



HEALTH AND SAFETY MANUAL



Health and Safety Manual Index

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Health and Safety Policy

Effective Date:	August 15, 2018	Cross Reference:	Health & Safety Manual
Policy Owner:	President & CEO	Appendices:	Not Applicable
Policy Administrator:	Executive Director HR		
Approver:	Executive Committee		
Review Schedule:	Every 4 Years		

Questions regarding this policy should be directed to the Policy Administrator.

1. Policy Statement

The health, safety and welfare of all individuals working within the Keyano College environment is of vital importance. Management will set an example and provide leadership in health and safety, set health and safety policies and procedures, and provide training, equipment and adequate resources to perform work safely.

It is our firm belief that all injuries can be prevented and every effort shall be made to identify all health and safety hazards. The college will inform its staff, students and campus visitors of all potential safety risks and take all necessary steps to eliminate or control the hazard.

Employees at all levels are responsible and accountable for Keyano College's health and safety. Active participation by everyone, at all times, and in every position, is necessary for the health and safety excellence this College expects. It is our belief that all incidents can be prevented and every effort shall be made to:

- Identify hazards
- Tell other about the hazards
- Control or reduce the risk of those hazards
- Participate and promote safety within our environment

Safety is a shared responsibility of Keyano College and its staff, as well as the stakeholders, students, customers, and public. Safety shall be an integral component of our operation and activities – together we can create a positive safety culture and ensure a successful working environment.

All members of the College community will be expected to follow Keyano College's health and safety program, as well as understand and adhere to Alberta's Occupational Health and Safety Act, Regulations, and Code

Our goal is a healthy and injury free workplace for all employees. By working together, we can achieve this goal.

Trent Neo

his date: Approved on



2. Background

2.1. A written Health and Safety Policy is required by Alberta Occupational Health and Safety Legislation. This Policy must demonstrate Keyano College's commitment to the protection and maintenance of Health and Safety.

3. Policy Objective

3.1. The objective of this Policy is to inform all staff, students and campus visitors that Keyano College will take all the necessary precautions to ensure their Health and Safety, meet all Legislative Health and Safety requirements and achieve an incident free environment.

4. Scope

4.1. This policy applies to all staff, students and campus visitors of the College under the authority of the President and CEO as outlined under the Governance Policy, 'We Delegate Authority to the President and CEO'.

5. Guiding Principles

5.1. All members of the College community are bound by the College policies and are responsible for ensuring they have been read and understood accordingly. Any person who knowing or unknowingly violates a College policy may be subject to disciplinary action as outlined in the Employee Progressive Discipline Policy, Student Code of Conduct, Terms and Conditions of the Contract or applicable legislation.

6. Roles & Responsibilities

- 6.1. All employees are accountable to comply with the Health and Safety Program, as outlined in the Health and Safety manual, at all times.
- 6.2. Detailed Roles and Responsibilities for members of the College community are outlined in the Health and Safety manual.

Policy Title:	Health and Safety Policy
Approval Date:	August 15, 2018
Effective Date:	August 15, 2018
Historical Review Dates:	May 29, 2015
Next Review Date:	August 15, 2022
Related Legislation:	Occupational Health & Safety Act, Alberta Human Rights Act
Supersedes Policies:	Policy 707.0
Monitoring/Frequency:	Every 4 Years
Policy Owner:	President & CEO
Policy Administrator:	Executive Director Human Resources
Policy Coordinator:	Executive Assistant, President & CEO and Board of Governors

7. Policy Management



1.2. Roles and Responsibilities

1.2.1. Board of Directors

• Provide the means and organizational direction to ensure a safe educational institution.

1.2.2. President & CEO

- Develop a Health and Safety Policy statement that reflects the goals, expectations and Keyano College's Commitment to safety.
- Provide Health and Safety Leadership
- Ensure that health and safety resources are available to all staff.
- Maintain overall control and direction of the health and safety program.
- Ensure that all staff, students and visitors are complying with the health and safety program.
- Conduct Annual Safety Inspections of Keyano College.

1.2.3. Management (Vice President, Dean, Director, Supervisor)

- Ensure the implementation and adherence of the Safety Program by all staff, students and visitors.
- Provide adequate health and safety resources, including training and Personal Protective Equipment.
- Conduct health and safety orientations with all new staff. Documentation must be sent to Human Resources for record keeping.
- Advise Staff, Students and Visitors of any potential or actual hazards and relevant controls.
- Ensure that quarterly workplace inspections are completed and assign action items as necessary. Participate in an annual workplace inspection.
- Investigate all workplace incidents including: injury, occupational illness, property damage, near miss reporting and ensure that corrective actions are taken.
- Conduct and participate in the Hazard Assessment for work areas. These hazard assessments must be documented and shared to employees during new hire orientations and must be readily available for review.
- Demonstrate a visible commitment to health and safety and communicate expectations to all staff, students and campus visitors.
- Enforce health and safety standards.
- Ensure the proper maintenance of all equipment, tools, and PPE.
- Establish safe work procedures and practices, ensure all employees receive instruction, and the safe work procedures are easily accessible.

1.2.4. Employees

- Become familiar with the Keyano College Health and Safety Program, OHS Legislation, and their right/responsibilities for safety.
- Participate in the health and safety program.
- Attend all training as required by the college.
- Follow all safe work procedures, safe work practices, legislation, emergency preparedness procedures and safety standards.
- Report all unsafe conditions, acts, incident, injuries and near misses to their supervisor



immediately.

- Immediately correct unsafe conditions, if it is safe to do so, or notify their supervisor of the issue.
- Employees must refuse to perform work when unsafe conditions exist. Work refusals must be reported to their supervisor and all refusals must be investigated immediately. Employees must be informed of the outcome of the investigation.
- Use protective and safety equipment as required by the safety program.
- Inspect all tools, equipment and vehicles before use. All deficiencies must be reported to their supervisor prior to use.
- Employees must be familiar with the Keyano General Emergency Procedures document and must know how to locate first aid, fire extinguishers and contact security/emergency services.
- Review all hazard assessments that are applicable to their job, or work area.

1.2.5. Students

- Students must be informed of any hazards that may place them at risk, as well as all applicable controls.
- Attend any training as required by their instructor.
- Not engage in any prank, contest, feat of strength, unnecessary running or rough and boisterous conduct, or otherwise endanger other students or themselves.
- Report all incidents, injuries, near misses or unsafe conditions to their instructor or a college staff member.
- Students must refuse to perform work when unsafe conditions exist. Work refusals must be reported to their instructor and all refusals must be investigated immediately. Students must be informed of the outcome of the investigation.
- Use protective and safety equipment as required by their Instructor.
- Students must be familiar with emergency procedures and must know how to locate first aid, fire extinguishers and how to contact security/emergency services.

1.2.6. Safety Advisor

- Lead the development and implementation of the Safety Program.
- Provide leadership by personal example.
- Advise on Keyano College's compliance with Health and Safety Manual and applicable Legislation.
- Provide documents and reports as required by Keyano College.
- Assist with the identification, communication and control of hazards.
- Assist with the development and implementation of employee new hire orientations.
- Advise on the selection and use of personal protective equipment.
- Audit the safety program for compliance.
- Advise on safety training requirements and provide training if required.
- Conduct Workplace Inspections.
- Conduct Fire Prevention inspections.
- Assist with the documentation of safety records which include: minutes of safety meetings, incident forms, investigations, inspections and safety reports for the institution.



• Advise management on all incident investigations and assist with the identification of action items to prevent re-occurrence.

1.2.7. Manager, Health Services

- Maintain medical records which include WCB forms, and medical reports for the institution.
- Provide medical attention when required.
- Provide medical advice to all stakeholders in the institution.
- Maintain inventory control of clinical supplies and order as needed.
- Participate on health and safety related committees as identified by Executive Director of Human Resources.

1.2.8. Fire Warden

- Provide leadership by personal example.
- Coordinate initial emergency response protocol.
- Ensure Emergency Preparedness Plans are implemented in area of responsibility.

1.2.9. Contractors, Subcontractors and Consultants

- Comply with safety instructions provided by Security, Safety Advisor and as indicated in the contractual agreements.
- Implement and follow an effective health and safety program, or follow Keyano College's Safety Program.
- Conduct work safely by ensuring workers are competent to do so.
- Be aware of and meet the requirements of Keyano College's safety Program.
- Ensure work conducted complies with contractual agreements and regulatory requirements.
- Provide the resources necessary to allow workers to complete their work safely.

1.2.10. Visitors

- Follow all posted signage, flagging, or personal protective equipment requirements.
- Follow instructions of Keyano staff or Campus Security.
- Report any unsafe conditions, injuries or concerns to a Keyano staff member or Campus Security.



1.3. Joint Worksite Health and Safety Committee

- Work in accordance with the Alberta Occupational Health and Safety Act, Regulation, and Code and in particular, Section 31 of the Act.
- Review policies and procedures for the purpose of recommending changes to Executive Committee through the Executive Director of HR.
- Conduct work site inspections.
- Provide leadership as a group, and as individuals, by initiating action or guiding concerns to the appropriate resource for resolution.
- Act as a sounding board for decisions and recommendations.
- Review incident reports and recommend corrective action.
- Promote the training and program implementation.
- Sponsor subcommittees as required.
- Develop goals and objectives on an annual basis.
- Use the Joint Work Site Health and Safety Committee Handbook issued by Alberta Human Resources as a model to assist them in the conduct of their business within the constraints of this policy;
 - Post the names of committee members on the internal website so all employees know who the representatives are;
 - Conduct regular monthly meetings;
 - Record and post the minutes of meetings;
 - o Ensure regular workplace inspections are carried out;
 - Comply with the requirements of the Alberta Occupational Health and Safety Code and outside agencies as required;
 - Promote safe working practices and environments throughout the organization;
 - Ensure committee members are appropriately trained

1.4. Occupational Health and Safety Legislation

A current copy of the Occupational Health and Safety Act, Regulation and Code, as well as all Keyano College Health and Safety Information is available to all Staff, Students and Visitors to the Keyano College Campuses.

Requests for the location and access to these materials, as well as further information about employee rights and responsibilities, can be made to your supervisor.

Versions of the legislation are also available online from the Alberta Queen's Printers at <u>https://work.alberta.ca/occupational-health-safety/ohs-act-regulation-and-code.html</u>.



2.0 Hazard Identification & Assessment

2.1. Hazard Identification and Assessment Process

It is a Keyano College policy that all workplace activities are assessed in order to identify existing and potential risks to health and safety of staff, students, visitors and contractors. Keyano College will take all reasonably practicable measures to eliminate, reduce or control those risks.

2.2. Hazard Identification

A method to identify and control workplace hazards is important to eliminate, minimize or prevent unsafe or harmful conditions and workplace procedures. Each Department will develop a Hazard Assessment for their work activities and areas.

All staff and supervisors are required to take a proactive approach to managing and reporting hazards. When they observe a hazard, they are required to take steps to manage that hazard directly (provided they are adequately knowledgeable / trained to safely do so) – eliminate the hazard or get assistance from persons to do so whenever reasonably possible. When hazards cannot be eliminated immediately, take necessary steps to warn others of the hazards. Report hazards or potentially hazardous situations and acts to their supervisor or the College Safety Advisor.

2.3. Hazard Assessment

The risk assessment is the process where staff and supervisors identify hazards, analyze or evaluate the risk associated with the hazard and then determine appropriate ways to eliminate or control the hazard. This assessment is a thorough look at the workplace to identify those situations and processes that may cause harm, particularly to people. After the identification is made, you evaluate how likely and severe the risk is, and then decide what measures should be in place to effectively prevent or control the harm from happening.

Hazard assessments help to:

- Create awareness of hazards and risks.
- Identify who may be at risk (employees, students, visitors, etc.).
- Prevent Injuries or illness
- Prioritize hazards and control measures

The aim of the hazard assessment process is to remove the hazard or reduce the level of risk by adding precautions or control measures, as necessary.

Hazard assessment are in two different levels: a formal hazard assessment and a field-level hazard assessment. Formal hazard assessments will be completed in conjunction with management, employees and the Safety Advisor. These assessments use a formal Hazard Assessment template. The formal hazard assessment will look at all tasks and the hazards for each department of the College.

Hazard Assessment Templates can be found in Appendix 2. Completed Hazard Assessments must be readily available for employees to review, with copies forwarded to the Safety Advisor for record keeping.



Field Level Hazard Assessments are to be performed at the job site when hazards not covered under the formal hazard assessment could be introduced. These include short duration or uncommon tasks, or tasks in areas that could be subject to a changing environment.

FLHAs must be conducted before the before the work begins, and repeated at reasonably practicable intervals: when a new work process is introduced, when a work process or operation changes, or before the construction of significant additions or alterations to a work site.

Employees who may be expected to complete FLHAs will receive training on how to complete the template and completed forms must be submitted to their supervisor for record keeping.

Field Level Hazard Assessment Templates can be found in Appendix 3 of this document.

2.4 Imminent Danger

Some hazards are significant enough to present a situation of imminent danger. Imminent danger means a danger that is not normal for that occupation, or a danger under which a person engaged in that occupation would not normally carry out the work, Alberta OHS Act requires that all employees and students must stop performing work if they believe that an imminent danger to their health and safety exists. In these situations, their supervisor or instructor must be notified immediately.

3.0 Hazard Control

An important part of the Hazard assessment process is the control of identified hazards. All hazards must be rated using the Risk Assessment Matrix provided below. This matrix is used to identify the severity of potential injury or damage, the probability an incident occurring and the number of workers exposed. The level of risk will determine the type of controls used and the priority of their implementation.

Risk Assessment Matrix

Severity	Probability of Occurrence	Frequency of Exposure
1 - First Aid / Minor Damage	1 - Unlikely to Occur	1 - Few Employees/ Rarely
2 - Lost time / Significant Damage	2 - Could Occur	2 - Small number / Frequently
3 - Fatal / Disability/ Major Damage	3 - Will Occur	3 - Large Number/ Frequently

Hazard Rating (Severity + Probability + Frequency) determines the hazard control implementation priority.

- Rating of 3 or 4 The hazard requires monitoring and may need additional controls in the future.
- Rating of 5 or 6 The hazard requires attention that includes additional PPE or written work procedures.
- Rating of 7, 8 or 9 The hazard requires immediate attention and any task that may expose employees or students will require engineered controls, procedures and PPE.



3.1. Hierarchy of Controls

When beginning to implement control methods, consider the hierarchy of controls to determine which control methods will be the most effective in reducing the risk of injury or illness. There are three categories of hazard control, and control methods are often used in combination to ensure the best level of protection possible.

Engineering is the best method of hazard control, and involves engineering out or substitution of the hazard. Where possible, engineering controls should always be the first option.

Administrative controls are the second most effective method of hazard control, and involve the implementation of practices, procedures and rules to reduce the amount of exposure a to the danger.

Personal Protective Equipment (PPE) is the method of last resort, and should *always be used in combination with other control methods*. For more information regarding PPE, please refer to the *Personal Protective Equipment Safe Work Procedure*.

3.2 Developing Controls

Develop Hazard Controls

Based on the Risk Assessment, focus on the hazards that require immediate attention first. High risk level hazard will require multiple controls to manage the risk. Lower risk hazard can be mitigated with Procedures or PPE.

There are multiple resources available to determine which controls will be effective. OHS legislation and the Keyano College Safe Work Procedures will provide information on hazard controls. For further information, contact the Safety Advisor or speak with a supervisor.

Implementation of Controls

Implementation will involve the installation of engineering controls, the development of policies, procedures, codes of practice, rules and preventative maintenance schedules, and the introduction of PPE. Implementation will also involve training workers and contractors in the use of controls.

Review and Revise

Hazard assessments and controls must be review by management every three (3) years. This will include a reassessment of hazards for specific work areas and positions, a new risk assessment and a review of existing controls.

3.3 Enforcement of Controls

Employee

All Keyano Health and Safety Policies and Procedures must be adhered to by all employees, failure to follow may result in disciplinary action. The procedure for disciplinary action will be followed in accordance with the Employee Discipline Policy.



Student

Discipline for students will be handled in accordance with 110 – Student Code of Conduct Policy, and all of its procedures.

3.4 Preventative Maintenance

It is the policy of Keyano College to maintain all tools, vehicles, and equipment in a condition that will maximize the safety of all personnel. To accomplish this, a Preventative Maintenance Program has been developed which contains the following:

- Adherence to applicable regulations, standards, and manufacturers' specifications
- Services of appropriately qualified maintenance personnel
- Scheduling and documentation of all maintenance work

The Preventative Maintenance Program can be found in Appendix 4 of the Health and Safety Manual.

4.0 Work Site Inspections

Workplace Inspections are an integral part of a successful Health and Safety Program. The Keyano College Workplace Inspection Procedure which includes a workplace inspection form and information on how to complete a formal inspection. The Workplace Inspection Procedure can be found in Appendix 5.

4.1 Inspection Program

Workplace inspections are conducted to identify existing and potential hazards and to listen to the concerns of the workers and supervisors. Inspection results are to be reviewed and documented by the Safety Advisor and Management. Where imminent danger to staff or students is present every effort will be made to put hazard controls in place or eliminate the hazard.

4.2 Types of Inspections

4.2.1 Formal Inspections

Workplace Inspections are to be conducted by personnel in their work environment and are performed to prevent injuries and illness. Through examination of the workplace, inspections identify and record all hazards for corrective action. Departments are to conduct inspections, record the results and assign action items as required.

Formal Inspections will be conducted per calendar quarter, reviewed by senior management, and forwarded to the Safety Advisor for review and record keeping. Inspections should be conducted by, at minimum, a supervisor and a worker.

4.2.2 Informal Inspections

Informal inspections will be conducted to ensure that the current safety practices are effective. All employees are expected to maintain continual awareness of hazards in their work areas. This is



accomplished by supervisors conducting regular walk-through of their areas of authority and by workers checking their work areas prior to commencing work.

No formal inspection report is required; however, any detected hazards must be corrected immediately if the task is within the employee's capabilities. If not, the hazard should be reported to the supervisor, management or Safety Advisor for correction.

4.2.2.3. Fire Equipment Inspections

Fire regulations requires that inspections take place to ensure fire monitoring equipment and suppression systems work, and that fire drills take place to familiarize occupants with the proper procedures. The law requires the following:

- Portable fire extinguishers shall be visually checked and signed every month by the Area Fire Warden. Any problems shall be reported immediately to the Facilities and area management.
- Portable fire extinguishers and standpipes will be inspected on a yearly basis by a qualified technician.
- Kitchen and computer suppression systems must be checked semi-annually by a qualified technician.
- Fire hydrant inspections must be carried out annually.
- Fixed fire extinguishing systems; i.e. sprinkler systems; must be serviced annually by a qualified technician.
- Inspection of fire alarm systems must be carried out annually by a qualified technician.
- Testing of the fire alarm systems will be conducted by security staff on a monthly basis. Deficiencies will be reported to Facilities.

4.3 Inspections versus Hazard Assessment

Hazard assessments allows for the systematic identification of hazards, risk to employees safety, and the implementation of controls to protect the health and safety of staff, students and visitors. Workplace inspections are a way of determining if the controls are working correctly or being used effectively.

5.0 Worker Competency & Training

Before engaging in any hazardous work at Keyano College, Employees must be aware of the health and safety requirements of their job. Some tasks may require special training or education. An employee that is trained, certified and able to perform the task safely is considered to be a 'competent' worker. Competency is determined by a manager or supervisor after reviewing an employee's qualification and observing their on the job performance.

5.1 Worker Training

Employee training may be required to do the job safely. Supervisors will assess employee certification/training prior to any hazardous task. Within the assessment the following will be considered:

- Education
- Certification,



• In house or Third Party Training

Depending on the work assignment Keyano will provide job-specific training for new or re-assigned workers, and will conduct orientations for all workers new to the College.

Contractor's qualifications must be verified, and training or orientations will be conducted to ensure everyone working on the site is aware of how to work in a safe and effective manner, and not endanger those around them.

Training and orientations can be conducted in-house if those assigned to complete it are competent to do so.

Job-specific training may also be completed through a mentor system: having an inexperienced worker paired with a competent worker who is familiar with how to do the job safely and efficiently.

Documentation will show:

- What training was given
- When it was taken
- Who took it
- Who facilitated the session

Documenting this training will help support due diligence, and allow the College to track re-certification and refresher requirements accurately.

5.2 Orientations

Where practical, new employee orientations should be completed during the first week of employment, or before the new employee starts work. The orientation topics should be prioritized, and critical health and safety information should be covered on the first day of employment. Critical issues would include topics such as:

- Health and Safety Policies and Procedures
- Job responsibilities
- Company's responsibilities to provide a safe work place
- Specific job hazards and controls in place
- Incident notification/hazard reporting
- Worker responsibility to refuse unsafe work
- Emergency procedures

Safe work procedures and practices should also be reviewed during orientations and, if required, health assessments (such as hearing tests) may also be done at this time.

Transferred or reassigned employees will receive orientations before they start their new job, as they may face unfamiliar hazards in their new position. This training will be documented when the orientations are completed, who conducted the training, and the names of the employees trained.

Contractors will be provided an appropriate orientation before they start work at the College.



The Keyano College New Hire Health and Safety Orientation Checklist can be found in Appendix 6.

The Contractor Health and Safety Orientation Checklist can be found in Appendix 7.

5.3 Job-Specific Training

There are areas within the College environment where specific on-the-job training is required for employees to do their jobs in a safe and effective manner, (E.g. Instructor versus lab technician.) All required employee training will be determined by a supervisor. This process will consider hazard assessment data.

Only qualified and competent individuals will provide this training.

Job-specific training should be provided to both new and transferred workers, and refresher training must be provided if as required.

Examples of Job Specific Training:

WHMIS is a short form for Workplace Hazardous Materials Information System. It is a comprehensive plan for providing information on the safe use of hazardous materials used in Canadian workplaces. Information is provided by means of product labels, material safety data sheets (MSDS) and worker education programs. The main components of WHMIS are hazard identification and product classification, labeling, material safety data sheets, and worker training and education.

Refer to the Workplace Hazardous Materials Information System Safe Work Procedure for more details.

Transportation of Dangerous Goods (TDG) is also federally regulated, but some provinces have additional regulations. Dangerous goods are solids, liquids, or gases that can harm people, other living organisms, property, or the environment. They are often subject to chemical regulations. In Canada, dangerous goods are more commonly known as hazardous materials, (abbreviated as HAZMAT or HazMat). "HazMat teams" are personnel specially trained to handle dangerous goods. Dangerous goods include materials that are radioactive, flammable, explosive, corrosive, oxidizing, asphyxiating, bio-hazardous, toxic, pathogenic, or allergenic. Also included are physical conditions such as compressed gases and liquids or hot materials, including all goods containing such materials or chemicals, or may have other characteristics that render them hazardous in specific circumstances. Several departments within Keyano require TDG training however the Shipping and Receiving Department normally has first contact with these chemicals before they are dispersed within the appropriate college department.

Federally Regulated Workplaces. All operations of the federal government plus some businesses which cross provincial boundaries (such as Crown corporations, telephone, shipping, radio and television, First Nations reserves and some others) are federally regulated regardless of where they physically reside. Keyano follows several government regulations, including provincial, in the Chemistry Department. These protocols are identified in the *Keyano Chemical Hygiene Plan* and *Keyano Biosafety.*



6.0 Emergency Response Plan (ERP)

Keyano College has a set of emergency procedures that are written in the General Emergency Procedure document. These include guidelines that are related to the safe evacuation of the college facilities when a situation arises. Details are provided in Appendix 8 - General Emergency Procedures

General Emergency Procedures include the following:

- Bomb Threat
- Crime and Suspicious Activity
- Evacuation Plan
- Fire Plan
- Flooding
- Hazardous Material Release
- Lockdown
- Medical Emergency
- Missing Person
- Power and Utility Failure
- Severe Weather
- Wildlife Encounter

6.1 Communication

The provision of information to the internal and external community is the day-to-day function of Marketing and Communications. Within the General Emergency Procedures document, Appendix 8, refers to procedures on dealing with the media.

6.2 Training

Employees will receive training in the General Emergency Procedures manual annually. This training will typically coincide with an emergency drill. Emergency Response Drills will be held annually, at minimum. All training will be documented and a record will be kept by Human Resources.

All Employees will receive first aid training as required by legislation. Training will be scheduled through each employee's supervisor.

6.3 Emergency Equipment

Health Services

There are two nursing stations, one is located at Clearwater Campus and the other at Suncor Energy Industrial Campus. The main campus station is operational while classes are in session. Suncor Energy Industrial Campus is operational on as a required basis.

AEDs

Keyano participates in the PAD program (Public Access to Defibrillators).All of the AEDs are the property of Fort McMurray Fire Fighter's Association Union - Local 2494. The Fire Department performs all maintenance (machines or attachments) for all our machines.



These units are available in case of an emergency for the public to use. See the *Emergency Exit Floor Plans* for the AED locations.

Fire Extinguishers

A variety of portable fire extinguishers are supplied to laboratories or shops through the Keyano campus. The majority of these extinguishers are Multi-purpose. ABC or CO2. The extinguishers are inspected by a contractor once a year however fire wardens will check once a month to insure they have not been tempered with and in proper working condition (seals remain intact).

Eye Wash Bottles/Drench Stations/Faucet Mounted Eye Wash

Saline solution found in the eye wash has an expiry date on the container. The solution should be replaced at this time. Monthly inspection should take place to insure there is an acceptable amount of solution in the containers.

Each department, which has Drench Stations and Faucet Mounted Eye Wash stations, will have yearly tests to insure the mechanisms are functioning properly. Non-functioning mechanisms will be reported to Maintenance for repair at the earliest convenient time.

First Aid Kits

All areas and departments of the College is required to have First Aid kits that are equipped with the Alberta #3 First Aid Kit. Each department is responsible for checking and maintaining their kits to the #3 standard.

6.4 Emergency Management

In the event of an emergency, Keyano College has developed an Emergency Management Plan. This document is located in Appendix 9. It details the College response process for emergency, college/city wide disasters and the activation requirements for the Emergency Operations Centre.

Drills

Semi-annual fire drills must be held. All campus locations should hold them at the start of each semester. Clearwater Campus must also hold evening drills. Housing drills for Clearwater Hall and the Riedel Place apartments shall be carried out annually.

A Lockdown drill will be conducted at least once per year in conjunction with the RCMP.

A post meeting shall be conducted at the conclusion of each exercise to review procedures and duties of personnel involved. The approved changes shall be updated within the documentation as soon as it is convenient and the updated version dated and published.

Campus Security will document all fire drills, evacuations and false alarms at Clearwater and SEIC.



7.0 Incident Reporting & Investigation

Injury/Incident Reporting

Keyano College requires that all incidents and injuries must be reported to the employee's supervisor, or student instructor. Investigations are done on incidents where there is an opportunity to learn how it could have been prevented. Investigations must be completed on Near Miss incidents where injury was narrowly avoided.

The purpose of incident/injury reporting and the subsequent investigation is to accurately determine the immediate and root causes of the occurrence, not to find fault, and to implement or improve controls to prevent reoccurrence.

Employee Responsibilities:

- All Employees shall report all incidents to their immediate supervisor.
- Students shall report injuries or incidents to their instructor.
- Supervisors shall conduct initial investigations with the assistance of the Safety Advisor. Signed incident investigations must be submitted to the safety advisor for record keeping.
- Always ensure that the work area is safe, there are no potential for injury to first responders, and the scene is secured. If the area cannot be secured or made safe, contact your Supervisor and inform them that the area poses a hazard to others.

Near Miss Reporting

A near miss is an unplanned event that has the potential to cause injury, damage or business interruption. At Keyano College, Near Miss incident are investigated and documented using the Incident Report Form in Appendix 10.

In the event of a Near Miss occurring, the following steps will be taken:

- 1. The Employee will report the Near Miss to his/her immediate supervisor.
- 2. The Supervisor will contact the Safety Advisor
- 3. If the area requires securing, or could pose a risk to others, the supervisor will contact Security.
- 4. The Safety Advisor/Supervisor will investigate the incident using the Incident Report Form.

Injury Reporting

In the event of an Injury at the College, the following actions must be taken:

- 1. Determine if the injury is a medical emergency,
 - a. if the injury is severe, Contact 911 Immediately
 - b. After the employee has been cared for by emergency services, contact their Supervisor and inform them of the situation
 - c. The Supervisor will advise Health Services that the employee has been injured and 911 has been contacted
 - d. The Supervisor will contact the Safety Advisor.
 - e. The Supervisor will contact Security if the Scene requires securing or there is a hazard to others.
 - f. The Supervisor will inform their Manager/Director/Vice President of the medical emergency
 - g. The Supervisor and Safety Advisor will begin the Incident Investigation



2. If the injury is not a medical emergency,

- a. The employee will contact their supervisor and inform them of the injury
- b. Employee will report to Health Services
- c. Health Services will advise the Supervisor on necessary medical care and WCB reporting
- d. The Supervisor will contact Safety Advisor and begin Incident Investigation



Incident Reporting Incident with Injury

Property Damage

In the event that a vehicle, equipment or College property has been damage, the following reporting will be required:

- 1. Assess the Employee for injury
 - a. If injury has occurred, follow the Injury Reporting Process
- 2. If the Employee is not injured
 - a. Employee must inform supervisor of the incident
 - b. The Supervisor will contact the Safety Advisor. If the scene requires securing or there is a risk to others, The Supervisor will contact Security
 - c. The Supervisor and Safety will investigate the incident



Incident Reporting Property Damage



Unsafe Acts and Conditions

When observing an unsafe act or condition, take the following actions:

- 1. Intervene with the Employee and ensure that the area or condition does not pose a hazard to others.
- 2. If the hazard cannot be removed, Contact your Supervisor and inform them of the hazard or the unsafe Act.
- 3. The Supervisor will contact the Safety Advisor regarding the Act or Condition.

Refusal of Unsafe Work

All Employees have the obligation to report unsafe conditions and refuse to conduct work that poses a hazard to their health and safety. These situations must be reported to your Supervisor and Safety Advisor immediately.



Environmental Spill or Air Contamination

In the event of a spill or air contamination, please take the following steps:

- 1. Assess for injury or the potential for injury. If someone is hurt, follow the Injury Reporting Process
- 2. If the area has a potential for injury, secure the scene to prevent others from entering the area. Contact your Supervisor and Security Immediately.
- 3. If there is no risk of injury, secure the scene and contact your Supervisor and Security.

Incident Investigation Procedure

Incident Investigation Principles

Keyano College will conduct investigations for all Incidents to find the causes and to prevent similar recurrences. All incidents or near miss incidents, no matter how small, must be reported to the immediate supervisor. The supervisor will investigated the incident and report the incident to the Safety Advisor.

The purpose of the investigation process is to determine the cause or causes of the Incident. Any unsafe conditions, acts or procedures, which contributed in any manner to the Incident, will be identified. These will be used to develop recommended corrective action to prevent reoccurrence of similar incidents.

Investigations will be conducted as in accordance with the Alberta Workers' Compensation Act (WCB) and the Alberta Occupational Health and Safety Regulation (OH&S).

WCB Requirements

A First Aid treatment record is a legal document and must be made available to Alberta or the applicable Occupational Health and Safety Regulatory Authority upon request for review.

Investigations for minor Incidents / injuries / near miss Incidents will be documented and kept on file. There is no requirement for these reports to be sent to Alberta OH&S however they will be made available for review upon request.

The Safety Advisor will notify OH&S of any situation or incident that meets the requirements of WCB or other applicable Occupational Health and Safety Legislation and Regulation.

Keyano College must immediately notify the OH&S of the occurrence of any incident that:

- An injury which results in death
- An injury or accident that results in an employee being admitted to a hospital for a period of time stipulated by regulation
- An unplanned or uncontrolled explosion; fire or flood that cases a serious injury or that has the potential of causing a serious injury.
- 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 the building or structure
- The major release of a hazardous substance.



Incident Investigation Procedure

Incident Investigations must be started as soon as possible after an injury or incident occurs. The injured must be cared for, this include any medical treatment or contact of emergency services. The scene must be secured and all hazard removed to protect responders and investigators. The employee's supervisor will be responsible for leading the investigation, with the assistance of the Safety Advisor. All supervision and management will be trained how to conduct an incident investigation. All employees will participate in the investigation if required. All investigation are required to identify the indirect, direct and root causes. The investigation must identify corrective actions based on these causes. The actions will be assigned to a specific employee for follow up, with a timeline for completion.

All Incident investigations will be reviewed by senior management, signed and returned to the Safety Advisor for record keeping.

Investigation Procedure:

Employee

- 1. Secure the scene. Assess the area for any hazards that could pose a risk of injury to responders. Do not approach the incident scene if there is a risk of injury. Contact emergency services if required.
- 2. Notify your Supervisor if it is safe to do so.
- 3. Flag or barricade incident scene to prevent tampering. Do not remove or change the scene unless it is required to control a hazard or reduce risk of injury.

Supervisor

- 4. Take photos or sketch the incident scene.
- 5. Collect witness statements.
- 6. Collect any documents that may be required. WCB forms, training records, statements, photos, etc.
- 7. Begin to complete the Incident Reporting Forms.
- 8. With the Assistance of the Safety Advisor, determine the root causes of the incident.
- 9. Develop and assign corrective actions with timelines for completion.
- 10. Have senior management review and sign the investigation.
- 11. Return signed copy of investigation to the safety advisor for record keeping.

The Incident Report and Investigation Forms

Keyano has two documents used to report or investigate an incident/accident. The forms are located in Appendix 10.

Incident/Injury Report – Used by the supervisor to document the incident and provide corrective actions.

WCB Claim C040 – Government of Alberta report used to document the events of the Worker injury. These reports are completed by the Supervisor, Manager of Health Services and/or Safety Advisor and subsequently submitted to the appropriate authorities.



Incident Reporting Flowchart



Incident Investigation

8.0 Program Administration

Program Administration ensures that all aspects of the Health and Safety Program are recorded, tracked and maintained. Each supervisor will be responsible with the collection and maintenance of records, with the Safety Advisor providing advice and assistance.

All health and safety records will be kept for a minimum of three years. These records include:

- Employee training records
- Workplace inspections
- Incident investigations
- Preventative maintenance records
- Health and Safety meeting minutes
- Hazard assessments



Communication

It is important to involve all employees in the Health and Safety program and have open communication. Feedback can be provided to supervision, management or the Safety Advisor. This feedback should be documented in workplace inspections, safety committee meetings, incident investigations or provided in writing.

Accountability

It is important that everyone understand their responsibilities for workplace health and safety. The college holds the ultimate responsibilities and is legally and morally responsible for what happens on our work sites.

Supervision and management have the administrative responsibility, and must ensure that required training, supervision, enforcement of the program is maintained and the desired safety results are achieved.

Employees, staff and students have the immediate responsibility to take the required training, use the assigned controls, follow all rules and participate where required in the health and safety program.

Monitoring Statistics

Keyano College had developed a system for recording events in order to compare statistics annually. The safety advisor will maintain the statistics and provide management annual updates on the health and safety program. The system includes the analysis of both leading and lagging indicators.

Statistics will include:

- Lost time and Lost days
- LTI frequency rate
- Restricted work and restricted work days
- Medical Aid
- TRI Frequency rate / Severity Rate
- First aid
- Near Miss

Leading Indicators

Leading indicators measure the activities used by the organization to reduce the likelihood of an incident. These include workplace inspections, committee meeting minutes and incident investigations.

Lagging Indicators

These include all incident and injury statics, including, number, severity and cost.

Audit Process

Annual audits give the college a means of identifying how the health and safety system measures up against a recognized standard. This allows the College to develop an action plan based on the audit, with corrective actions and a timeline for completion.



Health and Safety Program Internal Audits will be conducted annually by the Safety Advisor. This audit will be reviewed with senior management and an action plan will be developed. This plan will include the audit results, assigned corrective actions, and a timeframe for completion. The action plan will be made available for employees to review.

External Audits will be conducted as required.



9.0 Appendix

- Appendix 1 Glossary of Terms
- Appendix 2 Hazard Assessment Template
- Appendix 3 Field Level Hazard Assessment Form
- Appendix 4 Preventative Maintenance Program
- Appendix 5 Workplace Inspection Form
- Appendix 6 New Hire Health and Safety Orientation Checklist
- Appendix 7 Contractor Health and Safety Orientation
- Appendix 8 General Emergency Procedures
- Appendix 9 Emergency Management Plan
- Appendix 10 Incident Investigation Forms
- Appendix 11 Safe Work Procedures
 - 1. Asbestos Management
 - 2. Biological Hazards (Blood and body fluid, Needles, Hantavirus)
 - 3. Confined Space
 - 4. Control of Hazardous Energy (Lock Out/Tag Out)
 - 5. Cranes, Hoists and Lifting Devices
 - 6. Fall Protection
 - 7. Ladders
 - 8. Manual Lifting
 - 9. Noise
 - 10. Personal Protective Equipment
 - 11. Powered Mobile Equipment
 - 12. Safe Work Permits
 - 13. Tools, Equipment and Machinery



- 14. Workplace Violence
- 15. Working Alone
- 16. Workplace Hazardous Materials Information System



Appendix 1 – Glossary of Terms

Audit	An evaluation of an organization's Health and Safety Management System against an approved standard.
Competent Worker	Person who is adequately qualified, suitably trained, and with sufficient experience to safely perform work without supervision or with only a minimal degree of supervision.
Emergency Response Plan	In the College environment, refers to the General Emergency Procedures which deal with a variety of situations and recommended procedures to deal with them.
Emergency Services	Fire Department / Ambulance Service / Hazardous Materials Team / RCMP
Fire Warden	A person who has been assigned an area within the College to oversee when an evacuation is initiated. The Floor Warden will sweep the assigned area, check washrooms, and control pedestrian traffic within the area directing individuals towards the nearest fire exit.
Hazard	A situation, condition, or behavior that has the potential to cause an injury or loss.
	Health Hazard: a physical, chemical, biological or psychological hazard which may cause acute or chronic health effects in exposed employees (e.g. noise, dust, heat, ergonomics, etc.).
	Safety Hazard: a substance, process, action or condition which may endanger the immediate safety of employees (e.g. chemical burns, shear points, slips and falls, etc.).
Hazard Assessment	A process used to identify and evaluate the health and safety hazards associated with job tasks. Provides a method for prioritizing health and safety hazards.
Hazard Control	Method used to eliminate or control loss.
	Engineering Controls: Preferred method of hazard control if elimination is not possible; physical controls implemented at the design, installation, or engineering stages (e.g. guards, auto shutoff, etc.).
	Administrative Controls: Processes developed by the employer to control hazards not eliminated by engineering controls (e.g. safe work policies, practices and procedures, job scheduling or rotation, and training).
	Personal Protective Equipment (PPE): Equipment used or clothing worn by a person for protection from health or safety hazards associated with conditions at a work site (e.g. gloves, safety glasses, fall protection, etc.). Used when engineering or administrative methods cannot fully control the hazards.



Imminent Danger	In relation to any occupation, (a) a danger that is not normal for that occupation, or (b) a danger under which a person engaged in that occupation would not normally carry out another person's work.
Incident	A preventable, undesired and unexpected event that results, or has the potential to result in physical harm to a person or damage to property (loss or no loss).
MSDS/SDS	Material Safety Data Sheets/Safety Data Sheets: Product information containing safety statements. Must be provided for all WHMIS "controlled products" within each specific event site.
Muster Point	Gathering location where all Staff, Students, and Visitors meet if the there is an evacuation of the facilities.
Near Miss	An undesired event that under slightly different circumstances could have resulted in personal harm, property damage, or loss. Also referred to as an incident.
Root Cause	The underlying or basic factors which contribute to an incident.

HAZARD ASSESSMENT FORM

Position/Task:

Conducted by (Team Names):

Copies to (for action):

Supervisor (Name & Title)Signature:Director's Initials:	
---	--

Job/Task or Worksite:	verity	cobability	requency	otal	Control	Recommendations/Actions	OH&S Code Reference	Person Responsible	Date to be Completed	Initial when complete
	Š	Ы	F	Ĩ						
Hazards										

Severity (S):	Probability of occurrence (P):	Frequency of Exposure (F):
1 - First Aid – minor damage	1 - Unlikely to occur	1 - Small number of workers/rarely exposed
2 - Lost time injury or significant property damage 2 - Could occur		2 - Small number of workers/frequently exposed
3 - Fatality/permanent disability or major property damage	e 3 - Will occur if not attended to	3 - Large number of workers/frequently exposed
	S + P + F = Total	
Hazard Rating: Serious(requires immediate attention) - 7	Total=7, 8, 9Moderate(requires attention) – Total=5, 6	Low (requires monitoring) – Total=3, 4

FIELD LEVEL HAZARD ASSESSMEN	NT Department:	
Work Task:		Date:
Task location:	Muster Point:	W/O #:
PPE Inspected: Yes No	Tools/Equipment Inspec	cted: □ Yes □ No
TASKS	HAZARDS	CONTROLS

Flagging/Barricade required? Yes No	Is the worker working alone? Yes \Box No \Box	Nork area cleaned at end of job / shift? Yes \Box No \Box
Were there any incidents / injuries? Yes □ No □		

Please print and sign below (All members of the crew) prior to commencing work, and initial when task is completed or at the end of the shift.

Worker's Name (Print)	Signature	Worker's Name (Print)	Signature

Supervisor (Sign upon reviewing completed card): _____

Access / Egress Hazards	Rigging & Hoisting Hazards	Environmental Hazard
Aerial lift/Man basket (inspected & ta	Lift study required	Work area clean
Scaffold (inspected & tagged)	Proper tools used	Dust / Mist / Fumes
□ Ladders (tied off)	Tools / Sling inspected	□ Noise in area
Slips / Trips	Equipment inspected	Spill Potential
Hoisting (tools, equipment)	Others working overhead / below	Extreme temperatures
Evacuation (alarms, routes, ph. #)	Critical lift permit	Other workers/public in area
Confined space entry permit required		Weather conditions
		MSDS reviewed
Overhead Hazards	Electrical Hazards	Ergonomic Hazards
Overhead Hazards	Electrical Hazards	Ergonomic Hazards
Overhead Hazards	Electrical Hazards	Ergonomic Hazards
Overhead Hazards	Electrical Hazards	Ergonomic Hazards
Overhead Hazards	Electrical Hazards	Ergonomic Hazards
Overhead Hazards	Electrical Hazards	Ergonomic Hazards
Overhead Hazards	Electrical Hazards GFI test Lighting levels too low Working on / near energized equipment Electrical cords / tools condition Fire extinguisher	Ergonomic Hazards
Overhead Hazards Barricades & signs in place Hole coverings identified Harness / Lanyard inspected 100% Tie-off with Fall Protection Falling objects Power lines	Electrical Hazards GFI test Lighting levels too low Working on / near energized equipment Electrical cords / tools condition Fire extinguisher Hot work or electrical permit required	Ergonomic Hazards Awkward Body Position Over extension Twisting / Repetitive/ Bending Motion Working in a tight area Lift too heavy / Awkward to lift Hands not in line of sight
Overhead Hazards Barricades & signs in place Hole coverings identified Harness / Lanyard inspected 100% Tie-off with Fall Protection Falling objects Power lines Hoisting or moving loads overhead	Electrical Hazards	Ergonomic Hazards Awkward Body Position Over extension Twisting / Repetitive/ Bending Motion Working in a tight area Lift too heavy / Awkward to lift Hands not in line of sight Working above your head

REQUIRED HAZARD CONTROLS (Check all that apply and add additional controls in the available space).				
Lockout tag out procedure		Mechanical ventilation		
Hard hat		Ladders for safe access and egress		
Protective gloves		Mechanical aids (dolly etc.)		
Respirator		Atmospheric testing		
Eye protection		Emergency or rescue procedure		
Protective footwear		Scaffolds (Inspected and tagged)		
Hearing protection		Work Permit		
Coveralls		Additional training		
Pedestrian Barricades		Machine guarding		
Stand by worker		Check in protocol with office or		
Confined Space Entry Procedures		Fire extinguisher		
Additional Lighting (e.g. Flashlight)		Fall protection		
Communication device				



Keyano College Preventative Maintenance Program

1. Overview

The proper maintenance of equipment, tools and vehicles is a vital part of a safety program. The preventative maintenance program include the follow requirements:

- An inventory of maintenance items be maintained.
- A maintenance schedule and records with a description of correct actions taken are kept
- Defective tools, equipment and vehicles are removed from service.
- All records are kept and all employees are aware and follow the requirements of the program.

All tools and equipment that employees use must be properly inspected, maintained and kept in good repair. Our maintenance program will reduce the risk of injury, damage and lost productivity.

The qualifications of maintenance personnel are key to the success of a maintenance program. All individuals who perform maintenance work shall have the appropriate skills and training to conduct the work in a safe manner.

All Keyano Employees will receive training on the preventative maintenance program and its requirements. Training will be documented and records maintained.

2. Procedures

The following procedures are required for the success of the preventative maintenance program.

1. An inventory of tools, equipment and vehicles to be maintained.

It is the responsibility of each supervisor to maintain an inventory of all tools, equipment and vehicles that their employees will be using. All tools and equipment on this inventory must be inspected and kept in good repair, if it is removed from service, the inventory must reflect its current status.

2. A maintenance schedule and records with a description of corrective actions taken are kept.

All tools and equipment will require a record of maintenance, a date or schedule for upcoming maintenance, and corrective actions for any identified decencies.

Records

The maintenance program must contain a recording system. Part of this system should be made up of inventories and schedules. The recording system will document what maintenance work was done, when and by whom. Records will also include the pre-use inspection of equipment as per the manufacturer.

Monitoring

The monitoring functions in a maintenance program fall into two areas. First, all employees who are responsible for operating or maintain equipment must monitor that equipment to ensure that



appropriate checks and maintained are done. This is accomplished through the pre-use inspection checklist that is included in each piece of mobile equipment.

Secondly, Management will monitor the entire program to ensure that it is functioning in accordance with this procedure. Management will conduct workplace inspections and audits of pre-use inspections.

Scheduled Inspections and Maintenance

All mobile equipment, vehicles, tools and miscellaneous equipment are to be inspected and maintained according the following inspections as a minimum. Records of all inspections and maintenance should be completed and maintained for review and approval.

Vehicle maintenance will be regularly scheduled as per the manufacturer recommendations, and completed by qualified personnel. Vehicles assigned to employees must have a monthly inspection with submitted written records.

Safety equipment shall be inspected prior to every project. All repairs must be completed prior to use. Broken or damaged equipment shall be tagged and removed from service. Equipment shall be repaired by qualified personnel only.

3. Defective tools, equipment and vehicles are removed from service

All tools, equipment and vehicles that are broken, require repair, unsafe or damaged will be removed from service until they can be repaired or replaced. They will be tagged or clearly marked as removed from service. All repairs will be completed by qualified personnel only. All records of remove from service, repairs and maintenance will be maintained.

Employees will not, under any circumstance, use defective tools, equipment or vehicles prior to their repair or replacement, failure to do so will result in disciplinary action.

Employees will not repair or modify any tool, equipment or vehicle unless they are competent to do so and have supervision approval.

Information on the removal of service tag must include:

- Date
- Name of the worker who identified the deficiency
- Description of the tool or equipment (Serial number)
- Description of the defect.

4. All records are kept and all employees are aware and follow the requirements of the program.

All maintenance of equipment will require written documentation which is to be kept for a period of three years. The following are examples of documentation to retain:

- General invoicing and receipts
- Vehicle/equipment inspections (daily, monthly, annual)
- Vehicle/equipment certifications
- Pre-use inspection logs
- Employee Training or certifications



3. Definitions

Preventative Maintenance - Preventive maintenance (or preventative maintenance) is maintenance that is regularly performed on a piece of equipment to lessen the likelihood of it failing. Preventive maintenance is performed while the equipment is still working, so that it does not break down unexpectedly.

4. Exceptions

This program only applies to tools, equipment and vehicles that require regular servicing as per the manufacture.



WORKPLACE INSPECTION REPORT

Inspection Team	NAME	SIGNATURE	NAME	SIGNATURE
Workplace Inspector(s)				
Date of Inspection		Department Head		

Instructions for completion:

- 1. Use as many sheets as required
- 2. Send completed sheets to the department head of review
- 3. Email signed copies to the safety advisor.

All instances of marking 'no' on this form require a corrective action to be assigned to an employee. These actions must be reviewed by the department head and a date for completion recommended.

Area Inspected:					
General	YES	NO	Corrective Action	Assigned Employee	Date for Completion
Copy of OHS Act, Regulation and Code Available for employee access.					
Copy of Keyano's Health and Safety Policy posted in work area.					
Minutes from the most recent Joint Health and Safety Committee Meeting Posted.					
Keyano College Emergency Procedures booklet posted in area.					
--	--	--	---		
Emergency evacuation routes posted.					
First aid kit fully stocked.					
Signage in place for first aid kit and first aid responders.					
Fire Extinguishers have been tested, certified and available for use.					
Emergency Lighting is in place and working properly. Exits are clearly marked and free from clutter, debris and obstructions.					
Employees are aware of the emergency procedures and the location of muster point.					
Noise level acceptable.					
Building/Environment			·		
Good air quality; air is free from dust, gases, fumes, sprays. Ventilation is working correctly.					
Building lighting is adequate, no dark spots. All fixtures are mounted properly and safely.					
No broken or burnt out bulbs; no overly dirty/dusty lights					

All light switches are functioning properly			
 Doors are functioning properly All locks are working All doors can be opened and closed Nothing is blocking the door 			
Windows are all functioning, no drafts, leaks or broken windows. Windows that can be opened can be opened and closed.			
Items affixed to walls are hung properly and do not present any hazards.			
Elevators have been inspected and are properly licensed (if area does not have elevator, leave blank)			
Flooring is in good condition; no loose materials, debris or worn carpeting.			
Stairs and aisles are clear and unblocked			
Stairs are well lighted.			
Handrails for stairs, ramps and aisles are in good working condition			
Halls and aisles are free from clutter and debris.			
Electrical systems are adequate? (Circuit breaker doors are closed, no temporary extension cords used,			

multiple power stripes used in a row, etc.)				
All electrical outlets working, no outlet overloaded.				
Are all no-smoking signs posted where required?				
Tasks and Equipment				
All employees have been trained in the proper use of emergency equipment, PPE, ladders, step stools, WHMIS, Etc.				
Personal Protective Equipment is worn or available if required.				
Employees have been trained in the proper use and maintenance of equipment if required.				
Equipment is well maintained, not broken or damaged and is being maintained according to manufacturer directions.				
Tools and equipment is stored properly.				
Employees have completed training on safe lifting technique.				
Office and Storage Areas		·	·	
Materials are stored safely and out of the way.				
Cabinets and shelving units are not overloaded and material on them are stored safely and securely.				

Keyano College Workplace Inspection Form

Ladders, step ladders and step stools are in good working condition and are being used properly.			
Garbage, waste and recycling removed on a regular basis. Are all rubbish disposal areas kept clean.			
Furniture and office equipment functional and in good repair.			
Extension cords are not being used excessively.			
Computer cords and wires out of walkways, not a trip hazard.			
Are all electrical cords free of frayed areas, splices or worn conditions.			
Are desk and file drawers routinely kept closed when not in use.			
Outside and Entrance		·	
Floor Mats are used to prevent slips at entry points; floors are mopped dry when wet or signage posted.			
Walkways and paths are in good condition/maintained			
Outside stairs, stairways and entrances clear and unobstructed.			
All outdoor lights working properly			

Snow is removed and pavement clear of ice. Salt/sand provided.			
Exit signage in place and working.			
Washrooms and Break Areas			
Employees have access to clean water. Drinking fountains working properly.			
Washrooms are kept clean and have adequate supplies.			
Dangerous Substances			
Are there and WHMIS products in the area.			
If yes: • All WHMIS products labeled • MSDS available • Workers Trained in WHMIS			

Additional Comments



New Employee Orientation Health and Safety Checklist

The new employee orientation is to be completed in two parts:

- 1. Employee orientation in new work place by Manager/Supervisor/Senior person
- 2. Emergency Procedures and first aid by the Supervisor.
- 3. Form to be returned to HR when completed.

Employee name:						
Position (tasks):						
Date hired:	Date of ori	entation:				
Reason for orientation:						
Worker is new to the workplace Worker has moved to another area of the workplace with different processes/hazards Worker is relocated by an employer to a different workplace/location with different processes/hazards Worker is returning to the workplace, and processes/hazards have changed while the worker was away						
Person providing orientation (name and pos	sition):					
	Initials	Initials	-			
Workplace Orientation	(Supervisor)	(worker)	Comments			
Rights and responsibilities						
General safety and health duties and responsibilities of employers, workers and supervisors						
Worker right to know, participate and refuse unsafe work and right to protection from discrimination						
Supervisor name and contact number provided						
Procedure for reporting unsafe conditions/hazards in the workplace provided						

Safety and Health Committee and the Safety Advisor name(s) and contact numbers provided		
Policies, programs and safe work procedures		
Review of the Health and Safety Policy and Manual		
Safe Work Procedures (Working Alone, Workplace Violence, etc.)		
Workplace Inspections		
Incident Investigation		
Employee Training Requirements		
Hazards and Control measures		
Review of Employee Hazard Assessment		
WHMIS Training		
Location of MSDS		
Personal Protective Equipment (Locations, Type, Maintenance and use)		
Field Level Hazard Assessment		
First aid		
Location(s) of first aid kit(s) and eye wash facilities		
Means to summon first aid First aid attendant name and nurses station		
Procedure for reporting injuries and illnesses		
Emergency procedures		
Locations of emergency exits and meeting points		
Locations of fire extinguishers and fire alarms		
How to use fire extinguishers		
What to do in an emergency situation		

Emergency contact (numbers)	
General safety and health duties and responsibilities of employers, workers and supervisors	
General Emergency Procedure	
Prohibited or restricted area or activities	
Biosafety Orientation (Required for Lab Access)	

Supervisor Name _	Signature	
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Employee Name ______ Signature _____





Contractor Orientation Manual

INTRODUCTION

Keyano College is committed to providing a safe environment for students, staff, visitors and contractors. The College Occupational Health and Safety Program promotes health, safety and well-being.

Under the Alberta Health and Safety Act, the College is required to meet or exceed Occupational Health and Safety legislation.

All contractors working on the campus are required to meet or exceed the Regulations and Codes outlined in the Alberta Health and Safety Act. Contractors must conduct themselves and their duties in accordance with College Policies.

Keyano College has developed a detailed Contractor orientation program that outlines the responsibilities of all contracted workers, including: Prime contractors, general contractors, sub-contractors, service contractors, consultants, and other parties conducting maintenance related work on the campus. Contractor Health and Safety orientation is conducted to develop good relationships between the college and workplace parties. For the purpose of this report the term contractor will include prime contractors, general contractors, sub-contractors, service contractors and consultants.

The Contractor Orientation Program covers the following items:

- Roles and responsibilities
- Contractor Occupational Health and Safety Requirements
- Contractor Requirements
- Orientation
- Hazard Assessments
- Inspections
- Incident/Accident Reporting
- Documentation
- Additional resources
- Definitions
- Sample Permits, Hot Work Permits, Lock Out Tags
- Emergency Numbers

ROLES AND RESPONSIBILITIES

The Keyano College Safety Advisor is a resource to contractors and will facilitate contractor Health and Safety accountability.

Safety Advisor

- Monitors contractor accountability to the Health and Safety Program
- Where required, provides support for contractors to resolve health and safety issues
- In the event of "Immanent Danger to life or loss of Property" issues a stop work order
- Provides corrective actions for stop work orders to ensure work is completed in a safe, timely manner
- Reviews all Contractor safety documentation

Security Staff

- Provides controlled access,
- Provides contractor orientation manual and forms
- Provides first aid and emergency assistance
- Provides "Working alone" protection for contractors and staff and

Prime Contractor

The "Prime Contractor" must comply with the requirement outlined in the Occupational Health and Safety Act, Regulations and code, as it relates to section 3 (Alberta OH&S Act & Code).

Keyano College as Prime Contractor

Keyano College as owner of the property and worksite is also assigned the role as Prime Contractor. The College contact who is the immediate contact for contractors conducting work on behalf of the college can also be assigned as the Prime contractor under the regulations of the Alberta Health and Safety Act.

Under the Act, and where the College operates as the prime contractor, the College has the following responsibilities:

- Conducts documented workplace inspections to ensure that Environmental. Health and Safety regulations are followed
- Where possible site inspections are conducted prior to work beginning and 30 minutes after work is completed.
- Inspection findings are communicated to employees, students, workers and safety personnel. Where required inspection documentation and follow up handled through the appropriate department or agency
- When there is a situation, where an immediately threat to life, health or property is present, the college shall communicate the health and Safety concerns to the area site supervisor, contractor or employee.
- The college retains the right to stop all work until safety issues are resolved.
- The College Safety Advisor or representative will meet with the contractor to identify, document and mediate health and safety concerns and resolve safety issues.
- Follow the rules and regulations as provided in the Alberta Occupational Health and Safety legislation.

- Manages the workplace area safety notifications. Ensures signage is posted to reduce injury to staff and students.
- Reports all injuries and incidents to the Health Services, Security and Safety Advisor

CONTRACTOR REQUIREMENTS

The College requires that contractors, general contractors and prime contractors adhere to Keyano College Occupational Health and Safety program and all applicable legislation. All contractors will be required to complete the "Contractor Orientation Program" and sign indicating that they understand the contents of the program and their responsibilities. The contractor shall follow (but not limited to) the basic occupational health and safety rules listed below:

- All workers must ensure that proper protective equipment is worn and maintained in good working order
- Ensure that first aid services, equipment and supplies required under the Alberta OH&S Code are provided.
- Contractors must take all necessary steps to maintain the workplace in a safe working order
- When directed by the College (or Colleges representative) to stop work due to unsafe conditions, the contractor will immediately stop work and take corrective actions to make the work place safe. The workplace will be shut down until the worksite is deemed safe by the college safety representative.
- Workers must have the right to refuse unsafe working conditions as outlined in the Alberta Occupational Health and Safety Act.
- Must provide competent staff and supervisors when on site
- Contractors must provide proof of adequate contractor liability insurance upon request. Contractors and their employees must be covered under WCB.
- The contractor must investigate all incidents/accidents and provide follow up recommendations.
- The contractor shall ensure that all staff receive contractor orientation.
- Contractors "must" adhere to the College Hot Work Permit Program.
- Contractors "*must*" contact the College Electrician prior to shutting of any power or re-energizing power to any circuit. The College follows a "Lock Out/ Tag out" system that must be followed.
- Where possible the contractor shall take every opportunity to make the workplace safe for students, staff and employees.
- Contractors must provide the college with a health and safety manual for review.

ORIENTATION

The contractor orientation manual is the first process in the screening of preferred contractors. The pre-screening process will verify that contractors have adequate contractor liability coverage, WCB coverage and understand their responsibilities while on campus. The pre-screening also provides the contractors with resources, contacts, parking information, worksite tours and general directions. The contractor orientation is available at security, the Safety Advisor's office and on-line. On-line forms can be e-mailed directly to the addresses shown at the bottom of the form.

The contractor orientation is designed to inform workers of college policies, procedures and identify potential hazards. All workers who perform or intend to perform work on the college campus to complete a contractor orientation. Contractor orientation will be required annually. Contractors that have completed the orientation will be listed in the Approved Contractor booklet at Security, Power Plant and the Safety Advisor's office.

In work areas where high voltage, natural gas lines and/or science labs are present contractors are required to notify Security, Power Plant and the Safety Advisor. Where possible a tour of the space will be provided identifying hazards, emergency equipment and escape route due to the risk of a major loss. Where Science Labs are present a secondary approval will be provided by the senior science professional. The work commencement and completion approval for the Science Lab, will be documented in writing through the Safety Advisor and the Senior Power Plant Operator.

Where roof access is provided the contractor will use approved safety equipment, harnesses and ensure personnel have been trained to operate safely.

In cases where the contractor is required to work alone, the contractor will inform security and communicate with security every 30 minutes. When no communications can be possible, security will conduct scheduled "*Working Alone Inspections*." Working Alone inspections will be performed every 30 minutes until work is completed or normal communications is restored. The working alone inspections will be documented and reviewed by the Safety Advisor. Every effort will be made to ensure contractor safety while operating on College premises.

Prime Contractors (including the College) and large companies must conduct their own orientation informing workers of company policies, procedures and hazard identification and worker responsibilities while on site. The orientation must include the following requirements:

- OH&S Act requirements
- Security Requirements
- Worksite Tour
- Specific Worksite Hazard Assessment
- PPE Requirements
- Alarm notifications
- Emergency Response
- Incident/Accident reporting requirements

Exceptions to the contractor orientation are limited to emergency service calls where the contractor orientation would impede emergency repairs. The Safety Advisor, Power Engineer, or Security will conduct the worksite inspection, identify the location of emergency equipment and provide the service contractor with emergency contact numbers.

MAJOR PROJECTS - HAZARD ASSESSMENT

In all cases the Prime Contractor, College acting as the Prime Contractor, Contractor, Sub-Contractor and Worker must conduct a thorough workplace hazards assessment. Hazard Assessments must be provided to the Safety Advisor for review.

When the College acts as the Prime Contractor, the college retains the right to conduct hazard assessment audits. The audit assessments are conducted to remove unsafe work conditions. Where workplace conditions change and/or new hazard are introduced a follow up hazard assessment audit can be conducted.

INSPECTIONS

All contractors are required to perform regular worksite inspections. Worksite inspections should be documented and should identify any necessary actions to correct hazards, identify who is responsible to correct them and ensure

workers, staff, students and visitors are not subject to injury. Where there is an imminent exposure to injury, loss of life or property the workplace should be stopped. In circumstances where the college conducts a stop work order or a recommendation made to correct an unsafe act the contractor shall be required to prove and document the corrective action taken. Inspections shall be recorded.

DOCUMENTATION

The Safety Advisor, Security and Facilities will retain a copy of the Worker Orientation Checklist. Contractors who have completed the orientation training can proceed to security to gain access to the worksite.

Facilities will retain copies of the Contractor Worksite Inspection form, Hazard assessment forms, and any related photographs for a reasonable amount of time as determined by the project.

INCIDENT/ ACCIDENT REPORTING

The Keyano College Safety Advisor will retain a copy of any workplace accident/injury reports, Worksite inspection reports, Workplace Hazard Assessment reports, and photographs. Established rules for contractor confidentiality will be maintained. Health Services patient confidentiality rules will be in effect. Contractors that use the service of Health Services are required to provide sufficient details to complete WCB, accident /incident reports. In the event of a major accident/injury, 911 will be called. A follow-up call to Security must be placed as well, so that person receives the most rapid treatment possible.

Contractors who are acting in a prime contractor role will conduct their own incident investigation and will provide the college with a copy, if requested.

OTHER

Personal Protective Equipment

As part of the contractor responsibilities, contractors are required to have appropriate PPE for the work being conducted. PPE must be mentioned in the contractor hazard assessment prior to work commencing and must be in good working order. Consultant along with contractors shall provide their own PPE prior to starting work.

Confined Space

Contractors are required to have competent and trained personnel as per part 5 of the Alberta OHS Code and Regulations. Confined Space Permits must be completed and posted in the confined space area.

Fall Protection

Fall protection will depend on where and what type of activity is being performed. A fall protection plan shall be included in the site safety plan.

Key points to the fall protection plan include:

- Fall protection system used at the work site must be of an approved method i.e. travel restraint system, safety net, control zones, guardrails, etc.
- Adequate anchor points must be provided

• Confirmation of clearance distance must be communicated to all personnel i.e establishing control zones of a minimum 2 meter from any edge without a 1 meter parapet.

Rooftop Access

All safety equipment and controls must be in place prior to entering on to any roof top. Contractors shall notify Security when commencing work on the roof top and when work or fire watches are complete on the roof. No unauthorized personnel are permitted on the roof.

Asbestos Management

Keyano College has a comprehensive Asbestos Management Program. The program identifies current locations of asbestos to identify all exposure areas. When in mechanical rooms or areas where the pipe insulation is unknown PPPM should be contacted. Facilities will confirm if any asbestos is present. For more information concerning asbestos please contact facilities or the Safety Advisor.

False Fire Alarms

False alarms cause an unnecessary disturbance to the College. To avoid false alarms contractors are required to notify security prior to any hot work and identify the area they are working in. Contractors should ensure they have a safety plan in place, must ensure all equipment in in good order and must ensure that any permits i.e. hot work permits, electrical permits, etc. When an alarm is accidently activated by the contractor, the contractor must notify security immediately.

Altering Controls

When it is necessary to alter control valves, switches, breakers or other equipment the contractor must inform PPPM of the condition. The information should also be added to the back of the Keyano College Contractor agreement form.

EMERGENCY NUMBERS

Local Fire/Ambulance/Police 911

Gas leak - 1-800-511-3447

Ammonia Leak - 911 and 8935

Security Desk - 791-4911

Safety Advisor - Cell 780-838-4152

Health Services - 780-792-4808

HOT WORK PERMITS, LOCK OUT PERMITS

Lock Out / Tag Out

Keyano College has adopted a **Lock Out Tag System** which is designed to provide access control of hazardous energy. The lock out / tag out system protects students, staff, visitors and contractors from accidental contact with hazardous equipment or energy. The systems rule cannot be altered or modified without written consent by the issuer.

The Lock Out tags cannot be installed or removed by anyone other than the issuer. The Lock Out tags will be administered by the College. Removal of lockout tags without permission of Facilities may be cause for dismissal.



Hot Work Permits

The Hot Work Permits are administered through facilities or security. Hot Work Permits are only issued to contractors that have reviewed the contractor orientation program and have signed the log. Contractors must adhere to the conditions on the hot work permit and where these conditions cannot be met must inform the Safety Advisor, Facilities or Security. In areas when working in extreme environments the contractor may require the use of a fire watch. Fire watch rules and additional fire equipment will be provided by the contractor.

DEFINITIONS

Competent Worker -An individual who has qualified to perform the work, received adequate training, and can operate safely without supervision.

Contractor – A person, business, organization that has been requested to conduct work, repairs, installations on the college property or equipment.

Hot Work Permit – The hot work permit system is designed to reduce the college's exposure to fire conditions from cutting, grinding and welding. The form is required to be signed by the persons performing the work and the college's representative thereafter. Hot work permits samples are attached. The forms are mandatory for this type of work.

Lock Out Tags – Lock out tags are used for locking out equipment, motors and switches in order to protect the personnel working on the equipment.

Prime Contractor – The prime contractor for the worksite is the Keyano College, unless the designated to a contractor in a written agreement.

Clearwater Campus

NORTH









GENERAL EMERGENCY PROCEDURES

The *General Emergency Procedures* for *Keyano College, Alberta* provides the safety procedures to operate a safe working environment during the delivery of the programs on and off the campus. Other documents or manuals address specific items related to direct operation of a specific subject.

In the Table of Contents, links are provided to key Section Headings for your convenience.

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GENERAL EMERGENCY PROCEDURES

Overview

The College is required by law to ensure fire regulations are followed at all times, that proper safeguards are in place, that inspections are carried out according to fire codes, and, that staff and students know proper evacuation procedures in the event of an alarm and/or fire.

Regulations

Keyano College requires an action plan in the event of a fire alarm or potential emergency and must have procedures governing responsibilities for maintaining the facilities free from fire hazards.

These procedures pertain to the Keyano College buildings and facilities listed below:

- Clearwater Campus (CC)
- Bob Lamb Industry Education Centre (BL)
- Oilsands Power & Process Engineering Lab (OPPEL)
- Suncor Energy Industrial Campus (SEIC)
- Keyano Housing
 - a) Clearwater Hall
 - b) Riedel Place
 - c) Penhorwood Place
- Syncrude Sport and Wellness Centre (SSWC)
- Heating Plant
- Fort Chipewyan Campus
- Syncrude Technology Centre (STC)
- Conklin Learning Centre
- Fort McKay Learning Centre
- Gregoire Lake Learning Centre
- Suncor Energy Industrial Campus

This document details the actions and responsibilities required of departments, staff and students during an alarm. It specifies the various inspections required by law that must be carried out and the responsibility for these inspections and checks.

FIRE or MEDICAL - All PERSONNEL

In the event of a fire or medical emergency, call 911 and then Security 780-791-4911

When reporting an emergency the following information needs be provided:

- Name
- Type of emergency (injury, fire, chemical spill, etc.).
- Number of people involved.
- Location of the emergency (where possible, use the room number).
- Where the emergency response team can be met for guidance to the location.

First Aiders responding to an injury/incident shall:

- Assess and take control of the situation (make area safe prior to entering)
- Designate someone to initiate emergency reporting.
- Commence airway, breathing, and circulation assessment.
- Administer First Aid and/or CPR/AED as required.
- Turn over control of the scene when a more qualified responder arrives and assist as requested.

Others at the scene can assist by:

- Reporting the occurrence.
- Meeting the emergency response team.
- Controlling traffic or personnel.
- Reporting the injury/incident to your supervisor.

Emergency procedures shall be posted throughout the work area and occupied buildings.

Emergency phone numbers shall be placed at all phones.

Emergency Procedures – Fire Warden

Each Fire Warden should be familiar with the following items, regardless of the emergencies, within their assigned area:

- Location of the written plan.
- Evacuation routes and assembly points.
- Emergency phone numbers.
- Chief Fire Warden and other Fire Wardens.
- Trained first Aiders and their names.
- First aid kits, AED's and their locations.
- Location and training in use of fire extinguishers.

- Familiarization with audible alarms.
- Hazardous material spill control procedures.
- Incident/injury reporting procedures.
- Shutdown of equipment as necessary.

Fire Emergencies in College Buildings

- 1. Activate fire alarm system located along exit route (Wood Buffalo Fire Department is dispatched automatically.)
- 2. Close door(s) in fire area.
- 3. Evacuate fire area and building.
- 4. If possible, call 911 or Campus Security, provide your name, location, and nature of fire emergency.
- 5. Chief Warden will meet fire department at main entrance.
- 6. Only attempt to extinguish fire if no danger exists, the first three steps have been followed, and you have been trained in the use of a fire extinguisher.

Fire Prevention

In accordance with the Alberta Fire Code:

- Fire doors shall not be propped open except on a temporary basis to facilitate work. Close the door as soon as possible.
- Keep fire exits clear of obstructions.
- Access to fire extinguishers and other emergency equipment must be free of obstructions.

Familiarize yourself with the location of fire alarm pull stations, extinguishers in your work area, types of fire extinguishers, and their usage.

Move away from the outside exits.

Media Protocols for any emergency situation

When media or outside sources contact the college with regards to any emergency, a designated person from Marketing and Communications, will be the spokesperson for the Keyano College. Please refer any inquiries to the Director of Marketing and Communications. Do not provide outside sources, in particular while the emergency is in progress, with any information which could compromise the situation.

BOMB THREAT

Overview

The purpose of a planned response to a bomb threat is to minimize the potential risk to personnel and assess potential property damage.

Most bomb threats are intended to cause an atmosphere of panic, anxiety, and disruption. The majority of bomb threat cases are from people who are in some way upset with the organization.

Treat bomb threats seriously, but don't panic. All bomb threats should be treated as genuine until proven otherwise.

Threats are of two types:

- 1. **Specific Threat** this type of threat is more credible, but the least common. The caller may have definite knowledge that a device has been, or will be placed, and wants to minimize injury and damage. The caller provides a description of the device's exact or approximate location and detonation time.
- 2. **Non-Specific Threat** this is usually a simple statement, with little or no additional information, that a device has been placed. The caller wishes to create alarm or panic and, in most cases, the threat is a hoax.

BOMB THREAT PROCEDURES

General Bomb Threat Procedures

When a bomb threat is received by telephone, the person receiving the call should:

- 1. Listen carefully.
- 2. Be calm and courteous.
- 3. Do not interrupt the caller.
- 4. Obtain and record as much information as possible
- 5. Attempt to keep the caller talking as long as possible.
- 6. Notify another person on site if you can, preferably while caller is on line.
- 7. Notify the RCMP (911), Campus Security and/or Chief Warden.

Once RCMP Arrive on Scene

- 1. The Campus Security Supervisor and the Chief Fire Warden will ensure that the RCMP are directed to the person who received the call or package.
- 2. The Campus Security Supervisor and the Chief Fire Warden will coordinate a search of the facility under RCMP direction.

Note: No evacuation is carried out at this stage unless ordered by the RCMP.

If a Suspicious Package Is Found

- 1. Do not touch or move package.
- 2. Mark package location and advise of its whereabouts.
- 3. Evacuate immediate area of package.
- 4. RCMP will determine what to do with package and provide instructions.
- 5. If RCMP order the evacuation of the facility, the Campus Security Supervisor or Chief Warden communicates the evacuation order and the Chief Fire Warden, and Fire Wardens direct the occupants to evacuate in accordance with the evacuation plan.
- 6. When the all clear is provided by the RCMP, the Campus Security Supervisor or Chief Warden will inform the Chief Fire Warden and Fire Wardens to relay this information to facility occupants.

If a Package Is Not Found

- 1. RCMP will determine whether or not it is safe to have staff remain in the facility and advise the Campus Security Supervisor or Chief Warden accordingly.
- When the all clear is provided by the RCMP, the Campus Security Supervisor or Chief Warden will inform (a) the Chief Fire Warden and Fire Wardens to relay this information to facility occupants, and (b) the senior management representative of the College
- 3. The Campus Security Supervisor or Chief Warden coordinates a debriefing meeting and the preparation of a post-incident evaluation report (including lessons learned and actions to improve the response plans).
- *Note:* All threats, including bomb threats, genuine or otherwise, must be documented and reported to the RCMP and security for follow up.

CRIME AND SUSPICIOUS ACTIVITY

OR SUSPICIOUS PACKAGE

Overview

It is everyone's responsibility to report anything that is suspicious or out of place, such as an unattended object, especially in crowded or public areas. You should also report any suspicious packages or incidents you may encounter to Campus Security at 780-491-4911.

Suspicious Packages may be characterized by the following:

- Unusual shape
- Unusual or unexpected point of origin
- Unusual odors, sounds
- Powder adhering to the object, oily/greasy stains or leaking liquids
- Excessive postage
- Excessive wrapping, tape or string

If you see something suspicious, please call Campus Security at 780-491-4911. If there is a life-threatening emergency, please call 911.

When reporting *Suspicious Activity*, it is helpful to give the most accurate description possible, including:

- Brief description of the activity
- Date, time and location of the activity
- Physical identifiers of anyone you observed
- Descriptions of vehicles
- Information about where people involved in suspicious activities may have gone
- Your name and contact information

Suspicious Package - Procedure

If you believe you have received a suspicious package or object:

- Do not touch, move or tamper with it.
- Call Campus Security at 780-491-4911 and provide them with the location of the suspicious object.
- Wash your hands if you have handled the item and seek medical advice.
- If safe to do so, remain at the location until Campus Security arrives.

If you inadvertently open a suspect package/letter or if it is leaking liquid or an unknown substance, you should:

- Set the item down carefully.
- Call Campus Security at 780-491-4911 and provide them with the location of the suspicious object.

- Leave the area and wash exposed skin with soap and water. Seek medical advice.
- Return to an area adjacent to the initial exposure and wait for Campus Security (for example, a hallway outside the room).
- Do not allow others into the area.

Remember that this is NOT a medical emergency, but it is a potential contamination problem.

Note: This is also a potential crime scene: preserve evidence and pay attention to what you have seen or done.

CRIME AND SUSPICIOUS ACTIVITY

If you witness a criminal act, or if you see suspicious activity or individual(s), do not physically confront the person(s) responsible.

Call Campus Security at 780-791-4911

Provide the following information:

- Location and details of the incident.
- Your name and contact number.

Personal Safety

Reduce your vulnerability to crime with these simple tips.

Be alert and aware of your surroundings:

- Make sure you are aware of bus schedules, building closing times, etc.
- After dark, walk with a friend or use the Safewalk program.

Secure your belongings:

- Do not leave valuables unattended: laptops, backpacks, phones, etc.
- Use approved anti-theft locks on lockers and bikes.

Secure your vehicle:

- Close windows and lock doors.
- Take valuables with you; don't leave them in the vehicle.

Know the location of campus Emergency Red Phones, which connect directly to Campus Security.

EVACUATION PLAN

Overview

The purpose of this Evacuation Plan is to provide students, staff and visitors a systematic plan for leaving the facilities in a safe and orderly manner. The Keyano Evacuation Plan will not replace the actions of the Emergency Services when on site but to compliment it. Some components of this plan are from the Fire Plan. As each situation is unique a judgment call will be made in the best interests of individual safety.

Organization

The Emergency Exits Floor Plan indicates the area of responsibility for a Fire Warden who is assigned to each wing/floor/area on the campus. Their responsibility will be to coordinate evacuation procedures of their assigned areas of the facility.

Emergency Services

This could include one or all of the following: RCMP, Fire Department, and Ambulance. Once Emergency Services shows up on site, they then become responsible for the evolving emergency situation. At this point, Keyano staff will be assisting where practical. The Emergency Services plan will supersede any Keyano document when an emergency arises. The Fire Warden will become familiar with the protocols within the Health and Safety Manual (HSM) and General Emergency Procedures (GEP.)

Evacuation

Once a fire alarm is activated the plan goes into immediate effect. Individuals are to follow the instructions on the *Emergency Exit Floor Plans* for exit information. The evacuation follows similar to the Fire Evacuation Procedure from the Fire Plan. There are procedures to be followed by Campus Security, Fire Wardens, Chief Warden and supervisor personnel. Contact with Emergency Services staff is normally done through the Campus Security. The MUSTER POINT for fire and evacuation are identified on the Campus Maps. Use a student or staff roster as your muster point checklist.

There could be a variety of incidents an evacuation maybe warranted. Examples are: smoke, fire, hazardous materials spill, flooding, bomb threat, and blackout. There are Emergency Routes posted outside of the classrooms/labs. Exits and routes are identified on the Emergency Exits Floor Plans.

Fire

Fire can start for a variety of reasons. Care must be taken in the storage of flammable materials and where there is also a hazard of water and electricity. Once the fire alarm has been activated, the Fire Evacuation Plan and Evacuation Procedure takes effect.

Hazard Materials Spill

A variety of spills can occur in some of the selected areas and may require evacuation. The Fire Warden should be aware of the WHMIS information regarding the liquids in their area. If a spill occurs (regardless if it is minor or major) the Campus Security and the Safety Advisor will be notified. Where practical and possible, insure the material is contained, then inform the appropriate authorities. There is a remote chance that an evacuation may be initiated, dependent on the situation. Faculty supervisors and/or technicians will determine if this is warranted and then put into place the Evacuation Plan. The Chief Warden must be notified before the Evacuation Plan is initiated, to avoid personnel exiting through the contaminated area.

Electrical

Majority of the electrical problems or concerns will be handled by Keyano Facilities department. A power failure or blackout on Campus will be coordinated by Facilities and the local utility company. Campus Security can be contacted to initiate the request.

When the Evacuation Plan goes into effect, in particular the labs, all power equipment, water and gas must be shut down in the immediate area. The power will be restored to the lab areas once the all clear has been given to Keyano College, subsequently to the Campus Security Supervisor or Chief Fire Warden who will contact each Fire Warden. The power then will be restored to the facility and then to the area so that the classes may resume.

Incident

All incidents, minor or major, will be reported to the Health Services and Safety Advisor on site and Campus Security office. The Health Services on site will determine if the injured individual should be returned to the classroom or work environment or sent to the hospital. In the event the injured party cannot be removed, the Health Services will be brought to the incident area. The area supervisor will document the incident and forward a copy to the Health Services and the Safety Advisor. The Safety Advisor may also be contacted to by the area supervisor to provide assistance.

Summary

Keyano College has created a Health and Safety Manual (HSM), general emergency procedures and a lockdown plan. It is an expectation that all Fire Wardens are aware of the Health and Safety Manual, safety guidelines and evacuation procedures in order to assist in the College and Emergency Services in the event of an emergency.

EVACUATION PLAN IS ACTIVATED

- 1. In the event that the evacuation of a building or area on campus is required, Campus Security will initiate the proper notification procedure for contacting appropriate personnel to advise them of the nature of the evacuation.
- 2. Listen to and follow instructions.
- Campus Security will initiate and supervise the evacuation with the cooperation of Facilities and the individual managers or Fire Wardens for the particular building or area on campus. When the fire alarm is activated, Wood Buffalo Emergency Services are automatically notified.
- 4. When an evacuation alarm sounds, do not use the elevator. It may become inoperative.
- 5. Assist disabled persons in exiting the building. If these persons are unable to use the stairs, assist them into the Evac Chair as per posted instructions. (Located on 2nd floor in 205 block stairwell). Notify Campus Security or Facilities on the scene if these personal cannot be removed. They will assist in the evacuation of disabled persons. Quickly evacuate the building calmly and quietly. Walk, do not run, to the nearest exit or stairwell to the nearest Muster Point.
- 6. Notify emergency personnel of people not evacuated.
- 7. Evacuate to a distance of at least 150 m or 500 feet from the building to the Muster Points and out of the way of emergency personnel. Do not return to the building until instructed to do so by the Emergency Services or Campus Security.
- 8. Do not re-enter the building.

Campus Security – 780-491-4911; RCMP, Fire Department, Ambulance - 911

Fire Evacuation Procedure

When you hear the FIRE ALARM:

- In the event of an alarm in the Main Campus and the Bob Lamb building, an audible two-stage system will activate.
- Listen carefully to the instructions over the Public Address (PA) system and remain calm; there is a two-stage alarm system however if the danger is imminent, begin evacuating immediately.

The first alarm has identified a possible emergency and it is being investigated. Everyone to STANDBY for further instructions.

• Gather your personal belongings (e.g., purse, keys, wallet and coat) in preparation for evacuation.

The second alarm will either indicate that imminent danger is over or the building must be evacuated IMMEDIATELY. Proceed to your nearest fire exit.

• Evacuate when directed. This applies to all building occupants. Ensure the chosen exit is safe before proceeding. Evacuate through the nearest available exit. All occupants shall evacuate IMMEDIATELY. Alert anyone else in the vicinity who may not have heard the alarm.

Note: Fire Wardens must immediately assume their responsibilities and implement the procedures necessary to help evacuate the area. Equipment such as two-way radios and cell phones will be used for communication.

When evacuating:

- Before leaving rooms, turn off all electrical equipment (except lights and computers). All gas-fed equipment must be shut down.
- Close the door if you are the last person out, but DO NOT LOCK it.
- DO NOT use the elevators.
- Once outside move to your nearest **Muster Point** so as to not impede emergency staff, firefighters and their equipment.
- Do not re-enter the building until authorization has been received from the Fire Warden, Security or the Emergency Respond Team.

AFTER HOURS AND WEEKENDS

The Campus Security will, in most cases, provide the initial contact with the fire department should a fire or alarm occur at other times than normal working hours (evenings, weekends and holidays). Their role will be as outlined below. In addition, they will ensure that the on-call Facilities staff has been notified.

In the event of a fire alarm during after-hours (evenings, weekends and holidays) Security personnel shall:

- a) Immediately proceed to Room 199 (CC) to await the Fire Department.
- b) Determine the area where the alarm originated and contact the on-call Facilities staff and relay the information.
- c) Assist and follow any directions given by the on-call Facilities staff and Fire Department.

The on-call Facilities staff will assist the fire department as required and in all cases take charge of any College action needed during an alarm or fire. It is the on-call Facilities staff's decision whether to contact the Facilities Manager. The Facilities Manager will relieve the on-call Facilities staff once called to the scene. The Incident Command System will be initiated for actual fires as per OHS and insurance requirements.

Only the fire department may give the all clear and shut the alarm off. At that time the oncall Facilities staff will contact the answering service for the all clear.

FIRE RESPONSE TEAM

In order to respond to a fire and/or general alarm a team of fire emergency personnel from within the College must be available. This team will not only provide assistance to staff and students vacating the premises but to the fire department as well. The team will consist of the following staff:

Clearwater Campus

a) Chief Fire Warden

The Chief Fire Warden is responsible to the Facilities Director for all facets of fire prevention, training, control and response of the fire response team. In the event of a fire alarm situation, the Chief Fire Warden or designate will have complete authority in the areas of evacuation and control. The Current Chief Fire Warden is the College Safety Advisor.

Upon becoming aware of a fire alarm situation the Chief Fire Warden shall:

- 1. Respond to the fire panel.
- 2. Assist the Fire Wardens as required
- 3. Provide liaison with other divisions and College personnel if required.
- 4. Make available and organize other resources as required.
- 5. Notify the Facilities Director at 780-838-3876 of the cause of alarm and any required action, who will in turn inform the Vice President.

b) Deputy Fire Warden

The Deputy assists the Chief Fire Warden as and when required; acts on the Chief Fire Warden's behalf when he is absent, carries out inspections, trains staff, correlates drills and liaises with the Fire Department as required.

Upon becoming aware of a fire alarm situation the Deputy Fire Warden shall:

- 1. Respond to the main fire panel.
- 2. Determine where the alarm originated.
- 3. Dispatch a power engineer/building operator to man the Heating Plant building control system.
- 4. Dispatch one member of response team to ensure proper operation of the fire pumps in case the sprinkler system or standpipes are used.
- 5. Dispatch members of the emergency response team to the alarm area to check smoke, fire or false alarm.
- 6. Stay by panel and work closely with Fire Department providing any assistance as requested or required.
- 7. In case the Deputy Fire Warden absent, the on-call Facilities Staff shall take his place.
- 8. When everything is returned to normal, call in the all clear to the answering service.

Facilities staff are also responsible for responding to any alarm providing all technical assistance required by the Fire Department and the Chief Fire Warden. The supervisor will conduct or let contractors carry out required inspections and maintenance of all fire alarms, fire suppression and firefighting equipment within the college. The Facilities Department will also provide training where necessary to the other team members. Upon becoming aware of a fire alarm situation the remainder of the Facilities Department staff shall:

- Immediately proceed to Room 199 (main fire alarm panel area) and await further instructions from the Deputy Fire Warden. On-call personnel will control the fire panel. Response team members may be sent to investigate the area of the fire alarm depending on the number of members available at the time. They shall not proceed without authority from the Deputy Fire Warden or fire department.
- The grounds and maintenance staff shall make themselves available outside of Room 199 to provide any assistance that may be required during and after the alarm.

Security Personnel

The Security Personnel are a part of the emergency response team and are directly contacted by the alarm monitoring company. Security is first response to all fire calls within Keyano College. Fire Wardens will maintain radio communication with Campus Security throughout a fire emergency.

Upon becoming aware of a fire alarm situation the security personnel shall:

 Immediately proceed to Room 199 (main fire alarm panel area) and contact the on-call Facilities Staff. Await further instructions from the Deputy Fire Warden/ Campus Security Supervisor. On-call personnel will control the fire panel. Response team members may be sent to investigate the area of the fire alarm depending on the number of members available at the time. They shall not proceed without authority from the Deputy Fire Warden or Fire Department.

 Provide any assistance as required, i.e. report to the Security Supervisor and the Deputy Fire Warden on the status of evacuation and if anyone is still in the building; report status of persons in wheelchairs or other disabilities; traffic and crowd control; allow people back in the building once the all clear is given or as directed by the Fire Department.

II) Bob Lamb Industry Education Centre (BL)

a) The Fire Warden will be designated to call the Fire Department at 911 and Security at 780-791-4911, when the fire alarm sounds. Once Campus Security has been notified, Campus Security will proceed to the Bob Lamb fire alarm panel and notify the on-call Facilities Staff.

III) Suncor Energy Industrial Campus (SEIC)

a) Administrative Clerk

The administrative clerk at Suncor Campus will be designated to call the Fire Department at 911 and Campus Security at 780-791-4911, when the fire alarm sounds. Once Campus Security has been notified; Campus Security will proceed to the Suncor Campus fire alarm panel and notify the on-call Facilities Staff.

IV) Housing

- a) Clearwater Hall and Riedel Place Apartments are connected to the answering service. The answering service shall notify the on-call Facilities Staff and Security at 780-791-4911. Once Campus Security has been notified, Campus Security will proceed to the Clearwater Hall or Riedel Apartments fire panel and notify the on call Engineer.
- b) Riedel Place and Penhorwood Place do not have alarm systems connected to the main answering system and therefore housing staff will ensure that occupants call the Fire Department at 911 in case of fire. Facilities Department can only respond when paged directly from housing or if Campus Security is notified. Once Facilities and Campus Security have been notified, Campus Security will proceed to the specified residence.

V) Daycare Centre(SSWC)

a) The system must be inspected by Facilities. Instructions to staff and children will be in accordance with Daycare Regulations and controlled by the YMCA.

VI) Syncrude Sport and Wellness Centre (SSWC)

- a) The Syncrude Sport and Wellness Centre is connected to the answering service. The answering service shall notify the on-call Facilities Staff and Security at 780-7914911. Once Security has been notified, Security will proceed to the Syncrude Sport and Wellness Center fire panel and notify the on-call Facilities Staff.
- b) Guest Services will be designated to call Security at 780-791-4911 when the fire alarm sounds.

VII) Fire Wardens

a) In order to comply with inspection regulations, selected staff in each area of the College, including Clearwater Campus, Bob Lamb, SEIC, OPPEL, and SSWC will be appointed as Fire Wardens. All Fire Wardens will receive training at the start of each academic year that will provide instruction to carry out monthly inspections of fire extinguishers and routine visual inspections of their areas.

Fire Wardens will check their area weekly for:

- Accumulation of combustible material, rubbish or flammable liquids in excess of quantities allowed by permit.
- Dangerous ignition sources, i.e. worn extension cords, oily rags, overheating equipment.
- Exit lights in good order and adequate lighting in public corridors and stairwells.
- Exit routes unobstructed
- All fire hazards that are discovered must be reported to the Facilities Department immediately.

Fire regulations dictate that portable fire extinguishers be visually checked on a monthly basis to ensure that they are accessible and fully operational. A detailed list of all known extinguishers in the College will be maintained by the Facilities Department. The Facilities Department is responsible for all maintenance costs associated with refills and maintenance of the extinguishers. In addition, it will have a certified technician conduct an annual inspection to verify the condition of the fire extinguishers.

Fire Wardens will notify the Facilities Department immediately should the extinguishers be non-operational or missing and submit a monthly inspection report to the Facilities Department.

Alternate Plan:

In case of fire in any of the assigned Fire Exits, use the nearest SAFE EXIT to exit the building. REMEMBER: Report to assigned Muster Points.

- a) Fire Wardens will also be responsible for controlling exterior doors during a general fire alarm. These wardens will:
 - Supervise the orderly evacuation of his/her area to a pre-designated assembly area outside (Muster Points).
 - Check the exit stairwells to see that they are clear for evacuation and choose an alternate route, should the exit be blocked by fire or smoke.
 - Report to Campus Security utilizing the radio systems that his/her area has been evacuated or not, and the location of any persons who may need assistance.
 - Do not allow anyone to go back into the building under any circumstances unless a part of the emergency response team or until the Fire Department or an authorized designate have given permission to do so.
 - Report the location of fires or blockages to Campus Security.
5. RESPONSIBILITIES

- All staff, Faculty and students are responsible for responding in an appropriate manner to a fire or fire alarm. Failure to do so may jeopardize personnel and the entire facility.
- Faculty is responsible for the safety of the students in their class at the time of an alarm and must ensure they are evacuated immediately. Inform students at the start of each semester and/or course about the fire evacuation procedure. Do not leave students responsible for themselves in case of evacuation.
- Clerical staff responsible for control of conference rooms must notify the occupants before proceeding to safety.
- Report any obvious fire hazards immediately to your Fire Warden.
- Anyone not following proper evacuation procedures must be reported to Campus Security.

STUDENTS WITH DISABILITIES

In the case of students with disabilities on the second floor the following evacuation procedures will apply:

I. Clearwater Campus

- a) When the fire alarm sounds students with physical disabilities must proceed with an attendant to the stairways across from 205 block stairwell on the upper floor if possible. The Emergency EVAC CHAIR is provided to allow attendants or other personnel to remove persons with disabilities. Note* The College only has one emergency descent chair. In the event this location is not safe the following should be considered:
 - The stairway at the southeast end of Syncrude Technology Centre, across from room CC 273.
 - The stairway by room CC 222 that leads to the cafeteria entrance doors.
 - The stairway by room CC 243 that leads to the King's Lounge.
- b) The attendant shall notify the Fire Warden of their location and physically disabled student(s) remain at the safest emergency evacuation meeting point until:
 - (i) An all clear is given, or
 - (ii) They are evacuated by the Fire Department or Emergency Response Team.
- c) If there is imminent danger and the disabled student's risk of injury from being transported is less than the possible danger from remaining in the building, the attendant, with assistance from others, should immediately evacuate the student(s).

II. Bob Lamb Industry Education Centre (BL)

- a) When the fire alarm sounds students with physical disabilities must proceed with an attendant to the closest and safest of five marked stairways on the upper floor:
 - Centre stairway next to elevator
 - One of four stairways leading to fire exits #1, #2, #3 and #4 as marked on attached map.

- b) The attendant shall notify the Fire Warden of their location and physically disabled student(s) remain at the safest emergency evacuation meeting point until:
 - (i) An all clear is given, or
 - (ii) They are evacuated by the Fire Department or Emergency Response Team.

b) If there is imminent danger and the disabled student's risk of injury from being transported is less than the possible danger from remaining in the building, the attendant, with assistance from others, should immediately evacuate the student(s).

III. Syncrude Sport and Wellness Centre (SSWC)

- a) When the fire alarm sounds students with physical disabilities must proceed with an attendant to the closest and safest of five marked stairways on the upper floor:
 - Centre stairway next to elevator;
 - One of four stairways leading to fire exits #1, #2, #3, #4 as marked on attached map.
- b) The attendant shall notify the Fire Warden of their location and physically disabled student(s) remain at the safest emergency evacuation meeting point until:
 - (i) An all clear is given, or
 - (ii) They are evacuated by the Fire Department or Emergency Response Team.
- c) If there is imminent danger and the disabled student's risk of injury from being transported is less than the possible danger from remaining in the building, the attendant, with assistance from others, should immediately evacuate the student(s).

6. DRILLS AND INSPECTIONS

Fire regulations require that inspections take place to ensure fire monitoring equipment and suppression systems work and that fire drills take place to familiarize occupants with the proper procedures. The law requires the following:

- a) Semi-annual fire drills must be held. Both campuses should hold them at the start of each semester. Clearwater Campus must also hold evening drills. Housing drills for Clearwater Hall and the Riedel Place apartments shall be carried out in September and March.
- b) Portable fire extinguishers shall be visually checked every month by the Fire Warden. Any problems shall be reported to the Facilities Department immediately.
- c) Portable fire extinguishers and standpipes will be inspected on a yearly basis by a qualified technician.
- d) Kitchen and computer suppression systems must be checked semi-annually by a qualified technician.
- e) Fire hydrant inspections must be carried out semi-annually.
- f) Fixed fire extinguishing systems; i.e. sprinkler systems; must be serviced annually by a qualified technician.
- g) Inspection of fire alarm systems must be carried out annually by a qualified technician.

h) Testing of the fire alarm systems will be conducted by security staff on a monthly basis. Deficiencies will be reported to Facilities.

In the event of inclement weather:

- SSWC will evacuate to the main Clearwater Campus Building, Theater
- Clearwater Campus Building will evacuate to SSWC
- Bob Lamb will evacuate to the SSWC
- OPPEL will evacuate to the Bob Lamb Building
- SEIC will evacuate to Fire Hall 5.
- Await further instructions from Campus Security or emergency personnel.
- Re-enter the building only when the all clear is given (through the automated system or in person by the Chief Fire Warden, Campus Security, or the Fire Department). A silenced alarm DOES NOT mean it is safe to re-enter.

FLOODING

Overview

Building evacuations may be necessary due to floods either from the river or within the building. If it is necessary to evacuate the building, an announcement will be made over the public address system, or instructions to evacuate will be given by Campus Security personnel or Fire Wardens.

Listen to and follow instructions.

Leave the building using the closest safe exit. If you require assistance to evacuate or relocate, go to the nearest stairwell exit and ask others who are evacuating to assist and/or advise emergency personnel of your location. Do not obstruct stairwell accesses while waiting for assistance.

Do not use the elevators.

Go to a Muster Point outside. This is a predetermined assembly point where people gather during an emergency.

Notify emergency personnel of people not evacuated.

Do not re-enter the building until the all clear is announced.

FLOOD/WATER DAMAGE PROCEDURE

Serious water damage can occur from many sources: burst pipes, fire sprinkler activation, broken skylights and windows, construction projects, major rainstorms, or water main breaks.

• For flooding resulting from building system failure or natural occurrences:

- Notify Security Services at 780-491-4911 and report the following information:

 your name
 - telephone number
 - location of the leak (building floor, room number, etc.)
 - severity of the leak or flood
 - indicate whether any people are in imminent danger
- DO NOT walk through water it could be electrically charged or contaminated.
- Shut off all non-essential electrical equipment if you can do so safely.
- Move all hazardous materials and vulnerable equipment to above anticipated water line.
- Await further instructions from Security Services or emergency personnel.

HAZARDOUS MATERIALS RELEASE

Hazardous Materials Release (Shelter in Place or Evacuation)

A hazardous material is any item or agent (biological, chemical, physical) that has the potential to cause harm to life, property or the environment.

If a hazardous materials release occurs, you will either be asked to evacuate or shelter in place depending on the nature and location of the hazardous release.

Keyano College University Studies (Science)

The Keyano College University Studies (Science) has developed detailed plans outlining procedures to be taken if a hazardous release has taken place. These procedures are specific to the University Studies and Environmental Technology laboratories the chemicals are located in.

Two separate documents cover these areas.

- 1. Keyano College Biosafety Manual
- 2. Keyano College Chemical Hygiene Plan

Hazardous Materials Release (Shelter in Place) If a hazardous release occurs, and you are told to shelter in place, you will hear the following announcement:

"Hazardous Materials Release - Shelter in Place"

OR

Hazardous Materials Release (Evacuation)

If a hazardous release occurs and you are told to evacuate, you will hear the following announcement:

"Hazardous Materials Release – Evacuate"

IMPORTANT: Listen to instructions. Evacuation routes may differ with the nature of the hazardous materials release.

For Shelter in Place:

- Stay inside buildings and close windows and doors unless told by authorities to evacuate the area.
- Bring everyone into the room. Shut and lock the door. Ask others in the area to stay and not leave.
- Close and lock all windows, exterior doors, and any other openings to the outside.
- Close the window shades if you are told there is danger of explosion. Select a room with the fewest windows or vents.
- Await for further instructions from Security Services or until the all clear is given.

For Evacuation:

- Listen carefully to the instructions over the PA system and remain calm.
- Gather your personal belongings (e.g., purse, keys, wallet and coat) in preparation for evacuation.
- Evacuate when directed. This applies to all building occupants. Ensure the chosen exit is safe before proceeding. Evacuate by the nearest available exit. All occupants shall evacuate IMMEDIATELY. Alert anyone else in the vicinity who may not have heard the alarm.

Note: Fire Wardens must immediately assume their responsibilities and implement the procedures necessary to help evacuate the area. Fire wardens are provided with two-way radios, checklists and other equipment to assist them in performing their duties. Where practical the following should be considered;

Refer to:

- Keyano Biosafety Manual for Labs and Prep Areas
- Keyano Chemical Hygiene Plan for Environmental Tech Labs

LOCKDOWN PLAN

<u>Overview</u>

Campus emergency guidelines provide students, staff and visitors with recommendations on what to do in an emergency. One of four actions will be followed:

- Evacuation
- Shelter in Place
- Hold and Secure
- Lockdown

Always use your best judgment according to the circumstances.

Acts of Violence

Acts of violence are defined as the use of physical force so as to inflict injury on, or cause damage to, persons or property; actions or conduct characterized by this; treatment or usage tending to cause bodily injury or forcibly interfering with personal freedom.

A violent intruder could be anyone. It could be a student, a staff member, a member of the public. Do not assume safety in familiarity.Call 911 immediately, then Campus Security at 780-791-4911 if acts of violence are in progress or appear imminent, such as:

- Threatening behavior, whether physical or verbal
- Possession of weapons

Violent intruders often have common characteristics and behaviors. They are:

- Easily frustrated
- Involved in anti-social acts
- Displaying signs of depression or withdrawal
- Disoriented, agitated or hyperactive
- Bullying or intimidating others
- Acting in a bizarre or paranoid manner
- Speaking in a rambling or disconnected way
- Harassing or stalking others
- Under the influence of alcohol or drugs

If an incident of violence is underway, a lockdown will minimize the offender's access to buildings; further, a lockdown will minimize the visibility of potential victims. It involves quickly sheltering students, faculty and staff in secure locations. You should familiarize yourself with the layout of your building and work area. Visualize how you would perform a lockdown in the specific building areas you typically occupy. If you hear a lockdown announcement, you can then react quickly.

Definition:

Lockdown is defined as the restriction of movement during the time of a potentially serious violent incident. During a lockdown, exercise critical judgment to maximize safety.

The purpose of initiating a lockdown procedure at a postsecondary institution is to:

- Protect students, faculty, staff, administration and visitors from a threat;
- With the assistance of RCMP isolate a dangerous situation; and
- Depending on the situation, facilitate an organized evacuation from a dangerous area.

Active Threat means one or more individuals who seek out an environment that offers multiple potential victims at risk of death or grievous bodily harm not easily able to escape the threat.

Campus Lockdown means the restriction of movement of students and staff due to a threat of violence within or in relation to the institution. During a lockdown, exercise critical judgment to maximize safety.

When to Lockdown / Terminology to be used

• **Lockdown** should only be used when there is a major incident or threat of campus violence within the campus, or in relation to the campus. The over or misuse of lockdowns will result in staff/students becoming desensitized and they will not take lockdowns seriously.

Types of events that trigger a College lockdown include, but are not limited to the following:

- Dangerous intruder;
- Active shooter;
- Barricaded suspect.
- Hold and Secure is used when it is desirable to secure the institution due to an emergency situation occurring <u>outside</u> and not related to the college. In this situation, all exterior doors are locked and monitored, to allow any students from outside to enter, but the doors should otherwise remain locked. Classes may continue to function normally. If the Chief Warden/Designate decides to call a hold and secure.

Types of events that trigger Hold and Secure:

- Robbery or any serious criminal offence in close proximity to the Campus or where a suspect has been pursued by RCMP and/or on foot near the College.
- Shelter in Place is used when personal safety is considered to be in danger if anyone leaves the College. This is mainly used for environmental or weather related events. It is necessary for everyone to remain inside the College and take protective actions. Depending upon the emergency, heating and air-conditioning or other intake/exhaust systems may need to be turned off to avoid drawing in air from the outside. While everyone may move freely within the college, close and lock all windows and exterior doors and remain inside and monitor the situation until advised by authorities that conditions are safe.

Types of events that trigger **Shelter in Place**:

- Weather events such as a sudden blizzard;
- Environmental event such as a chemical spill exterior to the college;
- Missing student;

- Dangerous wild animal (cougar, bear, lynx, coyote, wolf, etc.) and;
- Any situation where evacuation may pose a greater risk than Sheltering in place.

LOCKDOWN PROCEDURES

Campus Security will initiate the lockdown announcement over the Public Address (PA) system. This announcement will be repeated several times:

This is an emergency Lockdown.

Take shelter in the nearest room and lock the door. This is an emergency.

Lockdown Procedure

If you are directly involved in the incident, or if you hear a lockdown notification, and exiting the building is not possible or safe

- Immediately move to the nearest room you feel is safe. Be with as many people as possible.
- Lock and barricade the door.
- Turn off lights, or maintain minimal lighting.
- Close all windows and blinds.
- Do not enter hallways or open areas.
- Remain calm and quiet, and turn off your cell phone. However if you have information on the intruder or there is a medical emergency, quietly call 911 and provide the following:
 - number of intruders
 - description of intruder
 - location of intruder
 - number of people injured
 - injury types
 - your location (be as specific as possible)
- Stay away from all windows and doors.
- Do not open the door under <u>any</u> circumstances.
- Do not evacuate the building if the fire alarm sounds, unless:
 - you have first-hand knowledge that there is a fire in the building
 - you are in imminent danger
 - you have been advised by emergency personnel to evacuate the building

When the emergency causing the lockdown is over, an all-clear announcement will be given.

If you are directly involved in the incident, or hear a lockdown notification, and you are in an open area such as the cafeteria, library or gymnasium:

- Generally follow the same steps as those listed above.
- If there are no doors that can be locked or barricaded, take shelter under desks, tables, chairs or behind bookcases or other furniture or equipment.

If you are directly involved in the incident, or hear a lockdown notification, and you are on exterior campus grounds:

- Run away from the threat as quickly as you can.
- Do not run in a straight line: zigzag; there may be a shooter with a firearm.
- Use vehicles, bushes, trees and anything that could possibly block you from the view of the hostile person while you are running.
- Think about the area in which you are hiding if you decide to hide. Could you be discovered? Is it really a good spot to remain hidden?

LOCKDOWN PROCEDURE – Lab, Classroom, Work Environment

1. You will hear:

This is an emergency Lockdown. Take shelter in the nearest room and lock the door. This is an emergency.

OR

- If you are by yourself or closest to danger Dial 911 and inform them of the emergency. After, contact security at 791-4911 and state assertively "Activate Lockdown! Activate Lockdown! Activate Lockdown! – NOW!"
- 3. Pan and Scan your immediate hallway quickly (Seconds save Lives!). Instructors pull students into your classroom as fast as possible.
- 4. Close and lock your door, turn the lights out, close the blinds and ensure total silence! All swipe doors will be disabled and locked 30 seconds after activating the alarm.
- 5. Restrict all cell phone use. Cell phones create panic and draw attention.
- 6. If you are in a secured area, stay there. These include classrooms, gym locker rooms, or any other lockable areas. Huddle in the safest possible area. Barricade the door if possible and safe to do so.
- 7. If you are in an unlocked or unsecure area, go to the nearest secure area as fast and safe as possible.
- 8. Do not open your door under any circumstance! Do not leave your room if you hear a fire alarm, or if someone at the door says they are the RCMP. Keyano or RCMP personnel will come class to class with keys to release students and staff when the time comes.
- 9. If you are outside: <u>Building</u> <u>Proceed to:</u>

Clearwater CampusSSWC/Bob LambSSWCBob Lamb/Clearwater CampusBob LambSSWC or Clearwater Campus

SEIC

10. Do not enter the building.

Lockdown Drills

When a college lockdown plan is activated, its purpose is to protect as many people as possible from imminent danger inside the facility and to alert anyone outside to immediately leave the institution's danger area. Activating lockdown quickly will potentially save lives, reduce injuries and will assist RCMP and other emergency responders in dealing with the situation effectively.

Serious major incidents at colleges are rare events however; institution lockdown drills must be practiced to ensure staff and students know what to do and are prepared to act quickly. Practice drills educate everyone in the institution so that they understand what to do if an incident arises and helps prepare staff to react properly in a stressful situation.

Two other announcements which could be made are listed below.

Hold and Secure

"Attention all staff the Campus is now in Hold-and-Secure"

Additional directions may be added as appropriate including but not limited to informing students:

- ✓ That in the event of a fire alarm to either evacuate to the outside or to remain in the college until otherwise advised;
- Whether movement is restricted and if class change bells should be ignored;
- ✓ of additional safety measures such as closing blinds or turning off lights.

Note: Confirm with RCMP authorities when the college can return to normal functioning.

Shelter in Place

"Attention all staff the Campus is now in Shelter in Place"

MEDICAL EMERGENCY

Overview

Some medical emergencies may only require first aid care, while others may require immediate medical attention. When in doubt, dial Campus Security 780-491-4911.

MEDICAL EMERGENCIES

A medical emergency is an injury or illness that is acute and poses an immediate threat to a person's life or long-term health. If you encounter a medical emergency:

Call 911 immediately and direct someone else to call Campus Security at 780-791-4911

Provide the following information:

- Location of the victim (building, room number, department)
- Nature of the medical emergency
- Your name and contact number

Do not move the victim unless they are in imminent danger.

Perform First Aid, if qualified to do so.

Stay with the victim until emergency personnel arrive.

POWER AND UTILITY FAILURE

Overview

Utility systems include lights, water, power, telecommunications, elevators, heating, ventilation and air conditioning.

For elevator failures (i.e., where an elevator is unsafe or is malfunctioning):

- Stay calm.
- Use the elevator's emergency telephone or alarm button and/or call Security Services at 780-491-4911 and report the following:
 - your name
 - location of the elevator within the building
 - floor on which the elevator stopped
 - anyone in the elevator that has a medical requirement
- Do not attempt to pry open the elevator doors.
- Wait for emergency personnel to arrive for assistance.

POWER AND UTILITY FAILURE PROCEDURE

In the event of a utility or power failure, (e.g., electrical, telecommunications, elevators, heating, ventilation, air conditioning) you should:

Call Campus Security at 780-791-4911

Provide the following information:

- Location of the outage (building, room number, department)
- Your name and contact number

Turn off all electrical equipment, such as computers and printers, to protect from electrical surges when power is restored.

Move cautiously to an area where there is natural lighting.

In the event of a prolonged utility failure, you will be advised on what to do, such as leaving the building or going to an assigned assembly area.

SEVERE WEATHER

Overview

Electricity may be interrupted during major storms, in which case only emergency lighting will be available throughout the buildings, powered by College's emergency back-up generators. (Note: Campus locations other than Clearwater, do not have an emergency generator.) Telephones and local radio stations will still be in operation.

Winter Weather

Snowstorm conditions can affect power and communications. Because of the effect on public transport or road conditions, you may be unable to travel to and from work.

Severe Summer Weather and Natural Disasters

Sudden severe weather, such as tornadoes, hail, lightning, abnormal winds and heavy rain, may require you to shelter in place as the best response. The purpose of this procedure is to ensure that you are able to relocate to a safe area within your building as quickly as possible.

In the event of a severe weather or major weather emergency, the Executive Director of Human Resources or his/her designee will coordinate a timely notification procedure for all members of the College and surrounding communities with the members of the Emergency Response Team through the PA system at the College, and other platforms of College communication.

A representative of Marketing and Communications will share this information, or instruction, with local media and via other external forms of communication.

SEVERE WEATHER PROCEDURE

Summer storms can bring heavy rain, high winds, hail, intense lightning and even tornadoes, all of which can damage property and threaten lives.

Watch versus Warning

Watch: A tornado or severe thunderstorm watch means severe weather may be approaching. If a watch is announced, you should remain alert for approaching storms and be prepared to seek shelter if necessary.

Warning: A warning means threatening conditions are imminent or have been indicated by Environment Canada's Doppler radar or reported by storm spotters.

If severe weather is about to threaten the campus, warning announcements will be made over the public address system.

Listen to and follow instructions over the public address system.

Go immediately to the basement, an interior room or hallway.

Do not use the elevators.

Stay away from all windows and doors.

Crouch into a fetal position and use your arms to protect your head and neck.

Remain in the sheltered area until the all clear announcement is given.

For a severe winter storm:

- Stay in your location if it is safe.
- Listen for radio and television broadcasts regarding the storm and any emergency information.
- Monitor Keyano's home web page for updates.
- Do not travel unless it is necessary. Be prepared to stay on campus, as it may be unsafe to travel in the storm.
- Keep doors and windows closed to help prevent water pipes from freezing.
- Prepare yourself for the cold weather, and do not stay outside for long periods if you must go outdoors.
- Wear suitable winter clothing, including hat, mitts and snow boots.
- Ensure that you tell someone where you are going. If you are alone and beginning your travel to your place of residence, use a cell phone or land line (if in operation), to let someone know that you are travelling.

WILDLIFE ENCOUNTER

Overview

Fort McMurray and the Regional Municipality of Wood Buffalo is located within an active wildlife region. A variety of animals move within the area due to migration or in search of food. Wildlife encounters are often part of living within this area. Keyano Campuses are located throughout the forested region Northern Boreal and encounters are likely.

Precautions must be taken to reduce negative encounters with animals, including removal of garbage and preventing exposure to food in an outside environment. Unfortunately, wildlife may enter a building which causes the animal distress as there may not be an easy exit for them.

When the wildlife is observed outside the building, the campus may initiate a Shelter in Place protocol. If the wildlife is inside the building, the campus could initiate a Hold and Secure protocol. This decision is at the discretion of the Chief Warden/Campus Security and based on the health and safety of the students and staff in the area.

Campus Security will normally contact Alberta Fish and Wildlife Department if an encounter takes place.

WILDLIFE ENCOUNTER PROCEDURE

Report wildlife sightings to Campus Security at 780-791-4911.

Fish and Wildlife Officers at Fish and Wildlife Office

- Report a Poacher (RAP)/Wildlife Emergency number: 1-800-642-3800, (24 hour)

- Ft. McMurray Fish & Wildlife Office: 780-743-7200 (Mon – Fri, 8:15 am – 12:00 pm/ 1 pm – 4:30 pm)

Fish and Wildlife would like the following information:

- Who is contacting them?
- Location of the encounter. Outside? If within the building, the location, room number or area
- Who is in the area? Students, staff, public, etc.
- Where will the wildlife officer meet a representative of the College?
- Contact number if the Fish & Wildlife Officer has to contact the College

If the animal found inside a building

Remember wildlife entering a building could cause the animal distress as there may not be an easy exit for them.

- STOP! STAY CALM. Your calm behavior can reassure the animal. Screams or sudden movements may trigger an attack.
- NEVER RUN. Running may cause a predatory response, causing the animal to pursue you.
- Whenever the animal is not advancing, slowly move away without turning your back to the animal.
- Retire to a classroom, office or behind doors that can be closed.
- Contact Campus Security who will contact the authorities.
- Insure no one else enters the area where the animal is located.
- If there are exit points already open for the wildlife to escape from, keep them open, do not trap the wildlife in an enclosed area, and allow an opportunity for the animal to exit, if safe to do so.

FIRE WARDEN LOCATIONS

The staff in the following positions will be appointed as Fire Wardens for the following areas of the Keyano College:

ZONE	LOCATION	EXIT	FIRE WARDEN
Main Campus			
1	Human Resources, KCSA, Old Gym Area	G	
2	Library, Reprographics	F <i>,</i> G	
3	Student Services, ITS - Help Desk	A	
4	Finance, Bookstore, L.L.I, Health Services	А	
5	Trades	S	
6	Facilities, Elements, Kitchen, Cafeteria, Mail room	E, F	
7	Skill Center, Nursing	В	
8	STC wing 1st floor	S1, S2, S3	
9	STC wing 2nd floor	S 3	
10	Dough Schmidt, Executive Offices	С	
11	Academic Offices	В	
12	Lab Hallway, Child Minding, 2nd floor AREA	A	
Theatre & Art Centre			
13	Main Theatre/Box Office Theatre backstage area, MIR Lab T1 Art Studio	T1, T2	
14	VPA Office, Recital Theater, Computer Lab	T1	

15 A Bob Lamb

Arts Center - All rooms

AC

1	1st Floor- North Hallway, All offices and rooms	Main Entrance	
2	1st Floor - South Hallway, All offices and rooms	Rear Entrance	
3	2nd Floor- North Hallway, Workforce Dev. & Syncrude offices	Fire Exit #1	
4	2nd Floor - South Hallway, Workforce Dev. & Syncrude offices	Fire Exit #4	

Suncor Energy Industrial Campus (SEIC)

Syncrude Sports and Wellness Centre (SSWC)			
4	Working Models	Fire Exit #3	
3	Equipment Maintenance, Wash Bay	Rear Entrance Fire Exit #2	
2	Warehouse/Receiving, Bay/Offices, 46-53, Games Room 54, Room/Office, 6D-71, Washrooms 25-27	Rear Entrance Fire Exit #2	
1	Room/Office 7-15, 29-38, 16-24, 41-43	Main Entrance Fire Exit #1	

1	1st Floor	
2	2nd Floor	

APPENDIX Emergency Exit Floor Plan (EEFP)



	Page No.	Emergency Zone(s)
Clearwate	r Campus	
А	West Wing 3	6, 13, 14, 15
В	Centre Wing 4	4, 5
С	East Wing, 1st Floor 5	5, 7, 8
D	Student Housing 6	
Е	North Wing, 1st Floor 7	1, 2, 3
F	North Wing, 2nd Floor 9	1, 2
G	East Wing, 2nd Floor 10	9, 10, 11
Bob Lamb	Building	
Н	First Floor 11	1, 2
I	Second Floor 12	3, 4, 5, 6
SEIC Cam	pus 13	
J	Mobile Trailers 14	
K	North Wing 15	4
L	Center Wing 16	1, 2
Μ	South Wing 17	3
SSWC		
Ν	First Floor 18	1
0	Second Floor 19	2
Ft. Chipew	yan	
Р	First Floor 20	1
Oilsands F	ower & Process Engineering Lab	
Q	First Floor 21	1

Legend:

	Location	Handicap	Entrances/Exits
	AEDs	Entrances/Exits	Numbers
Indicates North Links back to page 1	Indicates link to connecting floor plan	Muster Points are at least 150 m from the buidling. M = Muster Point	Indicates Emergency Zones assigned to Floor Wardens ZONE 2











Emergency Exit Floor Plans
































are at least 150 m from the buidling.







EMERGENCY MANAGEMENT PLAN

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Introduction

Keyano College is committed to protecting the well-being of its community members, as well as its intellectual property and facilities. For this reason, Keyano has developed this Emergency Management Plan. The plan strives to minimize the impact of emergencies and maximize the effectiveness of the campus response to and recovery from unplanned events.

Due to the wide variety of potential emergencies and their possible impact on College operations, a great deal of personal judgement and situational awareness in decision making must be used by those individuals responsible for emergency response. This plan provides an overview of the management structure, processes, and general guidance for emergency situations.

The Emergency Management Plan is best supported by departments developing standard operating procedures, plans, and guidelines that tie into the Emergency Management Plan. These documents should include mitigation, response, and recovery from an unplanned event. These plans must be updated on an annual basis or as needed.

Wherever possible, Keyano should ensure the efforts are consistent with the Regional Municipality of Wood Buffalo and the Government of Alberta.

It is extremely important that everyone is aware of their surroundings and has a plan in place in the event of small or large emergency.

Purpose

The purpose of the Emergency Management Plan is to illustrate how Keyano will respond to and recover from emergencies. These emergencies may threaten life safety, the environment, or disrupt programs and activities.

For the purpose of this plan an emergency is defined as:

'A present or imminent event that requires prompt coordination of actions concerning threats to cause harm to people, university property, and or impact health and safety.'

Principles of Emergency Management

Emergency Management on campus consists of four phases: mitigation, preparedness, response, and recovery.

Mitigation includes activities that attempt to avoid or prevent a disaster, or lessen its impact on the community.

Preparedness incorporates planning and training for response, such as practicing fire drills and maintaining emergency kits.

Response addresses the short-term impact of an incident. Immediate actions taken to protect life and property are included in this phase.

Recovery, the final stage, includes all activities that focus on restoring a community to its normal way of life.

Plan Assumptions

This plan holds the following assumptions:

- An emergency at Keyano College may occur with little or no warning, and may escalate more rapidly than College response capabilities
- Critical infrastructure such as transportation networks, water, electrical power, natural gas, and telecommunications may be interrupted or not available
- Buildings may be damaged or unsafe to occupy
- Supply chains may be disrupted
- Employees, students and guests may become stranded on campus; conditions may be unsafe to travel off campus.

The Emergency Operations Centre will be activated and staffed to manage the strategic response to the emergency and to support emergency operations at the site.

Authority

The Emergency Management plan is the responsibility of the Emergency Operations Director. The Director will be responsible for maintaining, updating and overseeing the EMP.

Incident Command System

The Incident Command System was designed to improve coordination efforts when multiple agencies respond to an emergency. The ICS model provides a standard framework that can be applied to any and all type of hazards and sizes of emergencies. The system rapidly expands or contracts to meet the changing needs of an emergency situation.

The key components of ICS include clearly identifying leadership, using consistent language, and establishing common objectives and action plans to achieve the stated goals. To accomplish this, response is organized into five sections: Command, Operations, Planning, Logistics and Finance.

Emergency Operations Centre

The role of the emergency operations centre (EOC) is to provide a central command and control centre to carry out the functions of disaster management and disaster control. The EOC operates at a strategic level during emergencies with a primary goal of maintaining the continuity of business operations.

EOC Team

The EOC team is responsible for the strategic overview of the disaster or emergency at hand and is in direct communication with the executive or senior management. The EOC team also provides operations support to the Chief Fire Warden or other agencies that are providing resources to mitigate the emergency.

EOC Role	Roles and Responsibilities Description	Person(s)	Contact
EOC Director	The individual responsible for all incident activities, including the development of strategies and factics and the ordering and the release of	Tyson Jeffery, Facilities Director	780.791.4843 (W) 780.215.0669 (C)
	resources. The EOC Director has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.	Suzie Johnson, Executive Director, Human Resources	780.791.4863 (W) 780.742.3609 (C)
Public Information Officer	A member of the Command Staff responsible for interfacing with the public and media or with other agencies with incident-related information requirements.	Heather Pert, Director of Marketing & Communications Greg Bennett, Communications Coordinator	780.588.4777(W) 780.791.8904 (W)
Operations Chief	Responsible for providing overall supervision and leadership to the Operations Section, including the organization and assignment of all operations resources.	Acting Manager Facilities Trevor Baldwin	780.791.4919 (W) 780.370.8656 (C) 780.880.7956 (C)
		Melonie Matthews	780.792.5111 (W) 780.838.3853 (C)
Finance Officer	Responsible for all incident costs and financial considerations.	Aleks Plemic, Manager Julia Byrne, Manager	780.791.4861 (W) 780.791.8971 (W)
Safety Advisor	A member of the Command Staff responsible for monitoring and assessing safety hazards or unsafe situations, and for developing measures for ensuring personnel safety	Travis Harvey, Safety Advisor	780.791.8988 (W) 780.838.4152 (C)
Medical	Responsible for the development of the Medical Emergency Plan, and for providing emergency medical treatment of incident personnel.	Valerie Grainger, Manager, Health Services	780.791.4808 (W) 780.742.6210 (C)
Student Operations	Will be responsible for overseeing Student lodging, and student administration.	Lucy Moore, Director of Student Academic Support Services Candice Crossley, Associate Registrar	780-791-5060 (w) 780.791.8945 (W)
		Laura Herweck	780.791.4802 (w)
Human Resources	Responsible for staffing and the redeployment of staff.	Suzie Johnson, HR Executive Director	780.791.4863 (W) 780.742.3609 (C)

ITS	Provides telecommunication services and	Dave Benoit, Acting Chief	780.792.5707 (W)
	information technology	Technology Officer	780.838.4065 (C)
		Isaac Oje, Manager, ITS	780.792.5119 (W)
			780.792.7669 (C)
On Scene Commander	Responsible for Coordinating with local authorities	Travis Harvey, Safety Advisor	780.791.8988 (W)
(Chief Fire Warden)	and providing access to Keyano Facilities and		780.838.4152 (C)
	Equipment.		
Rapid Response Team	Building Operators, Electrician, members of	Building Operators	780.791.4846 (W)
	facilities as required	HVAC on Call	780.598.1602 (C))
		Dharmendra Patel	780.598.9715 (C)
		Zoran Knezic	780.598.9714 (C)
		Nassar Abelalla	780-598-3599
		Wesley George	780-370-3412
		James Reid, Electrician	780.791.8905 (W)
			780.598.9453 (C)
		Members of Facilities	780.791.4842 (W)
		Cell Phone Numbers	
		Duane Oram	780.598.7863
		Richard Pittman	780.598.5103
		Teathloach Guet	780.598.1600
		Tom Mitchell	780.598.1275
		Tom Sinclair	780.598.1649
		Security	780.791.4911 (W)
		Security 1	780.598.1625 (C)
		Security 2	780.598.3225 (C)
Privacy/Compliance	Will be responsible for FOIP requests and	Louisa Khalil	780-791-4853
Officer	compliance		

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EOC Resources

The EOC is located in Room S207. The room is equipped with adequate tables and chairs and boards to operate a small to medium sized team for an extended period. A locker in the room is equipped with 4 laptops, Wi-Fi and stationary items to support most scenarios.

EOC Training Requirements

- All EOC Staff Incident Command System Level 100
- Senior EOC staff Incident Command System Level 100 and 200
- EOC Director Incident Command System Level 100, 200 and 300

EOC Emergency Contact Information

24/7 emergency contact information for EOC personnel and executive is required.

Plan Activation

During incidents and emergency conditions, the College President and Executive Committee may activate the Emergency Management Plan.

This plan can be activated whenever emergency conditions exist as defined by the activation levels:

Level 1 – MINOR EMERGENCY: Any incident, potential or actual, which will not seriously affect the overall operation of the college. Report to Campus Security immediately at 780-791-4911. Some examples of a minor emergency are: brownout, water leak, false fire alarm, or maintenance problem, etc.

Level 2 – MAJOR EMERGENCY: Any incident, potential or actual, which affects an entire building or buildings, or which disrupts the overall operation of the college. Outside emergency services will probably be required, as well as a major response from campus support services. Major policy considerations may be required from the college administration during these conditions. Report to Campus Security immediately at 780-791-4911. Some examples of a major emergency are: power outage, fire, major vehicle accident, snow emergency, bomb threat, hazmat spill, etc.

Level 3 – DISASTER: Any event or occurrence that seriously impairs or halts the operations of the college. In some cases, mass personnel casualties and severe property damage may occur. A coordinated effort of all campus-wide resources is required to effectively control the situation. Outside emergency services will be essential. In all cases of disaster, an Emergency Command Center will be established, and the appropriate support and operational plans will be executed. Some examples of a disaster are: hurricane/tornado, flood, serious fire, total campus blackout, nuclear disaster, etc.

The Emergency Operations Centre can be activated at various staffing levels depending on the level of the disaster. This will be determined by the College President, Executive Committee and the EOC Director.

Incident Notification

Notification of an incident can come through several points of contact. The EOC Public Information Officer or designate will be responsible for communicating with the public, students, faculty and staff in a quick, open and transparent manner. This communication will happen upon the activation of the EOC.

Plan Deactivation

When the response to the emergency is complete, the EOC director will recommend to the College President and the Executive Committee that the response phase of the emergency has been terminated. At this point Keyano College will formally move into recovery efforts based on pre-established business continuity plans.

Post Incident

Following the conclusion of a major emergency incident, a Post Incident Review will be initiated. The review shall include but not be restricted to:

- Consolidation of all relevant documentation generated during the emergency response
- Survey of incident command staff, EOC responders, impacted departments, and student representatives.
- Survey of the external stakeholders that responded to the emergency.

The objectives of the Post Incident Review include:

- Create an after action report and address or assign responsibility for action items;
- Recommend modifications to applicable plans, discovered during the event.

Emergency Social Services

Emergency Social Services are those services provided short term (generally 72 hours) to preserve the emotional and physical well-being of evacuees and response workers in emergency situations. Services may include shelter, food, or clothing.

Keyano College provides housing through Clearwater Hall, Penhorwood Place and Riedel Place. In the event these students are displaced, the Emergency Management team will coordinate temporary shelter until more permanent accommodations can be arranged.

Training and Exercises

The success of this plan requires Keyano College to maintain a constant state of readiness to assure the efficient and orderly transition from routine activities to those associated with emergency situations. This is accomplished through a continuous program of training and exercises.

Training Objectives

- Develop the capabilities for protecting the College community from the effects of an emergency
- Ensure that personnel at the College respond safely and effectively to an emergency
- Validate emergency response guidelines, department emergency plans and standard operating procedures

The Safety Advisor will convene, twice yearly, a training session of Emergency Response Personnel to review emergency disaster response procedures and to institute appropriate periodic training of key personnel and all new college personnel.

Supporting Documents

Currently there are several documents being developed to support the Emergency Management Plan. These documents will contain detailed information on roles, responsibilities, initial response directions, and other resources. Some of these documents include the following guides:

- Keyano College General Emergency Procedures
- Keyano College Business Continuity Plan
- Keyano College Health and Safety Manual



INJURY / INCIDENT REPORT INCIDENT&INVESTIGATION SECURITY REPORT # _____ REPORT # _____

Near Miss

 First Aid
 Property Damage

 Medical Aid
 Lost Time

Blood/Body Fluid Exposure

INJURY

ORIGINAL REPORT TO BE HAND DELIVERED TO HEALTH SERVICES / HR WITHIN 24 HOURS OF INCIDENT BEING REPORTED

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	DESCRIPTIO	N OF INCIDEN	ιπ	INCIDENT L	OCATION:	BLDG. N	AME			ROOM #	
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	ADDITIONAL IN	FORMATION	IN	ESTIGATION	REQUIRED	D 🔲 YE	S 🔲 NC		TREATMENT	OF INJURY	
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	SIGNATURES	S									
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TO BE COMPLETED BY SUPERVISOR



Asbestos Management Safe Work Procedure

1. Overview

Keyano College is committed to providing a safe and healthy environment to its employees, students, contractors, and visitors. Keyano College Facilities Department will ensure that an effective Asbestos Management Program is in place to actively manage and control all asbestos-containing materials in College buildings and all activities which may disturb those materials.

2. Procedures

Inventory of Asbestos Containing Material

Keyano College will develop an inventory of all asbestos-containing material (ACM) that are located on all campus buildings. This inventory will be maintained by the Keyano Facilities department and kept up current. This inventory will be available for employee review.

Labelling

All equipment that has asbestos and workers could reasonably come into contact with must be clearly labeled as containing asbestos.

Asbestos Management Plan

A written plan outlining all restricted areas, authorized employees, monitoring to be done and waste procedures for work areas with ACM must be developed for Keyano College. This plan is to be maintained by Keyano College's Facilities department.

Contractors

Keyano College will verify that contractors who are responsible for removing and abating asbestos during demolition or renovation of building has a fully developed and implemented asbestos abatement program and all workers are trained in the program and asbestos abatement. Contractors will also be responsible for all notifications of asbestos related activities.

Keyano will ensure that all employees who are working directly with ACM will have their exposure monitored, will be protected and emergency procedures are in place in case of overexposure. Areas where exposure to ACM may occur will be restricted and properly identified to prevent exposure. All work with ACM will require appropriate decontamination procedures. Keyano College will ensure that methods for decontamination of equipment, work area and workers.

Keyano will ensure that 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 by a medical professional.



3. Definitions

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

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

Carcinogenic Agent: an agent directly involved in causing cancer.

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

4. Exceptions

There are currently no exceptions to this procedure. This procedure applies to all Keyano College buildings and structures, and applies to all employees, students, contractors, and visitors on our premises.



Biological Hazards

1. Overview

Keyano College's mandate is to educate, monitor and provide the necessary tools required to keep individuals safe. This procedure supports this mandate by offering clear direction on what to do in the event of a spill or of exposure to a possible bio-hazard.

This procedure will be applicable to: Blood and bodily fluids, needle cleanup and disposal, Hantavirus and pest/animal waste.

2. Procedures

Blood and Bodily Fluid

All individuals will take reasonable precautions to avoid contact with blood/bodily fluids

Cleanup of Blood/Bodily Fluids

- 1. Contact Security at 780-791-4911
- 2. Contact Bee Clean at 780-713-6564
- 3. Gloves (Impermeable) are to be worn by all individuals assisting with first aid when blood or body fluid is anticipated or evident.
- 4. Gloves (Impermeable) will be worn for the handling of all contaminated items.
- 5. Gloves will be changed between treating individuals requiring assistance to prevent cross contamination/infection.
- 6. Masks and eye protection will be worn to protect the mucous membranes of the eyes, nose and mouth during procedures that are likely to generate splashes or sprays.
- 7. Every department will have maintained an up-to-date, fully stocked First Aid kit (including gloves).
- 8. All sharps will be disposed in marked sharp disposal containers.

Post – Exposure to blood or body fluids:

In the event of exposure to blood or body fluids the following steps must be followed:

- 1. Get First Aid immediately Contact Security at 4911. Notify Supervisor and Health Services
- 2. Remove any contaminated clothing and allow the exposure site to bleed freely if applicable.
- 3. Wash exposed area thoroughly with soap and water. Do not attempt to squeeze blood from an open wound; it will not reduce the potential for acquiring infections. Intact skin is not considered to be a risk for the spread of Blood-Borne Virus Infection.
- 4. Flush splashes or sprays to the skin, nose or mouth with water or saline solution.
- 5. Irrigate splashes to the eyes with clean water or saline.



- 6. Seek medical attention immediately (within 2 hrs. of exposure) to get a timely assessment to determine the appropriate possible treatment with medications. Go to the Emergency Department at the local hospital or Northern Lights Regional health Centre [NLHC]. There, you will be provided with professional assessment, possible testing/treatment, education, counselling and recommended follow- up.
- 7. Staff, students and volunteers are to report to Keyano College Health Services for follow-up and further documentation.

Needles and Sharps

Needles and Sharps will be disposed in appropriately marked containers. Sharp disposal containers are available throughout the campus. For more information on locations, please contact health services or security.

Needles and Sharps that are found and are exposed, possible used, or incorrectly disposed will only be handled by trained and competent personnel wearing puncture resistant gloves.

Hantavirus and Animal Waste

Hantavirus is a disease that can be carried by species of rodents. Hantavirus infection is rarely transmitted to human, but when it is, the virus can cause a serious lung disease known as Hantavirus Pulmonary Syndrome.

Precautions

- Do not handle live rodents
- Do not touch or disturb mouse nests or burrows
- Do not vacuum, dry sweep or air hose areas where droppings are present, until the area is disinfected

Clean up of Rodent Droppings

- Cover any areas of broken skin
- Wear impermeable gloves
- Wear a disposable n95 face mask
- Spray the urine and droppings with a disinfectant or a mixture of bleach and water and let soak 5 minutes. The recommended concentration of bleach solution is 1 part bleach to 10 parts water. When using a commercial disinfectant, following the manufacturer's instructions on the label for dilution and disinfection time
- Dispose of rodents and droppings in a sealed bag
- Disinfect non-disposable clothes and gloves before removal
- Wash hands and face thoroughly with soap and water

3. Definitions

Bodily Fluids - A natural bodily fluid or secretion of fluid such as blood, semen, or saliva.



Impermeable - not able to be broken through, or not allowing fluids to pass through.

4. Exceptions

This procedure will apply to all Keyano Employees and students. Contractors may follow their own company procedures if they meet or exceed these requirements.



Confined Space Safe Work Procedure

1. Overview

The purpose of this Confined Space Safe Work Procedure is to identify hazards and hazard controls to minimize the risk of injury while conducting confined space activities, meet legislative requirements for confined space entry and ensure that all employees, students, visitors and contractors are aware of their responsibilities.

This safe work procedure applies to all Keyano College employees, students, volunteers, visitors and stakeholders involved in confined space entry as part of their duties.

2. Definitions

Confined Space - An enclosed or partially enclosed space that is:

- Not intended for continuous human occupancy
- Has limited or impeded means of entry or exit
- May become hazardous to a worker due to:
 - the atmosphere is, or may be, injurious due to oxygen deficiency or enrichment, flammability, explosiveness, or toxicity
 - a condition or changing set of circumstances within the space present a potential for injury or illness
 - the potential or inherent characteristics of an activity that can produce adverse or harmful consequences within the space
- Confined spaces are entered for the purposes of inspection, cleaning, maintenance, repair or construction. They are not sites of ongoing or regular work activity.

Competent - A worker is adequately qualified, suitably trained, and with sufficient experience to safely perform work without supervision or with only a minimal degree of supervision.

LEL (Lower Explosive Limit) - The lowest concentration (percentage) of a gas or a vapour in air that is capable of producing a flash of fire in the presence of an ignition source (e.g. arc, flame, heat).

OEL (Occupational Exposure Limit) - The maximum substance exposure limit for a worker as mandated by provincial legislation. Workers must not be exposed to a substance that exceeds its listed OEL at any time.

Safety Watch – Employee trained in Confined Space Monitoring, also known as the <u>tending worker</u>. The Safety Watch will:

- Know the hazards that may be faced during the entry, as well as the effects of those hazards
- Monitor conditions inside and outside of the space
- Call for the evacuation of the space in the event of an emergency or the detection of a prohibited condition

3. Procedures

Confined and restricted spaces are work areas which are not intended for continuous employee occupancy, which may have a limited or restricted entry or exit.



Typically these areas are entered for cleaning, inspection, maintenance, repair or construction. The design of the confined spaces may contain, product or receive from an outside source, a dangerous accumulation of hazardous gases, vapours, mists, dusts, fumes, fog, or biological agents. Other hazards may result from a lack of, or enrichment of, oxygen or an accumulation of worker materials.

A confined or restricted space can compromise the provision of first aid, evacuation, rescue or other emergency response service. Before entering any confined or restricted space, it must be assumed that a hazard may exist.

These spaces include: service tunnels, air handling units, cubbyholes, space above fixed ceilings, storage areas under stages, etc.

A confined space is a restricted space which may become hazardous to a worker entering it because of:

- a) An atmosphere that is or may be injurious by reason of oxygen deficiency or enrichment, flammability, explosively or toxicity
- b) A condition or changing set of circumstances within the space that presents a potential for injury or illness
- c) The potential or inherent characteristics of a activity which can produce adverse or harmful consequences within the space

A restricted space is an enclosed or partially enclosed space, not designed or intended for continuous human occupancy that has a restricted, limited or impeded means of entry or exit because of its construction.

Inventory of Confined Spaces

An inventory of all existing and potential confined spaces must be recorded and maintained. This inventory will be updated whenever a new confined space location has been identified.

The inventory will use the form located in Appendix A using the provided flowchart. Each confined space must have a classification based on risk level.

Confined Space Classification

Each confined/restricted space will have a classification prior to worker entry. The following classifications will be used:

Restricted space

Restricted space can be thought of as a work area in which the only hazard is the difficulty in getting into and out of the space — all other hazards have been eliminated or controlled.

Confined space hazards present?	No
Hazardous Atmosphere	No



Will activity change	No
atmosphere in restricted space?	
Minimum hazard control	1. Hazard Assessment for Activity (FLHA)
	2. Rescue Plan
	3. PPE as described in the hazard assessment

Confined Space – Low Hazard

All Confined Space hazards controlled	Yes			
Concentration of Oxygen	Between 19.5% and 23.0 %			
Concentration of Explosive Gases	Always less than 1% of LEL			
Concentration of Toxic Substances	Always less than 50% OEL			
Note:	All three atmospheric conditions must exist			
Minimum Hazard Control Requirements	 An approved formal hazard assessment A valid Confined Space Entry Permit A documented evacuation and rescue plan A valid entry tag hung at each entrance Confined space signage A competent Safety Watch must be in attendance at all times, and continuously monitor the well-being of the workers in the confined space PPE as described in the hazard assessment 			

Confined Space – Medium Hazard

All Confined Space hazards controlled	Yes
Concentration of Oxygen	Between 19.5% and 23.0 %
Concentration of Explosive Gases	Between 1% and 10% of LEL
Concentration of Toxic Substances	More than 50% OEL
Note:	If the LEL or OEL meets these requirements, the confined space will be a medium hazard.
Minimum Hazard Control Requirements	 An approved formal hazard assessment A valid Confined Space Entry Permit



3. A documented evacuation and rescue
plan
4. A valid entry tag hung at each entrance
5. Confined space signage
6. A competent Safety Watch must be in
attendance at all times, and continuously
monitor the well-being of the workers in
the confined space
7. PPE as described in the hazard
assessment
8. Continuous atmospheric testing

Confined Space – High Hazard

All Confined Space hazards controlled	Hazards are not controlled			
Concentration of Oxygen	Less than 19.5% or more than 23.0 %			
Concentration of Explosive Gases	Between 10% and 20% of LEL			
Concentration of Toxic Substances	The atmosphere exceeds the protective limits of air purifying respiratory equipment or is at/above IDLH concentration of a toxic material/substance			
Note:	If any one of the conditions above exist, the confined space is classified as high hazard.			
Minimum Hazard Control Requirements	 An approved formal hazard assessment A valid Confined Space Entry Permit A documented evacuation and rescue plan A valid entry tag hung at each entrance Confined space signage A competent Safety Watch must be in attendance at all times, and continuously monitor the well-being of the workers in the confined space PPE as described in the hazard assessment Supplied breathing air available and worn. Continuous atmospheric testing. 			

Confined Space Signage

All confined spaces at Keyano will have appropriate warning signs and barricades in place to prevent unauthorized entry. These signs must clearly label the confined space hazard and notify that



unauthorized access is prohibited. Barricades must provide an adequate barrier to prevent unintentional access.

Whenever a confined space is left unattended, the entry point must be barricaded and warning signage in place.

Training

All employees will receive appropriate training prior to entry in confined spaces, acting as a safety watch or performing atmospheric testing.

Confined Space entry training will include:

- Overview of applicable legislation
- Confined space and restricted space classification
- Confined space entry planning
- Confined space hazards and controls
- Atmospheric hazards and testing, including exposure limits
- Energy isolation
- Ventilation, purging, etc.
- Entry authorization
- Confined space signage
- Emergency response

Employees will provide copies of all certification to their supervisor for record keeping. They will be retrained in confined space entry and monitoring at minimum every three (3) years. Supervision will determine employee competency in confined space entry, confined space monitoring and atmospheric testing.

Entry Permit System

A confined space entry permit is a document that sets out the work to be done and the precautions to be taken. It functions as a checklist to ensure that the requirements in this Code of Practice have been addressed. Entry Permits are required to be completed and signed prior to entry into any confined space.

The Keyano College Confined Space Entry Permit can be found in Appendix 1.

Please note that restricted spaces do not require an entry permit since they are not deemed to have any additional hazards besides restricted entry and access. If the restricted space becomes hazardous in any way, then the workers must follow all procedures and practices for working in a confined space

Hazard Assessments

For every Confined Space, prior to entry, a formal hazard assessment must be conducted. This assessment will identify all hazards associated with the activity being conducted in the confined space and controls required to perform the task safely. Contractors may perform their own hazard assessment as per their company procedures.



The Keyano Confined Space Hazard Assessment can be found in Appendix 2.

Testing the Atmosphere

Potential atmospheric hazards are identified though the hazard assessment or on the entry permit and considers the work activity to be performed. Atmospheric testing in a confined or restricted space should be conducted when there is a reasonable concern about the air quality of the area. When this occurs, the worker should not enter the confined or restricted space until testing is completed by a competent person. A competent person will have equipment capable of identifying and monitoring the potential atmospheric hazards and understand the manufacturer's specifications for the safe use, handling and care of the monitor as well as the limitations of the testing equipment.

Continual testing is required when the type of work being performed in the confined space may compromise the air quality (e.g., hot work).

Common atmospheric hazards in confined spaces include:

- Oxygen deficiency due to chemical (rusting of steel) or biological (microbiological growth) reactions that consume oxygen.
- Oxygen enrichment due to certain welding tasks.
- Flammable atmospheres due to the presence of acetylene, propane, or methane.
- Toxic atmospheres due to the production of carbon monoxide or other vapours or dusts generated during the work activities.
- The following limits, as measured by the testing equipment, shall be used to determine when it is safe to work in a confined space:
- Oxygen content less than 20% or greater than 23%.
- Greater than 5% of the Lower Explosive Limit (LEL).
- Greater than 50% of the 8-hour Occupational Exposure Limit (OEL) for the substance present.

Work in a confined or restricted space must not commence or continue until testing indicates an acceptable atmosphere or until controls are implemented which protect the worker from exposure to the hazardous atmosphere (e.g., Supplied Air. All test results must be recorded on the current entry permit.)

Ventilation, Purging and Inerting

Ventilating means the use of mechanical ventilation to force outside air into the confined space. The amount of ventilation required will be based on the volume of the confined space and the generation rate of the hazardous substance. The volume of the confined space is determined by the formula:

volume (m3) = length (m) x width (m) x height (m).

Since it will be difficult to determine the generation rate of the hazardous substance, a minimum of four air changes per hour of outside air must be introduced throughout the confined space. Care should be taken to ensure that all areas of the confined space are ventilated and that no dead spots remain.

If 50% of the 8-hour OEL is still exceeded, then additional ventilation may be required. If additional ventilation is not practical then appropriate personal protective equipment will be required. Work



procedures should also be reviewed and revised and an additional hazard assessment completed to reflect the change in work procedures.

Purging means the introduction of a substance such as steam or water into a confined space to displace or flush out contaminants prior to entering the space.

Inerting refers to the introduction of an inert (unreactive) gas, such as nitrogen, into a confined space to completely displace oxygen. If entering an inerted confined space, special safety precautions are required (e.g., self-contained breathing apparatus). Inerting is used in vessels that previously contained flammable materials.

By introducing an inert gas, like nitrogen, into the vessel the oxygen is displaced and a flammable mixture cannot be created. For a flammable mixture to burn or explode a source of oxygen and a source of ignition are required.

Emergency Response

All Confined Space Work activities will require an emergency response action plan to be developed prior to entry. This plan will include the means and equipment required to rescue an employee, the contact information for emergency response, emergency meeting points, first aid and any training requirements. This emergency response action plan will be included in the Code of Practice, attached to the entry permit and reviewed with all employees in the confined space or monitoring the work activity.

Requiring a Tending Worker

A tending worker is required in the following situations:

- Oxygen content of the atmosphere inside the confined or restricted space is less than 19.5% or greater than 23%
- The Lower Explosive limit is higher than 1% but lower than 20%. (Note: If LEL is higher than 20% of the LEL, Confined Space Entry is prohibited.)
- Concentration of a substance is greater than 50% of the 8-hour Occupational Exposure Limit.

The tending worker is responsible to:

- Ensure that the Entry Permit, Hazard Assessment and Code of Practice have been completed.
- Know the potential hazards of the confined space.
- Document the time of entry and exit for all worker(s) in the confined space.
- Ensure unauthorized personnel stay clear of the area and do not enter the confined space.
- Remain in communication with the worker(s) in the confined space.
- Order the evacuation of the confined space if there is a concern of an unsafe condition.
- Stay in the area of the confined space until all workers, who are able to, have left the confined space.
- Refrain from entering the confined space under any circumstances.
- Summon emergency response assistance in serious situations (e.g., injury accident, loss of communication).
- Remain available to direct emergency services to the incident scene.

Retaining of Records



Keyano College will retain all entry permits, atmospheric testing data, hazard assessments, Confined Space Code of Practices and employee training records. All records will be retained for a minimum of three years.

Code of Practice

A code of practice is a document that describes the procedures to be followed to ensure that all employees safely perform work in a confined space. A code of Practice must be developed for each Confined Space on Campus, identify all existing and potential hazards, reviewed with employees who work in the confined space, and reviewed annually the ensure the procedures are up to date and reflect ongoing work activities. The Code of Practice must be attached to the entry permit.

A Code of Practice is specific to a particular confined space, however, if the hazards for the confined spaces are similar, one Code of Practice can cover multiple locations.

The Confined Space Code of Practice template can be located in Appendix 3.

4. Exceptions

Contractors may follow their companies confined space procedures if they meet or exceed the legislative requirements for confined space entry. Contactors will be required to provide all confined space policies and procedures to Keyano for review prior to confined space entry.



Appendix 1 – Confined Space Entry Permit

CONFINED SPACE ENTRY PERM	1IT	Permit Number:	Date:
Location and Description of Confined Sp	baces	Purpose of Entry	
Scheduled Start Date Tin	ne	Scheduled End	Date Time
Worker(s) in charge of entry:			
Entrants	s below which are	applicable to your confined	
Oxygen-Deficient Atmosphere		+	Toxic Atmosphere
Oxygen-Dencient Atmosphere Oxygen-Enriched Atmosphere		ıtting	Flammable Atmosphere
Energized Electric Equipment	Fntrapmen	t	Hazardous Chemical
	SAFET	Y PRECAUTIONS	
Self-Contained Breathing Apparatus	s 🗆 🗆 Lifelines		□ Signs Posted
□ Air-Line Respirator	🗆 Respirat	ors	Clearance Secured
□ Flame Resistant Clothing	Lockout	/Tagout	□ Lighting
□ Ventilation	🗆 Fire Exti	nguishers	Ground Fault Interrupter
Protective Gloves	🗆 Barricad	e Job Area	
	ENVIRONN	IENTAL CONDITIONS	
Tests to be taken Date/Time	_	Re-Testing	Date/Time
Oxygen%	_a/p	Oxygen	%a/p
Lower Explosive Limit%	a/p	Lower Explosive	Limit% a/p
Instruments Used		Instruments Use	d
Remarks on the overall condition of th	e confined spa	ce:	
ENTRY AUTHORIZATION – All action	s and/or condi	itions for safe entry ha	ave been performed
Person in charge of entry			
ENTRY CANCELLATION – Entry has b	een complete	d and all entrants have	e left the space
Derson in charge of entry			
Person in charge of entry			



Appendix 2 – Confined Space Hazard Assessment

Confined Space Hazard Assessment Work Sheet

Location of work:	Entry date:
Description of tasks to be completed:	

Atmospheric Hazards	Yes	No	
Explosive atmosphere (gases, vapors, fine dusts)			
Oxygen deficiency			
Oxygen enrichment			
Toxic gases or vapors			
Dusts, mists, fumes			
Smoke			
Biological agents			
Other			
If yes to 1 or more of the above, specify atmospheric h	azards		
Safety Hazards	Yes	No	
Entry/Exit			
Small/narrow openings			
Steep openings			
Entry/Exit at height			
Angled openings			
Exits into traffic or machinery			
Machinery/mechanical equipment			
Piping and distribution systems			
Residual chemicals or materials			
Pressure systems			
Electrical hazards			
Poor Visibility			
Physical obstacles			
Walking/working surfaces			
Tomporatura avtromas			
Heat stress			
Cold stress			
Humidity			
Noise			
Vibration			
Radiation			
Other:			



		COLLEGE
Work Related Hazards	Yes	No
Hot Work		
Sandblasting		
Bonding operations		
Grinding		
Cutting		
Use of solvents, corrosive chemicals or cleaners		
Use of paint/spray painting		

Additional Hazard or Information

Reviewed By Supervisor

Name: ______

Date: _____



Appendix 3- Confined Space Entry Code of Practice

Confined Space Entry Code of Practice

Date:	Work Site:
Confined Space Location:	Confined Space Identification Number:
Code of Practice Prepared By:	Company Name:
Contact Information:	

Description of the Confined Space:	
Task to be Completed in the Confined Space	
Task to be completed in the confined Space:	
Description of the Hazards:	
Atmospheric:	
Safety:	
Work Dracaduraci	
work procedures:	
Human Factors:	
Worker Training Requirements	



How many workers are required to complete the work:				
Describe worker training requirements/ courses:				
Entry Dormit:				
Entry Permit:				
Entry Permit forms can be found	d in the Confined Spa	ice Safe Work Procedure		
-,				
	Work Pro	cedures		
	Testing the d	atmosphere		
Test for:				
Equipment Used :				
Equipment calibration:				
Test frequency:	Before entry:	During entry:	After entry:	
Other				
Other :				
	Entry into the c	onfined space		
Who is authorized to enter?				
Entry/avit procedure:				
entry/exit procedure.				
Des	cription of work to be	done in confined space		



Required personal pro	otective equipment	t	
Respiratory Protective Equipment	Type:		
Protective Clothing	Type:		
□ Footwear	Туре:		
Headwear	Туре:		
Protective Eyewear	Туре:		
□ Gloves	Туре:		
□ Other (describe):			
Traffic ho	nzards		·
Are there any traffic hazards related to this confined space entry? Yes No			No 🗆
If yes, describe controls:			
Ventilation, Purging,	Inerting, Isolation		
Ventilation		Yes 🗆	No 🗆
If yes, describe procedures to be used:			

	∳ K	eyano
Purging	Yes 🗆	No 🗆
If yes, describe procedures to be used:		
Inerting	Yes 🗆	No 🗆
If yes, describe procedures to be used:		
Isolation	Yes 🗆	No 🗆
If yes, describe procedures to be used:		
Tending Worker		
If no, who has the responsibility to be in communication with the wor	kers in the confi	ned space?
Is a tending worker required to be physically present?	Yes 🗆	No 🗆
What are the duties of the tending worker? What actions do the tending worker take in an emergency?		





Emergency Response Procedures *Emergency Contact Numbers*

Describe emergency procedures:

List of rescue equipment (include personal protective equipment for rescue workers):

Required training and recordkeeping procedures:


	COLLEGE				
Recordkeeping					
Code of Practice reviewed by:	Code of Practice update frequency:				
When is the confined space entry done?	Frequency:				
Describe incidents that have occurred in connection with this confined space entry:					
Has emergency rescue been required during an entry?					
Actions taken to prevent future incidents:					
Other comments:					



Control of Hazardous Energy Safe Work Procedure

1. Overview

Keyano College is required by occupational health and safety to protect its employees from uncontrolled sources of hazardous energy.

This procedure aims to set minimum safety standard for isolations and the lock out of hazardous energy. It is intended to reduce the risk of severe injury by ensuring that equipment cannot be accidentally turned on, switched on, or pressurized while a worker is servicing it.

Personal Protective Equipment Requirements will be determined by each area and trade's hazard assessment, as well as the method of isolation.

Training in lockout procedures shall be provided to all employees who are required to use this or similar procedures. Supervisors and managers will maintain appropriate records of employee training.

Contractors are responsible to train their workers in lockout procedures. Copies of this Procedure will be made available to Contractors for their information and use.

Contractors will be advised that they are to follow this procedure when working on Keyano College projects.

If any employee requiring knowledge in lockout has demonstrated a lack of understanding of the requirements and/or a failure to follow these requirements, they shall be required to participate in additional training prior to being allowed to engage in any work activity that requires the protection of lockout.

2. Legislation

Part 15 *Managing the Control of Hazardous Energy* of the Occupational Health and Safety Code of Alberta requires:

212(1) If machinery, equipment or powered mobile equipment is to be serviced, repaired, tested, adjusted or inspected, an employer must ensure that no worker performs such work on the machinery, equipment or powered mobile equipment until it has come to a complete stop and

(a) All hazardous energy at the location at which the work is to be carried out is isolated by activation of an energy-isolating device and the energy–isolating device is secured in accordance with section 214, 215, or 215.1 as designated by the employer, or



(b) The machinery, equipment or powered mobile equipment is otherwise rendered inoperative in a manner that prevents its accidental activation and provides equal or greater protection than the protection afforded under (a).

212(2) an employer must develop and implement procedures and controls that ensure the machinery, equipment or powered mobile equipment is serviced, repaired, tested, adjusted or inspected safely if

(a) The manufacturer's specifications require the machinery, equipment or powered mobile equipment to remain operative while it is being serviced, repaired, tested, adjusted, or inspected, or

(b) There are no manufacturer's specifications and it is not reasonably practicable to stop or render the machinery, equipment or powered mobile equipment inoperative.

3. Scope

This program applies to all Keyano College departments, staff, and contractors who perform servicing or maintenance on machines or equipment that may contain hazardous energy that, if released unexpectedly, could cause harm.

This program does not apply to the following:

- 1) Work on cord and plug connected electrical equipment where the unexpected energization or start-up is controlled by unplugging the equipment and the plug is under the direct control of the employee performing the work.
- 2) Minor servicing, tool changes or adjustments that do not have potential to cause injury.

4. Procedures

Lockout/Tag out Guideline:

- Only authorized employees or contractors are permitted to perform isolations.
- Prior to commencing servicing or work, equipment and machinery shall be inspected to verify the equipment or machinery can be effectively isolated.
- All potential sources of hazardous energy (e.g. mechanical, hydraulic, pneumatic, chemical, thermal, and gravitational or other potential energy, etc....) must be considered when determining isolation procedures.
- If an energy isolating device is capable of being locked out, then it must be locked and tagged.
- If an energy isolating device is not capable of being locked out, then it must be tagged out.
- Each person performing servicing or work on a machine must apply their own lock. After the lock has been applied, the key must be retained by the person who applied the lock.



• An absence of voltage test must be performed by a Qualified Electrical Worker (QEW) before working on electrical equipment or conductors.

Step 1: Prepare for Shutdown Procedure

The Authorized Employee will:

- 1. Identify machines, equipment and processes to be isolated.
- 2. Inform all affected employees when machinery or piece of equipment will be locked out.
- 3. Identify the types and magnitude of hazardous energy (e.g. mechanical, hydraulic, pneumatic, chemical, thermal, gravitational or other potential energy) to be controlled and understand the hazards of that energy.
- 4. Identify the methods for controlling the hazardous energy.
- 5. Identify all isolation points and energy isolation devices to be locked out. Ensure remote computer and/or programmable computer logic controllers are considered.
- 6. Identify and obtain appropriate personal protective equipment.
- 7. Identify and obtain locks, tags, lockout devices and other equipment required to perform the work.

Step 2: Equipment Shutdown

- 1. Notify all affected employees of the lockout.
- 2. Shutdown the equipment following the normal stop or rundown procedures as per the manufacturer or departmental process. (E.g. push ON/OFF or START/STOP buttons or switches).
- 3. Locate all energy isolation devices required to control the hazardous energy (e.g. gravity, electrical, mechanical, pneumatic, pressure).

*Note: Read before Next Step: Never open a disconnect switch without first shutting down the equipment as it could result in arcing or an explosion. Use the left hand rule when opening and closing disconnect switches. (Left hand rule: Stay to the right of the disconnect switch, face away and use your left hand to operate the switch. This positioning protects the face and body in the event of arcing or an explosion).

4. Operate the energy isolation devices such that the machine or equipment is isolated from energy sources. This usually involves opening a disconnect switch, circuit breaker or closing valves.

Step 3: Apply Lockout/Tag out Devices

- 1) Apply LOCKS and TAGS to each energy isolation device to ensure it is held in OFF position.
- 2) Lockout devices and locks may be omitted, but only if the energy isolating device is not capable of being lock-out.



- 3) If a tag alone is used, additional safety measures that can provide the same level of safety as a lock must be employed. This might include removing and isolating a circuit element, blocking access to a controlling switch or removing a valve handle to reduce the potential for any inadvertent activation.
- 4) Write your name, the date, contact information and the purpose for the lockout/tag out on the tag.

Step 4: De-energization: Stored Energy Release or Restraint

1. After application of lockout devices, all stored or residual energy must be relieved, disconnected, blocked, bled, restrained or otherwise made safe.

Note: Remember to consider energy stored in capacitors, springs, pressure lines, elevated equipment.

Step 5: Verification

- 1. Ensure all affected employees are CLEAR of the machine or equipment.
- 2. Before beginning any work, verify the machine or equipment is isolated and cannot be activated or restarted by one or more of the following actions:
 - Manually TRY operating control buttons or switches to start or operate the machine or equipment. Return controls to their off or neutral position.
 - Using test instruments to test circuits.
 - Visually inspecting the position or movement of parts such as gears, rotating parts, shafts, flywheels to ensure movement has ceased; inspecting gauges or other indicators.

Note: Always Remember - LOCK, TAG, CLEAR, TRY

Step 6: Release the Lockout

- 1. Ensure all non-essential equipment or parts have been removed from the machine and the machine is operationally intact and safe to be operated.
- 2. Ensure the machinery, equipment and surrounding area is clear of anyone who could be harmed by the start-up.
- 3. Ensure each person who applied a lockout device and tag removes these from each energy isolation device.
- 4. Energize the machine, but do not start it up.
- 5. Notify all affected employees the machine or equipment is ready to be started.
- 6. Re-start the machine or equipment.

Testing on Energized Equipment



When there is a need to temporarily remove a lockout device to perform testing or troubleshooting on a piece of equipment or machinery, the following procedure is to be used:

- 1. Clear the machine or equipment of parts, tools that could be affected by energizing the machine or equipment.
- 2. Clear people from the area.
- 3. Remove the lock(s) and tag(s) from the affected energy isolation device.
- 4. Perform the testing.
- 5. De-energize and re-apply the lockout/tag out devices.
- 6. Verify the machine or equipment has been re-isolated by operating controls.
- 7. Resume work on the machine or equipment.

Group Lockout

When maintenance or servicing work is being performed by more than one authorized employee, a Primary Authorized Employee must be assigned responsibility for the controlling all energy isolating devices for the machine, equipment or process.

- 1. Prior to a Group lockout a start-up meeting with ALL employees will take place. At this time the Primary Authorized Employee (Lead) will be identified and communication plan will be developed.
- 2. A designated, authorized employee in the group secures each energy-isolating device with a personal lock.
- 3. The same authorized employee places the key that fits each lock in a group lockbox with a multi-lock hasp or lockbox.
- 4. The other authorized employees in the group secure the lockbox they attach their personal locks to the box before beginning their service work.
- 5. After each employee finishes service work on the equipment, that employee removes his personal lock from the lockbox.
- 6. After all the employees have finished their service work and removed their personal locks from the lockbox, the authorized employee who placed the key in the box removes it.
- 7. The authorized employee uses the key to remove the lock on each energy-isolating device.
- 8. The Primary Authorized Employee (Lead) will hold a final meeting with all authorized employees involved prior to re-energization.

When going off shift and your personal lock is still in place, your relief must put his own personal lock on before you remove yours.

5. Lock Removal Procedure



Removing another employee's lock is a serious matter and is prohibited except in the case of an emergency and only when the following procedure has been adhered to:

- 1. The supervisor shall be informed that a lock needs to be removed and that the person assigned the lock cannot be located.
- 2. The supervisor will make every effort to contact the lock owner and document these attempts on the Keyano College Abandoned Lock Removal Form. (Appendix 1)
- 3. The supervisor shall then contact the Keyano College Safety Advisor or Facilities Director to request their attendance at the area for the inspection and lock removal.
- 4. At least one employee representative will be present during the inspection of the area and lock removal.
- 5. If the person cannot be located and the area in question has been inspected and is clear of any hazards to anyone, the lock may be opened.
- 6. The supervisor shall be responsible for completing the Keyano College Abandoned Lock Removal Form and providing it to the Keyano College Safety Advisor for Record Keeping.

6. Definitions

LOTO: Lock out Tag out

Locked out: means to have isolated the energy source or sources from equipment, to have dissipated any residual energy in a system and to have secured the isolation by a device that is operated by a key or other process."

Authorized Employee: An employee authorized to implement lockout/tag out procedures on machines or equipment to perform maintenance or servicing work. May refer to an employee or contractor.

De-energized: Disconnected from all sources of energy and not containing residual or stored energy.

Energy Isolating Device: A mechanical device that physically prevents the transmission or release of energy, to or from a machine or equipment. This device usually de-energizes the machine or equipment and allows a padlock to be placed on it.

Hazardous Energy: Energy sources including electrical, mechanical, hydraulic, pneumatic, chemical, thermal, gravitational or other potential energy that, when released, can cause harm.

Qualified Electrical Worker – A worker who is trained, competent and qualified to conduct electrical work.



Primary Authorized employee - The person who has authority over a group isolation. This individual will isolate the equipment and will oversee the final removal of the isolation after work is completed.

7. Roles & Responsibilities

Vice-President

- Ensure that adequate resources are available to implement appropriate measures.
- Require that the procedures be communicated to employees.
- Require compliance with the procedures.

Directors, Deans and Departmental Leadership

- Ensure the procedures are communicated and employees are trained in LOTO.
- Require compliance with the procedures from all employees under their jurisdiction.
- Ensure lockout / tag out devices are supplied to employees at no cost to them.
- Ensure required records are maintained.
- Ensure only trained and competent employees are authorized to perform work requiring isolation.
- Ensure contractors who perform work requiring isolations are provided with Keyano's written lock out tag out procedure.

Supervisors and Project Managers will:

- Attend appropriate training.
- Ensure all employees are trained on the Lockout / Tag out Procedures and associated requirements.
- Ensuring written lockout/tag out procedures are prepared for machines, equipment and processed in their area if required.
- Ensure only authorized employees perform work requiring isolations.
- Ensure training records are maintained.
- Require compliance with these procedures from all employees under their direction.
- Ensure contractors performing servicing or maintenance work in their area comply with lockout/tag out procedures.

Authorized Employees

- Attend required LOTO training.
- Follow Keyano College's written LOTO procedures.
- Never remove the locks belonging to another employee or contractor.
- Consult immediate supervisor when questions or concerns arise, or when their Key, Lock, Tag or isolation equipment is lost.
- Immediately notify supervisor of violations of these procedures.
- Assist in the development of lockout/tag out procedures for machines, equipment or processed in their area.



Contractors and their employees will:

- Contact and Sign-in with Facilities prior to commencing their work.
- Comply with these procedures.
- Provide their own isolation equipment, locks and tags.

Keyano College Safety Advisor

- Provide assistance and guidance to departments regarding lockout and tag out procedures.
- Partner with supervisors in coordinating appropriate training for employees.

Review and update the lock out/tag out program



Appendix 1 - ABANDONED LOCK REMOVAL FORM

It is the responsibility of the authorized employee to remove his/her lock at the end of the workday. If an authorized employee forgets to remove his/her lock before leaving the worksite, the immediate supervisor must:

1. Call the authorized employee to verify the employee has left the worksite and Request the employee return to the worksite to remove their lock. If the employee is unable to return, the supervisor must inform the employee of the removal of their lock.

2. Lockout tag out devices may not be removed unless the responsible supervisor is present and authorizes the removal.

3. The supervisor must make all reasonable attempts to contact the employee and inform him/her that their lock will be removed. If the authorized employee cannot be contacted, and the supervisor has verified that the employee is not at the facility, an inspection of the equipment will be completed and if it is deemed in safe working order the energy to the equipment may be restored. The supervisor must then ensure that the authorized employee is made aware of the removal before he/she resumes work.

Date Removed:

Employee Name (owner of lock):			
Department:			
Lock Location:			
Employee Notification Verification:			
Notified by Phone:			
Date:			
Time:			
Notified In Person:			
Date:			
Time:			
Signature:			
Immediate Supervisor			
Signature:			
Safety Advisor			



Cranes, Hoists and Lifting Devices

1. Overview

Operations of Cranes, Hoists and Lifting Devices presents many hazards. Ensuring that equipment is used as intended and operators are competent in its use is critical for ensure the health and safety of all Keyano employees.

Lifting Devices are only to be operated by a competent worker authorized by the employer to operate the equipment.

An operator, before operating a lifting device, must be able to demonstrate that they are competent in the equipment's operation, load chart and in the code of signals for hoisting operations.

2. Procedures

Lifting Devices must legibly show the following:

- Manufacturer's rated load capacity
- Manufacturer's name
- Model
- Serial Number
- Year of manufacture or shipment date

All mobile cranes or boom trucks must be equipped with a load chart at all times. This chart must show the rated load capacity of the mobile crane or boom truck at all permitted boom angles and boom radii.

Log Books

Cranes, hoists and lifting devices must have a log book. The log books may be paper or electronic, however, each entry in a paper log book must be signed by the person doing the work. It must include the following:

- the date and time when any work was performed on the lifting device
- length of time in lifting service
 - recorded as hours of service if the lifting device is equipped by the manufacturer with an hour-meter, or
 - if required by the manufacturer's specifications
 - all defects or deficiencies and when they were detected
- inspections including examinations, checks and tests that are performed (including those specified in the manufacturer's specifications)
- repairs or modifications performed
- a record of a certification
- any matter or incident that may affect the safe operation of the lifting device
- any other operational information specifically identified by the employer

Before operating a lifting device, the operator must be familiar with all recent entries in its log book.

Training/Competency

Effective July 10, 2017



Lifting devices are only to be operated by competent personnel. Employees must be able to provide Keyano with a certification demonstrating competency in the equipment they are operating. This certification will be kept by the supervision for record keeping. All certification must be verified as current, up to date and appropriate to the equipment, prior to operating any lifting device.

Supervision will ensure that all employees who are operating lifting devices can demonstrate competency in that device prior to use.

Maintenance

All lifting devices will be maintained as per the manufacturer's recommendations. Equipment that is noted to have any defect or damage that may endanger the health and safety of employees will be removed from service, until repairs are completed.

Precautions

- Never move a load until you are assured that the working conditions are safe.
- Never permit anyone to ride the lifting hook or the load.
- Never work under a suspended load.
- Never leave a load suspended when the hoist or crane is unattended.
- Ensure that safety latches on hooks are secure and in good working condition.
- Ensure that the signaler and the hoist operator discuss the signals prior to performing the lift.
- Make sure a tagline is used to control the load.
- Loads must not travel over personnel. Use barricades or flagging to prevent movement under the load.
- Loads must be positioned as close to the ground or grade as possible before unloading.

3. Definitions

Competent – Adequately qualified, suitable trained and with sufficient experience to safely perform work without supervision or with only a minimal degree of supervision.

4. Exceptions

Contractors may follow their own health and safety procedures if they meet or exceed these requirements.



Fall Protection

1. Overview

This safe work procedure will apply to all work done by employs and/or contractors on property belonging to Keyano College.

Keyano College is committed to providing a safe work environment for its employees and preventing occupational injuries due to falls. In all areas related to fall protection, Keyano will meet or exceed legislative safe requirements.

2. Procedures

Any time a worker is exposed to a fall hazard, there will be a procedure and equipment to reduce and/or eliminate the hazard of working at height.

Fall protection must be used if a worker is within 2 metres of an edge from which they may fall:

- 1) A vertical distance of 3 metres or more
- 2) A vertical distance of less than 3 metres where there is an unusual possibility of injury
- 3) Into or onto a hazardous substance or object, or through an opening on a work surface.

Working Alone

A minimum of 2 people will be present at all times when the use of travel restraint or fall arrest system is required.

Training

All personnel required to use fall protection equipment must be trained in its use by a competent person.

The training referred to must include, at a minimum, the following elements as part of the theory component of the training:

- a. a review of current Alberta legislation pertaining to fall protection;
- b. an understanding of what a fall protection plan is;
- c. fall protection methods a worker is required to use at a work site;
- d. identification of fall hazards;
- e. assessment and selection of specific anchors that the worker may use;
- f. instructions for the correct use of connecting hardware;
- g. information about the effect of a fall on the human body, including
 - (i) maximum arresting force
 - (ii) the purpose of shock and energy absorbers
 - (iii) swing fall
 - (iv) free fall
- h. pre-use inspection;
- i. emergency response procedures to be used at the work site, if necessary; and
- j. practice in



- (i) inspecting, fitting, adjusting and connecting fall protection systems and components, and
- (ii) emergency response procedures.

In addition to the training described a worker must be made aware of the fall hazards particular to that work site and the steps being taken to eliminate or control those hazards.

Fall Protection Plan

Where a worker may fall 3 metres or more and is not protected by guardrails, a Fall Protection Plan must be used to control the fall hazard.

A fall protection plan must specify

- a. the fall hazards at the work site,
- b. the fall protection system to be used at the work site,
- c. the anchors to be used during the work,
- d. that clearance distances below the work area, if applicable, have been confirmed as sufficient to prevent a worker from striking the ground or an object or level below the work area,
- e. the procedures used to assemble, maintain, inspect, use and disassemble the fall protection system, where applicable,
- f. the rescue procedures to be used if a worker falls and is suspended by a personal fall arrest system or safety net and needs to be rescued.

The fall protection plan must be available at the work site and reviewed with workers before work with a risk of falling begins.

Fall protection plans are not required in situations involving the use of a boom-supported elevating work platform or the use of a fork-mounted elevating work platform intended to support a worker.

When conditions affecting fall protection change, the Fall Protection Plan must be updated. The Fall Protection Plan Form can be found in **Appendix 1**.

Elevated Work Platform, Aerial Devices, Man Baskets

Whenever an employee is engaged in work from a boom-supported work platform, boom supported aerial device, or telescopic forklift truck work platform, two conditions must be met:

- 1) The worker's personal fall arrest system must be connected to an anchor point. If the work platform manufacturer does not provide an anchor point, then an anchor point certified by a professional engineer to the requirements of the CSA Standard Z259.16-04, Design of active fall-protection systems must be used.
- 2) The lanyard is to be short enough to prevent the worker from being ejected, yet long enough to allow the worker to perform work.

This standard does not apply to scissor lifts or elevated work platforms that the manufacturer's specifications allow the use of guardrails without travel restraint.



Fixed Ladders and Climbable Structures

If a worker is working from or on a fixed ladder or climbable structure at a height of 3 meters or more and is not protected by a guardrail, continuous protection from falling is provided by;

- a. integral fall protection system or
- b. an alternate fall protection system meeting the requirements of the OH&S Code

Portable Ladders

A worker may work from a portable ladder without using a personal fall arrest system in circumstances where it is not reasonably practicable to do so. The most common example of such a situation is when an anchor of sufficient strength is unavailable or too impracticable to use. Subject to the following conditions:

- 1. The work must be a —light duty task, such as inspection or painting. The work done at each spot where the ladder is set up must be less than approximately 15 minutes in length;
- 2. while doing the task, the worker must keep his or her centre of gravity (indicated by the belly button) between the side rails of the ladder; and
- 3. the worker must maintain three points of contact whenever the worker extends an arm beyond a side rail

Ladder Openings

Ladder floor openings and platforms are normally guarded by a standard guardrail and toe board on all exposed sides, except at the entrance to the opening.

A self-closing double bar safety gate or equally effective means must be provided at the opening to prevent persons from walking directly into the opening and falling.

Fall Protection on Vehicles and Loads

If a worker has to climb onto a vehicle or its load at any location and Fall Protection is not reasonably practical:

- a. Take steps to eliminate or reduce the need to climb onto the vehicle or its load, and
- b. Ensure that the anchor requirements of this procedure are met.

A worker must not climb onto a load if the load is not secured against movement.

Clearance, Maximum Arresting Force and Swing

A personal fall arrest system must be arranged so that:

- 1) A worker cannot hit the ground, an object which poses an unusual possibility of injury, or a level below the work area.
- 2) A personal Fall Arrest System incorporates a full body harness and shock absorber



- 3) A personal Fall Arrest System without a shock absorber limits a worker's free fall distance to 1.2 meters.
- 4) Limits the maximum arresting force on a worker to 6 kilonewtons, unless the worker is using an E6 type shock absorber in accordance with the manufacturer's specifications, in which case the maximum arresting force must not exceed 8 kilonewtons.
- 5) Vertical distance of a fall is limited by
 - i) Selecting the shortest length lanyard that will still permit unimpeded performance of the worker's duties, and
 - ii) Securing the lanyard to an anchor no lower than the worker's shoulder height.
- 6) If the shoulder height anchor required is not available, a worker must secure the lanyard to an anchor that is located as high as is reasonably practicable.
- 7) If it is not reasonably practicable to attach to an anchor above the level of a worker's feet, the worker must ensure that the clearance and maximum arresting force requirements are met.



Anchor Strength

Anchors installed after July 1, 2009 must have a minimum breaking strength per attached worker of 16 kilonewtons or two times the maximum arresting force in any direction in which the load may be applied.

Anchors installed prior to July1, 2009 must have a minimum breaking Strength of 22.2 kiloNewtons. If the structure

to which the anchor is attached is not capable of withstanding 22.2 kiloNewton an anchor designed and installed capable of withstanding twice the maximum arrest force may be used.

An anchor rated at two times the maximum arresting force must be designed, installed and used in accordance with:

- a. the manufacturer's specifications, or
- b. specifications certified by a professional engineer

Flexible and rigid horizontal lifeline systems



A flexible horizontal lifeline system manufactured on or after July1 2009, meets the requirements of

- (a) CSA Standard Z259.13-04, Flexible Horizontal Lifeline Systems, or
- (b) the applicable requirements of CSA Standard Z259.16-04, Design of Active Fall-Protection Systems

A rigid horizontal fall protection system must be designed, installed and used in accordance with

- (a) the manufacturer's specifications, or
- (b) specifications certified by a professional engineer

Installation of horizontal lifeline systems

Before a horizontal lifeline system is used, a professional engineer, a competent person authorized by the professional engineer, the manufacturer, or a competent person authorized by the manufacturer certifies that the system has been properly installed according to the manufacturer's specifications or to specifications certified by a professional engineer.

Anchor Strength – Temporary

A temporary anchor used in a travel restraint system:

- (a) Has a minimum breaking strength in any direction in which the load may be applied of at least 3.5 kilonewtons per worker attached,
- (b) Is installed, used and removed according to the manufacturer's specifications or specifications certified by a professional engineer,
- (c) Is permanently marked as being for travel restraint only, and
- (d) Is removed from use on the earliest of:
 - i) the date on which the work project is completed, or
 - ii) the time specified by the manufacturer or professional engineer.

A temporary anchor used in a personal fall arrest system

- (a) has a minimum breaking strength in any direction in which the load may be applied of at least 16 kilonewtons or two times the maximum arresting force per worker attached,
- (b) is installed, used and removed according to the manufacturer's specifications or specifications certified by a professional engineer and,
- (c) is removed from use on the earliest of:
 - i. the date on which the work project for which it is intended is completed, or
 - ii. the time specified by the manufacturer or professional engineer.

Duty to Use Anchors

Workers using a personal fall arrest system or a travel restraint system, must ensure:

- (a) that it is safely secured to an anchor that meets the requirements of this procedure
- (b) it is visually inspected prior to attaching a fall protection system
- (c) a damaged anchor is not used until the anchor is repaired, replaced or re-certified by the manufacturer or a professional engineer
- (d) an anchor connector appropriate to the work is used
- (e) is not part of an anchor used to support or suspend a platform

Water Danger



Use an appropriate fall protection system in combination with a life jacket or personal flotation device if the worker may fall into water that exposes the worker to the hazard of drowning, or could drown from falling into the water, from other than a boat.

Equipment

Equipment for Fall Protection Systems must be selected and used as per manufacturers' recommendations and legislated requirements, shall be inspected prior to use by the worker using the equipment and at least annually by a competent person. It is imperative that workers follow the manufacturer's guidelines in the use, care and maintenance of the specific equipment used.

A Personal Fall Arrest System must ensure:

- 1) a worker cannot hit the ground or an object or level below the work area.
- 2) limits the maximum arresting force on a worker to 6 kilonewtons unless the worker is using an E6 shock absorber in accordance with the manufacturer's specifications in which case the maximum arresting force must not exceed 8 kilonewtons.
- 3) limit the vertical distance of a fall by selecting the shortest length lanyard that will still permit unimpeded performance of the worker's duties, and securing the lanyard to an anchorage connector no lower than the worker's shoulder height.
- 4) that a life safety rope is installed and used in a manner that minimizes the hazards of swinging and limits the swing drop distance to 1.2 meters if a worker falls.
- 5) If a shoulder height anchorage connector required by subsection (3) (b) is not available, a worker must secure the lanyard to an anchor point that is as high as reasonably practicable.
- 6) If it is not reasonably practicable to attach to an anchorage connector above the level of a worker's feet, the worker must ensure that the clearance and maximum arresting force requirements of subsections (1) and (2) are met.

Equipment Maintenance and Inspection

Equipment used as part of a fall protection system must be:

- (a) inspected by the worker as required by the manufacturer before it is use
- (b) kept free from substances and conditions that could contribute to deterioration of the equipment,
- (c) re-certified as specified by the manufacturer. Re-certifications shall be carried out by a competent person, trained in the inspection of that equipment and knowledgeable of the manufacturer's requirements for inspection at least annually.

Removal from Service

Equipment is removed from service and either returned to the manufacturer or destroyed if:

- (a) it is defective
- (b) it has come into contact with excessive heat, a chemical, or any other substance that may corrode or otherwise damage the fall protection system
- (c) it has stopped a fall
- (d) equipment removed from service is not returned to service unless a professional engineer or the manufacturer certifies it is safe to use



Rescue from Heights

While calling 911 may be part of a rescue response, an employer is expected to have some means of basic rescue capability at the work site.

Basic means of rescue may include:

- (a) having access to a man lift or scissor lift at the work site that is capable of reaching a suspended worker. Someone must be able to competently operate the equipment
- (b) having ladders on site that are capable of reaching a suspended worker
- (c) equipping workers with leg loop extensions for their full body harnesses i.e. suspension relief straps
- (d) Equipping workers with self-rescue devices

3. Definitions

Anchor Point - A secure point of attachment for lifelines, lanyards, or deceleration devices. An anchor point must be capable of supporting at least 5000 pounds/ 22.2 kN (3600 pounds/ 16 kN if engineered/certified by a qualified person) per person and must be independent of any anchorage being used to support or suspend platforms.

Fall Arrest System - an assembly of components joined together so that when the assembly is connected to a fixed support, it is capable of arresting a worker's fall; consists of a full-body harness with backmounted -D ring, an energy absorbing lanyard, a lifeline, connecting hardware and anchorage point(s).

kiloNewton (kN) - a unit of force, approximately equivalent to 225 pounds of force.

Travel Restraint System - an assembly of components capable of restricting a worker's movement on a work surface and preventing the worker from reaching a location from which he or she could fall.

4. Exceptions

Contractors working for Keyano College are expected to meet or exceed this procedure. In, the event that a Contractor is designated Prime on Keyano Property, the Contractor may use their own Fall Protection Procedures.



Appendix 1 - Fall Protection Plan

- A fall protection plan must be completed if a worker may fall three meters or more and there are no guardrail.
- The completed fall protection plan must be available onsite or readily available to workers
- The fall protection plan must be revisited and reassessed if there are any changes

Site Information				
Company Name:		Date:		
Building Name:	Site Address:			
Tasks:				
Name of person that completed the Plan:				
Contact person for questions:				
Time Period that Plan is Valid:				

Fall Hazards & Equipment				
Max Height (Peak):	Max Height (other):			
Max Height (Eaves):	Roof Slope (if applicable):			
Ground Hazards:				
Are there any high voltage power lines nearby?				
Type of Fall Protection to be Used:				
Fall Arrest	□ Fixed Anchor			
□ Travel Restraint	□ Lifeline and Grab			
	□ Safety Net			
	□ Other:			
Details about fall protection used (brand, length, components):				
Has all equipment to be used been inspected				

Key	<i>y</i> an	0
	COLL	EGE

Anchor Location:			
Procedures used to assemble, maintain, inspec	t, use and c	disassemble	e fall protection system:
	10		
Have Manufactures specifications been attache	d?	⊔ Yes	LI NO
Has the Clearance Calculation been completed	?	□ Yes	□ No
R	escue		
Rescue Equipment:	Rescue P	rocedure:	
 Ladders Aerial Devices Self-Rescue Equipment Other 			
Who is the qualified first aider on site:			
Are workers trained in the Rescue Procedure:		Yes 🗆	No

Anchor Type:







Worker Sign-Off			
Site Address:	Date	:	
Time Period that Plan is valid:			
Print Name	Sign Name	Trained in	Fall Protection
		□ Yes	□ No
		□ Yes	🗆 No
		□ Yes	□ No
		□ Yes	□ No
		□ Yes	🗆 No
		□ Yes	🗆 No
		□ Yes	□ No
		□ Yes	□ No
		□ Yes	□ No
		□ Yes	□ No
		□ Yes	🗆 No
		□ Yes	🗆 No
		□ Yes	□ No
		□ Yes	□ No
		□ Yes	□ No
		□ Yes	□ No

Ladders (Portable)



1. Overview

Portable ladders should only be used where there are no permanent or temporary stairways or work platforms available for the task.

All ladders will be used and maintained as per the manufactures recommendation. Any employee who is working from a ladder that may fall 3 metres or more, must use a personal fall arrest system unless:

- The work is a light duty task for a short duration
- The workers centre of balance is at the centre of the ladder at all times
- The worker maintains three point contact whenever an arm is extended beyond the side rails

2. Procedures

All employees will be instructed on the use, inspection and maintenance of ladders. Keyano Supervision will be responsible to ensure this training has occurred, prior to use.

Employees will be responsible for the following:

- A ladder will not consist of a fastening cleats across a single rail or post.
- Wooden ladders must not be painted
- All ladders will be inspected prior to performing a task
- Ladders used in the servicing of energized or potentially energized equipment must be made of non-conductive material.
- Work must not be performed from either the top two rungs, steps or cleats unless the manufacturer's specifications allow it.
- Portable ladders must:
 - Be secured against movement
 - Have a stable base,
 - Have an incline that is no further than one quarter of the distance from the base of the ladder to the point of contact on the wall.
 - Side rails must extend at least 1 metre above platform, landing or parapet.

3. Exceptions

Contractors may follow their company's procedures in the event they meet or exceed this standard.



Manual Lifting

1. Overview

This safe work procedure covers the lifting, lowering, pushing, pulling, carrying, holding, dragging and supporting of objects and materials. This is known as manual handling, manual lifting or material handling and is the leading cause of musculoskeletal injuries or MSIs.

2. Procedures

Risk Factors

When performing a task, there are a number of factors that can contribute to the possibility of injury:

- the distance between the object being lifted and the front of the body
- the number of lifts performed repeatedly
- the duration of the lifting activity
- the starting height from which the object is lifted
- the finishing height to which the object is lifted
- the extent to which the body twists during the activity

To reduce the risk of injury from lifting heavy or awkward loads, the following procedures may be used:

- 1. Adapt the load to make it easier to lift, lower, push, pull, carry, handle or transport without injury.
 - a. Reduce the weight of the load by dividing it into two or more manageable loads. Any object that is over 50 lbs or 22 Kg should not be lifted unassisted.
 - b. Reduce the distance the load must be held away from the body by reducing the size of the packaging
 - c. Provide handholds
- 2. Minimize the manual handling required to move the load
 - a. Team lift the object with two or more people
 - b. Improve the layout of the work process to minimize the need to move materials
 - c. Use a mechanical lift life a forklift, pallet jack, trolley, or other device. These devices must be used as designed and capable of safely handling the load
- 3. Loads should be pushed rather than pulled. The reasons behind this are:
 - a. Your feet and ankles may come into contact with object or material, resulting in an injury
 - b. When pulling a load while face the direction or travel means that the arm is stretched behind the body, placing the shoulder and back in an unnatural position.
 - c. When you are pulling while walking backwards, you are unable to see where you are going

Lifting Technique

- 1. Keep the natural curve in your lower back
 - a. When standing straight, the lower back naturally curves to create a slight hollow. Always try to maintain this curve when lifting, lowering or moving objects. The spine and back are at their most stable in this position.
- 2. Contract your abdominal muscles



- a. Contract the abdominal muscles during lifting, lowering and moving activities. Contracting those muscles even a small amount improves spine stability and reduces the likelihood of injury.
- 3. Avoid Twisting
 - a. Twisting the back can make it less stable, increasing the likelihood of injury. Contracting the abdominal muscles helps reduce any tendency to twist.
- 4. Hold it close
 - a. Keep the load as close to the belly button and body as possible. Doing so reduces the strain on the muscles of the back and trunk. If necessary, use protective clothing such as leather aprons so that sharp, dirty, hot or cold objects can be held as close to the body as possible.
- 5. Lift with your legs, not your back
 - a. Place the load between your knees, and then lift with your legs, not your back, otherwise known as the "squat lift".

Musculoskeletal Injuries

Musculoskeletal injuries (or MSIs) include repetitive strain injuries, repetitive motion injuries, cumulative trauma disorders, overexertion and overuse injuries. These injuries occur when bones, joints, ligaments, tendons, muscles blood vessels and other soft tissues are damaged.

Signs and Symptoms

Redness, swelling and the loss of normal joint movement are the first signs of a MSI that can be seen. Unseen symptoms are numbness, tingling or pain.

If nothing is done to correct the problem causing the MSI, it may lead to increased discomfort and disability.

Stage 1

- Discomfort may persist for weeks or months but is reversible
- Most people experience pain and weakness during work activities but improve on days off work
- Interference with work tasks is minimal

Stage 2

- Discomfort may persist for months
- Symptoms begin more quickly and last longer
- Physical signs may be present, and sleep may be disturbed
- Work tasks may be difficult to perform

Stage 3

- Discomfort may persist for months or years.
- Symptoms are always present, even at rest.
- Activities of daily living are disrupted, and sleep is disturbed
- The person is unable to perform light duties at work
- The likelihood of recovery is poor.



Awkward Body Positions

The location and orientation of the object being worked on, poor workstation design, product or tool design or poor work habits can give awkward body positions. Leaning forward from the waist for extended periods of time, or bending the neck downwards at an exaggerated angle, can load muscles with "static work".

Static work involves muscles being tensed in fixed positions and over time, becoming tired, uncomfortable and possibly painful.

Forceful Exertions

Forceful exertions (excessive force) may overload muscles, tendons and ligaments. They may occur when lifting, pushing, pulling and reaching. Awkward wrist and arm positions may also contribute to the problem. (i.e.) A bent tool eliminates an awkward wrist position and provides a good grip.

Repetition

Without sufficient time to recover between repetitions, muscles become tired and may cramp and eventually wear the body down. The time it takes to develop an injury depends on how often a repetitive motion is performed, how quickly it is performed, and for how long the repetitive motion continues.

Repetitive work, when combined with awkward body positions and forceful exertions, dramatically increases the risk of injury.

3. Definitions

Musculoskeletal injuries – Damage caused to bones, joints, ligaments, tendons, muscles blood vessels and other soft tissues, typically the result of repetitive motion, awkward body position or forceful exertions.

Manual Lifting - Also known as **Manual Handling** is any transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or bodily force.

4. Exceptions

Contractors working for Keyano may use their own policies or procedures if they meet or exceed this procedure.



Noise

1. Overview

This safe work procedure has been developed with the purpose of minimizing exposure to noise hazard present at Keyano College, as well as to promote hearing conservation. In specific locations of the College, or during certain work activities, the possibility exists that employees, students and visitors may be exposed to significant levels of noise. This safe work procedure aims to reduce the potential for noise induced hearing loss and to address the potential for noise exposure.

2. Procedures

Duty to Reduce

All reasonably practicable measures are to be used to reduce the noise to which employees, students and visitors are exposed to in all areas of the College. As the noise hazard is recognized in an area, measurements are to be obtained and appropriate controls implemented to reduce to risk of injury.

Noise can be reduced using the following:

Engineered Controls

To reduce or eliminate noise hazards, engineering controls can be used to reduce noise generated at the source.

- 1. Substitution
 - a. Replacing noisy equipment, machinery or processes with quieter ones.
- 2. Modification
 - a. Installing mufflers or sound absorbing materials, reducing vibration, operating at lower speeds
- 3. Isolation
 - a. Segregating with sound barriers or partitions, enclosing equipment or processes
- 4. Maintenance
 - a. Performing scheduled maintenance as per the manufactures specifications

Administrative Controls

When a noise hazard cannot be controlled by an engineered control, or in addition to an engineering control, administrative controls can be used to reduce noise. Examples include:

- 1. Scheduling nosier operations at times where fewer people are present
- 2. Using job rotation to limit exposure
- 3. Training on how to conduct work activities while minimize noise

Personal Protective Equipment

When engineering and administrative controls are insufficient to reduce noise exposure, hearing protection devices will be provided. Ear muffs and ear plugs are hearing protection devices designed to reduce the level of sound reaching the eardrum. The amount of protection provided by ear muffs and ear plugs is dependent on device characteristics and how it is worn. The type of hearing



protection selected must be capable of keeping noise exposure at the ear below the occupational exposure limits for noise.

Noise Control Design

The construction or design of a new work area or building, or significant physical alterations, renovations, or repairs to an existing work area or building must achieve a noise level of no more than 85 dB, or as low as reasonably practicable.

The introduction of new equipment or processes will consider design, construction, and installation methods to achieve a noise level of no more than 85 dB, or as low as reasonably practicable. If noise reduction is not practicable, then other noise hazard control methods must be implemented.

As per the Alberta OH&S Code, the above noise control design stipulations do not apply to alterations, renovations, repairs begun, work processes, or equipment introduced before April 30, 2004.

Exposure to Noise

Keyano College will take all necessary steps to ensure that all employees, students and visitors are not exposed to noise levels that exceed the OH&S Code noise exposure limits.

As noise intensity increases, the amount of time an <u>unprotected</u> person can be safely exposed decreases. The occupational exposure limits represent conditions under which it is believed nearly all workers may be repeatedly exposed without adverse effect on the abilities to hear and understand normal speech. The exposure limits are shown in the table below.

Exposure Level	Duration	Exposure Level	Duration
(dBA)		(dBA)	
82	16 hours	97	30 minutes
83	12 hours 41 minutes	100	15 minutes
84	10 hours 41 minutes	103	8 minutes
85	8 hours	106	4 minutes
88	4 hours	109	2 minutes
91	2 hours	112	56 seconds
94	1 hour	115 or greater	0

Noise Exposure Assessment

A noise exposure assessment will be conducted where anyone on Campus may be exposed to noise levels greater than the occupational exposure limits and/or exceed a noise level of 85 dBA.

A noise exposure assessment will be performed by the Safety Advisor, who:

- Is trained in conducting noise assessments
- Is trained in the calibration, operation, and maintenance of the equipment
- Can explain measurement methods
- Can interpret assessment results



A noise exposure assessment will be conducted in accordance with Alberta OH&S code and the CSA Standard Z107.56-06, *Procedures for the Measurement of Occupational Noise Exposure*. The assessment will consider the following:

- Path that noise travels
- Direction of the noise source
- Transmission through vibration
- Frequency of the noise
- Seasonal or production variations
- Work activities

The noise assessment will be repeated when any of the following conditions have been reported:

- New equipment or work processes that generate noise are introduced
- Noise levels change due to equipment deterioration
- Work practices or work procedures change
- Employees, students or visitors indicate they are experiencing hearing difficulties due to work activities

Instrumentation

Equipment used to measure noise levels or determine potential noise exposure will meet the following OH&S Code requirements:

- 1. A sound level meter meeting the requirements for a type 2 instrument as specified by ANSI Standard S1.4-1983, *Specification for Sound Level Meters*
- 2. A noise dosimeter meeting the requirements for a type 2 instrument as specified by ANSI Standard S1.26-1991, *Specification for Personal Noise Dosimeters*, and set at
 - a. A criterion level of 85dBA with a 3 dB exchange rate,
 - b. A threshold level at or below 80 DbA or 'off'
 - c. Slow response
- 3. an integrating sound level meter meeting the requirements as specified by ANSI Standard S1.43-1997, *Specifications for Integrating-Averaging Sound Level Meters*,

Calibration

Pre and post calibration of sound level meters and noise dosimeters are required for each assessment, and will be documented. Sound level meters, noise dosimeters, and calibrators are to be sent for factory calibration either annually or every two years as determined by the manufacturer.

Recorded Results



Noise assessment results will be recorded and will be made available to all employees, students, visitors, or OH&S officer upon request. Records will be retained by Keyano College for as long as it is in operation in Alberta.

The records will contain the following information:

- The date of the measurement
- The people or occupations evaluated
- The type of measuring equipment used
- The sound level readings measured
- The work location evaluated

Training

All Keyano Employees, visitors and students who may be at risk of exposure to noise levels exceeding 85 dBA will require training in:

- The selection, use and maintenance of hearing protection
- Recognizing noise hazards, its impact and the control measures to reduce the risk of injury
- Requirements for audiometric testing

Noise Warning Signage

Signage indicating that the use of hearing portion is required upon entering a space will be posted on all entrances leading into an area where noise levels have been determined by a noise assessment to be at or greater than 85 dBA.

Hearing protection will be available where signage has been posted for used by personnel entering the area.

Hearing Protection

If reductions in noise levels and exposure times have not reduced exposure levels below the OELs, then appropriate hearing protection must be provide. Hearing protection must meet the requirements in CSA Standard Z94.2-02 *Hearing Protection Devices– Performance, Selection, Care and Use.* This standard classifies muff and earplugs as Class A, B, C or 1, 2, 3, 4 based on the levels of protection they provide.

Maximum equivalent noise	CSA Class of hearing	CSA Grade of bearing protection
≤ 90	C. B or A	1. 2. 3. or 4
≤ 95	B or A	2, 3, or 4
≤ 100	А	3 or 4
≤ 105	А	4
≤ 110	A earplug + A or B earmuff	3 or 4 earplug + 2, 3, or 4 earmuff



> 110	A plug + A or B earmuff and	3 or 4 earplug + 2, 3, or 4
	limited exposure time to keep	earmuff and limited
	sound reaching the worker's ear	exposure time to keep
	drum below 85 dBA	sound reaching the
		worker's ear drum below
		85 dBA

Audiometric testing

Any employee who may be exposed to noise levels that exceed the noise exposure limits or 85 dBA must undergo audiometric testing.

Audiometric testing must include the following:

- an initial baseline test as soon as is practicable, but not later than six months after the worker is employed or within six months after a worker is exposed to excess noise because of a change in the worker's duties or process conditions
- a second test not more than 12 months after the initial baseline test
- continued testing at least every second year

Audiometric testing will be administered by a competed audiometric technician who meets the legislative requirements for testing.

Program Review

The noise management program will be reviewed annually to address:

- the effectiveness of the education and training plan
- the need for further noise measurement
- the adequacy of noise control measures

3. Definitions

ANSI - American National Standards Institute.

dBA (decibels on the A-scale) - best fits the frequency response of the human ear. The A-weighted scale responds to the frequency components of sound much like a human ear responds.

CSA - Canadian Standards Association

OEL – Occupational Exposure Limit

4. Exceptions

Contractors must demonstrate a health and safety program that meets or exceeds this safe work procedure.



Personal Protective Equipment

1. Overview

Keyano College is committed to the health and safety of all its employees, students and visitors. A key part of safety is personal protective equipment (PPE).

It is the responsibility of all employees, students and visitors to properly use and the provided personal protective equipment. Keyano College will provide Employees with Personal Protective Equipment, as per the Hazard Assessment.

2. Procedures

Hazard Assessments

Each department, work area or position will have a hazard assessment that identifies the required PPE appropriate to the hazards. If the hazard assessment contains a PPE requirement, employees, students and visitors will be required to properly use PPE that is correct for the hazard.

Training

Employees, students or visitors that may be required to wear PPE will receive training on:

- The proper use, care, limitations and maintenance of the personal protective equipment
- Inspection of PPE prior to use
- Removal of PPE from service

Inspection and Maintenance

All PPE is to be inspected as per the manufacturer prior to use. Any PPE that fails inspection will be removed from service until repaired or replaced.

PPE will be maintained as per the manufacturer's recommendations by the assigned employee.

Eye Protection

When the risk of eye injury or irritation is present in an area of campus or during a work activity, eye protection must be worn. This eye protection must meet the following requirements:

- 1. The eye protection must be properly fitting and appropriate to the work being done and the hazards involved
- 2. Is approved to
 - a. CSA Standard Z94.3-07, *Eye and Face Protectors*
 - b. CSA Standard Z94.3-02, Eye and Face Protectors
 - c. CSA Standard Z94.3-99, Industrial Eye and Face Protectors

Prescription Eyewear

Employees, students and visitors may wear proscription eyewear in the place of safety glasses if the following requirements are met:



- 1. The prescription glasses meet all the requirements for safety eyewear
- 2. Do not have glass lenses if a danger of impact exists, unless they are behind additional equipment
- 3. Have treated lenses that meet:
 - a. ANSI Standard Z87.1-2003, Occupational and Educational Personal Eye and Face Protection Devices
 - b. ANSI Standard Z87.1-1989, Practice for Occupational and Educational Eye and Face Protection.

Full Face Respirators

Employees using a full face respirator on campus must ensure that it is intended to prevent materials striking the eyes and meet the same CSA and ANSI standards as all eye protection. The use of full face respirators will be determined though the Hazard Assessment, and a Respirator Code of Practice.

Contact Lenses

Contact lenses may be worn when combined with the appropriate eye protection, unless the activity poses an increased risk of injury due to contact lenses use. These activities include:

- Welding
- Handling Chemicals
- Work activity creates dust or airborne particulates
- Chemicals or products create gases or vapours that can cause irritation
- Grinding or activities that can create flying particles

Welding

Employees or students performing electric arc welding, or may be potentially exposed to radiation from the arc, must wear suitable eye protection, or be protected by a screen.

Flame Resistant Clothing

Employees who are performing a work activity on campus where they may be exposed to flash fire or electrical equipment flashover, will require flame resistant outerwear. When wearing flame resistant outerwear, the clothing underneath must be made of natural fibres, such as cotton, that will not melt when exposed to heat.

Foot Protection

Employees, students or visitors who are engaged in activities or entering areas where they are at an increased risk of foot injury will be required to wear footwear appropriate to the hazard. When conducting the hazard assessment, the following factors/hazards will be considered:

- Slipping/Uneven terrain
- Abrasion
- Ankle protection/Foot support
- Corrosive substances/Electrical shock
- Temperature extremes
- Puncture/Crushing potential



If the hazard assessment identifies that protective foot wear is required to have toe protection, a puncture resistant sole, metatarsal protection, electrical protection, or chainsaw protection, then the footwear must meet:

- a) CSA Standard Z195-02, Protective Footwear
- b) ASTM Standard F2413-05, Specification for Performance Requirements for Protective Footwear

Medically Required Substitute

If an employee or student is unable, for medical reasons, to wear protective foot that complies with the hazard assessment, then they may:

• Substitute external safety toecaps that meet the impact for requirements of CSA and ASTM

This substitution will not be allowed if the employee is exposed to hazards requiring metatarsal or sole penetration protection.

Head Protection

In the event that there is a foreseeable danger of head injury, employees will be required to wear protective headwear that is appropriate to the hazard, as identified by the hazard assessment. This headwear must meet either CSA Standard CAN/CSA-Z94.1-05, *Industrial Protective Headwear* or ANSI Standard Z89.1-2003, *American National Standard for Industrial Head Protection*

Respiratory Protective Equipment

Respiratory protective equipment may be required if:

- 1. An employee or student is or may be exposed to an airborne contaminant or a mixture of airborne contaminants in a concentration exceeding the acceptable occupational exposure limits
- 2. The atmosphere has or may have an oxygen concentration of less than 19.5 percent by volume
- 3. A person is or may be exposed to an airborne biohazardous material

If an employee's or student's hazard assessment identifies the requirement for respiratory protection, then its use will be mandatory.

Code of Practice

A code of practice must be developed and maintained if the use of respiratory protective equipment is required. This will govern the selection, maintenance and use of Respiratory Protective Equipment for all Keyano College employees, students and visitors. This code of practice will also cover airborne biohazardous material.

All employees who require respiratory protection will be trained in the code of practice annually.

<u>Storage</u>



Respiratory protective equipment will be stored:

- In a readily accessible location
- In a manner that prevents contamination
- Maintained in a clean and sanitary condition
- Inspected before and after each use
- Serviced and used as per the manufacturer

Effective Facial Seal

All employees, students and visitors will be required to be fit tested prior to wearing a respirator. The fit testing will be in accordance with CSA Standard Z94.4-02, *Selection, Use and Care of Respirators*. Anyone wearing a respirator must be clean shaven and have an effective seal prior to exposure to respiratory hazards.

3. Definitions

CSA – Canadian Standards Association

ASTM - American Society for Testing and Materials

ANSI - American National Standards Institute

4. Exceptions

Contractor requirements may meet or exceed this standard.


Powered Mobile Equipment

1. Overview

This powered mobile equipment safe work procedure covers any self-propelled machine that assists in the movement or transport of materials, equipment, or acts as a platform to conduct work. This equipment includes:

- Forklifts
- Pallet Jacks
- Aerial Lift Platforms

2. Procedures

Equipment Competency

Operators of powered mobile equipment must have sufficient education training and experience. Employees and students must not operate powered mobile equipment unless:

- 1. They are trained to safely operate the equipment. Copies of training certifications must be provided to supervision.
- Can demonstrate competency in operating the equipment. Competency assessment forms can be found in Appendix A – Competency Assessment Form. All competency assessments are valid only for the assessed type and model of equipment.
- 3. The employee or student is familiar with the equipment's operating instructions
- 4. Employee or student has authorization for the College to operate the equipment.

Inspections and Maintenance of Equipment

Regular inspections and or re-certifications must be conducted to ensure that equipment is in a safe operating condition. All equipment must be maintained according to the manufacturer's instructions.

Written records of the inspections, repairs and maintenance carried out on all powered mobile equipment must be kept and made readily available to the operator of the equipment. It is the responsibility of each departments to ensure that these records are maintained for their equipment.

Pre-Use Inspections

An inspection must be completed before powered mobile equipment is used to ensure that it is in safe operating condition and that no one will be endangered by the start-up of the equipment. Pre-use inspections will be completed as per the manufacturer, using their provided checklist. Equipment without a manufacturer's checklist can use the form provided in **Appendix B- Pre-Use Inspection Checklist**.

Defects, Repairs and Removal from Service

When a defect or unsafe condition is identified, the powered mobile equipment must be, as soon as is reasonable practicable, removed from service until the unsafe condition has been corrected. An out-of-service tags shall be affixed to the equipment until it is repaired.



Unattended Equipment

When powered mobile equipment is left unattended, action must be taken to keep unauthorized people from moving the equipment, and to prevent the equipment from inadvertently moving. The brakes should be set and the wheels blocked when on sloping ground. Elevated parts must be lowered to the ground.

Operators of Powered Mobile Equipment

All operators of powered mobile equipment must:

- Report any conditions affecting the safe operation of equipment. Remove defective equipment from service. **Do not operate defective equipment.**
- Operate the equipment safely
- Maintain full control of the equipment at all times
- Use the seat belts and other safety equipment in the equipment
- Ensure that passengers use seat belts and other safety equipment
- Keep the cab, floor and deck free of materials, tools or other objects that could interfere with the operation of the controls or create a tripping or other hazard to the operator or other occupants of the equipment

Dangerous Movement

If the movement of any part of the equipment creates a danger to people in the vicinity:

- Restrict access to the area within range of the equipment. Create a barrier to prevent pedestrians or employees from entering.
- Do not move the load or equipment if there is a danger to anyone in the vicinity.

Pedestrian traffic

In any areas where the use of powered mobile equipment is required, the College will:

- Provide designated walkways that separate pedestrian traffic from areas where equipment is being operated, and ensure that walkways are being used.
- If walkways are not reasonable, then access to these areas must be restricted.

Employee Transportation

When operating powered mobile equipment, no part of an operator's or passenger's body can extend beyond the side of the vehicle or equipment while it is in operation. No person may ride on top of a load that is being moved.

Forklifts

All forklifts are required to have a load chart that is durable and legible. This chart must be readily available to the operator.



All forklifts require seat belts that are kept in a useable condition. All operators are required to use seat belts whenever the equipment is in use.

3. Definitions

Competency - A competent person is an employee who is able to recognize hazards associated with a particular task, and has the ability to mitigate those hazards. Competence is the ability of an individual to do a job properly.

4. Exceptions

Contractors with a valid safety program may use procedures that meet or exceed this standard.



Appendix A – Competency Assessment Form

Name of Employee:	Date of Assessment:		
Name of Assessor:	Nodel:		
Assessment F	Requirements		
Employee has provided training certificates for the experimentation is up to date and appropriate for the experimentation is up to date and appropriate for the experimentation of the	equipment. The Juipment.	□ Yes	□ No
Operator is familiar with the Safety Requirements for	or mobile equipment.	□ Yes	□ No
Operator is knowledgeable of the PPE requirements	for the equipment.	□ Yes	□ No
Operator understand the specific design features of including: turning capacity, centre of gravity, load ra	the equipment itings, etc.	□ Yes	□ No
Has reviewed the operator's manual and understands the manufacturer's requirements.			□ No
Operator understands the maintenance and inspection requirements			□ No
Operator demonstrated the ability to identify hazard related to the equipment.		□ Yes	□ No
The Operator understands the equipment's controls, start-up procedures, shut down procedures, pre and post checks, etc.			🗆 No
Operators understands the equipment's safety features and demonstrates awareness of people, traffic and equipment.			□ No
While operating the equipment, the operator obeyed all signs, practiced proper signals, demonstrated proper load manipulation, working on slopes, securing equipment, loading and unloading, etc.			□ No
Operator understands procedures related to signaling.			□ No
I certify that the operator is licensed and competent to safely use the identified equipment.			□ No

Assessor Signature

Operator Signature:



Appendix B- Pre-Use Inspection Checklist.

Equipment #:	Hour/Mileage meter reading:		
Date of Inspection:	Performed By:		
Any defects on this equipment affecting safety shall be recorded and reported. Defective equipment that poses a hazard to safety must be removed from service			
Exterior	<u>, </u>		
1. Engine Oil	Good 🗆	Poor 🗆	
2. Hydraulic Oil Level	Good 🗆	Poor 🗆	
3. Leaks – Oil, Coolant, Fuel, Air	Good 🗆	Poor 🗆	
4. Fan & Drive Belts	Good 🗆	Poor 🗆	
5. Tires/Wheels/Tracks	Good 🗆	Poor 🗆	
6. Body & glass – Visibility	Good 🗆	Poor 🗆	
7. Mirrors & Reflectors	Good 🗆	Poor 🗆	
Interior			
8. Oil Pressure – Motor, hydraulic	Good 🗆	Poor 🗆	
9. Air Pressure	Good 🗆	Poor 🗆	
10. Temperature – Oils, Coolant	Good 🗆	Poor 🗆	
11. Fuel Level	Good 🗆	Poor 🗆	
12. Windshield condition	Good 🗆	Poor 🗆	
13. Windshield Wipers	Good 🗆	Poor 🗆	
14. Lights – head, stop, turn, clearance, revolving flashing	Good 🗆	Poor 🗆	
15. Safety Features – Seatbelt, Safety Bar	Good 🗆	Poor 🗆	
16. Emergency Equipment – First aid kit, extinguisher	Good 🗆	Poor 🗆	
17. Roll Over Protection Equipment	Good 🗆	Poor 🗆	
18. Horns – Front & Back Up	Good 🗆	Poor 🗆	
19. Steering	Good 🗆	Poor 🗆	
20. Parking Brake	Good 🗆	Poor 🗆	
21. Brakes – fade, grab, pedal travel	Good 🗆	Poor 🗆	
22. Cleanliness	Good 🗆	Poor 🗆	



Safe Work Permits

1. Overview

A safe work permit is a document that identifies the work to be done, the hazards involved and the precautions to be taken. The permit ensure that all hazard and precautions have been considered before work begins.

A safe work permit is a written record that authorized specific work, at a specific work location, for a specific time period. Permits are used for controlling and co-ordinating work to establish and maintain safe working conditions.

At Keyano College, permits are a valuable tool for maintaining awareness of work activities across our multiple campus buildings and locations. In particular, contractor work permits allows the College to coordinate with both our facilities department and sub-contractors to ensure the safety of our employees, students and visitors.

2. Procedures

Permits at Keyano College come in two forms, the Hot Work Permit and the Cold Work Permit. A permit is required to be completed by all contractors for work areas in which Keyano College is designated the 'Prime Contractor'. Permits can be completed through the Keyano Facilities Department.

Hot Work Permits

Hot work permits are used when heat or sparks are generated by work such as welding, burning, cutting, riveting, or grinding.

Three types of hazardous situations must be considered when performing hot work:

- a) The presence of flammable materials in the equipment
- b) Presence of combustible materials that burn or give off flammable vapour when heated
- c) The presence of flammable gas in the atmosphere, or gas entering from an adjacent area.

All Contractors/Employees are required to complete a hot work permit when conducting non-routine tasks that may generate heat or sparks.

A Hot work permit can be located in **Appendix A – Hot Work Permit**.

Cold Work Permits

Cold work permits are used in non-routine maintenance work that will not produce a reasonable source of ignition, and when all contact with harmful substances has been eliminated or appropriate precautions have been taken.

All contactors/employees who are engaged in non-routine work that will not generate heat or sparks will complete a Cold Work Permit prior to conducting a task. Cold Work Permits may be found in **Appendix B** – **Cold Work Permit**.



Safe Work Permits

Safe work permits will be in duplicate, with a signed copy held by the contractor and the other will be kept with Keyano College Facilities. The Facilities copy will be retained for 1 (one) year after the completion of the task. Both Cold Work Permits and Hot Work Permits are available from the facilities department.

Permit Issuer

Safe Work Permits will be issued by a designated Keyano Facilities Employee. The Issuer will be responsible for verifying that all precautions listed on the Safe Work Permit have been completed. The Issuer will complete the 'Issuer' Portion of the Safe Work Permit, and provide the contractor or employee with a signed 'Receiver' portion work permit. After the task has been completed, the receiver will return to the issuer. The issuer will verify the task is complete, sign the receiver portion and keep both sections for record keeping.

Fire Watch

3. Definitions

Prime Contractor – There must be a prime contractor at any worksite where there are two or more employers involved in work. By default, the owner of a worksite is the prime contractor. The owner can transfer prime contractor to another company capable of doing the job.

4. Exceptions

Keyano College employees/students who are engaged in routine tasks or job duties will not require a safe work permit. Safe work permits will only be required for non-routine maintenance that is not covered under a Keyano College Hazard Assessment.



Keyano College Hot Work Permit – Issuer Copy

This Hot Work Permit is required for any temporary operation involving open flames or producing heat and /or sparks.

Instructions for Issuer

- 1. Provide the Employee or Contractor the Receiver portion of the permit, verify the required precautions, sign both copies of the permit.
- 2. Employee or contractor will retain the receiver copy until the task is complete.
- 3. Upon task completion, retain the issuer/receiver portions for record keeping.

Hot Work being done by:	Date:			
Employee	Work Order # or Project Name:			
Location/ Building and Floor	Task/Job Description:			
Name of Person Conducting Work:	Contact Information:			
I verify the above location has been examine, all required precautions have been completed.	Permit Issuer Signature:			
Permit Expiry Date and Time:	Note: Permits cannot exceed a 24 hour period, unless approved by the director of Facilities.			
Fire Watch Name:	Contact Information:			
Final Ins	Final Inspection			
I verify that the work has been completed, Work area and all adjacent areas to which sparks & heat might have spread were inspected during the fire watch period and were found fire safe.				
Permit Issuer Signature	Permit Receiver Signature:			



Keyano College Hot Work Permit – Receiver Copy

Instructions for Receiver

- 1. Complete and retain this page of the permit, as per the *Safe Work Permits* Safe Work Procedure
- 2. Indicate time started and post copy of permit at Hot Work location. Prior to leaving area, do final inspection, sign the permit and notify Facilities.
- 3. Re-inspect the work area 30 minutes after work is completed for any signs of fire. Sign and return permit to Facilities.

Date:	Work Order # or Project Name:	
Location/ Building and Floor	Task/Job Description:	
Name of Person Conducting Work:	Contact Information:	
Permit Expiry Date and Time:	Note: Permits cannot exceed a 24 hour period, unless approved by the director of Facilities.	
Required Preca	utions Checklist	
Available sprinklers, hose streams and	□ Combustibles on other side of walls, ceilings or	
extinguishers are in service/operable	roofs are moved away.	
Hot Work Equipment in good repair	Enclosed equipment cleaned of all	
Flammable liquids, dust, lint and oily deposits	combustibles.	
removed.	Containers purged of flammable	
Explosive atmosphere in area eliminated.	liquids/vapours.	
Floors swept clean.	Pressurised vessels, piping and equipment	
Combustible floors wet down, covered with	removed from service, isolated and vented.	
damp sand or fire-resistive sheets.	□ Fire watch will be provided during and for 60	
□ Remove other combustibles where possible.	minutes after work	
□ Otherwise protect with fire-resistive tarpaulins	Fire watch is supplied with suitable	
or metal shields.	extinguishers, and where practical, a charged	
All wall and floor openings covered.	small hose.	
Fire-resistive tarpaulins suspended beneath	Fire watch is trained in use of equipment & in	
work.	sounding alarm.	
Protect or shut down ducts and conveyors that	□ Fire watch may be required in adjoining areas,	
might carry sparks to distant combustibles	above & below.	
Construction is non-combustible and without	Monitor Hot Work area for 30 minutes after	
combustible covering or insulation.	job is completed.	
Permission is authorised for this work		
Permit Issuer Signature:	Permit Receiver Signature:	



Keyano College Cold Work Permit – Issuer Copy

This Cold Work Permit is required for all non-routine work that will not generate heat/sparks.

Instructions for Issuer

- 1. Provide the Employee or Contractor the Receiver portion of the permit. Verify the work area for hazards.
- 2. Employee or contractor will retain the receiver copy until the task is complete.
- 3. Upon task completion, retain the issuer/receiver portions for record keeping.

Cold Work being done by:	Date:		
Employee			
Contractor	Work Order # or Project Name:		
Location/ Building and Floor	Task/Job Description:		
Name of Person Conducting Work:	Contact Information:		
I verify the above location has been examine, all	Permit Issuer Signature:		
required precautions have been completed.			
Permit Expiry Date and Time:	Note: Permits cannot exceed a 24 hour period,		
	unless approved by the director of Facilities.		
Final Inspection			
I verify that the work has been completed, Work area is free from any hazards			
Permit Issuer Signature Permit Receiver Signature:			
Permit Issuer Signature	Permit Receiver Signature:		



Keyano College Cold Work Permit – Receiver Copy

This Cold Work Permit is required for all non-routine work that will not generate heat/sparks.

Instructions for Receiver

- 1. Complete the Receiver portion of the permit, have the issuer verify and sign.
- 2. Upon task completion, ensure the work area is free from hazards
- 3. Return this permit to Facilities.

Cold Work being done by:	Date:		
Employee			
	Work Order # or Project Name:		
Contractor			
Location/ Building and Floor	Task/Job Description:		
Name of Person Conducting Work:	Contact Information:		
I verify the above location has been examine, all required precautions have been completed.	Permit Issuer Signature:		
Permit Expiry Date and Time:	Note: Permits cannot exceed a 24 hour period,		
	unless approved by the director of Facilities.		
Final Inspection			
I verify that the work has been completed, Work area is free from any hazards			
Permit Issuer Signature	Permit Receiver Signature:		



Tools, Equipment and Machinery

1. Overview

The purpose of this safe work procure is to reduce the risk of injury when using power tools, rotating equipment and machinery. All employees and students of Keyano College will be required to follow the procedures listed.

All tools, equipment and machinery must be used and maintained as per the manufacturer's recommendations.

Pre-use inspections are required for all tools and machinery. Any defects must be reported, and equipment that pose a safety risk must be removed from service until repairs are completed or the equipment is replaced.

2. Procedures

Contact by Clothing

If there is a risk of clothing, jewellery or hair making contact with the moving parts of machinery, electrically energized equipment or any part of the work process, then the following precautions must be taken:

- 1. Wear clothing that fits closely to the body, this will reduce the likelihood of loose clothing becoming caught or tangled
- 2. Do not wear any bracelets, rings, dangling neckwear, wristwatches or similar jewelry/accessories. This does not apply to medical alert bracelets with break away or tear way bands.
- 3. Long hair should be confined to prevent it from becoming snagged

Operating Machinery

Before starting or operating machinery, ensure that starting the equipment will not endanger the operator or anyone in the vicinity.

Powered Hand Tools

Grinders

All grinders must be operated in accordance with the manufacturer's specification and they must have a guard installed. When using a grinder, ensure that the object being ground cannot move. When changing attachments or adjusting the tool, ensure that the grinder has come to a full stop and will not start unexpectedly.

<u>Chainsaws</u>

All chainsaws must be operated, adjusted and maintained as per the manufacturer. Chainsaws should be designed or equipped to prevent kickback, and do not adjust the chain while the saw's motor is idling.



Employee's using a chainsaw must be using adequate Personal Protective Equipment or techniques to prevent the injury. PPE for chainsaws include chainsaw rated work boots and leggings.

3. Exceptions

Contractors may follow their company's policies or procedures that meet or exceed this standard.



Violence Prevention

1. Overview

The purpose of this safe work procedure is to assist employees with effectively preventing violence in the workplace and managing situations when they occur.

2. Procedures

An employee who experiences or witnesses violence or the potential for violence in the workplace is expected to report the incident immediately to Campus Security, the employee's supervisor and Keyano College safety advisor.

All workplace violence incidents will be investigated according to the Keyano College Health and Safety Manual Incident Investigation Procedure.

Risk Assessment

Every department and area of the college is required to have a written workplace violence risk assessment completed and recorded. This risk assessment will be maintained by each department and shared with employees.

The risk assessment will include the following:

- Identify previous workplace violence incidents
- Inspection of the layout of the work area
- Identify any factors that may increase the level of risk, including:
 - Working alone or in small numbers
 - o Any retail outlets where prescription drugs, jewelry or other valuables are sold
 - o Any areas that handle cash
 - After main operation hours (8:30 to 4:30)
 - o Where alcohol is sold or consumed
 - o In or near areas of increased crime
 - o In isolated or remote areas
- Evaluation of current safeguards
- Recommendations, action items and assigned duties

Recognizing Workplace Violence

Workplace violence can take many forms and can occur at any time. It is important that employees be able to recognize these occurrences and take the appropriate steps to minimize or eliminate these hazards.

Abusive statements



Insulting, derogatory, demeaning, racist, or sexist statements directed at a specific person are considered abuse. Abusive statements do not necessarily contain profanities and are commonly used as an intimidation tactic. If not properly addressed, they often escalate to more aggressive behavior.

All employees should handle abusive situations using the following procedures:

- If a person makes an abusive statement during a telephone conversation or meeting, remain calm and politely explain that the college does not tolerate abusive statements. If they modify their behavior, continue with your conversation or meeting.
- Immediately afterwards, document the incident quoting the abusive statement, your response, and the resolution; and notify your supervisor.
- If similar incidents occur during this or future conversations or meetings, remind the individual that abusive statements are not tolerated, and terminate the conversation or meeting.
- If you are meeting on cllege property, get assistance from your supervisor if necessary. If you are elsewhere, leave the site and get to a safe location. In all cases, document the incident, quoting the "abusive statement" and your response. Always notify your supervisor.
- In cases involving abusive statements or behavior, your supervisor will assess the situation and may contact the person to tell them their behavior is unacceptable and cannot continue.

Threats

A statement of action expressing intent to cause physical harm or the destruction of company property is considered a threat. Your supervisor must evaluate all threats, even if a situation seems minor. If threats are not directly related to Keyano College but pose a threat to employees, they should still be reported. In all cases, your supervisor will consult with affected employees to develop an action plan.

Direct Threats

- Try to remain calm if a threat is received during a telephone conversation or meeting. Explain that threats are not tolerated and are taken very seriously by the company.
- If the person says their statement was not serious, tell them comments such as these are not tolerated. Immediately after you end your conversation, document the conversation detailing the threat and how you responded. Inform your supervisor.
- If the threat is serious, do the following:
 - If you are on the phone, terminate the call immediately and notify your supervisor.
 - If the threat is made during a meeting:
 - Leave the room immediately;
 - Get to a safe location; and
 - Call your supervisor.



If you cannot safely leave the room, yell for help until someone arrives. Once you
are in a safe location, thoroughly document the incident detailing the threat and
your response. Inform your supervisor about the threat and how the situation
was resolved.

Indirect Threats

- Document your conversation quoting the threat and your response; and
- Notify your supervisor of the threat and its resolution.

Robbery

If you work in or near an area that is at risk for robbery, take the following action:

- The longer a robbery takes, the more dangerous the situation becomes. If a robbery occurs, accommodate the robber's demands to get them to leave as quickly as possible.
- Do not try to follow or apprehend a robber; it may endanger you and your coworkers and could escalate the robbery to a hostage-taking incident. Take notice of the robbers:
 - o physical description;
 - o direction of travel; and
 - anything else that may be helpful in identifying the robber to police.
- As soon as it is safe to do so, call 911 and report the robbery to the police, then notify your supervisor. Verify that witnesses do not leave until the police arrive, and make notes of important details of the incident. Do not touch evidence left by the robber.

Actions between Coworkers

Violence between employees can occur, and sometimes employees observe behavior in a co-worker that concerns them but they fail to report it. This prevents their co-worker from getting the assistance they require and can allow the situation to escalate.

Here are some examples of behavior that may cause concern:

- Statements about aggressive action or repeated references to other incidents involving workplace violence or violent events.
- Sudden insubordination, defiant behavior, or disregard for procedure.
- Recent deterioration in work performance.
- Unusual interest in the activities of another co-worker or supervisor.
- Significant overreaction to criticism.
- Sudden deterioration in personal appearance.
- Statements about being the target of a conspiracy.
- Substance abuse.
- Repeated references to guns, power, control, or a recent weapons acquisition.
- Statements about serious problems involving family, financial, or personal matters.



If you become concerned that a co-worker is considering some violent action, contact your supervisor immediately. Supervision will be required to investigate all concerns regarding potential violence. The supervisor will assess if campus security or RCMP involvement is required.

Domestic Violence

Domestic violence can endanger you and your coworkers. Notify your supervisors of any personal issues that are likely to impact you at work.

Notify the phone company if you are receiving unusual, harassing, or threatening phone calls at home. Telephone features such as call trace, call return, and call blocking are usually explained at the front of the phone company's white pages. Notify your supervisor if you receive calls of this nature at work.

Risk Assessment Form

The risk assessment form can be found in Appendix A of this procedure.

3. Definitions

Direct Threat - is when a person says they will commit a violent act.

Indirect Threat - occurs when a person makes a statement, often irrelevant to the business at hand, saying something violent or unspecific may happen.

Intimidation - is a statement or action, other than a direct or indirect threat, that makes you afraid for your own or another person's safety.

Risk Assessment - includes evaluating the work areas to determine the types of risks from violence it may expose workers to.

Violence - whether at a worksite or work related, means the threatened, attempted, or actual conduct of a person that causes or is likely to cause physical and psychological injury.

Work Area is the area where workers are actively performing tasks or having an effect on their surroundings laterally or above or below the location.



Appendix A – Risk Assessment Form

Faculty/Department	Completed By: Name/Title	Date
		Phone

General Assessment

1. Physical Environment

Do you or your co-workers have any concerns about risk of workplace violence pertaining to the physical environment? (i.e. Lighting, entry control and security system, public counters, interior design and hidden areas, workplace location (neighborhood).

Yes D No D

If yes, please indicate areas of concern:

Examples of Controls (e.g., installed access card entry, increased lighting, rearranged work station, placed service request to install locks on doors etc.) taken:

Identification and Assessment of Specific Risk Factors

Certain types of work or conditions can put workers at higher risk from workplace violence. Review the list of specific risks associated with the type of work or conditions of work included in the table on the following page. If the risk exists, rate the risk using the guideline on the next page. Ranking or prioritizing the risk factors is one way to help determine which are the most serious safety hazards and therefore need to be addressed first (i.e.by implementing controls) and the level of training required. Managers may complete a separate sheet for each group of workers with similar tasks.



Risk Assessment

Level of Risk = Severity + Frequency + Probability

Severity	Probability of Occurrence	Frequency of Exposure
1 – Disruptive Behaviours	1 – Unlikely to Occur	1 – Small number/rarely
		exposed
2 – Threatening Behaviour	2 - Could occur	2 – Small number/ frequently
		exposed
3 – Physical Assault	3 – Will occur if not attended to	3 – Large number/ frequently
		exposed

Serious (requires immediate attention) – Total = 7, 8, 9
Moderate (requires attention) – Total= 5, 6
Low (requires monitoring) – Total= 3, 4

Does the Work	Examples of	Level of Risk	Existing controls	Recommendations
Include:	Activities or			
	Situations			
Direct contact with the public with likelihood of dealing with irate persons	Working at complaint centre, appeals office			
with nate persons	Legislative or policy			
	Service counter staff			
Handling Money or Valuables	Working cashier in a fixed location			
	Transporting Money			
Working with unstable or volatile persons	Providing a service to persons with physiological, psychological, or psychiatric conditions and substance abuse issues Working in premises where alcohol is served			



Does the Work	Examples of	Level of Risk	Existing controls	Recommendations
Include:	Activities or			
	Situations			
Working alone	Working in a fixed			
	location where there			
	is limited or no			
	access to			
	communication tools			
	working in a fixed			
	is a high notontial of			
	assault or robbery			
	assault of robbery			
	Working in isolated			
	areas within a			
	worksite, away from			
	other workers			
	Working in a remote			
	worksite where			
	public may have			
	access			
	Working during late			
	evening hours or			
	early morning hours			
Mobile workplace or	Transporting			
transporting	student/starr to			
passengers as part of	compute			
your job	campus			
	Working in remote			
	unknown areas			
	Working in areas			
	where there is			
	limited or no			
	access to			
	communication tools			
	Marking in situations			
	whore fare collections			
	and enforcement of			
	fares is required			



Working Alone

1. Overview

The purpose of this safe work procedure is to ensure, as far as is reasonably possible, the health and safety of staff, faculty, employees, contractors and students who work alone. With regard to the hazards arising from or connected with work being conducted on behalf of the College, departments ensure that:

- Regulatory restrictions prohibiting persons from working alone are known and observed;
- Working alone situations are identified and assessed jointly by Supervisors, staff, and students; and,
- Supervisors provide on-going training and instruction to staff, students, and contractors where applicable.
- The College is also required to ensure compliance with the current Alberta Human Resources and Employment, Workplace Health and Safety, and Working Alone Regulations.

2. Procedure

Employee's working alone must adhere to the following guidelines:

- 1. Employees should avoid working alone whenever possible.
- 2. Employees who will be working alone must:
 - a. Inform their Supervisor if they will be working beyond their scheduled shift, arriving at work early or leaving late.
 - b. Employees must advise their Supervisor of the estimated start and end times of work, the location and the duties they will be performing.
 - c. The Supervisor and employee will agree on a method of contact and the frequency. This will include any updates on current and future locations. This method may include campus Security checks.
 - d. If the employee fails to check in with the designated Supervisor or Security at the agreed time, the Supervisor or Security will attempt to contact the employee. If the employee fails to answer, Security will be contacted and a visual visit requested.
 - e. Employees who travel alone for college related work should inform their Supervisor of the following details:
 - i. Destination.
 - ii. Estimated time of arrival.
 - iii. Return time or date.
 - iv. Contact information.
 - v. Mode of travel (public transit, car, plane, etc.).
 - vi. Alternate plans in the event of bad weather, traffic problems, etc.
- 3. Employees are prohibited from working alone in the following situations:
 - a. High risk work (Working at heights, confined space entry, energized equipment, hazardous substances, situations with high potential of violence, work requiring respiratory equipment, powered mobile equipment).



3. Definitions

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

4. Exceptions

Contractors conducting work on College property may use their own working alone procedures if they meet or exceed the legislative requirements.



Workplace Hazardous Materials Information System

1. Overview

Keyano College through the OH&S act and this procedure will provide employee training, labels to identify the controlled products and Safety Data Sheets (SDS's) on every controlled product.

Keyano College is committed to providing an effective Workplace Hazardous Materials Information System (WHMIS) Procedure to protect our employees, students and visitors when they are working with or near hazardous materials.

2. Scope

This program applies to all personnel associated with Keyano College. This includes all employees and students that handle or use hazardous products as part of their studies.

3. Definitions

Controlled Products – Controlled products are hazardous materials that can impact the health and safety of the workplace and its employees. These products will be supplied with an SDS for information of handling of the product.

4. Roles and Responsibilities

Human Resources

- Create, administer and review the WHMIS program
- Educate and provide training to workers on the hazards and safe use of products.
- Ensure appropriate control measures are in place to protect the health and safety of workers.

Departmental Managers/Supervisors

- Ensure that employees and students complete WHMIS training module
- Ensure hazardous products are properly labeled
- Ensure employees and students receive training workplace specific procedures for storage, handling, use, disposal, emergencies and spills on the hazardous materials they work with
- Maintain and provide access to up to date Safety Data Sheets to employees and students

Employees and Students

- Participate in the education and training programs on controlled products
- Follow storage, handling and use guidelines for controlled products
- Take necessary steps to protect themselves and their co-workers
- Participate in identifying and eliminating risks
- Prepare workplace/laboratory labels as needed

5. Procedures

Labels



Supplier labels are attached by the supplier and must contain the following information:

- Product identifier the brand name, chemical name, common name, generic name or trade name of the hazardous product.
- Initial supplier identifier the name, address and telephone number of either the Canadian manufacturer or the Canadian importer.
- Pictogram(s) hazard symbol within a red "square set on one of its points".
- Signal word a word used to alert the reader to a potential hazard and to indicate the severity of the hazard.
- Hazard statement(s) standardized phrases which describe the nature of the hazard posed by a hazardous product.
- Precautionary statement(s) standardized phrases that describe measures to be taken to minimize or prevent adverse effects resulting from exposure to a hazardous product or resulting from improper handling or storage of a hazardous product.
- Supplemental label information some supplemental label information is required based on the classification of the product.
- Workplace labels are to be updated as soon as practicable after a supplier provides significant new data to the employer. These labels are to be placed on secondary containers when decanted from supplier containers and must contain the following information;
 - Product name that matches the product name on the SDS or original supplier label.
 - Safe handling precautions which may also include pictograms or other supplier label information.
 - A reference to the SDS.

Material Safety Data Sheets (MSDS) and Safety Data Sheets (SDS)

MSDSs/SDSs are summary documents that provide information about the hazards of a product and advice about safety precautions. MSDSs and SDSs are usually written by the manufacturer or supplier of the product.

SDSs cannot be kept in locked cabinets/rooms/desks, they must be accessible to anyone that works on or near the controlled product. They can be available in either physical or electronic form, as long as they are reasonably accessible to staff and students.

Disposal of Hazardous Waste and Spills

Supervisors, Lab instructors or technicians will be responsible for developing and implementing procedures for waste disposal in their specific areas. Do not put any hazardous materials in the regular garbage or into the drains.

Prior to work with hazardous materials:

- Determine spill procedures from MSDS for all chemicals
- Anyone handling hazardous materials are required to be trained in spill procedures



• Obtain proper spill kits and clean up equipment.

Small spill that poses no immediate threat to health:

- Notify occupants in the immediate area of the spill
- Use spill kits to absorb and contain according to spill procedure
- Place material in a secure and ventilated area
- Dispose of material appropriately.

Large spills or spills that pose an immediate threat to health:

- Evacuate immediate area
- Contact your Supervisor and inform of the spill.
- Contact Security at 780-791-491.

6. Employee Training

The College will provide WHMIS training to all new employees (full-time part-time, and casual) as part of their orientation.

Program chairperson shall supplement the normal safety education within programs with WHMIS training where required.

The Department of Human Resources will document all employee training. Human Resources will develop the WHMIS training program and will review annually.

Managers, supervisors and contractors are responsible for ensuring their employees and/or students have WHMIS training before handling any hazardous material. They are responsible for providing current site specific training including how the product is used, how and where to store it and how to dispose of the product.

Managers responsible for hiring contractors will ensure the contractors and their employees have current WHMIS training or obtain it before using hazardous materials.