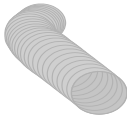


Introduction

Welcome to Algonquin College's Occupational Health and Safety (OHS) System. The purpose of this pamphlet is to provide an overview of OHS at the College and the role that **everyone** plays in helping to maintain a safe and healthy working and learning environment. Responsibility, authority and accountability are key principles of the system.



Confined Spaces

There are numerous confined spaces at the Woodroffe and Rideau Campuses. Some of these spaces are vertical and some are horizontal. Some are indoors and some outdoors. The primary characteristic of all of them is that they are not intended for normal occupancy and have limited egress or access.

The College has type I, II and III spaces. Contractors entering these spaces must be trained and competent in confined space entry. Your confined space program must include a permit system to be used when entering the spaces. Your project manager for the College is the best person to tell you where the spaces are, their type and specific requirements for entry.

Asbestos

The Occupational Health and Safety Act of Ontario has also established regulations for safe work practices and designated substances. One such substance frequently encountered during renovations is asbestos.

Physical Resources or your project manager should be able to provide you with an inventory of the areas containing asbestos.

Should you discover or suspect that asbestos is present and does not appear on the inventory, do not proceed with the work.

Notify your project manager and await further instructions.



Personal Protective Equipment.

PPE must be approved and appropriate for the task. CSA approved type I safety boots must be worn at all times during construction or demolition and must be worn at all times where the risk of foot injury exists. CSA approved hard-hats must be worn at all times where construction or demolition or the risk of head injury exists.

CSA approved safety eyewear must be worn at all times where the risk of eye injury exists. This includes demolition, use of power actuation tools, drills, grinders, the handling of chemicals, etc.

Only NIOSH approved respirators will be worn where respiratory protection is required.

Hot work.

Should you be required to conduct hot work, i.e. using an open flame this must first be discussed with your project manager.

Special provisions must be made to ensure that no combustible materials are present, that adequate and sufficient fire control is in place and that the area is inspected immediately and several hours after the work has been completed. An inspection of other areas where heat may have radiated is also required.

Electrical Safety

The electrical safety program requires that all workers, contractors and students use CSA, ESA or ULc approved electrical equipment only. This equipment must be grounded or double insulated and maintained in good working order.

Plugs missing ground pins must be replaced. Damaged or severed line cords and extension cords must be destroyed or replaced. They cannot be spliced together. Circuits and multiple connector extension cords must not be overloaded.

GFI plugs must be used when working in wet or damp environments.



Lock-out / Tag-out.

Lock-out / tag-out is to be used in the College to isolate equipment, systems or services that are faulty or are being repaired, serviced, maintained or modified where failure to control would or could result in injury.

Lock-out and tag-out must be used in combination and be such as to effectively control the hazards and prevent any accidental activation of the equipment, systems or service. The lock-out must physically prevent operation by means of a keyed padlock attached by the tradesperson conducting the work. Where several persons are working on the same equipment or system each person will attach their own padlock.





Workplace Hazardous Materials Information System (WHMIS)


The Occupational Health and Safety Act of Ontario and WHMIS regulations contain three major components which must be complied with when working hazardous products:


- Proper Labeling of containers of products
- Material safety data sheets (MSDS)
- Education of all workers who use or may come in contact with these products


Hazardous products must be classified according to the following hazard classes and supplier labels must include the associated graphic symbol. **For your own safety you must be able to recognize these symbols:**

Class A
Compressed Gas 


Class B
Flammable & Combustible 


Class C
Oxidizing Material 

Class D1
Immediate & Serious Toxic Effects 

Class D2
Other Toxic Effects 

Class D3
Biohazardous & Infectious 

Class E
Corrosive material 

Class F
Dangerously reactive Material 



Accident Reporting & Medical Treatment

In the unfortunate event of a serious or critical injury emergency medical assistance can be accessed at any time by using one of the emergency phones, which are located at most fire exits and in the parking lots or by calling 5000 from any College phone.

Emergency medical response will be dispatched. Also. You are required to report any accidents / injuries to your supervisor on the site. First Aid kits are available throughout the College and should be made available on each job site, in accordance with applicable regulations.

DIAL
5000
In Case Of
Emergency

Produced by

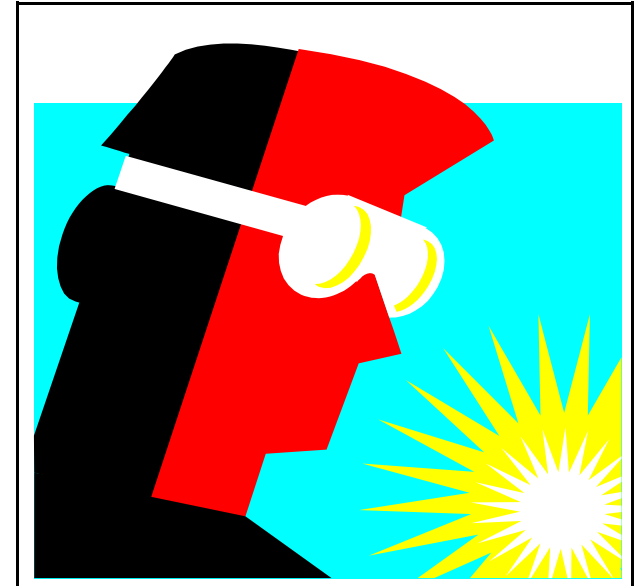
Safety & Security Services

727-4723 ext. 5010
security@algonquincollege.com

Working for a safe community

Contractor Safety

... THINGS YOU SHOULD KNOW !



ALGONQUIN COLLEGE