - d) Advise the employee of the consequences of a further violation (termination of employment).
- 2) The sequence of administering disciplinary procedures will be:
  - a) Verbal Warnings
  - b) Written Warnings
  - c) Suspension
  - d) Termination of Employment
- 3) The following actions may result in immediate dismissal:
  - a) Negligence resulting in major property damage and/or serious injury.
  - b) Deliberate violation of company safety policy.
  - c) Fraud, theft, or Criminal Code conviction.
  - d) Driving a vehicle or working on a job site while under the influence of alcohol or illegal drugs.
  - e) An accumulation of "Warnings".
- 4) Disciplinary Action for Subcontractors:

Subcontractor employees, with regards to safety, are to be treated as company employees. However the subcontractor has the primary responsibility of discipline.

## **7.0 PERSONAL PROTECTIVE EQUIPMENT**

### **7.1 Personal Protective Equipment (PPE) Policy**

- It is the policy of this company to have all workers uses the proper PPE when and where required.
- If an employee requires basic PPE for the job, the employees will purchase the basic PPE and the company will reimburse one half of the purchase price to the employee after 60 days of continuous employment (upon presentation of dated receipts).
- All PPE used will be in good condition and maintained according to manufacturer's instructions.
- All company supplied PPE will conform to the Occupational Health and Safety Act, Regulations and Codes of Practice.

NOTE: The safety information in this policy does not take precedence over the Occupational Health and Safety Act, Regulations and Codes of Practice. All employees should be familiar with the Occupational Health and Safety Act and Regulations.

**Signed:** \_\_\_\_\_ **Dated:** \_\_\_\_\_

**Position:** \_\_\_\_\_

### **7.2 Safety Footwear**

These guidelines apply to all personnel. All personnel, subcontractors, and visitors shall comply with this policy.

- All safety footwear must have safety approval as per provincial legislation.
- Workers shall wear substantial shoes or boots made of leather or other firm material where there is the danger of injury to feet through falling or moving objects, or from burning, scalding, cutting or like causes.
- Shoes or boots shall be safety toed where there is a recognized hazard of crushing the feet.
- Where there is the danger of puncturing the feet from protruding nails, etc., puncture proof soles shall be worn.
- All employees who work in an office environment and do not visit the workshops or work areas are not required to wear safety footwear.

### 7.3 **Head Protection**

Safety headwear is designed to protect the head from falling objects, bumps, splashes from chemicals or harmful substances, and contact with energized objects and equipment. Safety headwear will be C.S.A approved.

Most head protection will be made up of three parts:

- The shell (light and rigid to deflect blows)
- The suspension (to absorb and distribute the energy of the blow)
- Side impact insulation

All parts of the headwear must be compatible and maintained according to manufacture's instruction. If attachments are used with headgear, they must be designed specifically for use with the specific headwear used. Bump caps are not considered a helmet.

#### **Inspection and Maintenance**

Proper care is required for headgear to perform efficiently. The service life is affected by the many factors including temperature, chemicals sunlight, etc. The

usual maintenance for headgear is simply washing with mild detergent and rinsing thoroughly.

***Do:***

- Replace headgear that is pitted, holed, cracked or brittle
- Replace headgear that has been subjected to a blow even though damage cannot be seen
- Remove from service any headgear if its serviceability is in doubt
- Replace headgear and components according to manufacturers instructions

***Don't:***

- Drill, remove peaks, alter the shell or suspension in any way
- Use solvents or paints on the shells (makes shells “break down”)
- Use any liner that contains metal or conductive material
- Carry anything in the hard hat while wearing the hard hat

\* For further information see the Occupational Health & Safety Act, Regulations and Codes of Practice.

## **7.4 Eye Protection**

This PPE is designed to protect the worker from such hazards as:

- Flying objects and particles
- Splashing liquids

Hardened glass prescription lens and sport glasses are not an acceptable substitute for proper, required industrial safety eye protection.

Comfort and fit are very important in the selection of safety eyewear. Lens coating, venting or fitting may be needed to prevent fogging or to fit with regular prescription eyeglasses.

Contact lenses should NOT be worn at the worksite. Contact lenses may trap or absorb particles or gases causing eye irritation or blindness. Hard contact lens may break into the eye when hit.

***Do:***

- Ensure your eye protection fits properly (close to the face)
- Clean safety glasses daily, more often if needed
  
- Store safety glasses in a safe, clean, dry place when not in use
- Replace pitted, scratched, bent and poorly fitted PPE (damaged face/eye protection interferes with vision and will not provide the protection it was designed to deliver)

***Don't:***

- Modify eye protection
- Use eye protection that does not have a CSA certification (CSA stamp for safety glasses is usually on the frame inside the temple near the hinges of the glasses).

**7.5 Hand Protection**

When selecting hand PPE, keep the following in mind: look for anything at the job-site that may be a hazard to the hands. Choose hand PPE that will protect against chemicals, scrapes, abrasions, heat and cold, punctures and electrical shocks. If gloves are to be used, select the proper type for the job to be done. Inspect and maintain PPE regularly. If in doubt about the selection or need for glove or hand PPE, consult your safety supplier or Material Safety Data Sheet (MSDS).

***Do:***

- Inspect hand PPE for defects before use.
- Wash all chemicals and fluids off gloves before removing them.
- Ensure gloves fit properly
- Use the proper hand PPE for the job.
- Follow manufacturer's instructions on the care and use of the hand PPE you are using.
- Ensure exposed skin is covered (no gap between the sleeve and the hand PPE)

***Don't:***

- Wear gloves when working with moving machinery (gloves can get tangled or caught)
- Use gloves or hand protection that is worn out or defective

**8.0 MAINTENANCE**

**8.1 Maintenance Program Policy**

It is the policy of this company to maintain all tools and equipment in a condition that will maximize the safety of all personnel.

To accomplish this, a "Maintenance Program" shall be maintained and shall include the following:

- Adherence to applicable regulation, standards, and manufacturers specifications
- Services of appropriately qualified maintenance personnel
- Scheduling and documentation of all maintenance work
- Faulty and/or defective equipment removed from service immediately and reported to supervisor

\*The safety information in this policy does not take precedence over Occupational health and Safety Act, Regulations and codes of Practice. All Employees should be familiar with the Occupational Health and Safety Act.

**Signed:** \_\_\_\_\_ **Dated:** \_\_\_\_\_

**Position:** \_\_\_\_\_

## **9.0 TRAINING**

### **9.1 Safety Training Policy**

The purpose of this policy is to ensure that all employees receive adequate safety training. The company will provide and ensure that all employees participate in the following safety training:

- Safety orientations for all new hires
- Job-specific training as required
- Safety meetings involving all employees will be held on a regular basis

**Signed:** \_\_\_\_\_ **Dated:** \_\_\_\_\_

**Position:** \_\_\_\_\_

### **9.2 Employee Orientation**

Prior to starting work, all personnel will be required to attend an orientation/training program. This program will inform you of the safety plan and procedures. In addition, you will be given specific orientation by management which will

cover issues such as safe work practices, the injury reporting procedure, company rules, etc.

**9.3 New Employee Orientation Form**

**NEW EMPLOYEE ORIENTATION**

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

		<b>Yes</b>	<b>No</b>
1.	Company Health and Safety Policy		
2.	Return-to-Work Policy/Program		
3.	Workers' Three Basic Rights		
4.	Identification of the Worker Health and Safety Representative/Designate		
5.	Responsibilities of workers, forepersons (supervisors), OH&SR/WH&SR/WH&SD		
6.	Emergency Procedures, First Aid		
7.	Injury Reporting Procedures		
8.	Company Rules		
9.	Personal Protective Equipment		
10.	Workplace Inspection Requirements		
11.	Hazard Identification and Reporting		
12.	Safe Work Practices		
13.	Safe Job Procedures		
14.	Toolbox Meetings		
15.	Harassment Policy		
16.	Special Requirements		
17.	Environmental Policy		
18.	Other:		

This will certify that I have been given the company orientation briefing on the above noted subjects as indicated by me with an "X" and that I have fully reviewed and understood it contents.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Company Rep:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**9.4 Employee Rights & Responsibilities**

**Right to know:**

As an Employee, you have the right to know about any health or safety hazards present at your workplace. You also have the responsibility under the Occupational Health and Safety Act to do everything possible to protect yourself and fellow workers. Knowing requires active participation in the company's safety program.

**Right to Refuse:**

The Occupational Health and Safety Act give Employees the right to refuse work they believe to be unsafe. Employees not only have the right to refuse to perform unsafe work, they have the responsibility to do so. Every Employee is responsible to identify and report hazards in the workplace. If a hazard is of a serious nature and could cause an accident, then work must stop until the hazard has been eliminated, controlled, or some sort of personal protection is in place. If an Employee ignores or fails to report a known hazard, then a safety violation has occurred and disciplinary action shall be taken.

**Right to Make Complaint:**

The Occupational Health and Safety Act gives Employees the right to make complaint to the Department of Labour against an employer or union who has taken, or threatened to take, discriminatory action against an employee who has acted in compliance with the Act.

The proper procedure to refuse unsafe work is as follows:

1. Report the hazard to management and work with him/her to correct the problem.
2. If management disagrees with you regarding the safety of the situation, he/she will explain why and advise you to return to work.
3. If you do not agree with management's opinion, the matter will be referred to the Worker Health & Safety Designate for investigation.
4. When the employee disagrees with management's or the Worker Health & Safety Designates' decision, the employee has the right to contact the Department of Labour.

When an employee has refused to do a job he/she believes to be unsafe, that job may be assigned to another worker if the employee is told:

1. That another worker has refused to do the job.
2. Why that worker has refused to do the job.
3. That he/she also has the right to refuse.

## **9.5 Employee Responsibilities**

All company employees are responsible for the following:

1. Carry out all aspects of the company's safety program, including understanding and committing to the philosophy of a safe work environment.
2. Follow security measures, which apply to your work. Never start any work that you do not understand or know. Advise management accordingly, in order to obtain the appropriate information and/or training.
3. Ensure personal protective equipment is utilized and maintained according to your training and Occupational Health & Safety Act and Regulations.
4. Immediately report all accidents/incidents to management, no matter the severity, so an accident report can be completed.
5. Report all near misses (close calls) to management.
6. All employees must act with reasonable precautions in carrying out any duty, to protect themselves, fellow employees, company property and the environment from loss or injury.

## **9.6 Tool Box Meeting Form**

### **TOOL BOX MEETING**

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

Meeting was conducted by: \_\_\_\_\_

Signature

Meeting was attended by: (signature)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Topic:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Comments or concerns:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## 10.0 INSPECTIONS

### 10.1 Inspections Policy

- It is the policy of this company to maintain a program of safety

inspections. The objective of this program is to control hazards in the workplace.

- Formal inspections shall be conducted by the manager or designate at each facility or job-site on a regular basis.
- Sub-contractors shall be responsible for performing inspections of job-sites where work is on-going on a regular basis as determined by management.

**Signed:** \_\_\_\_\_ **Dated:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**10.2 Work Site Safety Inspection Form**

**WORK SITE SAFETY INSPECTION**

**Location:** \_\_\_\_\_

**Report Date:** \_\_\_\_\_  
**Report Time:** \_\_\_\_\_  
**Inspected By:** \_\_\_\_\_

**Items to watch for:**

- Aisles, work surfaces
- Stairwells, floors
- Containers
- Vehicles
- Warning signs, labels
- First Aid, contents, training
- Labels, storage containers
- Housekeeping
- Job procedures
- Ladders
- Maintenance
- Safety signs
- PPE (gloves, etc.)
- Proper lifting
- Safe work practices
- Safety training
- Sanitation
- Smoking
- Storage facilities, areas
- Toxic material storage, labels
- Electrical wiring, cords
- Exits
- Fire protection equipment

Hazard Ranking:     A - Controls must be put in place before work commences  
                           B – Controls must be put in place within two days  
                           C – Controls must be put in place within one week

Priority	Description	Correction Action Taken	Completion Date	Completed By

**11.0 INVESTIGATIONS**

**11.1 Investigation Policy**

- It is the policy of this company to have all incidents that result in injury requiring medical attention or property damage, or that could have resulted in serious injury or property damage, thoroughly investigated.



14. Description of Property: \_\_\_\_\_

15. Description of Damage: \_\_\_\_\_

16. Estimated Cost: \_\_\_\_\_

**Other Actual/Potential Loss**

17. Type: \_\_\_\_\_

18. Description: \_\_\_\_\_

19. Estimated Cost: \_\_\_\_\_

20. Evaluation of risk potential if not corrected

A. Loss Severity Potential            Major            Serious            Minor

B. Probable Recurrence Rate        Frequent        Occasional        Rare

21. Description of Incident:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Diagram of Scene:**

22. Witness(es): \_\_\_\_\_  
\_\_\_\_\_

Witness(es) statement(s) attached? Yes    No

23. Immediate cause(s) \_\_\_\_\_  
\_\_\_\_\_

Description \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

24. Underlying cause(s) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

25. Corrective action(s) (immediate, interim, final):

---

---

26. Date Report Completed: (y/m/d) \_\_\_\_/\_\_\_\_/\_\_\_\_

Supervisor: \_\_\_\_\_

Employee: \_\_\_\_\_

## **12.0 ACCIDENT/ INCIDENT REPORTS**

### **12.1 Reporting of Accidents/Incidents**

It is a general principal that all injuries and loss-causing incidents can be and should be prevented. Therefore, all accidents and incidents must be reported and investigated.

Remember that the difference between a near miss and a fatality may only be a split second or a fraction of an inch. The investigation of any incident should, therefore, be proportionate with the degree of loss potential.

#### **Responsibilities**

The worker is responsible for notifying his/her management immediately of any accident or incident, no matter how minor. The scene of the accident must not be disturbed, except for emergency purposes.

Medical attention must be obtained for injuries. Injured personnel are not allowed to leave the job site before their Management has been consulted, except when transferred to a hospital in an emergency.

In case of a serious accidents or incidents, senior management must be notified immediately.

### **12.2 Injury Reporting System**

#### **INJURED WORKERS...**

1. Get first aid, if necessary.
2. Report the injury/incident before leaving the workplace (if possible) to management.

3. Seek timely medical treatment and advise doctor you were hurt on the job.
4. Bring the Doctor's Report of Injury (Form 8/10) back to your employer as soon as possible (within 48 hours).
5. Complete a Worker's Report of Injury (Form 6) and submit to the Workplace Health, Safety and Compensation Commission (the Commission) as soon as possible by faxing toll free to 1-800-276-5257 or (709) 78-1302.

**EMPLOYER...**

1. Transport injured worker to appropriate medical care.
2. Complete an Employer's Report of Injury (Form 7) and submit it to the Commission (within three days).
3. Complete an Employer Incident Report Form and keep it at the workplace.
4. Determine the cause of injury and take action to prevent further injuries.
5. Work with injured worker to develop an Early and Safe Return-to-Work plan and submit to the Commission (within five days of receiving the Doctor's Report of Injury – Form 8/10).
6. Provincially regulated employers must report "serious injuries" [*see OHS Act, s.54(3)*]. Call the Accident Reporting Line toll free number 1-800-563-5471.
7. Federally regulated employers must report "serious occurrences" [*see Canada Labour Code Par II, Part XV, s.15.5*]. Call (709) 772-5022 or after hours call collect 0-506-851-6644.

**13.0 RECORDS & STATISTICS**

**13.1 Monthly Safety Summary**

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

1. Number Workers Hired: \_\_\_\_\_

	Number Completed Orientation:	_____
2.	Number Tool Box Meetings Scheduled:	_____
	Number Conducted:	_____
	Percentage Attendance:	_____
3.	Number Formal Inspections Scheduled:	_____
	Number Completed:	_____
	Total Unsafe Acts/Conditions Identified:	_____
	Number Corrected:	_____
	Number Outstanding:	_____
4.	Number of Incidents:	_____
	Damage Only:	_____
	Injury Only:	_____
	Injury and Damage:	_____
	Near Miss:	_____
	Number of Investigations Completed:	_____
	Outstanding:	_____
	Number of Recommendations made:	_____
	Complete:	_____
	Outstanding:	_____

Manager's Signature: \_\_\_\_\_

**14.0 RETURN-TO-WORK**

**14.1 Return-to-Work Policy**

**Bemister's Janitorial Services** is committed to assisting workers who have been injured on the job to return to work in a timely and safe manner.

The company will fulfill this commitment by contacting the worker as soon as possible after the injury and offering employment that is consistent with the workers' functional abilities. Job options will be identified and offered using the Workplace Health, Safety and Compensation Commission's Hierarchy of Return-to-Work as identified in WHSC Policy RE-18 and in accordance with Section 89 and 89.1 of the *Workplace Health, Safety and Compensation Act*.

All members of the organization including supervisors, and co-workers are responsible for actively participating and cooperating in the return-to-work process when required. Where necessary the company will seek input and advice from other parties involved in the RTW process including the Workplace Health Safety and Compensation Commission and external health care providers.

Any personal information received or collected that can lead to the identification of an injured worker will be held in the strictest confidence. Information of a personal nature will be released only if required by law with the approval of the worker who will specify the nature of the information to be released and to whom it can be released.

This statement will be reviewed at least annually and may be updated or changed as required.

**Signed:** \_\_\_\_\_ **Dated:** \_\_\_\_\_

## 15.0 HARASSMENT

### 15.1 Harassment Policy

**Bemister's Janitorial Services**, in cooperation with our employees, is committed to a healthy, harassment-free work environment for all our employees. To this extent, **Bemister's Janitorial Services** has developed a company wide policy

intended to prevent harassment of its employees and to deal quickly and effectively with any incident that might occur.

***Definition of Harassment***

Harassment is any unwelcome physical, visual or verbal conduct. It is against the law. Harassment may include verbal or practical jokes, insults, threats, personal comments or innuendo. It may take the form of posters, pictures or graffiti. It may involve touching, stroking, pinching or any unwelcome physical contact. Any behavior that insults or intimidates is harassment if a reasonable person should have known that the behavior was unwelcome.

The Newfoundland Human Rights Code protects everyone within provincial jurisdiction from harassment and other forms of discrimination on the basis of race, religion, sex, (including pregnancy and sexual orientation), marital status, physical disability, mental disability, political opinion, colour or ethnic, national or social origin and age (in employment only, between the ages of nineteen and sixty-five).

**Bemister's Janitorial Services** will not tolerate harassment on the basis of any of those protected grounds.

**Signed:** \_\_\_\_\_ **Dated:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**15.2 Procedure**

**If you are being harassed:**

1. Tell the individual his/her behavior is unwelcome and ask him/her to stop. Give the harasser an opportunity to end the harassment.

2. Keep a record of incidents (dates, time, locations, possible witnesses, what happened, your response). You do not have to have a record of events to file a complaint, but a record can strengthen your case and help you to remember details over time.
3. Report the problem and file a complaint to one of the following individuals:
  - a) **President, Gordon Bemister**
  - b) **Workplace Health & Safety Designate, Denise Snook**

You also have the right to file a complaint with the Newfoundland Human Rights Commission. A complaint has to be filed with the Commission within six months of the last incident. Within Newfoundland the toll free number is: 1-800-563-5808. Telephone numbers in St. John's are: (709) 729-2709 or (709) 729-5812.

#### **Dealing with the Complaint:**

1. Once a complaint is received, an investigation will be undertaken immediately and all necessary steps taken to resolve the problem.
2. The complainant and the alleged harasser will both be interviewed along with individuals who may be able to provide relevant information.
3. If the investigation reveals evidence to support the complaint of harassment, the harasser will be disciplined appropriately. Discipline may include suspension or dismissal, and the incident will be documented in the harasser's file. Documentation will be placed in the complainant's file, whether the complaint is upheld or not.
4. If the investigation fails to find evidence to support the complaint, there will still be documentation concerning the complaint placed in the file of the alleged harasser.
5. Any complainant who has lost opportunity for job advancement, promotion, wage raise, etc., due to harassment, will have his or her qualifications reexamined in a fair, unbiased manner.

#### **Responsibility of Management:**

It is the responsibility of a director, manager, or any person within this company supervising one or more employees to take immediate and appropriate action to report or deal with incidents of harassment whether brought to their attention or personally observed. Under no circumstances should a legitimate complaint be dismissed or down played or the complainant told to deal with it personally.

**Bemister's Janitorial Services** seeks to provide a safe, healthy and rewarding work environment for its employees. Harassment will not be tolerated within this company. **If you feel you have been harassed, contact us, we want to hear from you.**

## **16.0 ENVIRONMENTAL**

### **16.1 Environmental Policy**

**Bemister's Janitorial Services** is committed to protecting human health and the environment through regulatory compliance and the continuous review of our operations. We intend to meet this commitment through the application of the following principles:

- Introduction of environmental requirements as an integral part of our business operations,
- Minimization of health hazards,
- Evaluation and assessment of our operations to provide environmental protection,
- Assessment of potential environmental risks,
  
- Evaluation and monitoring of our environmental performance to applicable standards,
- Providing education and training,
- Maintaining an effective communication and reporting system.

**Signed:** \_\_\_\_\_ **Dated:** \_\_\_\_\_

**Position:** \_\_\_\_\_

## **17.0 WORKPLACE HAZARDOUS MATERIALS**

### **17.1 WHMIS Program**

**Bemister's Janitorial Services** will comply with the **Workplace Hazardous Materials Information System** (WHMIS) Regulations as detailed in the Occupational Health and Safety Act and Regulations.

The regulations require information about the hazardous material (known as "controlled products") from the suppliers and importers to employers and in turn to employees who use those materials in the workplace. The key elements of WHMIS are cautionary labeling of controlled products by the way of **Materials Safety Data Sheets**, (MSDS) and worker education programs.

The company will:

- Identify all controlled products used in the worksite.
- Obtain a current MSDS for each product prior to its use.
- Ensure all products used have suitable WHMIS labeling.
- Implement safe work procedures and proper control systems (such as PPE) for all hazardous products at the worksite.
- Educate employees about the WHMIS program, labeling requirements, MSDS's and safe handling procedures.

Employees are responsible to:

- Recognize and use WHMIS information.

### **Working with Hazardous Materials**

- Wear the necessary protective clothing
- Make yourself aware of the Hazardous Materials present. Read and understand the Materials Safety Data Sheets (MSDS) on the products.
- Isolate the hazardous materials from the direct work area.
- If the products are highly flammable or explosive, make sure that the tools or equipment being used will not cause any sparking.
- Ensure area is well ventilated.

## **17.2 Marking**

A container of a chemical substance shall always be labeled in accordance with the WHMIS Legislation. Containers must be marked with supplier labels prior to

shipment to the work site. If a hazardous substance is transferred to a portable container at the site, a workplace label must be fitted.

The labels shall always identify the substance and give appropriate warning of the associated physical and health hazards.

### 17.3 **Handling**

This practice applies to material stored at a jobsite. The main objective is to store and handle all materials in such a manner that it does not pose a threat to injury or to property damage.

- Following instructions on all packaging labels i.e. Fragile, This Side Up, as well as any hazardous data information
- Never store materials in such a manner to block walkways or exits
- Do not stack materials high enough that it is unstable
- Store materials in dry locations
- When Material Safety Data Sheets are applicable, make copies available in the stored areas
- When material is returned to a storage area, check with management if you are unsure of the proper location
- When possible, leave all labels facing forward

### 17.4 **Storage of Substances**

Cleaning chemicals are used everyday in the janitorial service. Special care must be taken to protect the worker from hazards which may be created from the use of these liquids. Wherever possible, cleaning products should be non-toxic and environmentally friendly.

Management must be aware of all chemical solutions that are used on the job. He/she shall be sure that all workers who use these materials have been instructed in their proper use and any hazard that they pose.

The following instructions or rules apply when chemicals are used:

- Use non toxic solvents for general cleaning
- Store chemicals in special storage areas
- Check toxic hazard of all chemicals before use
- Provide adequate ventilation where all solvents are being used
- Use goggles or face shield to protect the face and eyes from splashes or sprays
- Use rubber gloves to protect the hands
  
- Wear protective clothing to prevent contamination of worker's clothes
- When breathing hazard exists, use the appropriate respiratory protection
- Never leave solvents in open tubs or trays—return them to their proper container
- Use proper containers for storage and transportation

- Where chemicals are controlled products, ensure that all employees using or in the vicinity of use are trained in the Workplace Hazardous Materials Information System. Ensure all WHMIS requirements are met

For further information on this topic refer to the Occupational Health and Safety Act & Regulations or Codes of Practice.

## **18.0 EMERGENCY PROCEDURES**

### **18.1 Purpose**

The Emergency Preparedness Plan is an effective system that describes to all employees what procedures they are to follow in case of an emergency. In the unfortunate event of an accident, the company strives to ensure that the injured individual(s) receive the medical attention they require as soon as possible. The implementation of the Emergency Preparedness Plan is a means to inform employees of what to do in the event of an emergency.

### **18.2 Emergency Situation Procedures**

Below is a list of potential dangers that exist within the work capacity of the company and guidelines to follow in the event of such emergencies.

#### ***Electrocution:***

If an employee suffers from electrocution, the first step is to shut off the power supply, if possible, and to ensure that all other employees are a safe distance away from the hazard. The First Aid certified individuals are to aid the employee in any means possible, while another person calls for the ambulance.

#### ***Cuts:***

In the event of a severe cut or abrasion, First Aid treatment is to be provided immediately to attempt to stop the bleeding. If the employee is deemed okay for travel and a hospital is in the vicinity, a fellow employee may transport the injured employee to the emergency room. Alternatively, an ambulance will be requested immediately by calling 911 and First Aid will be provided until the arrival of the paramedics.

#### ***Falls:***

Another potential hazard is suffering a fall from a high elevation. If an employee does fall, an ambulance is to be called immediately, and the employee is to be kept stationary until the paramedics arrive. The employees trained in First Aid

are to assist in any means possible, ensuring that the injured employee is kept warm and comfortable.

***Fire:***

When a fire breaks out in a building, everyone must be evacuated from the building immediately. Normal exits may be blocked; therefore, it is compulsory that emergency exits exist and those employees are aware of their location. Doors and windows should be closed when escaping a fire; failure to do so may cause air drafts that will fan the fire.

Once everyone is out of the building, call the fire department. Give your name, address and the exact location of the fire. Have the person you're talking to repeat your instructions. Never allow anyone to re-enter a burning building!

\*A:B:C dry chemical extinguishers that are exposed to sub-zero temperatures for prolonged periods of time may freeze. Special cartridge activated extinguishers should be used for sub-zero applications.

**Fire Safe Rules**

- Never permit smoking near any flammable material.
- Never refuel engines inside a building or while the engine is hot or running.
- All electrical installations, wiring, etc. should be inspected and approved by the proper authority.
- Fuel should never be stored inside a building.
- Have your local fire department check your operation regularly.
- Avoid clutter of flammable materials.
- Maintain and inspect all heating systems.

Fire, emergency and first aid phone numbers must be posted at all sites in close proximity to telephone. In the case of an emergency on the job site, notify your supervisor at once and contain the emergency to the best of your ability without endangering yourself or fellow workers.

\*Remember when you are at a jobsite to familiarize yourself with exits, telephone and fire extinguishers location.

## 18.0 QUESTIONS

1. What is our goal in maintaining a health and safety program?  
\_\_\_\_\_
2. True or False:  
Injured workers are expected to return to work within 1 week of an incident.  
\_\_\_\_\_
3. What are an employee's 3 basic rights?  
\_\_\_\_\_
4. What is the Worker Health & Safety Designate responsible for?  
\_\_\_\_\_
5. What is required of all employees and sub-contractors when entering a work area?  
\_\_\_\_\_
6. Give 1 fire safety rule.  
\_\_\_\_\_
7. When should a Report of Injury be submitted to your employer?  
\_\_\_\_\_
8. True or False: In the case of a serious accident or incident, senior management must be notified immediately  
\_\_\_\_\_
9. What is the company's policy regarding personal protective equipment?  
\_\_\_\_\_
10. What is the goal of the Inspections Program?  
\_\_\_\_\_
11. What is the first step in preventing illness, injury etc. in the workplace?  
\_\_\_\_\_
12. Should you use tools and equipment if they present danger?  
\_\_\_\_\_
13. What is one of the most common causes of injury among the workplace?  
\_\_\_\_\_

14. What is harassment?

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15. What is the purpose of the Environmental Policy?

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16. What does WHMIS stand for?

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17. What is the purpose of the Safety Training Policy?

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18. What does working alone mean?

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