

Name _____

Date _____

Department _____

Supervisor _____

Initial Orientation

Review

Instructions: Check off each section once you have read and discussed it with your Supervisor.

EMPLOYEE SAFETY ORIENTATION - PHYSICAL PLANT, RESIDENCE

Responsibility and Accountability for Safety

Worker Responsibilities

Every Lakehead University worker shall do their best to work in a way to protect his/her own health and safety as well as the safety of other members of the campus community. These responsibilities include, but are not limited to, the following:

- Follow Lakehead University's, Provincial and Federal health and safety regulations and its requirements
- Follow all safety policies, procedures and regulations
- Follow specific safe work procedures.
- Maintain good housekeeping practices within the work area.
- Promptly report all incidents and accidents to the supervisor.
- Report to Supervisor any defects in equipment or personal protective equipment
- Obtain appropriate medical attention for any work related injuries.
- Report any unsafe condition or unsafe work practice to the supervisor.
- Cooperate with Lakehead University's Joint Health and Safety Committee and the Health and Safety Officer.

Supervisor's Responsibilities

The Supervisor is responsible for promoting a safe work environment and safe work practices. The responsibilities include, but are not limited to the following:

- Advise the worker of any hazardous conditions and any precautions that must be taken.
- Ensure that personal protective equipment is worn by all workers and used correctly.
- Set a housekeeping standard.

Supervisor's Responsibilities con't:

- Conduct regular inspections and ensure prompt corrective action is taken to eliminate unsafe working conditions or practices.
- Aid or conduct (as directed by the Health and Safety Officer), accident investigations and take corrective action as necessary.
- Enforce all Lakehead University and health and safety regulations.
- Take disciplinary action as necessary to ensure compliance with Lakehead Policy.
- Provide a good example for employees by directing them to work in a safe manner.

□ Hazard Assessment

An important part of our safety program is knowing and controlling hazards in the workplace. Hazards are controlled using three methods:

- Designed Controls – This is most desirable control method because it acts to control the hazard at its source.
 - a. Elimination: Guards, design changes etc.
 - b. Substitution: Replacing a toxic substance with a less toxic one.
 - c. Isolation: Barriers, shields etc.
 - d. Ventilation: Local exhaust etc.
- Procedure Controls – Providing policies, procedures and training for safe work processes.
- Personal Protective Equipment – Used to prevent exposure to the hazards and reduce injury. Workers must be properly trained to understand the use, care and limitations of the equipment.

□ Safety Inspections

- Informal Inspections: will be conducted by the Supervisor frequently along with the worker working in the area. Any hazards identified in the informal inspection should be brought to the immediate attention of the Supervisor.
- Formal Inspections: will be conducted on a regular basis by the members of the Joint Health and Safety Committee.

Safety Rules

- Wear your personal protective equipment correctly and ensure it is in working order at all times
- Perform all work duties in accordance with the safe work procedures and Plant Procedures Manual.

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Safety Rules con't:

- Operate all vehicles and mobile equipment safely. Do not operate the equipment unless trained to do so.
- Report all unsafe acts, unsafe conditions, accidents and incidents to your Supervisor immediately.
- Smoke only in the designated areas.
- Store, handle and label all hazardous materials in accordance with W.H.M.I.S. regulations.
- Renew WHMIS training at least once a year.
- DO NOT attempt to lift or move any object that is too heavy to move safely on your own; get assistance from a fellow worker.
- Never leave equipment running unattended.
- Do not remove guards from equipment, except for repairs and adjustments; replace guards prior to operating. Ensure the equipment is not energized prior to doing repairs.
- Only authorized personnel may conduct electrical work of any kind.
- Lock out and Tag out any equipment before conducting any maintenance or adjustments. The person who locked out the equipment is the only person authorized to remove the tags.

The following is prohibited at all times on campus:

- Consuming or being in possession of alcohol or illegal drugs during working hours and outside of the University's licensed establishment.
- Arriving for work or remaining at work if your ability to work is severely impaired.
- Using defective tools or equipment, including those not properly guarded.
- Operating equipment without training.
- Theft, vandalism, or any other abuse of Lakehead University property or equipment.

□ Personal Protective Equipment

Due to the nature of work at Lakehead University and the potential exposure to various hazards, it is necessary for Lakehead University to:

- Require workers to wear personal protective equipment.
- Instruct each worker on the proper use and care of personal protective equipment.
- Enforce compliance with this policy.

PPE falls into two categories:

1. Safety equipment that must be worn at all times, ie safety shoes.
2. Protective equipment for specific tasks, ie gloves for chemical use, eye protection for eye hazards etc.

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- **Eye protection** must be worn when the work involves eye injury hazards including:
 - Flying particles of dust, sand, splinters etc.
 - Chemical splashes or contact with other toxic materials.
 - Radiation hazards.
 - Physical damage due to blows to the eye from heavy objects.
 Your supervisor will indicate which tasks require eye protection.
- **Foot Protection** or safety boots must have steel toe and steel plate (meet CSA Z195-M1984) with slip resistant soles. The boots must display a green triangle and must be worn at all times by plant and residence housekeeping staff.
- **Head Protection** is required where exposed to hazard of head injury. Your supervisor will indicate if head protection is required in your area.
- **Fall Protection** is required when a worker may fall a vertical distance of 8 feet. This protection may be in the form of a guard rail or fall arrest harness. Your supervisor will indicate which is appropriate, if fall protection is required.
- **Respiratory Protection** may be required if tasks involve toxic or hazardous. The Supervisor will instruct workers when this is required. The Supervisor will also supply the worker with training on the care and use of the respiratory equipment.

Lifting and Carrying

- **Tips for Safe Lifting**
 - Have feet shoulder width apart, with the load evenly between them
 - Bend your knees and hips, keeping your back straight
 - Get a firm grip on the load
 - Keep your arms and elbows close to the body
 - Use your thigh and leg muscles, not your back, as you lift in one smooth movement
 - To lower the load use the safe lifting motion in reverse
 - When lowering a load into a deep shelf, put it on the edge of the shelf and push it into place
 - If the load is too heavy and help is unavailable, use a lift truck, push cart or dolly
- **Tips for Safe Carrying**
 - Keep a good grip on the load
 - Keep the load close to the body
 - Keep the load at a reasonable height, so you can see where you are going
 - To turn, pivot with your feet, never twist your back

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□ Lab Safety

Due to the number of labs at Lakehead University the housekeeper or tradesperson must be aware of specific Lab Safety Rules:

- Before entering any lab, read and obey the specific housekeeping instructions posted on lab doors.
- Report the room number of any lab you feel requires specific instructions posted.
- Do not dispose of any “garbage” equipment unless the Lakehead University Decommissioned Equipment Tag is complete and attached.
- If chemicals, sharps or other hazards are disposed of in the garbage, do not remove the garbage bag. Notify your Supervisor immediately of the location and the hazard.

□ Health and Safety Participation

You have the right to participate in Health and Safety at Lakehead University:

- Lakehead University has three Joint Health and Safety Committees: Retail and Physical Support Services, Labs and Studios and Offices and Classrooms. Plant or residence housekeeping staff is represented on the Retail and Physical Support Services Committee.
- The Committee is composed of at least half worker members, who are elected by their worker groups and unions. The Committee meets at least every three months.

□ The Joint Health and Safety Committee:

- Conduct regular inspections.
- Receive and consider worker complaints regarding issues of health and safety.
- Develop and promote measures to protect workers.
- Current Health and Safety information is available at locations.
 - <http://hr.lakeheadu.ca/wp/?pg=140>
 - Bulletin Boards
 - University Centre, 1st floor, across from Switchboard
 - University Centre, 1st floor, across from Security
 - Braun Building, 1st floor, outside of the Communication Office
 - ATAC building, 1st floor under the stairs
 - Sanders Fieldhouse, 1st floor, across from Campus Recreation.

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□ **Workers rights**

The Law guarantees all workers the right to:

- Know – This involves knowing the hazards and being trained to reduce the potential for injury.
- Participate – Being a part a group represented by, or representing a group on the Joint Health and Safety Committee.
- Refuse Unsafe Work

□ **Emergency Plan**

In the event of an emergency, the top priorities are;

- Minimize injury to staff and students.
- Minimize damage to the public and property.
- Assist in restoring operations to normal as directed by your Supervisor.

Full details of Lakehead University's Emergency Plan are found in the Emergency procedures flip book. This book shall be available at all Lakehead University Campus telephones.

In addition to the flip book procedures:

Upon discovering an **Emergency during a Power Outage**, proceed as follows, if phones are not working:

1. Pull the nearest fire alarm. **Call 8-911**
2. Alert others in the area to the emergency.
3. Contact Security from a safe distance either by phone, or by using a blue emergency box.
4. Give exact location.
5. Provide a short, detailed account of the emergency and ask for the required assistance (ambulance, police, fire department etc.).
6. Report any injuries.
7. Remain in contact with Security

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