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Health & Safety Program

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ORGANIZATIONAL COMMITMENT

RESPONSIBILITIES

The ultimate responsibility for establishing and maintaining the Occupational Health and Safety Program on campus rests with the Board of Governors of The University of Lethbridge. Basic policies, which govern the activities and limitations of the Health and Safety program, are proposed by the President of The University of Lethbridge and issued under the final authority of the Board of Governors.

The primary responsibility for providing and maintaining a healthy and safe campus environment on a day-to-day basis lies at the operational departmental level. Specific responsibilities of all Facilities staff are directly proportional to their operational authority and are listed below.

The Facilities Department requires that all supervisors and employees adhere to the policies, regulations and procedures set forth in this manual as well as the policies and regulations of The University of Lethbridge and the Alberta *Occupational Health & Safety Regulation and Code.* This manual does not replace the standards set forth by The University of Lethbridge or the Alberta *Occupational Health & Safety Regulation and Code*. Where there are discrepancies the stricter will apply.

Executive Director of Facilities:

It is the responsibility of the Executive Director of Facilities to maintain a healthy and safe working environment within the jurisdiction, to monitor and exercise control over assigned areas and implement the following designated safety-related responsibilities:

- Providing management the support and leadership necessary for the overall planning, implementation and execution of The University of Lethbridge safety policies within their areas of responsibility.
- Incorporating adequate provisions for safe working practices and conditions in operational policies and procedures and in programs and projects.
- Monitoring and evaluating safety performance within their areas of responsibility and recommending measures to bring about improvement.

Superintendents, Managers and Supervisors

All Superintendents, Managers and Supervisors within Facilities are responsible for ensuring that facilities and conditions under their jurisdiction are monitored and maintained in a safe manner at all times. Special emphasis should be given to ensuring that adequate training is provided prior to tasks being assigned. It is expected that preference will be given to following established safe work procedures over expedient hazardous shortcuts in all operations. Further responsibilities include:

- Ensuring compliance with the Alberta Occupational Health and Safety Regulations and Code;

- Planning and executing all activities in a manner that promotes compliance with The University of Lethbridge safety policies.
- Ensuring that individuals in their areas of assignment have been given adequate direction, training and instruction in the safe performance of their work, and that it is performed without undue risk.
- Ensuring that employees are provided with all tools and equipment (including Personal Protective Equipment (PPE) complete with instructions on its proper use), necessary to carry out their duties without jeopardizing their health and safety or the health and safety of others.
- Ensuring that work areas are inspected at regular intervals to prevent the development of unsafe conditions and practices.
- Authorizing the action necessary to correct substandard conditions or procedures.
- Ensuring all incidents and near misses are reported and investigated, and action taken to prevent a recurrence.
- Making every effort to ensure that medical treatment is received for all injuries.

Employees

All Facilities employees are subject to the health and safety requirements established in this manual, to departmental operational procedures and to all other applicable regulatory requirements. Responsibilities of employees include:

- Observing all safety rules and procedures established by the regulatory authorities and The University of Lethbridge.
- Consulting with their Supervisor on the safe way to perform a task which is considered hazardous or is known to be hazardous, prior to beginning the task.
- Performing a Hazard Assessment before commencement of any task, involving the physical environment, to ensure all control measures are in place to safely execute the task without risk to themselves, other employees or the public.
- Wearing Personal Protective Equipment when required to ensure health and safety are not jeopardized.
- Promptly reporting hazardous or unsafe equipment, facilities, conditions, procedures or behavior to a supervisor, making suggestions for their corrective action and taking corrective action where authorized.
- Immediately reporting to a supervisor all work related incidents or injuries and obtaining first-aid treatment without delay.
- Reporting promptly to a supervisor any treatment by a physician following a work related injury.

UNIVERSITY OF LETHBRIDGE
FACILITIES

HEALTH & SAFETY PROGRAM

HAZARD IDENTIFICATION

HAZARD IDENTIFICATION

A consistent hazard evaluation process was used throughout the Facilities departments for hazard identification of the various job tasks performed, and equipment used. Workshops were conducted to train employees and managers on how to evaluate the hazards associated with their jobs.

***The employees performing the tasks, and operating the equipment conducted all evaluations*.**

HAZARDS

For each job task and piece of equipment evaluated the following OH&S industry standard hazards were taken into consideration:

1. **Falling Objects**
2. **Chemical Exposure**
3. **Exposure to Heat / Cold**
4. **Dust / Vapours**
5. **Light Radiation**
6. **Electrical**
7. **Noise**
8. **Eye Injury**
9. **Repetitive Strain / Motion**
10. **Lifting**
11. **Slips / Falls**
12. **Ice / Docks & Roads**
13. **Rotating Equipment**
14. **Pinch Points**
15. **Cuts**
16. **Eye Strain**
17. **Fire**
18. **Asbestos**
19. **Radioactive Exposure**
20. **Working Alone**
21. **Mould**
22. **Pedestrian / Vehicular Traffic**
23. **Bio-Hazardous Material**
24. **Wildlife Hazards**
25. **Asbestos Awareness Information**

The above list shall be used as a guide in reference to hazards identified throughout this manual.

HAZARD ASSESSMENT

The fundamental principle of a Health and Safety Program is to reduce injury and disease to employees. One of the most important aspects of a health and safety program is hazard assessment. Hazard identification is crucial in the workplace.

Conducting a Hazard Assessment

1. The job tasks are listed.

2. Compile a master list of the jobs.

3. Determine the hazards associated with the jobs. Each hazard is determined as if there are not controls in place. For example, chemical splash without safety goggles.

4. Rank the **exposure**
   1 = unlikely: a person is exposed to the hazard 1x a year or less
   2 = occasionally: a person is exposed to the hazard 1x month or less
   3 = often: a person is exposed to the hazard more than 2x but less than 4x per month
   4 = frequently: a person is exposed to the hazard 1x or 2x per week
   5 = continuous: a person is exposed to the hazard 1x or more per day

5. What is the **probability of occurrence**
   1 = unlikely to occur
   2 = some chance
   3 = could occur
   4 = good chance
   5 = will occur if not attended to

6. What are the **consequences**
   1 = insignificant: a person receives a very minor injury, no damage to property
   2 = first aid or minor property damage: a person administers first aid to self
   3 = injury results in lost time, seeking medical help or significant property damage
   4 = injury results in permanent disability, serious health effects or property damage
   5 = injury results in a fatality, or there is major property damage

7. Add the numbers to reach a total risk rating. A risk rating of:
   Serious (11 – 15) means the hazard must be attended to immediately, prior to the commencement of the job. Controls **must** be put into place. A safe job procedure **must** be in place prior to the commencement of the job.
   Moderate (6 – 10) means the hazard requires attention. Controls **should** be put into place. A safe work procedure **should** be in place prior to the commencement of the job, but could be attended to once the job has commenced. Employees **must** be aware of the hazard. The safe work procedure **must** be in place prior to the completion of the job.
   Low (3 – 5) means the hazard requires monitoring. Controls are recommended. A safe work procedure is recommended.

HAZARD ELIMINATION AND CONTROL

If an existing or potential hazard to workers is identified during a hazard assessment, measures must be taken to:

- eliminate the hazard, or
- If elimination is not reasonably practicable, control the hazard

If reasonably practicable, the hazard must be eliminated or controlled through the use of engineering controls.

If a hazard cannot be eliminated or controlled using engineering controls, administrative controls must be used to control the hazard to a level as low as reasonably achievable.

If a hazard cannot be eliminated or controlled using engineering or administrative controls, then appropriate personal protective equipment must be used.

If a hazard cannot be eliminated or controlled using any one of the above controls, then a combination of these should be used if this would provide a greater level of worker safety.

If emergency action is required to control or eliminate a hazard that is dangerous to the safety or health of workers:

- only those workers competent in correcting the condition, and the minimum number necessary to correct the condition, may be exposed to the hazard, and
- every reasonable effort must be made to control the hazard while the condition is being corrected.

The following are some examples of controls.

Engineering controls

• Design of a workplace
• Automation/material handling devices
• Machine guard, interlocks, lockouts, warning devices
• Isolation/enclosure
• Limitation (safety valves)
• Ventilation (general dilution/local exhaust)
• Storage
• Air monitoring devices
• Communication devices

Administrative controls

• Substitution of a less toxic product
• Purchasing criteria (tools, equipment, chairs, etc)
• Policies and procedures
• Training
• Organizing and planning work
• Rotation of workers
• Safety plan/procedure

Personal Protective Equipment (PPE)

• Hard hat
• Goggles
• Hearing
• Safety boots
• T-shirts with 4 inch sleeves
• Respiratory protective equipment
• Fall protection

JOB TASKS ANALYZED

Safe Work Procedures were written up for jobs tasks evaluated as having High or Extreme Hazards associated with them.

The following job tasks for Caretaking Services were found to have some high risk hazards associated with them through the Risk Analysis process as mentioned.

Conducted By: Noreen Papp
Stella Baah
Virginia Trotter
Neil Heerschap
Judy Jaeger
Yvette Thielen
Jerzy Szpakowski
Derek Vincent
Robin Sprado
Adam Dipinto
Calvin Gee
Deb Tarnava
Dan Sudo

Date: April / May / 2011

Animal Holding Area

- #4 Dust / Vapours (11)
- #6 Electrical (12)
- #7 Noise (10)
- #9 Repetitive Strain / Motion (10)
- #11 Slips / Falls (10)
- #12 Ice / Docks / Roads (10)

***Boatswain Chair**

- Cut or wear of ropes (15)
- Equipment failure (13)
- Improper use of equipment (15)
- Unrestrained fall over edge (13)
- Slips on window ledges causing contact with building (12)
- Anchor failure (13)
- Cuts to body from building materials/components (11)
- Pinches to hands from ropes/brakes/knots/carabiners (11)
- Improper lifting technique (11)
- Rope burns from moving too quickly (11)
- Dangerous weather (10)
- Dropped objects (12)
- Chemical damage to ropes(11)
- Chemical splashes to eyes (9)
- Chemical ingestion (9)
- People traffic/interference (7)
- Heatstroke (15)
- Sunburns (13)
- Dehydration(15)
- Dust (7)

- Electrical (7)
- Repetitive strain (12)
- Fire (7)

Carpets – Auto Scrubbing

- #7 Noise (10)
- #9 Repetitive Strain / Motion (10)

Carpets - Bonnet Cleaning

- #9 Repetitive Strain / Motion (12)

Carpets - Shampoo

- #7 Noise (12)
- #9 Repetitive Strain / Motion (12)

Ceilings Cleaning

- #9 Repetitive Strain / Motion (14)
- #11 Slips / Falls (13)

Chair Cleaning & Setup

- #9 Repetitive Strain / Motion (11)

Convocation – Hand Rail Setup

- #10 Lifting (12)
- #11 Slips / Falls (12)
- #14 Pinch Points (10)

Convocation – Bleacher Cleaning

- #9 Repetitive Strain / Motion (12)
- #11 Slips / Falls (13)

Convocation – Rolling Out & Up of Mats

- #9 Repetitive Strain / Motion (12)

Floors - Polishing

- #2 Chemical Exposure (10)
- #4 Dust / Vapours (10)
- #9 Repetitive Strain / Motion (12)

Floors - Stripping

- #2 Chemical Exposure (10)
- #4 Dust / Vapours (10)
- #8 Eye Injury (13)
- #9 Repetitive Strain / Motion (12)
- #11 Slips / Falls (12)

Floors - Waxing

- #2 Chemical Exposure (11)
- #4 Dust / Vapours (12)
- #9 Repetitive Strain / Motion (12)

- #11 Slips / Falls (12)

Garbage – BFI Bins

- #9 Repetitive Strain / Motion (12)
- #10 Lifting (13)
- #11 Slips / Falls (10)
- #12 Ice / Docks / Roads (10)

Garbage - Compactor

- #9 Repetitive Strain / Motion (12)
- #10 Lifting (13)

Garbage – Indoor Removal

- #9 Repetitive Strain / Motion (12)
- #10 Lifting (13)

Genie Lift

- #1 Falling Objects (10)
- #9 Repetitive Strain / Motion (10)
- #11 Slips / Falls (12)

Handling Dead Mice / Feces

- #4 Dust / Vapours (13)

Stairs

- #9 Repetitive Strain / Motion (12)
- #10 Lifting (12)
- #11 Slips / Falls (12)

Sweeping - Manual

- #4 Dust / Vapours (10)

Sweeping Power

- #9 Repetitive Strain / Motion (10)

***Swingstage**

- Cut or wear of ropes (15)
- Equipment failure (13)
- Improper use of equipment (15)
- Unrestrained fall over edge (13)
- Slips on window ledges causing contact with building (12)
- Anchor failure (13)
- Cuts to body from building materials/components (11)
- Pinches to hands from ropes/brakes/knots/carabiners (11)
- Improper lifting technique (11)
- Rope burns from moving too quickly (11)
- Dangerous weather (10)
- Dropped objects (12)
- Chemical damage to ropes (11)

- Chemical splashes to eyes (9)
- Chemical ingestion (9)
- People traffic/interference (7)
- Heatstroke (15)
- Sunburns (13)
- Dehydration(15)
- Dust (7)
- Electrical (7)
- Repetitive strain (12)
- Fire (7)

Vacuum – BacPac

- #9 Repetitive Strain / Motion (12)
- #11 Slips / Falls (12)

Vacuum – Dry Tank

- #7 Noise (10)
- #9 Repetitive Strain / Motion (12)

Vacuum – Upright

- #9 Repetitive Strain / Motion (12)

Vacuum – Wet Tank

- #6 Electrical (10)
- #7 Noise (10)
- #9 Repetitive Strain / Motion (12)

Walls

- #9 Repetitive Strain / Motion (12)

Washrooms – Sink / Toilet / Urinal

- #2 Chemical Exposure (13)
- #4 Dust / Vapours (15)
- #8 Eye Injury (13)

Wet Mopping

- #9 Repetitive Strain / Motion (12)
- #11 Slips / Falls (12)

Windows – Inside

- #9 Repetitive Strain / Motion (11)

Windows - Outside

- #3 Exposure Heat / Cold (11)
- #9 Repetitive Strain / Motion (11)

HAZARD ASSESSMENT FORM

Description of work area:	**Date:**
Auto Scrub	**April 25/2011**

#	***Description of Hazard*** **(condition/circumstance)**	***Exposure*** **(1 –5)**	***Probability*** **(1 – 5)**	***Consequences*** **(1 – 5)**	***Total***	***Rating***	***Controls*** **(EC/AC/PPE)**
1	Working alone	5	5	5	15	S	A/C U of L working Alone policy E/C 2 way radios
2	Sprain/Strain	2	3	3	8	M	A/C Training, inspections E/C equipment maintenance. PPE Proper footwear
3	Slips/Falls	2	3	3	8	M	A/C Signage ex wet floor PPE Proper footwear

Hazard Assessment performed by:

Neil Heerschap, Noreen Papp, Virginia Trotter

HAZARD ASSESSMENT FORM

Description of work area:	**Date:**
Chemical Dispensing	**May 10/2011**

#	***Description of Hazard*** **(condition/circumstance)**	***Exposure*** **(1 –5)**	***Probability*** **(1 – 5)**	***Consequences*** **(1 – 5)**	***Total***	***Rating***	***Controls*** **(EC/AC/PPE)**
1	Working alone	5	5	5	15	S	A/C Working Alone Policy. 2 way radio
2	Eye Injury	3	3	2	8	M	A/C WHMIS Training E/C Use of chemical dispenser system PPE Gloves, Goggles
3	Vapors/ Inhalation	3	2	3	8	M	A/C WHMIS Training, Spray cloth not surface.
4	Chemical exposure/ingestion	3	2	3	8	M	A/C WHMIS Training, keep mouth closed while dispensing chemical. E/C Use chemical dispenser and spray clothes not surface.

Hazard Assessment performed by:

Virginia Trotter

HAZARD ASSESSMENT FORM

Description of work area:	**Date:**
Bulb Eater	**April 27/2011**

#	***Description of Hazard*** **(condition/circumstance)**	***Exposure*** **(1 –5)**	***Probability*** **(1 – 5)**	***Consequences*** **(1 – 5)**	***Total***	***Rating***	***Controls*** **(EC/AC/PPE)**
1	Working alone	5	5	5	15	S	A/C U of L Working Alone policy, 2 way radios
2	Cuts	4	4	5	13	S	A/C Training, Safe work procedure E/C put rubber plug in tube, ensure proper tube is used. PPE Gloves & Eye protection
3	Mercury Poisoning	3	3	5	11	S	A/C Proper training Safe work procedure E/C Proper ventilation, 1st stage filter changed twice every drum, Proper disposal. Seal lid within 2 minutes of change out procedure
4	Strains /Sprains	1	1	2	4	L	A/C forklift to transport drum PPE Steel toed boots

Hazard Assessment performed by: Jerzy Szpakowski, Virginia Trotter, Judy Jaeger

HAZARD ASSESSMENT FORM

Description of work area:	**Date:**
Cleaning ceiling vents	April 26/2011

#	***Description of Hazard*** **(condition/circumstance)**	***Exposure*** **(1 –5)**	***Probability*** **(1 – 5)**	***Consequences*** **(1 – 5)**	***Total***	***Rating***	***Controls*** **(EC/AC/PPE)**
1	Working alone	5	5	5	15	S	A/C U of L working Alone Policy, 2 way radios
2	Dust	1	2	1	4	L	A/C Training PPE Dust mask, eye protection
3	Slips/Falls	1	2	3	6	L	A/C Training, Ladder safe work procedure, Use of extensions where possible
4	Strains/Sprains	1	2	3	6	L	A/C Rotate tasks

Hazard Assessment performed by:

Yvette Theilen, Robin Sprado,Stella Baah, Noreen Papp, Virgina Trotter, Judy Jaeger _____ _____

HAZARD ASSESSMENT FORM

Description of work area:	**Date:**
Cleaning door frames	April 26/2011

#	***Description of Hazard*** **(condition/circumstance)**	***Exposure*** **(1 –5)**	***Probability*** **(1 – 5)**	***Consequences*** **(1 – 5)**	***Total***	***Rating***	***Controls*** **(EC/AC/PPE)**
1	Working alone	5	5	5	15	S	A/C U of L Working Alone Policy,2 way radios
2	Pinch points	3	2	3	8	M	A/C Do during quiet times. E/C Block door open, signage, or spotter
3	Sprains/Strains	2	2	2	6	M	A/C Rotate tasks E/C Use extensions
4	Chemical Splash	2	2	4	8	M	A/C No cleaning directly above E/C Chemical dispenser PPE Gloves, eye protection

Hazard Assessment performed by:

Yvette Thielen, Virginia Trotter, Noreen Papp, Robin Sprado, Stella Baah

HAZARD ASSESSMENT FORM

Description of work area:	**Date:**
Cleaning Sinks	April 26/2011

#	***Description of Hazard*** **(condition/circumstance)**	***Exposure*** **(1 –5)**	***Probability*** **(1 – 5)**	***Consequences*** **(1 – 5)**	***Total***	***Rating***	***Controls*** **(EC/AC/PPE)**
1	Working alone	5	5	5	15	S	A/c U of L Working Alone Policy, 2 way radios
2	Splashes	2	3	3	8	M	A/C Training E/C Use of chemical dispensers
3	Cuts/Scrapes	2	2	2	6	M	A/C Training PPE Gloves

Hazard Assessment performed by:

Neil Heerschap, Noreen Papp, Virginia Trotter.

HAZARD ASSESSMENT FORM

Description of work area:	**Date:**
Snow Removal	April 26/2011

#	***Description of Hazard*** **(condition/circumstance)**	***Exposure*** **(1 –5)**	***Probability*** **(1 – 5)**	***Consequences*** **(1 – 5)**	***Total***	***Rating***	***Controls*** **(EC/AC/PPE)**
1	Working alone	5	5	5	15	S	A/C U of L Working Alone Policy, 2 way radio
2	Sprains/Strains	2	3	3	8	M	A/C Training, rotate tasks, workers
3	Slips/Falls	2	3	3	8	M	A/C Training E/C Use of salt and sand. PPE Proper footwear
4	Exposure/Cold	2	3	4	9	M	A/C Training PPE Proper winter clothing

Hazard Assessment performed by:

Yvette Thielen,Robin Sprado, Stella Baah, Noreen Papp, Judy Jaeger

HAZARD ASSESSMENT FORM

Description of work area:	**Date:**
Dry-Damp mop	April 21/2011

#	***Description of Hazard*** **(condition/circumstance)**	***Exposure*** **(1 –5)**	***Probability*** **(1 – 5)**	***Consequences*** **(1 – 5)**	***Total***	***Rating***	***Controls*** **(EC/AC/PPE)**
1	Working alone	5	5	5	15	S	A/C U of L Working Alone Policy, 2 way radios
2	Sprain/Strain	3	3	3	9	M	A/C Training, rotate tasks E/C proper equipment, use of auto-scrubber where possible.
3	Slips/Falls	3	3	3	9	M	A/C Training E/C use of signage PPE Proper footwear
4	Chemical splash	3	3	3	9	M	A/C Training E/C Use od chemical dispenser PPE Gloves Eye protection

Hazard Assessment performed by:

Neil Heerschap, Noreen Papp, Virginia Trotter. _____ _____ _____

HAZARD ASSESSMENT FORM

Description of work area:	**Date:**
Dusting/ Damp wipe	April 21/2011

#	***Description of Hazard*** **(condition/circumstance)**	***Exposure*** **(1 –5)**	***Probability*** **(1 – 5)**	***Consequences*** **(1 – 5)**	***Total***	***Rating***	***Controls*** **(EC/AC/PPE)**
1	Working alone	5	5	5	15	S	A/C U of L Working Alone Policy. 2 way radios
2	Chemical splash	3	3	3	9	M	A/C Training E/C Chemical dispenser PPE Gloves, eye protection.
3	Dust	3	3	3	9	M	A/C Training PPE Eye protection
4	Strains/Sprains	3	3	3	9	M	A/C Training, rotate tasks E/C Use extensions where possible

Hazard Assessment performed by:

Neil Heerschap, Noreen Papp, Virginia Trotter, Robin Sprado, Stella Baah

HAZARD ASSESSMENT FORM

Description of work area:	**Date:**
Elevator Cleaning	April 26/2011

#	***Description of Hazard*** **(condition/circumstance)**	***Exposure*** **(1 –5)**	***Probability*** **(1 – 5)**	***Consequences*** **(1 – 5)**	***Total***	***Rating***	***Controls*** **(EC/AC/PPE)**
1	Working alone	5	5	5	15	S	A/C U of L Working alone Policy, 2 way radios
2	Pinch points	1	1	2	4	L	A/C Training E/C Use lockout
3	Sprains/Strains	1	1	3	5	L	A/C Training rotate tasks E/C Use extensions for high cleaning

Hazard Assessment performed by:

Yvette Thielen, Robin Sprado, Stella Baah, Noreen Papp, Virginia Trotter

HAZARD ASSESSMENT FORM

Description of work area:	**Date:**
Exterior Window cleaning	May 9/2011

#	***Description of Hazard*** **(condition/circumstance)**	***Exposure*** **(1 –5)**	***Probability*** **(1 – 5)**	***Consequences*** **(1 – 5)**	***Total***	***Rating***	***Controls*** **(EC/AC/PPE)**
1	Working alone	5	5	5	15	S	A/C U of L Working Alone Policy,2 way radios
2	Heat/Exposure	5	5	5	15	S	A/C Training, Do most work before hottest part of the day PPE Proper clothing, hat and sun block
3	Cuts/Scrapes	3	3	3	9	M	A/C Assisted repel over edge of building E/C Proper clothing
4	Falling objects	3	3	3	9	M	A/C No dismantling of equipment above workers E/C Use pylons, caution tape, as well as a spotter PPE Hard hat if working below other workers
5	Slips/Tripping	2	2	2	6	M	A/C No working in Rain PPE Proper footwear
6	Lightning Strikes	1	3	5	9	M	A/C Shut work down in bad weather
7	Falls	1	3	5	9	M	A/C Training, pre work

							equipment check. E/C Proper equipment, 4 point Harness, Mainline, Safety line, Shock Absorbing lanyards, Anchors.
8	Pinch points	4	4	4	12	S	A/C Training, either tight gloves or no gloves
9	Chemical Splash	1	2	3	6	M	PPE Gloves Eye protection
10	Stranded in Harness (Suspended)	5	2	5	12	S	A/C Training, Spotter E/C Suspension trauma straps, knife to release harness after hooked up to lanyard
11	Repetitive Strain	5	2	3	10	M	A/C Rotate tasks

Hazard Assessment performed by:

Virginia Trotter, Deb Tarnava, Adam Dipinto, Calvin Gee

HAZARD ASSESSMENT FORM

Description of work area:	**Date:**
Animal Feces and Carcass Removal	**April 27/2011**

#	***Description of Hazard*** **(condition/circumstance)**	***Exposure*** **(1 –5)**	***Probability*** **(1 – 5)**	***Consequences*** **(1 – 5)**	***Total***	***Rating***	***Controls*** **(EC/AC/PPE)**
1	Working alone	5	5	5	15	S	A/C Working Alone policy, 2 way radios
2	Bio Hazard/ Hantavirus	3	3	5	11	S	A/C Do not vacuum or sweep mouse or pigeon droppings, soak with approved disinfectant prior to pick up. PPE Gloves, mask E/C Only supervisors or Caretaker 3 to perform task
3	Pinch points	2	2	2	6	M	A/C be aware of surroundings. E/C Use enclosed traps

Hazard Assessment performed by:

Virginia Trotter, Robin Sprado, Stella Baah,Noreen Papp, Yvette Thielen

HAZARD ASSESSMENT FORM

Description of work area:	**Date:**
Floor Refinishing	April 26/2011

#	***Description of Hazard*** **(condition/circumstance)**	***Exposure*** **(1 –5)**	***Probability*** **(1 – 5)**	***Consequences*** **(1 – 5)**	***Total***	***Rating***	***Controls*** **(EC/AC/PPE)**
1	Working alone	5	5	5	15	S	A/C U of L Working Alone Policy, 2 way radios
2	Strains/Sprains	2	2	3	7	M	A/C Training, rotate task/workers
3	Slips/Falls	2	2	3	7	M	A/C Training E/C Signage and barricades PPE Proper footwear, non slip soles
4	Vapors	2	2	3	7	M	A/C Training E/C Proper ventilation, and fans
5	Electrical	2	2	3	7	M	A/C Training E/C Use of GFI PPE Rubber boots
6	Chemical splashing	2	2	3	7	M	A/C Training E/C Gloves, eye protection

Hazard Assessment performed by:

Yvette Thielen, Robin Sprado, Stella Baah, Noreen Papp, Virginia Trotter, Judy Jaeger _____ _____

HAZARD ASSESSMENT FORM

Description of work area:	**Date:**
Fork lift	April 27/2011

#	***Description of Hazard*** **(condition/circumstance)**	***Exposure*** **(1 –5)**	***Probability*** **(1 – 5)**	***Consequences*** **(1 – 5)**	***Total***	***Rating***	***Controls*** **(EC/AC/PPE)**
1	Working alone	5	5	5	15	S	A/C U of L Working Alone Policy, 2 way radios
2	Lifting	2	2	4	8	M	A/C Training, safe work procedure
3	Tipping	1	1	3	5	M	A/C Training PPE Seatbelts
4	Fire	1	1	2	4	L	A/C Training, inspections

Hazard Assessment performed by:

Virginia Trotter, Judy Jaeger, Derek Vincent, Jerzy Szpakowski _____ _____

HAZARD ASSESSMENT FORM

Description of work area:	**Date:**
Gum Removal	April 26/2011

#	***Description of Hazard*** **(condition/circumstance)**	***Exposure*** **(1 –5)**	***Probability*** **(1 – 5)**	***Consequences*** **(1 – 5)**	***Total***	***Rating***	***Controls*** **(EC/AC/PPE)**
1	Working alone	5	5	5	15	S	A/C U of L Working Alone Policy, 2 way radios
2	Chemical	1	1	1	3	L	A/C Training PPE Gloves, eye protection
3	Cuts	1	1	1	3	L	A/C Training E/C use of proper tools, putty knife instead of blades
4	Strains/Sprains	1	1	1	3	L	A/C Training, rotate task

Hazard Assessment performed by:

Yvette Thielen, Robin Sprado, Noreen Papp, Stella Baah, Judy Jaeger

HAZARD ASSESSMENT FORM

Description of work area:	**Date:**
Ladder use	April 26/2011

#	***Description of Hazard*** **(condition/circumstance)**	***Exposure*** **(1 –5)**	***Probability*** **(1 – 5)**	***Consequences*** **(1 – 5)**	***Total***	***Rating***	***Controls*** **(EC/AC/PPE)**
1	Working alone	5	5	5	15	S	A/C U of L Working Alone Policy, 2 way radios
2	Pinch points	2	3	2	7	M	A/C Training, use of 2 people when necessary
3	Sprains/Strains	2	2	3	7	M	A/C Training, use of proper ladder
4	Falls	2	3	5	10	M	A/C Training, safe work procedures

Hazard Assessment performed by:

Neil Heerschap, Noreen Papp, Virginia Trotter

HAZARD ASSESSMENT FORM

Description of work area:	**Date:**
Laundry	April 26/2011

#	***Description of Hazard*** **(condition/circumstance)**	***Exposure*** **(1 –5)**	***Probability*** **(1 – 5)**	***Consequences*** **(1 – 5)**	***Total***	***Rating***	***Controls*** **(EC/AC/PPE)**
1	Working alone	5	5	5	15	S	U of L Working Alone Policy, 2 way radios
2	Sprains/Strains	2	2	3	7	M	A/C Training, rotate tasks E/C Install soap dispenser. PPE Proper footwear
3	Vapors/Dust	2	2	3	7	M	A/C Training. E/C Install soap dispenser, or use portion packs

Hazard Assessment performed by:

Yvette Thielen, Robin Sprado, Stella Baah, Noreen Papp, judy Jaeger

HAZARD ASSESSMENT FORM

Description of work area:	**Date:**
Plugged Toilets	April 27/2011

#	***Description of Hazard*** **(condition/circumstance)**	***Exposure*** **(1 –5)**	***Probability*** **(1 – 5)**	***Consequences*** **(1 – 5)**	***Total***	***Rating***	***Controls*** **(EC/AC/PPE)**
1	Working alone	5	5	5	15	S	A/C U of L Working Alone Policy, 2 way radios
2	Splash	5	4	2	11	S	A/C Training E/C Proper tools to remove waste. PPE Gloves, eye protection.
3	Slips	2	2	3	7	M	A/C Training PPE Proper footwear
4	Bio Hazard	2	2	3	7	M	A/C Training E/C Contact proper dept to fix problem

Hazard Assessment performed by:

Virginia Trotter, Robin Sprado, Stella Baah, Noreen Papp _____ _____ _____

HAZARD ASSESSMENT FORM

Description of work area:	**Date:**
Polish Mace	April 27/2011

#	***Description of Hazard*** **(condition/circumstance)**	***Exposure*** **(1 –5)**	***Probability*** **(1 – 5)**	***Consequences*** **(1 – 5)**	***Total***	***Rating***	***Controls*** **(EC/AC/PPE)**
1	Working alone	5	5	5	15	S	A/C U of L Working Alone Policy, 2 way radios
2	Strains/Sprains	2	2	3	7	M	A/C Training, rotate task
3	Chemical	2	2	3	7	M	A/C Training, MSDS sheets

Hazard Assessment performed by:

Yvette Thielen, Robin Sprado, Noreen Papp, Stella Baah, Virginia Trotter

HAZARD ASSESSMENT FORM

Description of work area:	**Date:**
Pressure Washer	April 27/2011

#	***Description of Hazard*** **(condition/circumstance)**	***Exposure*** **(1 –5)**	***Probability*** **(1 – 5)**	***Consequences*** **(1 – 5)**	***Total***	***Rating***	***Controls*** **(EC/AC/PPE)**
1	Working alone	5	5	5	15	S	A/C U of L Working Alone Policy
2	Slips /falls	2	2	3	7	M	A/C Training PPE Proper footwear
3	Eye Injury	3	3	4	10	M	A/C Training PPE Eye Protection
4	Electric	3	3	3	9	M	A/C Training, pre use inspection. E/C Use of GFI PPE Proper footwear

Hazard Assessment performed by:

Jerzy Szpakowski, Derek Vincent, Virginia Trotter, Judy Jaeger. _____ _____

HAZARD ASSESSMENT FORM

Description of work area:	**Date:**
Recycling	April 27/2011

#	***Description of Hazard*** **(condition/circumstance)**	***Exposure*** **(1 –5)**	***Probability*** **(1 – 5)**	***Consequences*** **(1 – 5)**	***Total***	***Rating***	***Controls*** **(EC/AC/PPE)**
1	Working alone	5	5	5	15	S	A/C U of L Working Alone Policy, 2 way radios
2	Lifting	4	3	4	11	S	A/C Training, safe work procedure
3	Exposure Hot/Cold	4	3	3	10	M	PPE Proper clothing for weather conditions

Hazard Assessment performed by:

Derek Vincent, Jerzy Szpakowski, Virginia Trotter, Judy Jaeger

HAZARD ASSESSMENT FORM

Description of work area:	**Date:**
Ride on Sweeper	April 26/2011

#	***Description of Hazard*** **(condition/circumstance)**	***Exposure*** **(1 –5)**	***Probability*** **(1 – 5)**	***Consequences*** **(1 – 5)**	***Total***	***Rating***	***Controls*** **(EC/AC/PPE)**
1	Working alone	5	5	5	15	S	A/C O of L Working Alone Policy, 2 way radios
2	Collisions	2	2	3	7	M	A/C Training, Equipment inspection(horn back-up beeper
3	Tipping	2	1	3	6	M	A/C Training
4	Dust	2	1	3	6	M	A/C Training, clean machine after each use
5	Acid burn	2	1	3	6	M	A/C Training PPE Gloves, eye protection (when checking batteries)
6	Pinch Points	2	1	3	6	M	A/C Training E/C Turn machine off when servicing
7	Banging Head	2	2	3	7	M	A/C Training

Hazard Assessment performed by:

Yvette Thielen, Robin Sprado, Stella Baah, Noreen Papp Virginia Trotter, Judy Jaeger

HAZARD ASSESSMENT FORM

Description of work area:	**Date:**
Ride on Auto Scrubber	April 26/2011

#	***Description of Hazard*** **(condition/circumstance)**	***Exposure*** **(1 –5)**	***Probability*** **(1 – 5)**	***Consequences*** **(1 – 5)**	***Total***	***Rating***	***Controls*** **(EC/AC/PPE)**
1	Working alone	5	5	5	15	S	A/C U of L Working Alone Policy, 2 way radios
2	Collisions	2	3	4	9	M	A/C Training E/C Use during low traffic times, make use of mirrors
3	Pinches	2	2	3	7	M	A/C Training E/C Turn machine off when servicing
4	Acid burns	2	2	3	7	M	A/C Training E/C AGM Batteries
5	Chemical Splash	2	1	3	6	M	A/C Training PPE Gloves
6	Tipping	2	1	3	6	M	A/C Training, stay on grades under 20%
7	Banging head	2	1	3	6	M	A/C Training
8	Slips/Falls	2	1	3	6	M	A/C Training. E/C Signage eg wet floors

Hazard Assessment performed by:

Yvette Thielen, Robin Sprado, Stella Baah, Virginia Trotter, Noreen Papp, Judy Jaeger

HAZARD ASSESSMENT FORM

Description of work area:	**Date:**
Sewer Clean-up	April 27/2011

#	***Description of Hazard*** **(condition/circumstance)**	***Exposure*** **(1 –5)**	***Probability*** **(1 – 5)**	***Consequences*** **(1 – 5)**	***Total***	***Rating***	***Controls*** **(EC/AC/PPE)**
1	Working alone	5	5	5	15	S	A/C U of L Working Alone Policy, 2 way radios
2	Slips/Falls	2	3	4	9	M	E/C Signage PPE proper footwear
3	Electric Shock	2	2	5	9	M	E/C GFI PPE Gloves , proper footwear
4	Bio Hazards	2	3	4	9	M	A/C Training E/C Disinfect all equipment PPE Gloves Mask, proper footwear
5	Vapors	2	3	4	9	M	E/C Proper ventilation PPE proper mask
6	Splashes	2	3	4	9	M	A/C Training

Hazard Assessment performed by:

Virginia Trotter, Noreen Papp, Stella Baah

HAZARD ASSESSMENT FORM

Description of work area:	**Date:**
Sharps Containers	April 26/2011

#	***Description of Hazard*** **(condition/circumstance)**	***Exposure*** **(1 –5)**	***Probability*** **(1 – 5)**	***Consequences*** **(1 – 5)**	***Total***	***Rating***	***Controls*** **(EC/AC/PPE)**
1	Working alone	5	5	5	15	S	A/C U of L Working Alone Policy, 2 way radios
2	Biohazard	2	1	3	6	M	A/C Training E/C Keep lid closed PPE Gloves
3	Cuts/Scrapes	3	2	4	9	M	A/C Training E/C Job limited to Supervisor or Manager PPE Gloves

Hazard Assessment performed by:

Yvette Thielen, Robin Sprado, Stella Baah, Noreen Papp, Virginia Trotter Judy Jaeger

HAZARD ASSESSMENT FORM

Description of work area:	**Date:**
Shower Cleaning	April 27/2011

#	***Description of Hazard*** **(condition/circumstance)**	***Exposure*** **(1 –5)**	***Probability*** **(1 – 5)**	***Consequences*** **(1 – 5)**	***Total***	***Rating***	***Controls*** **(EC/AC/PPE)**
1	Working alone	5	5	5	15	S	A/C U of L Working Alone Policy, 2 way radios
2	Splash	2	3	3	8	M	A/C Training E/C Use of chemical dispensers, and use of proper equipment PPE Rubber gloves ,eye protection
3	Strains/Sprains	2	3	4	9	M	A/C Training. E/C Use of proper equipment
4	Slips/Falls	2	3	4	9	M	A/C Training PPE Proper footwear

Hazard Assessment performed by:

Neil Heerschap, Noreen Papp Virginia Trotter

HAZARD ASSESSMENT FORM

Description of work area:	**Date:**
Spill Clean up	**April 27/2011**

#	***Description of Hazard*** **(condition/circumstance)**	***Exposure*** **(1 –5)**	***Probability*** **(1 – 5)**	***Consequences*** **(1 – 5)**	***Total***	***Rating***	***Controls*** **(EC/AC/PPE)**
1	Working alone	5	5	5	15	S	U of L Working Alone Policy, 2 way radios
2	Slips	3	2	3	8	M	A/C Training. E/C Enclose area with signs and Pylons
3	Splash	2	3	3	8	M	A/C Training E/C PPE Gloves
4	Strains/Sprains	3	3	3	9	M	A/C Training E/C Use Vacuums when possible

Hazard Assessment performed by:

Virginia Trotter, Judy Jaeger

HAZARD ASSESSMENT FORM

Description of work area:	**Date:**
Stairwell Cleaning	**April 26/2011**

#	***Description of Hazard*** **(condition/circumstance)**	***Exposure*** **(1 –5)**	***Probability*** **(1 – 5)**	***Consequences*** **(1 – 5)**	***Total***	***Rating***	***Controls*** **(EC/AC/PPE)**
1	Working alone	5	5	5	15	S	
2	Slips/Falls	2	2	3	7	M	A/C Training E/C Work up the stairs not down. PPE Proper footwear
3	Strains/ Sprains	2	2	3	7	M	A/C training, rotate task. PPE Proper footwear
4	Dust	2	1	3	6	M	A/C Training. E/C Use of vacuum instead of sweeping

Hazard Assessment performed by:

Yvette Thielen, Robin Sprado, Stella Baah, Noreen Papp

HAZARD ASSESSMENT FORM

Description of work area:	**Date:**
Steamer	April 27/2011

#	***Description of Hazard*** **(condition/circumstance)**	***Exposure*** **(1 –5)**	***Probability*** **(1 – 5)**	***Consequences*** **(1 – 5)**	***Total***	***Rating***	***Controls*** **(EC/AC/PPE)**
1	Working alone	5	5	5	15	S	A/C U of L Working Alone Policy, 2 way radios
2	Burns	2	3	3	8	M	A/C Training. E/C Use of plastic parts instead of metal
3	Electric Shock	2	3	5	10	M	A/C Training, Inspections E/C Use of GFI
4	Strains/Sprains	2	3	3	8	M	A/C Training, rotate tasks E/C Don't over reach
5	Slips/Falls	2	3	3	8	M	A/C Training PPE Proper footwear

Hazard Assessment performed by:

Yvette Thielen, Virginia Trotter, Robin Sprado, Stella Baah, Noreen Papp, Judy Jaeger

HAZARD ASSESSMENT FORM

Description of work area:	**Date:**
Swing Machine	**April 26/2011**

#	***Description of Hazard*** **(condition/circumstance)**	***Exposure*** **(1 –5)**	***Probability*** **(1 – 5)**	***Consequences*** **(1 – 5)**	***Total***	***Rating***	***Controls*** **(EC/AC/PPE)**
1	Working alone	5	5	5	15	S	A/C U of L Working Alone Policy, 2 way radios
2	Electric Shock	2	1	3	6	M	A/C Training E/C Inspections, Use of GFI
3	Strains/Sprains	1	2	3	6	M	A/C Training, rotate tasks E/C Have controls at proper height
4	Slips/Falls	2	2	3	7	M	A/C Training PPE Proper footwear
5	Cuts	1	2	3	6	M	A/C Training E/C Make sure machine is off while servicing

Hazard Assessment performed by:

Yvette Thielen, Robin Sprado, Stella Baah, Noreen Papp

HAZARD ASSESSMENT FORM

Description of work area:	**Date:**
Toilet Cleaning	April 26/2011

#	***Description of Hazard*** **(condition/circumstance)**	***Exposure*** **(1 –5)**	***Probability*** **(1 – 5)**	***Consequences*** **(1 – 5)**	***Total***	***Rating***	***Controls*** **(EC/AC/PPE)**
1	Working alone	5	5	5	15	S	A/C U of L Working Alone Policy, 2 way radios
2	Splashes	2	3	2	7	M	A/C Training PPE Rubber gloves, eye protection
3	BioHazard	4	3	3	10	M	A/C Training E/C Use of toilets only brushes and rags to prevent cross contamination. Flush before cleaning PPE Rubber Gloves, Eye Protection
4	Strains/Sprains	2	3	3	8	M	A/C Training, rotate tasks

Hazard Assessment performed by:

Neil Heerschap, Noreen Papp, Virginia Trotter

HAZARD ASSESSMENT FORM

Description of work area:	**Date:**
Vacuuming	April 19/2011

#	***Description of Hazard*** **(condition/circumstance)**	***Exposure*** **(1 –5)**	***Probability*** **(1 – 5)**	***Consequences*** **(1 – 5)**	***Total***	***Rating***	***Controls*** **(EC/AC/PPE)**
1	Working alone	5	5	5	15	S	A/C U of L Working Alone Policy, 2 way radios
2	Noise	4	3	3	10	M	E.C Use of low noise vacuums. PPE Hearing protection
3	Strains/Sprains	3	3	3	9	M	A/C Training, rotate tasks. E/C Use of back pack harness
4	Trip/Falls	3	3	3	9	M	E/C Use of breakaway cords, use of signage PPE Proper footwear
5	Electrical shock	3	3	3	9	M	A/C Vacuum inspection PPE Proper footwear

Hazard Assessment performed by:

Neil Heerschap, Noreen Papp, Virginia Trotter

HAZARD ASSESSMENT FORM

Description of work area:	**Date:**
Wall Washing	April 26/2011

#	***Description of Hazard*** **(condition/circumstance)**	***Exposure*** **(1 –5)**	***Probability*** **(1 – 5)**	***Consequences*** **(1 – 5)**	***Total***	***Rating***	***Controls*** **(EC/AC/PPE)**
1	Working alone	5	5	5	15	S	A/C U of L Working Alone Policy, 2 way radios
2	Chemical Splash	3	3	3	9	M	E/C Use of chemical dispenser. PPE gloves, Eye protection
3	Strains/Sprains	2	3	2	7	M	A/C Rotate tasks E/C Use of extensions
4	Electrical Shock	1	1	5	7	M	A/C Training E/C Avoid liquids near electrical outlets

Hazard Assessment performed by:

Neil Heerschap, Noreen Papp, Virginia Trotter

HAZARD ASSESSMENT FORM

Description of work area:	**Date:**
Waste Compactor	April 27/2011

#	***Description of Hazard*** **(condition/circumstance)**	***Exposure*** **(1 –5)**	***Probability*** **(1 – 5)**	***Consequences*** **(1 – 5)**	***Total***	***Rating***	***Controls*** **(EC/AC/PPE)**
1	Working alone	5	5	5	15	S	A/C U of L Working Alone Policy,2 way radios
2	Slips/Falls	2	3	3	8	M	A/C Training PPE Proper footwear
3	Lifting	2	3	3	8	M	A/C Training E/C Use of carts where possible
4	Exposure Hot/Cold	5	2	3	10	M	A/C Training, frequent breaks. PPE Proper clothing
5	Electrical	2	2	5	9	M	A/C Training, inspections. E/C Emergency stop. PPE Proper footwear
6	Crushing	4	4	4	12	S	A/C Training E/C Safety gate, emergency stop, proper fitting clothing

Hazard Assessment performed by:

Virginia Trotter,Judy Jaeger, Jerzy Szpakowski, Derek Vincent

HAZARD ASSESSMENT FORM

Description of work area:	**Date:**
Waste removal	April 26/2011

#	***Description of Hazard*** **(condition/circumstance)**	***Exposure*** **(1 –5)**	***Probability*** **(1 – 5)**	***Consequences*** **(1 – 5)**	***Total***	***Rating***	***Controls*** **(EC/AC/PPE)**
1	Working alone	5	5	5	15	S	A/C U of L Working Alone Policy, 2 way radio
2	Cuts/Scrapes	3	3	3	9	M	A/C Training E/C Use carts for garage, tie off bags. PPE Gloves
3	Sprains/Strains	3	3	3	9	M	A/C Team lifting heavy items E/C Use of carts
4	Slips/Falls	3	3	3	9	M	A/C Training E/C Double bagging PPE proper footwear

Hazard Assessment performed by:

Neil Heerschap, Noreen Papp, Virginia Trotter, Jerzy Szpakowski, Yvette Thielen,Robin Sprado,Stella Baah

HAZARD ASSESSMENT FORM

Description of work area:	**Date:**
Wet Vacuuming	April 26/2011

#	***Description of Hazard*** **(condition/circumstance)**	***Exposure*** **(1 –5)**	***Probability*** **(1 – 5)**	***Consequences*** **(1 – 5)**	***Total***	***Rating***	***Controls*** **(EC/AC/PPE)**
1	Working alone	5	5	5	15	S	A/C U of L Working Alone Policy, 2 way radios
2	Electrical shock	2	1	5	8	M	A/C Training E/C Use of GFI
3	Trips/Falls	2	3	3	8	M	A/C Training E/C Use of signage
4	Sprains/Strains	2	3	3	8	M	A/C Rotate tasks E/C Use of 2 Workers to empty tank

Hazard Assessment performed by:

Yvette Thielen, Robin Sprado, Stella Baah, Noreen Papp, Virginia Trotter, Judy Jaeger

HAZARD ASSESSMENT FORM

Description of work area:	**Date:**
Cleaning Whiteboards	April 26/2011

#	***Description of Hazard*** **(condition/circumstance)**	***Exposure*** **(1 –5)**	***Probability*** **(1 – 5)**	***Consequences*** **(1 – 5)**	***Total***	***Rating***	***Controls*** **(EC/AC/PPE)**
1	Working alone	5	5	5	15	S	A/C U of L working Alone Policy, 2 way radios
2	Strains/Sprains	2	2	2	6	M	A/C Training, rotate tasks. E/C Use extensions
3	Trips/Falls	2	2	2	6	M	A/C Training to be aware of surroundings
4	Dust	2	2	2	6	M	A/C Training E/C Spray cloth not surface

Hazard Assessment performed by:

Yvette Theilen, Robin Sprado, Stella Baah, Noreen Papp, Virginia Trotter, Judy Jaeger

HAZARD ASSESSMENT FORM

Description of work area:	**Date:**
Window Cleaning	April 26/2011

#	***Description of Hazard*** **(condition/circumstance)**	***Exposure*** **(1 –5)**	***Probability*** **(1 – 5)**	***Consequences*** **(1 – 5)**	***Total***	***Rating***	***Controls*** **(EC/AC/PPE)**
1	Working alone	5	5	5	15	S	A/C U of L Working Alone Policy, 2 way radios
2	Sprains/Strains	1	1	3	5	M	A/C Training, rotate tasks E/C Use of extensions where possible
3	Cuts	1	1	3	5	M	A/C Training
4	Chemical Exposure	1	1	3	5	M	A/C Proper training E/C chemical dispenser. PPE Gloves, eye protection

Hazard Assessment performed by:

Yvette Thielen, Robin Sprado, Stella Baah, Virginia Trotter, Noreen Papp, Judy Jaeger

HAZARD ASSESSMENT FORM

Description of work area: **Driving**	**Date:** **Mar 18/2011**

#	***Description of Hazard*** **(condition/circumstance)**	***Exposure*** **(1 –5)**	***Probability*** **(1 – 5)**	***Consequences*** **(1 – 5)**	***Total***	***Rating***	***Controls*** **(EC/AC/PPE)**
1	Working alone	5	5	5	15	S	A/C Working alone policy. Call work control when on roof. Carry cell phone
2	Property Damage	5	2	3	10	M	PPE Seatbelts A/C Drivers abstract. Mission possible,Experience E/C Vehicle maintenance ie Wipers, brakes etc. Monthly inspections. Insure good visibility ie scrape frost.
3	Bodily Injury	5	2	5	12	S	PPE Seatbelts A/C Drivers abstract. Mission possible, experience E/C Vehicle maintenance ie Wipers, brakes etc. Monthly inspections insure good visibility ie scrape frost

4	Risk to Pedestrians	5	2	5	12	S	A/C Drivers abstract, Mission possible, experience Be aware of pedestrians walking in unmarked places ie between vehicles
5	Unsecure loads	5	2	3	10	M	A/C Use of proper tie downs, to the bed of truck

Hazard Assessment performed by:

Al Mueller/Dan Sudo _____ _____ _____

HAZARD ASSESSMENT FORM

Description of work area:	**Date:**
Cleaning Chalkboards	April 26/2011

#	***Description of Hazard*** **(condition/circumstance)**	***Exposure*** **(1 –5)**	***Probability*** **(1 – 5)**	***Consequences*** **(1 – 5)**	***Total***	***Rating***	***Controls*** **(EC/AC/PPE)**
1	Working alone	5	5	5	15	S	A/C U of L working Alone Policy, 2 way radios
2	Strains/Sprains	2	2	2	6	M	A/C Training, rotate tasks. E/C Use extensions
3	Trips/Falls	2	2	2	6	M	A/C Training to be aware of surroundings
4	Dust	2	2	2	6	M	A/C Training E/C Roll up micro fiber

Hazard Assessment performed by:

Yvette Theilen, Robin Sprado, Stella Baah, Noreen Papp, Virginia Trotter, Judy Jaeger

HAZARD ASSESSMENT FORM

Description of work area:	**Date:**
Carpet/Upholstery Extraction	April 26/2011

#	***Description of Hazard*** **(condition/circumstance)**	***Exposure*** **(1 –5)**	***Probability*** **(1 – 5)**	***Consequences*** **(1 – 5)**	***Total***	***Rating***	***Controls*** **(EC/AC/PPE)**
1	Working alone	5	5	5	15	S	A/C U of L Working Alone Policy, 2 way radios
2	Strains/Sprains	2	3	3	8	M	A/C Training E/C Use appropriate tool, rotate tasks.
3	Trip/Falls	2	3	3	8	M	A/C Training PPE Proper footwear
4	Cuts	2	3	3	8	M	A/C Training PPE Gloves

Hazard Assessment performed by:

Neil Heerschap, Noreen Papp Virginia Trotter _____ _____ _____

UNIVERSITY OF LETHBRIDGE
FACILITIES

HEALTH & SAFETY PROGRAM

HAZARD CONTROL

SAFE WORK PROCEDURES OVERVIEW

Throughout Facilities, assessments were conducted on the various existing job tasks and equipment operated to determine the hazards employees may be exposed to. The assessment system used can be found in the previous section of this manual.

Safe Work Procedures were written for specific tasks having high or extreme hazards associated with them. Throughout the Safe Work Procedures, reference is made to various Safe Work Practices as found in Appendix 'A' of these manuals. The Safe Work Procedures vary from the Practices, in that the Procedures are a step by step outline on how to carry out a specific task, whereas the Practices are general safety measures / precautions for tools, equipment, or general work practices which can be applied to a number of Safe Work Procedures.

The Safe Work Procedures were designed to ensure that any information pertaining to the task could be found on the form prior to commencing work. Any hazards associated with the task, along with control measures for these hazards, specific tools or equipment required for the job, as well as references to supplementary material are all listed on the form.

A copy of the Safe Work Procedures Template can be found in this section. This form and the previously mentioned Hazard Analysis System are used whenever new responsibilities or equipment are added to a department.

SAFE WORK PROCEDURE TEMPLATE

GENERAL / BRIEF DESCRIPTION OF TASK:

FREQUENCY OF TASK PERFORMED:

HAZARDS IDENTIFIED:

P.P.E. REQUIRED:

SPECIAL TOOLS REQUIRED (if any):

SAFE WORK PROCEDURE:

(TEMPLATE:NAME)

GENERAL / BRIEF DESCRIPTION OF TASK:

FREQUENCY OF TASK PERFORMED:

HAZARDS IDENTIFIED:

P.P.E. REQUIRED:

SPECIAL TOOLS REQUIRED (if any):

SAFE WORK PROCEDURE:

BOATSWAINS CHAIR

GENERAL / BRIEF DESCRIPTION OF TASK:

Using boatswains chair for cleaning windows

FREQUENCY OF TASK PERFORMED:

- Once per year (Seasonal with summer)
- As needed
- Some areas daily and some areas yearly
- Major cleaning of outside buildings

HAZARDS IDENTIFIED:

- Cut or wear of ropes (15)
- Equipment failure (13)
- Improper use of equipment (15)
- Unrestrained fall over edge (13)
- Slips on window ledges causing contact with building (12)
- Anchor failure (13)
- Cuts to body from building materials/components (11)
- Pinches to hands from ropes/brakes/knots/carabiners (11)
- Improper lifting technique (11)
- Rope burns from moving too quickly (11)
- Dangerous weather (10)
- Dropped objects (12)
- Chemical damage to ropes (11)
- Chemical splashes to eyes (9)
- Chemical ingestion (9)
- People traffic/interference (7)
- Heatstroke (15)
- Sunburns (13)
- Dehydration (15)
- Dust (7)
- Electrical (7)
- Repetitive strain (12)
- Fire (7)

P.P.E. REQUIRED:

- See Appendix C (Safety belts/lifelines/lanyards)
- Harness
- Lanyard
- Safety rope
- Rope grab
- Radios

SPECIAL TOOLS REQUIRED (if any):

- Boatswain chair
- Chair rope, descender (rack)
- Squeegee, strip washer, bucket
- Suction cups
- Carabiners
- 3-foot stick/pole
- Razor blades/scraper
- Rope protector
- Cleaning solvents/soap
- Pylons or caution tape
- Abrasive scrub pads

SAFE WORK PROCEDURE:

- Must maintain 6 feet from roof edge until secured with a lifeline.
- Visually inspect worksite for possible hazards daily.
- See Appendix B for proper lifting techniques.
- Physically inspect all equipment daily.
- Physically inspect all anchors daily.
- Proper placement of pylons/caution tape or public warning signage.
- Step into harness and adjust and secure to fit.
- Proper application/use of rope protectors: Parapet, protruding ledges, redirection objects,
- (i.e. anchors)
- Proper knots used to secure ropes.
- Proper selection and use of carabiners.
- Secure lanyard and rope grab to lifeline.
- Ensure proper length of rope, ensure rope reaches the ground.
- Secure chair with descender.
- Secure bucket to chair.
- Carefully step over ledge and slowly enter boatswain chair.
- Fasten boatswain chair safety belt.
- Observe ledges for proper footing.
- Descend safely, keeping fingers away from brake to avoid pinching.
- Keep tools secured to chair or in bucket when not in use to avoid dropping items.
- Use strip washer and apply water to the glass.
- Use window scraper to remove residue or dried on particles on window.
- Use squeegee to remove water from glass.
- Wipe excess water from ledge.
- Remove any streaks.
- Constantly be aware of changes in weather and environment for developing hazards.
- Be observant of changes to rope condition during use.
- Use chemicals with caution and care.
- Take appropriate precautions to avoid sun and heat.
- Switch hands to avoid repetitive strain.
- In the event of a fire:
- If on roof observe building fire escape procedures.
- If on chair lower safely to the ground and move to a safe distance from the building.

CARPET CLEANING

GENERAL / BRIEF DESCRIPTION OF TASK:

- Using various machines to clean carpeted areas throughout campus.

FREQUENCY OF TASK PERFORMED:

- Each area is cleaned as time is permitted or as requested.

HAZARDS IDENTIFIED:

#7 – Noise
#9 – Repetitive Strain / Motion

P.P.E. REQUIRED:

- Hearing Protection
- Gloves

SPECIAL TOOLS REQUIRED (if any):

GFCI
Machine (varies with job / area)

SAFE WORK PROCEDURE:

- Visually inspect worksite for possible hazards.
- Choose appropriate machine for the job.
- GFCI must be used.
- Refer to Safe Work Practice for "**Electrical Safety**" as found in Appendix 'A'.
- Switch duties with other team members at appropriate intervals to reduce / eliminate injuries resulting from repetitive strain / motion.
- Move back across the dry carpet to avoid slips and falls from wet surfaces.
- Be aware of where cords are strung. If possible, do not string cords across general traffic areas. Unplug and move to a closer outlet.
- Refer to methods and procedures for "**Water Extraction**" as found in Appendix 'B'.

Water Extractors

- Hearing protection must be worn with both the Auto Scrubber and the Shampooer. Refer to Info Sheets for **Hearing Protection** as found in Appendix 'C'.

CEILING TILE

GENERAL / BRIEF DESCRIPTION OF TASK:

- Replacing ceiling tile throughout campus buildings.
- Removing ceiling tile to access ceiling space throughout campus buildings.

FREQUENCY OF TASK PERFORMED:

- Bi-Weekly.

HAZARDS IDENTIFIED:

#1 – Falling Objects
#9 – Repetitive Strain / Motion
#11 – Slips / Falls

P.P.E. REQUIRED:

- Safety Glasses

SPECIAL TOOLS REQUIRED (if any):

Step Ladder
Ceiling Tile

SAFE WORK PROCEDURE:

- Visually inspect area for possible hazards.
- Place pylons or warning boards indicating overhead work to divert pedestrian traffic away from possible falling objects.
- Refer to Safe Work Practices for "**Step Ladders**" as found in Appendix 'A'.
- Do not stand directly under the piece of tile to be removed to prevent injuries from falling objects and to alleviate repetitive strain from working above your head.
- Before removing tile, lightly tap on tile to be removed to determine if any foreign objects may be resting above. Extreme caution should be used when removing tile.
- Remove tile and replace with new one.

CLEANING CONCRETE, TILE & RUBBER FLOORING

GENERAL / BRIEF DESCRIPTION OF TASK:

- Using ride on Auto Scrubber/ walk behind scrubber

FREQUENCY OF TASK PERFORMED:

- Daily

HAZARDS IDENTIFIED:

- None

P.P.E. REQUIRED:

- Gloves
- Goggles

SPECIAL TOOLS REQUIRED (if any):

None

SAFE WORK PROCEDURE:

- Visually inspect the worksite for possible hazards
- Be aware of personnel in the area when you are scrubbing
- Choose the appropriate ride on scrubber/ walk behind scrubber for the area to be cleaned
- Follow Safe Work Practices for operation of machine (Appendix A)
- Operate machine at a safe speed
- When cleaning machine wear gloves and goggles
- When connecting batteries to machine or charger wear gloves and goggles.
- When using elevators to reach area to be cleaned you must use elevator service mode.

CLEANING CARPET AND ALL HARD FLOORING

GENERAL / BRIEF DESCRIPTION OF TASK:

- Using ride on Sweeper

FREQUENCY OF TASK PERFORMED:

- Daily

HAZARDS IDENTIFIED:

- None

P.P.E. REQUIRED:

- Gloves
- Goggles

SPECIAL TOOLS REQUIRED (if any):

None

SAFE WORK PROCEDURE:

- Visually inspect the worksite for possible hazards
- Be aware of personnel in the area when you are sweeping
- Follow Safe Work Practices for operation of machine (Appendix A)
- Operate machine at a safe speed
- When cleaning machine wear gloves and goggles
- When connecting batteries to machine or charger wear gloves and goggles.
- When using elevators to reach area to be swept you must use elevator service mode.

CONVOCATION PROCEDURES

GENERAL / BRIEF DESCRIPTION OF TASK:

- Setup of gymnasium for convocation.

FREQUENCY OF TASK PERFORMED:

- Twice yearly for Convocation.

HAZARDS IDENTIFIED:

#9 – Repetitive Strain / Motion
#10 – Lifting
#11 – Slips / Falls
#14 – Pinch Points

P.P.E. REQUIRED:

Gloves , Safety glasses

SPECIAL TOOLS REQUIRED (if any)

Back Vacuum	Blower
Bucket and Cloths	Razor
Wet & Dry Mop	Chalk Line
Putty knife	Line for Stringing
Measuring Tape	Measuring Sticks
Chairs	Rail Cart
Hand Cranks for rubber mats	

SAFE WORK PROCEDURE:

- Visually inspect worksite for possible hazards.
- Read and follow all product labels for any necessary precautions to take.
- Refer to Safe Work Procedure for "**Chair Setup and Cleaning**" as found in this section.
- Refer to Safe Work Practice for "**Cleaning Solvents and Flammables**" as found in Appendix 'A'.

Bleacher Cleaning

- Pick up large debris, then blow small debris with a leaf blower, vacuum small debris, then damp mop with neutral detergent solution.
- For wiping or mopping of bleachers, a mild or neutral soap and water solution is to be used.
- Caution should be used when moving around on bleachers due to wet surfaces.
- Do not back up or down steps when cleaning aisles on bleachers. Turn around and move to next level facing the direction of travel.
- Sports & Recreation personal will set up rails once rails are set; wipe down rails with a damp cloth and neutral detergent solution.

Mats

- Unlock wheels on mat cart prior to transporting of mats.
- Transporting of the mats is a two (2) person job, with one pushing the cart and one guiding at the front.
- Lock wheels on cart prior to unrolling or rolling up of mats.

Unrolling

- Four (4) people are needed to unroll mats. Two (2) people are needed to put the mat, and two (2) people are needed to hold and steady the mat cart. Make sure wheels are locked in position before pulling out the mats.
- Once mats are pulled out, remove the mat clips to release the mat from the cart bar.
- Place mats according to floor plan.
- Replace clips to bar return cart to storage.

Rolling up

- This is a four (4) person job. 2 people to roll mats and 2 people to steady the mat cart.
- Start with the bottom bars of the mat cart.
- Line up edge of mat on bar and secure with 4 clips.
- With one person on either side, roll up mats using crank handles making sure the wheels are in the locked position.
- Rotate personnel to reduce injuries due to repetitive strain and motion.

FLOORS - POLISHING

GENERAL / BRIEF DESCRIPTION OF TASK:

- Spray and buff / burnish linoleum and tile floors throughout campus buildings

FREQUENCY OF TASK PERFORMED:

- Monthly.

HAZARDS IDENTIFIED:

#2 – Chemical Exposure
#4 – Dust / Vapours
#9 – Repetitive Strain / Motion

P.P.E. REQUIRED:

- Rubber Gloves
- Safety Goggles

SPECIAL TOOLS REQUIRED (if any):

Buffer / Burnisher
Buffer Pad
Spray Bottle

SAFE WORK PROCEDURE:

- Visually inspect worksite for possible hazards.
- All PPE must be worn when decanting / mixing chemicals when using the spray buffing method.
- Refer to MSDS and WHMIS labels for any necessary precautions to take.
- Refer to Safe Work Practices for "**Cleaning Solvents and Flammables**" as found in Appendix 'A'.
- Inspect buffer / burnisher prior to using to ensure equipment is in safe operating conditions. Pay close attention to condition of cords. Ensure pads are properly attached. Report any deficiencies to supervisor for immediate correction.
- Using a buffer / burnisher with designated pad, move across the floor in a block pattern.
- On a newly waxed floor, a soft pad should be used with buffer / burnisher.
- On an older waxed floor, a more abrasive pad may be used, and spray buffing may be required.
- Refer to methods and procedures for "**Spray Buffing**" as found in Appendix 'B'.
- If a large area is to be finished, switch off polishing procedures with other team members at appropriate intervals, to reduce / eliminate injuries resulting from repetitive strain / motion from using the buffer / burnisher.

HANDLING & CLEAN-UP PROCEDURES FOR RODENT INFESTED AREAS

Follow these handling and clean-up procedures when dealing with mice or potential rodent-contaminated areas:

- Douse the dead rodent or potential contaminated area with properly diluted disinfectant solution.
- Allow 5 - 10 min. contact time (depending on the size of area).
- Use a surgical rubber glove to deposit the rodent in a plastic garbage bag.
- Deposit rubber glove in the garbage bag, seal, and deposit in outside garbage container.

Heavily Infested Areas of Clean-up

- Always wear protective gloves.
- Wear an approved cartridge type (Niosh / MSMA) mask with a high efficiency particulate (HEPA) filter.
- Wear rubber boots or disposable shoe covers.
- Dampen the area with a disinfectant solution.
- **Never dry sweep or vacuum – only if dry feces have been treated with a disinfectant solution.**
- Wet sweep with cloths & bag sweepings.
- Wet mop floors with a disinfectant solution.
- Double bag sweepings, protective clothing, filters etc., and place in waste compactor.
- Disinfect non-disposable protective equipment.
- Wash gloved hands with a disinfectant after removal of protective equipment.

If you have flu-like symptoms and have been exposed to potentially infected rodents or droppings, see your doctor.

FLOORS - STRIPPING

GENERAL / BRIEF DESCRIPTION OF TASK:

- Application and removal of stripping agent to refinish concrete and tile surfaces throughout campus buildings

FREQUENCY OF TASK PERFORMED:

- Yearly.

HAZARDS IDENTIFIED:

#2 – Chemical Exposure
#4 – Dust / Vapours
#8 – Eye Injury
#9 – Repetitive Strain / Motion
#11 – Slips / Falls

P.P.E. REQUIRED:

- Rubber Gloves
- Safety Goggles
- Safety Soles

SPECIAL TOOLS REQUIRED (if any):

GFCI
Slow Speed Buffer
Doodle Bug
Wet Floor Signs

SAFE WORK PROCEDURE:

- Visually inspect worksite for possible hazards.
- All PPE must be worn when decanting / mixing chemicals.
- Refer to MSDS and WHMIS labels for any necessary precautions to take.
- Refer to Safe Work Practices for "**Cleaning Solvents and Flammables**" as found in Appendix 'A'.
- Notify Utilities prior to starting to ensure proper ventilation is supplied to area. Minimum 24 hours notice should be given sooner if possible. If proper ventilation is not available in an area do not perform task.
- Place Wet Floor signs around work area and rope or tape off area to notify passersby.
- When stripping floors, a GFCI must be used to protect against electrical shock while working on wet surfaces with power equipment.
- Safety Soles must be worn.
- Refer to Safe Work Practices for "**Electrical Safety**" as found in Appendix 'A'.
- Refer to Safe Work Practices for "**Use of Electrical Extension Cords**" as found in Appendix 'A'.

SAFE WORK PROCEDURE (cont.):

- Refer to "**Stripping Waxed or Finished Floors**" as found in Appendix 'B'.
- If a large area is to be finished, switch off procedures with other team members at appropriate intervals, to reduce / eliminate injuries resulting from repetitive strain / motion from stripping floors.

SWINGSTAGE

GENERAL / BRIEF DESCRIPTION OF TASK:

Using swingstage for cleaning windows and caulking.

FREQUENCY OF TASK PERFORMED:

- Once per year (Seasonal with summer)
- as needed

HAZARDS IDENTIFIED:

- Cut or wear of ropes (15)
- Equipment failure (13)
- Improper use of equipment (15)
- Unrestrained fall over edge (13)
- Slips on window ledges causing contact with building (12)
- Anchor failure (13)
- Cuts to body from building materials/components (11)
- Pinches to hands from ropes/brakes/knots/carabiners (11)
- Improper lifting technique (11)
- Rope burns from moving too quickly(11)
- Dangerous weather (10)
- Dropped objects (12)
- Chemical damage to ropes (11)
- Chemical splashes to eyes (9)
- Chemical ingestion (9)
- People traffic/interference (7)
- Heatstroke (15)
- Sunburns (13)
- Dehydration (15)
- Dust (7)
- Electrical (15)
- Repetitive strain (12)
- Fire (7)
- Malfunctioning motor (fire/failure) (12)
- Co-worker contact or stage (14)
- Stage construction (14)
- Thrust out on roof/stage movements (UHall) (14)
- Slip-on ledges, windows and ballast (11)
- Body between stage and building (10)
- Metal slivers from cable (10)
- Fingers in motor/cable mechanisms (pinch points) (10)
- Falling/tripping onstage (13)

P.P.E. REQUIRED:

- See Appendix C (Safety belts/lifelines/lanyards)
- Harness
- Lanyard
- Safety rope
- Rope grab
- Radios
- Gloves (see safe work procedures)
- Safety glasses (see safe work procedures)
- Steel-toed boots (see safe work procedures)

SPECIAL TOOLS REQUIRED (if any):

- Swingstage and components
- Caulking removal/application tools
- Squeegee, strip washer, bucket
- Suction cups
- Carabiners
- Abrasive scrub pads
- Razor blades/scraper
- Cleaning solvents/soap
- Pylons or caution tape

SAFE WORK PROCEDURE:

- Must maintain 6 feet from roof edge until secured with a lifeline.
- Visually inspect worksite for possible hazards daily.
- See Appendix B for proper lifting techniques.
- Physically inspect all equipment daily.
- Physically inspect all anchors daily.
- Proper placement of pylons/caution tape and/or public warning signage.
- Every occupant of a suspended working unit shall wear a fully secured fall arrest full body harness. All work performed on a swingstage shall be carried out with due respect to the personal safety of others.
- When in use either 2 or 3 workers must be present on the swingstage at all times
- Follow the manufacturer's instructions and required legislated safety code when using and constructing platform and thrust outs, utilizing the 4 to 1 rule.
- Be aware of ledges and parapets when moving thrust outs. When moving thrust outs on Uhall, the person nearest the parapet should walk behind the thrust out, and be alert for unexpected thrust out movements.
- Observe and do note exceed rated load limits.
- Conduct pre-use tests for lines, safety equipment and motor prior to each use.
- Proper application/use of rope protectors: Parapet, protruding ledges, redirection objects,
- (i.e. anchors)
- Proper knots used to secure ropes.
- Proper selection and use of carabiners.
- Secure lanyard and rope grab to lifeline.
- Ensure proper length of rope/cable, ensure rope/cable reaches the ground, and secure extra rope/cable on ground.
- Secure bucket and tools to the swingstage.
- Use level platform.
- Do not use guardrails as steps.
- Descend safely, keeping fingers away from motor and components to avoid pinching.
- The platform must be empty while being moved either on the ground or roof. The rigging is to be moved separately.
- Constantly be aware of changes in weather and environment for developing hazards.
- Be observant of changes to rope and cable condition during use.
- Use chemicals with caution and care.
- Take appropriate precautions to avoid sun and heat.

- Switch hands and tasks with co-worker to avoid repetitive strain.
- In the event of a fire:
- If on roof observe building fire escape procedures.
- If on swingstage lower safely to the ground and move to a safe distance from the building.
- Steel-toed boots must be worn
- When a danger to hands exists, gloves must be worn.
- When a danger to eyes exists, safety glasses must be worn.
- See safe work procedure for window cleaning.
- See safe work procedure for caulking.

VACUUMING

GENERAL / BRIEF DESCRIPTION OF TASK:

- Vacuuming of carpeted areas throughout campus

FREQUENCY OF TASK PERFORMED:

- Daily.

HAZARDS IDENTIFIED:

#6 - Electrical
#7 – Noise
#9 – Repetitive Strain / Motion
#11 – Slips / Falls

P.P.E. REQUIRED:

- Hearing Protection

SPECIAL TOOLS REQUIRED (if any):

GFCI (for wet surfaces)
Vacuum (varies with job / area)

SAFE WORK PROCEDURE:

- Visually inspect worksite for possible hazards.
- Be aware of where cords are strung. If possible, do not string cords across general traffic areas. If in general traffic area place wet floor sign over cord for visual notice of public passing. Unplug and move to a closer outlet.
- Choose appropriate vacuum for the job.
- Switch equipment frequently, as well as duties with other team members at appropriate intervals to reduce / eliminate injuries resulting from repetitive strain / motion.
- Refer to methods and procedures for "**Vacuuming**" as found in Appendix 'B'.

Wet and Dry Tank Vacuums

- Hearing protection must be worn with both Wet and Dry Tank Vacuums.
- Wet Tank is used for vacuuming of wet solutions - GFCI must be used.
- Refer to Safe Work Procedures for "**Electrical Safety**" as found in Appendix 'A'
- Ensure that a "Wet" filter is used for the Wet Tank.

Back Pack Vacuum

- This vacuum is used frequently on stairs. Extreme caution should be exercised when working on stairs to minimize risks of Slips and Falls.
- Always turn around before moving to next step or landing. **Do not back down stairs**.
- Ensure that electrical cord is out of way of general traffic on stairs to avoid tripping up passersby

- Ensure that carrying harness is properly adjusted to help support and evenly distribute weight of vacuum on hips alleviating back strain.

WASHROOMS

GENERAL / BRIEF DESCRIPTION OF TASK:

- Cleaning sinks, toilets, urinals, and floors in washrooms.

FREQUENCY OF TASK PERFORMED:

- Daily

HAZARDS IDENTIFIED:

#2 – Chemical Exposure
#4 – Dust / Vapors
#8 – Eye Injury

P.P.E. REQUIRED:

- Safety Goggles
- Rubber Gloves

SPECIAL TOOLS REQUIRED (if any):

Bucket with Disinfectant and Water
Glass Cleaner, Soap
Toilet Paper, Paper Towels
Bowl Cleaner
Garbage Bags – All Sizes
Microfibre Cloths
Bowl Swab
"Closed for Cleaning" Sign

SAFE WORK PROCEDURE:

- Visually inspect worksite for possible hazards.
- When diluting cleaners ensure proper ventilation to room, and safety glasses and gloves should be worn. Rubber gloves need to be worn when cleaning.
- Refer to Safe Work Practices for "**Use of Cleaning Solvents and Flammables**" as found in Appendix 'A'.
- Knock on door prior to entering the washroom to check if anyone is in there.
- Place "Closed for Cleaning" sign in front of doorway and enter.
- Empty all garbage containers and napkin disposal receptacles. Fill all dispensers, toilet paper, towels and soap as needed. Wiping dispensers clean and disinfect.
- Reline all napkin disposal receptacles with brown wax bag or plastic bag.
- Flush toilet. (Using Bowl Swab and water – disinfectant solution), clean the bowl of toilet from below rim down into the neck of the bowl. Using a microfibre cloth and disinfectant wipe the handle and back of toilet, seat and underside of seat always clean from clean to dirty. Wipe the outside of rim with the microfibre cloth and disinfectant. Use a dry clean microfibre cloth to wipe excess liquid only do not completely dry let air dry for sanitizing/disinfecting
- Wash all toilets and urinals in this manner. (except waterless urinals)

- Wash sinks with water – disinfectant solution and a ***different*** colour microfibre cloth not the same cloth as was used on the urinals or toilets. Wash around the taps, handles, and into the sink. Wash the counter at the same time. Rinse with tap water and dry counter, taps and handles with another microfibre cloth.
- Spray a small amount of glass-cleaner on a ***different*** microfiber only for glass (if used elsewhere it may scratch the mirror/glass) clean mirror and wipe dry.
- Do the same for all stainless steel surfaces.
- Wipe the doors, walls and tops of the cubical with water – disinfectant solution.
- Periodically at least weekly or when soil is present - wipe the undersides of toilets, sinks.
- Wash the walls around urinals and undersides of urinals **daily**.
- Periodically at least monthly or when soil is present - wash the inside/outside of garbage containers with disinfectant.
- As required, (ring in toilet or rust in urinal) put acid cleaner in toilet bowls and pucks in urinals note: do not put urinal pucks in waterless urinals. The use of safety goggles and rubber gloves are mandatory in carrying out this procedure.
- Sweep floors or vacuum floors and wash floors daily.
- Wipe door handles inside and outside of door, and light switches daily.
- Turn off lights upon exiting.
- Remove “Closed for Cleaning” sign when floor is dry.
- Refer to methods and procedures for “**Cleaning Restrooms**” as found in Appendix ‘B’.

WALLS

GENERAL / BRIEF DESCRIPTION OF TASK:

- Cleaning walls throughout campus buildings

FREQUENCY OF TASK PERFORMED:

- Twice yearly & on demand.

HAZARDS IDENTIFIED:

#9 – Repetitive Strain / Motion

P.P.E. REQUIRED:

- Rubber Gloves

SPECIAL TOOLS REQUIRED (if any):

Portable Ladder or Scaffold
Window Cleaning Bucket
Extension Pole
Wall Mop / Window Mop / Window Squeegee

SAFE WORK PROCEDURE:

- Visually inspect worksite for possible hazards.
- When working on a ladder, clean only areas that you can comfortably reach. Do not over extend, climb down and move ladder.
- Refer to Safe Work Practices for "**Use of Step Ladders**", "**Use of Portable Ladders**" and "**Use of Metal Scaffolds**" as found in Appendix 'A'.
- Use "Ben-a-qui" to clean markings on wall that are not easily removed with regular cleaner rinse after use.
- Refer to product labels for any necessary precautions to take.
- If a large area is to be finished, switch off procedures with other team members at appropriate intervals, to reduce / eliminate injuries resulting from repetitive strain / motion from cleaning walls.

FLOORS - WAXING

GENERAL / BRIEF DESCRIPTION OF TASK:

- Applying liquid floor finish to hard floors linoleum and tile floors, and sealing of concrete surfaces throughout campus buildings

FREQUENCY OF TASK PERFORMED:

- Yearly.

HAZARDS IDENTIFIED:

#2 – Chemical Exposure
#4 – Dust / Vapours
#9 – Repetitive Strain / Motion
#11 – Slips / Falls

P.P.E. REQUIRED:

- Rubber Gloves
- Safety Goggles

SPECIAL TOOLS REQUIRED (if any):

Wet Floor Signs
Wet Mop / Bucket & Wringer

SAFE WORK PROCEDURE:

- Visually inspect worksite for possible hazards.
- All PPE must be worn when decanting / mixing chemicals.
- Refer to MSDS and WHMIS labels for any necessary precautions to take.
- Refer to Safe Work Practices for "**Cleaning Solvents and Flammables**" as found in Appendix 'A'.
- Notify Utilities prior to starting to ensure proper ventilation is supplied to area. Approximately 24 hours notice should be given.
- Place Wet Floor signs around work area and rope or tape off area to notify passersby.
- Refer to "**Applying Synthetic Floor Finish**" as found in Appendix 'B'.
- If a large area is to be finished, switch off waxing procedures with other team members at appropriate intervals, to reduce / eliminate injuries resulting from repetitive strain / motion from waxing.

WINDOW CLEANING

GENERAL / BRIEF DESCRIPTION OF TASK:

- Cleaning windows inside and out throughout campus buildings.

FREQUENCY OF TASK PERFORMED:

- As needed.
- Some areas daily and some areas yearly.
- Major outside window cleaning. – Specialty training required contact supervisor.

HAZARDS IDENTIFIED:

#3 – Exposure Heat / Cold
#9 – Repetitive Strain / Motion

P.P.E. REQUIRED:

SPECIAL TOOLS REQUIRED (if any):

Bucket with Dish Soap and Water
Golden Glove & Squeegee
Dry microfibre Cloths
Paper Towel
Window Scrapers

SAFE WORK PROCEDURE:

- Visually inspect worksite for possible hazards.
- Using window scraper, remove any tape or dried-on particles from window.
- Put golden glove in soapy water and apply to window, wiping down or across window.
- Using squeegee (cut the surface tension of the solution at the top of the window holding the squeegee on an angle with approximately one inch of the squeegee touching the window this will stop the dripping of the solution after the window has been cleaned) wipe down or across window to remove water.
- Wipe up excess water with cloths or paper towel do not allow excess water to drip and dry on surfaces below or around the window.
- Wipe any streaks from windows and ledges.

WET MOPPING

GENERAL / BRIEF DESCRIPTION OF TASK:

- Wet mopping non-carpeted areas throughout campus.

FREQUENCY OF TASK PERFORMED:

- Daily.

HAZARDS IDENTIFIED:

#9 – Repetitive Strain / Motion
#11 – Slips / Falls

P.P.E. REQUIRED:

SPECIAL TOOLS REQUIRED (if any):

Wet Mop & Bucket
Wet Floor Signs

SAFE WORK PROCEDURE:

- Visually inspect worksite for possible hazards.
- Place wet floor signs around area being mopped to notify passersby.
- Move backward across dry area when mopping.
- Refer to methods and procedures for "**Damp Mopping**" as found in Appendix 'A'.
- If a large area is to be done, use an auto-scrubber if there is no access for an auto-scrubber switch off mopping procedures with other team members at appropriate intervals to reduce / eliminate injuries due to repetitive strain / motion from mopping.

UNIVERSITY OF LETHBRIDGE
FACILITIES

HEALTH & SAFETY PROGRAM

ORIENTATION & TRAINING

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EMPLOYEE TRAINING OVERVIEW

Caretaking Services is committed to properly training its employees to safely, and effectively perform all duties. Employees are oriented, trained for their job designate, and cross-trained for equality in performing their duties as a team player. Various formal training is provided to employees in relation to their job requirements.

ORIENTATION

Every employee that starts with Caretaking Services department is oriented within their first week. It is during this time, that the employees are familiarized with the campus, specific department policies and procedures, and are introduced to the various people within their own department, as well as other personnel within Physical Plant that they will be dealing with in direct relation to their job.

The guideline on the following pages is used to orient the new employee. Once the orientation is complete, the last page must be signed and dated by both the new employee and the supervisor. A copy of this sheet must be kept in the employee's file as part of the Employee Training & Tracking program.

EMPLOYEE TRAINING & TRACKING PROGRAM

Throughout Caretaking Services, there are three levels of responsibilities designated as Caretaker I duties, Caretaker II duties, and Caretaker III duties. NOTE: Caretaker III's perform the same duties as Caretaker II's, and in addition are trained to be supervisors.

Each employee is specifically trained to perform the duties within their level designate. As new tasks are learned, the Training Matrix Sheet is signed and dated by the employee and the supervisor. Upon successful completion of the training program a "Certificate of Completion" is awarded to the employee, signed and dated by the Manager of Caretaking Services.

CROSS-TRAINING

Some of the Caretaking Personnel are cross-trained to perform duties in the level above their regular designation, for the purpose of equality with everyone being able to perform all job related duties. Once cross-training of an employee is successfully completed, a certificate is awarded to the employee, to recognize their qualifications for performing tasks in the next level. A copy of this certificate is kept on their file along with the Completed Training Matrix outlining the new tasks learned, as part of the Employee Training & Tracking program**.**

FORMAL TRAINING

Every employee in Caretaking Services' is required to be trained in WHMIS. From time to time as new equipment is introduced to the department, employees that will be using this equipment are given formal training in regards to the safe and proper operation of the equipment.
Records of all training and certification are kept on the Employee's file as part of the Employee Training & Tracking Program.

CARETAKER II – TRAINING MATRIX

Employee Name: _____

Employment Start Date: _____ Orientation Date: _____

Task	Training Date	Proficiency Date	Employee	Supervisor
Auto Scrubbing				
Buffing / Burnishing				
Ceilings				
Chair Cleaning				
Chair Setup				
Chalkboards				
Convocation Setup				
Damp Mopping				
Dust Mopping				
Dusting				
Fountains				
Furniture Polishing				
Polishing Floors				
Restrooms				
Scrubbing Floors				
Sealing Concrete				
Shampooing Carpets				
Spot Cleaning Carpets				
Spot Cleaning Glass				
Spot Cleaning Walls				
Spot Mopping				
Stairs				
Stripping Floors				
Sweeping				
Trash / Ash Receptacles				

Task	Training Date	Proficiency Date	Employee	Supervisor
Vacuuming				
Waxing Floors				
Whiteboards				
Windows				
Green Housekeeping Manual				

**** Upon successful completion of training for individual tasks the matrix is signed and dated by the employee and the supervisor.***

** Upon successful completion of the entire training program a “Certificate of Completion” is awarded to the employee, signed and dated by the Manager of Caretaking Services.

CARETAKER III – TRAINING MATRIX

Employee Name: _____

Employment Start Date: _____ Orientation Date: _____

Task	Training Date	Proficiency Date	Employee	Supervisor
Auto Scrubbing				
Buffing / Burnishing				
Ceilings				
Chair Cleaning				
Chair Setup				
Chalkboards				
Convocation Setup				
Damp Mopping				
Dust Mopping				
Dusting				
Fountains				
Furniture Polishing				
Polishing Floors				
Restrooms				
Scrubbing Floors				
Sealing Concrete				
Shampooing Carpets				
Spot Cleaning Carpets				
Spot Cleaning Glass				
Spot Cleaning Walls				
Spot Mopping				
Stairs				
Stripping Floors				
Sweeping				
Trash / Ash Receptacles				

Task	Training Date	Proficiency Date	Employee	Supervisor
Vacuuming				
Waxing Floors				
Whiteboards				
Windows				
Green Housekeeping Manual				
SUPERVISOR TRAINING				

**** Upon successful completion of training for individual tasks the matrix is signed and dated by the employee and the supervisor.***

** Upon successful completion of the entire training program a “Certificate of Completion” is awarded to the employee, signed and dated by the Manager of Caretaking Services.

Review Mission Statement

- The University of Lethbridge Caretaking Services supports the philosophy of the University and its commitment to the advancement of higher learning.
- Our mission is to provide clean, safe and attractive facilities for the benefit of students, faculty, staff and the community at large, and to accomplish this mission in a professional manner through ***teamwork***, training and technology.

Appearance and Dress

- The wearing of University issued shirts / aprons are encouraged. Dress and personal appearance is to be such that it is consistent with our mission statement.

Keys

- Each employee is assigned to a numbered key ring, which contains the keys required to access the various rooms within their work area. This key set is to be locked up at the end of the employee’s shift in the designated key cabinet.

- Keys are signed for at the beginning of each shift and signed back in at the end.
- Each employee is assigned keys to access the buildings within their work area, the lunchroom, and the key cabinet. These are kept in the employee's possession for the duration of their employment.
- Upon termination of employment, all keys assigned to the employee are to be returned to the Manager of Caretaking Services.

Security of Offices, Classrooms, Labs

- Under no circumstances should an employee unlock a door upon request. Explain that under University policy you are not authorized. Refer the individual to Security.
- If a room is normally unlocked during regular building hours ie. Classrooms. The room is to be left unlocked upon leaving. If the room was locked upon arrival, re-lock when leaving.

"Talk-Abouts" Radio

- Each employee is issued a two way "talk-about" radio.
- Ensure you are on the same channel as other members of your cleaning team.

Telephone Procedures

- You may make short, essential calls from the phone in the lunchroom, however keep in mind that this is a business phone, therefore calls must be brief.

Personal Cell Phone Procedures/Music Devices

- Personal cell phones are not allowed during working hours. In case of an emergency only shall they be permitted to be used? Music devices are permitted with this exception only – one ear phone only can be used at anytime one time.

Lateness / Absenteeism

- High priority is placed on your being at work consistently and on time. However, if for some valid reason you will be late or absent it is your responsibility to inform your Supervisor.
- Call 329-2619 for lower campus or 329-5139 for upper campus before the beginning of your shift. If supervisor is not available you must leave a message.

Illness

- If you are absent from work for any unscheduled reason, you will require a doctor's certificate in order to return.

Campus Tour

- The new employee will be taken on a tour of the campus. Points of general interest will be addressed, making reference to the various buildings and departments.

- The following points of specific interest to Caretakers will be addressed:
  - Staff Lunchroom – B424, phone 2619
  - Lower campus supervisor's office – BJ81, phone 2619
  - Upper campus supervisor's office – SU062, phone 5139
  - Human Resources – AH135, phone 2274
  - Security Office – L9
  - Main Caretaking Supply Room – chemicals, garbage bags and paper products W4J15 and SU0J1

Room Numbering System
- The University buildings are designated by a lettering system.
- The rooms are numbered according to building, floor, and room number. Ie. PE101
- Rooms in University Hall are designated by A, B, C, D, and E sections.
- Rooms in the University Centre for the Arts are designated by a W.

Anderson Hall (AH)
- This facility houses offices, classrooms, language and computer labs, Financial Services, Human Resources, OH&S, and Cashier's Office.

Aperture Park (AP)
- Aperture Park comprises two apartment buildings and two townhome complexes. The names of the four buildings are Kainai House (KA), Piikani House (PI), Siksika House (SI), and Tsuutina House (TS)

Canadian Centre for Behavioral Neuroscience (EP)
- This facility houses scientific research labs and offices.

Hepler Hall (HH)
- This facility houses scientific research labs and offices.

Library Information Network Centre (LINC) (L)
- This facility houses the University Library, offices, classrooms, and Security Services.

Parkway Service Complex (SC)
- These facilities house, Carpenter's Workshop, Storage Space, Grounds department, Materials Management, the Post Office, Shipping / Receiving, Printing Services.

Physical Education (PE) 1st Choice Wellness Centre
- This facility provides gymnasiums, weight room, sauna and steam room facilities, in addition to classrooms and administrative offices.

Markin Hall (M)
- This facility consists of Health Sciences and Faculty of Management.

Max Bell Regional Aquatic Centre (RAC)
- This facility houses an Olympic Standard swimming pool.

Student's Union Building (SU)
- This facility features a retail floor, a cabaret hall, food kiosks, offices, clubrooms, CKUL Radio, The Meliorist, the Bookstore and all Student Affairs departments.

Turcotte Hall (TH)
- This facility houses faculty offices, classrooms, Facilities, seminar rooms and study areas.

University Hall (UH) (A, B, C, D, E)
- This facility houses the cafeteria, some residences, classrooms, scientific and computer laboratories, administrative offices, plant utilities, caretaking lunchroom.

University Centre for the Arts (UCA) (W)
- This facility houses the departments of Art, Dramatic Arts, Music and the School of Fine Arts.
- It features a multi-purpose theatre, recital hall / film theatre, the University Gallery, classrooms, offices, practice rooms and studios.

Water & Environmental Science Building (WE)
- This facility houses scientific research labs and offices.

Bus Service to the University

- Bus drop off / pick up areas are as follows:
  - SU Level 2, South door
  - North entrance to the University Campus (Intersection of University Drive and Valley Road)
  - Along Valley Road.
  - Refer to campus map for locations.

Parking

- Parking is available in the E lot which is located on the west side of the campus.
- Vehicles must be parked in the applicable areas.
- Applications for parking in these lots can be made at the Security Office.
- Temporary permits are available at Security; the Cash Office will only sell permits for E, M or N lots.
-

Food Services

- UH – Cafeteria, Fresh Express 6th level, and CJ's
- SUB – Food Court 2nd level
- SUB – The Zoo 3rd level
- LINC – Lunch Counter 9th level
- 1st Choice for Savings for Sport & Wellness Centre – Tim Horton's
- M – Food Kiosk

Security

- Office located on level 9 LINC Room L911
- Emergency phone 2345
- Lost & Found office 2549

Introduction to Employees

- Introduction to co-workers and welcoming to take place during coffee break or lunch time.

Tour of Work Area

- Detailed tour of employee's work area. Explanation of expectations.

Introduction to Safety Manual / Program

- Location of Manual and how to reference the contents.
- Review of PPE policy, and issuance of PPE.
- Review of Safe Work Procedures.

WHMIS

- View C.D. Write exam.

MSDS Binder

- Show where to find the MSDS binders and how to read the MSDS sheets.

Work Alone Policy

- Refer to department Work Alone Policy ensuring that the employee understands the policy and the importance of the compliance.
- Get employee to sign that they have been shown and understand the policy. A copy of this is to go in the employee's file.

EMPLOYEE ORIENTATION

This is to recognize that the employee listed below has completed the Orientation Process for Caretaking Services. The employee is aware of Department and University Policies and has been provided with the necessary information to proceed with the Job Training Program.

_____ _____

Supervisor Date

_____ _____

Employee Date

TEAM CLEANING

THE CLEANING PRODUCTION LINE

Tasks of cleaning are typically grouped into four distinct functions: Light Duty Function (dusting, emptying trash, spot cleaning, etc.), Vacuum Function (vacuuming carpets and hard floors), Restroom Function (cleaning, sanitizing, and restocking restrooms), and Utility Function (cleaning lobbies, spot cleaning glass, mopping and scrubbing floors, etc.).

Team Cleaning allows flexibility in staffing levels and in the size and complexity of the facility to which it is applied. Since it is an assembly line process where the labor rather than product moves, Team Cleaning allows for "teams" as small as one worker in smaller facilities. One person can complete all steps of the Team Cleaning process, by performing each function in prescribed sequence, and can do so more quickly than in older systems such as zone cleaning. In complex healthcare environments, teams may consist of up to seven cleaning functions. Most often, teams consist of between one to four workers who individually or collectively complete the four primary functions in a precise sequence that optimizes quality and speed.

Here are examples of how routine or daily Team Cleaning works in a facility with staff levels of one to four workers.

One Cleaning Worker
Person One: 1. Light-duty tasks
Person One: 2. Vacuum tasks
Person One: 3. Restroom tasks
Person One: 4. Utility tasks

Two Cleaning Workers
Person One: 1. Light-duty tasks
Person Two: 2. Vacuum tasks
Person One: 3. Restroom tasks
Person Two: 4. Utility tasks

Three Cleaning Workers
Person One: 1. Light-duty tasks
Person Two: 2. Vacuum tasks
Person Three: 3. Restroom tasks
Person One: 4. Utility tasks

Four or More Cleaning Workers
Person One: 1. Light-duty tasks
Person Two: 2. Vacuum tasks
Person Three: 3. Restroom tasks
Person Four: 4. Utility tasks

Note: When a function (Light Duty, Vacuum, Restroom, or Utility) is completed, the corresponding team member moves on to the next function In sequence or assists other team members to complete their tasks.

WHEN ABSENTEEISM OCCURS

Many times Coordinators are faced with a dilemma when absenteeism occurs at their location. Hopefully the following guidelines will help:

- When the crew is short one person, a vacuum specialist can be used to fill the vacancy. If the vacancy is for more than two days, the utility specialist can fill in, or the crew can alternate after their normal duties have been completed. In the case of an absent vacuum specialist, the area can be spot vacuumed as appropriate.

- When the crew is short two or more people, it is recommended that the priorities of rest room sanitation, classroom cleaning and trash removal be taken care of first.

- It is also recommended that the key building be advised when absenteeism occurs so that staff can be given notice of what level of cleanliness to expect for that time period.

KEY FUNCTIONS - 2 MAN TEAM

VACUUM SPECIALIST

Follow flow chart
Empty trash and change liners in all areas
Vacuum all traffic areas
Spot vacuum all other areas
Reposition all furniture
Dust all appropriate horizontal and vertical surfaces -high and low
Spot clean doors and kick plates
Spot clean walls and light fixtures
Clean chalkboards and trays
Secure area as required

RESTROOM SPECIALIST

Follow flow chart
Refill toilet tissue
Refill all other dispensers
Clean and disinfect all fixtures, mirrors
Spot clean and disinfect partitions and doors
Sweep and mop floor
Turn out lights
Clean all water fountains
Mop spills in classrooms and halls

Team members complete remaining functions as a team.

Pick up trash on all floors
Hall trash to Dumpster
Police stairs and vacuum stairwells
Clean glass
Polish brass and handrails
Spot carpet
Clean 1st impressions areas
Clean high visibility areas

KEY FUNCTIONS - 3 MAN TEAM

VACUUM SPECIALIST

Follow flow chart
Check trashcans & vacuum under them
Vacuum all traffic areas
Spot vacuum all other area
Vacuum dry spills on furniture (office)
Reposition all furniture correctly
Turn out lights upon completion of room
Secure area as required

RESTROOM SPECIALIST

Follow flow chart
Refill toilet tissue
Empty RR trashcans
Clean and disinfect all fixtures, mirrors
Spot clean and disinfect partitions and doors
Sweep and mop floor
Turn out lights
Clean all water fountains
Mop spills in classrooms, halls

LIGHT DUTY SPECIALIST

Empty trash and reinstall liners
Clean chalkboards (classroom)
Dust all appropriate horizontal and vertical surfaces -high and low
Pick up paper clips, paper and debris from floor
Spot clean surfaces - doors, kick plates and glass
Spot clean walls and light switches
Pick up trash on all specified floors - take to dumpster

Team members will split **UTILITY SPECIALIST** as appropriate. Can complete functions as a team.

Police stairs and vacuum stairwells
Haul trash to Dumpster
Clean glass
Polish brass and handrails
Spot carpet
Clean 1st impression areas
Clean high visibility areas

KEY FUNCTIONS – 4 MAN TEAM

VACUUM SPECIALIST

Follow Flow Chart
Check trashcans and vacuum under them
Vacuum all traffic area
Spot vacuum all other areas
Vacuum dry spills on furniture
Reposition all furniture correctly
Turn out lights upon completion of room
Secure area as required

RESTROOM SPECIALIST

Follow Flow Chart
Refill toilet tissue
Refill all other dispensers
Empty restroom trash
Clean and disinfect all fixtures and mirrors
Spot clean and disinfect partitions and doors
Sweep and mop floor
Turn out lights
Clean and disinfect all water fountains

LIGHT DUTY SPECIALIST

Follow flow chart
Empty trash and install liners
Clean chalkboards (classrooms)
Dust all appropriate horizontal and vertical surfaces - high and low
Pick up paper clips, paper and debris from floor
Spot clean surfaces- door, kick plates and glass
Spot clean walls and light switches

UTILITY SPECIALIST

Follow flow chart
Police stairs and vacuum stairwells
Clean glass
Polish brass and handrails
Pick up trash on specified floors
Spot carpet and mop spills
Clean 1st impression areas
Clean high visibility areas-entrances
Haul trash to dumpster

CARETAKER I – TRAINING MATRIX

Employee Name: _____

Employment Start Date: _____ Orientation Date: _____

Task	Training Date	Proficiency Date	Employee	Supervisor
Green Housekeeping Training				
Ceilings				
Chair Cleaning				
Chalkboards				
Damp Mopping				
Dust Mopping				
Dusting				
Fountains				
Furniture Polishing				
Restrooms				
Spot Cleaning Carpets				
Spot Cleaning Glass				
Spot Cleaning Walls				
Spot Mopping				
Stairs				
Sweeping				
Trash				
Small auto scrubber				
Vacuuming				
Whiteboards				
Windows				

**** Upon successful completion of training for individual tasks the matrix is signed and dated by the employee and the supervisor.***

** Upon successful completion of the entire training program a "Certificate of Completion" is awarded to the employee, signed and dated by the Manager of Caretaking Services.

CARETAKER II – TRAINING MATRIX

Employee Name: _____

Employment Start Date: _____ Orientation Date: _____

Task	Training Date	Proficiency Date	Employee	Supervisor
Auto Scrubbing				
Buffing / Burnishing				
Ceilings				
Chair Cleaning				
Chair Setup				
Chalkboards				
Convocation Setup				
Damp Mopping				
Dust Mopping				
Dusting				
Fountains				
Furniture Polishing				
Polishing Floors				
Restrooms				
Scrubbing Floors				
Sealing Concrete				
Shampooing Carpets				
Spot Cleaning Carpets				
Spot Cleaning Glass				
Spot Cleaning Walls				
Spot Mopping				
Stairs				
Stripping Floors				
Sweeping				
Trash				

Task	Training Date	Proficiency Date	Employee	Supervisor
Vacuuming				
Waxing Floors				
Whiteboards				
Windows				
Green Housekeeping Manual				
Mouse removal & clean up				

**** Upon successful completion of training for individual tasks the matrix is signed and dated by the employee and the supervisor.***

*** Upon successful completion of the entire training program a "Certificate of Completion" is awarded to the employee, signed and dated by the Manager of Caretaking Services.*

CARETAKER III – TRAINING MATRIX

Employee Name: _____

Employment Start Date: _____ Orientation Date: _____

Task	Training Date	Proficiency Date	Employee	Supervisor
Auto Scrubbing				
Buffing / Burnishing				
Ceilings				
Chair Cleaning				
Chair Setup				
Chalkboards				
Convocation Setup				
Damp Mopping				
Dust Mopping				
Dusting				
Fountains				
Furniture Polishing				
Polishing Floors				
Restrooms				
Scrubbing Floors				
Sealing Concrete				
Shampooing Carpets				
Spot Cleaning Carpets				
Spot Cleaning Glass				
Spot Cleaning Walls				
Spot Mopping				
Stairs				
Stripping Floors				
Sweeping				
Trash				

Task	Training Date	Proficiency Date	Employee	Supervisor
Vacuuming				
Waxing Floors				
Whiteboards				
Windows				
Mouse removal & clean up				
Green Housekeeping Manual				
SUPERVISOR TRAINING				

**** Upon successful completion of training for individual tasks the matrix is signed and dated by the employee and the supervisor.***

***** Upon successful completion of the entire training program a "Certificate of Completion" is awarded to the employee, signed and dated by the Manager of Caretaking Services.***

UNIVERSITY OF LETHBRIDGE
FACILITIES

HEALTH & SAFETY PROGRAM

FORMAL INSPECTIONS

INFORMAL INSPECTIONS

Currently within the Facilities Departments an effective ongoing informal inspection program is carried out on a daily basis by all employees.

All Facilities employees are responsible for reporting any visible deficiencies that they come across while performing their regular assigned duties.

Deficiencies that are the responsibility of Building Maintenance, Caretaking, & Grounds are reported to the Administrative Support in Work Control located in TH101. Deficiencies that are the responsibility of Utilities are reported to the Administrative Support in Utilities located in University Hall. Once a deficiency is reported, a work order is then generated and assigned to the appropriate group for correction.

A work order request form is accessible on the Facilities website under the Administration directory of the University of Lethbridge home page. This form allows all members of the University of Lethbridge to report deficiencies in their respective areas. Once the form is filled out and submitted, it is automatically e-mailed to the Work Control Centre Administrative Support Staff. A work order is generated from the request and assigned to the appropriate department for attention.

All work orders are tracked in a data base system, which is accessible to Utilities and Work Control Support Staff only. When an employee has corrected the deficiency, the work order is then returned to the support staff in their respective areas to be closed out.

The following information is provided to the employee when the work order is issued:

1. Work order number – automatically assigned by the computer
2. Employee assigned to / Department / Date Assigned
3. Type of work (demand maintenance / preventative / alteration, maintenance or building project / Maintenance work)
4. Work requested by / Contact Number / Department
5. Location of Deficiency
6. Invoice required for work
7. Details of the Deficiency

When the work has been completed, the employee records the following information on the work order. Comments #3, 4, and 6 are entered into the system for the corresponding work order when it is closed out.

1. Employees comments on work performed
2. Initialed by all employees performing work
3. Date work completed
4. Time taken (by each employee)
5. Materials required
6. Cost of materials.

FORMAL INSPECTIONS

Within Facilities, the employees in each of the departments carry out an effective formal inspection program on a monthly basis. This system is in the form of a preventative maintenance program.

Each month a series of Preventative Maintenance (PM) work orders are issued for various equipment, systems and areas of the University.

For the Building Maintenance, Caretaking, and Grounds Maintenance departments, and Motor Vehicle Pool, the PM's are issued on the regular work order form with the same criteria as mentioned in the Informal Inspections section.

If any deficiencies are found in the areas examined, the respective administrative staff is notified and a work order is then generated for the appropriate employee / department to correct. The information pertaining to the work order is outlined in the previous Informal Inspection section. Any deficiencies found that require immediate corrective action due to imminent danger to employees are corrected at this time and the information pertaining to the work is recorded on the form.

OUT-OF-SERVICE REQUEST

ITEM DESCRIPTION: _____ SERIAL #: _____

LOCATION: _____

EMPLOYEE: _____ DEPARTMENT: _____

EXISTING PROBLEM(S): _____

_____

_____

SIGNATURE: _____ DATE SUBMITTED: _____

SUBMITTED TO: _____ DEPARTMENT: _____

INSPECTED BY: _____ DATE: _____

IMMEDIATE ACTION: _____Lockout / Tagout _____ Remove

CORRECTIVE ACTION: _____Repair _____ Replace

WO ISSUED: _____Yes _____ No WO #: _____

REPAIRED BY: _____ DEPARTMENT: _____

DATE: _____

COMMENTS: _____

_____

_____

_____

_____

_____

_____

_____

REVIEWED BY: _____ DATE: _____

BACK IN SERVICE DATE: _____

UNIVERSITY OF LETHBRIDGE
FACILITIES

HEALTH & SAFETY PROGRAM

EMERGENCY RESPONSE PLANNING

FIRE PREVENTION DUTIES OF FIRE WARDENS

FIRE WARDENS WILL CHECK THEIR AREA(S) FOR:

a) Accumulation of combustible material, rubbish, or flammable liquids in excess of quantities allowed.

b) Dangerous ignition sources, i.e. worn extension cords, oily rags, overheating equipment.

c) Exit lights in good working order and adequate lighting in public corridors and stairwells.

d) Fire and exit doors and their self closing hardware in good operating condition (Doors should not be wedged open under any circumstances).

e) Exit routes unobstructed.

f) Fire hose and portable extinguishers not obstructed, in good working order and ready to use.

ALL FIRE HAZARDS THAT ARE DISCOVERED MUST BE REPORTED TO THE BUILDING FIRE WARDEN OR DELEGATE IMMEDIATELY.

University of Lethbridge

Interoffice Memorandum

Date: August 05, 2010

To: APO Managers

From: B. Sullivan

Re: **Procedures for After Hour Occurrences**

From time to time a situation may arise that requires the notification and/or call out of management and/or staff of the Facilities Department.

Generally, the protocol for a routine after-hours incident would be for Security to call the manager of the affected department(s). From time to time however, there may be situations, which require notification of other senior Facilities staff or senior university administration.

Security Services usually receives the initial information concerning an incident. Routine incidents will be communicated via the immediate supervisor and up through the normal channels.

Significant incidents however, must be communicated to the Office of the President/Vice Presidents via telephone or personal contact. The actual notification will be done by Director of Security Services, Director Facility Operations & Maintenance, Associate Director of Facilities, or the Executive Director of Facilities, or in their absence, a senior Facilities manager. When determining whether or not the incident is "significant", the guiding principle is: **it is better to inform than not to inform**.

It is important that the senior administration of the University are apprised of major incidents. Significant incidents are those which:

- Seriously affect the safety of persons on campus
- Affect the integrity and reputation of the University
- Have the potential to attract the attention of the media

All media contact concerning any incident will be via the Communications Office, unless otherwise directed by the President or his designate.

The attached document outlines the process for notification in the event that the Director of Security Services, Director Facility Operations & Maintenance, Associate Director of Facilities, or the Executive Director of Facilities are not available.

Facilities managers have the discretion to call upon other department staff to deal with emergencies if they are unable to get a hold of the manager involved or the Associate Director of Facilities or Executive Director of Facilities.

The attached back up document also provides phone numbers of senior department staff that can be called upon in an emergency basis, to deal with situations that affect health and safety of campus users.

Brain Sullivan

Brian Sullivan
Associate Director
Facilities

BS:sh

Attachment: Emergency Response Callout List
Emergency Contact Numbers

cc. D. Parker
N. Walker

Date: May 9, 2003
Revised: November 19, 2003

SPILL RESPONSE For Bio-Hazards

Blood borne Pathogens And Other Potentially Hazardous Human Materials

Definitions:

- BLOODBORNE PATHOGENS – pathogenic microorganisms that are present in human blood and cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV). Other examples include microorganisms that cause hepatitis C, i.e. Malaria.
- Other potentially Hazardous Human Materials – Human body fluids such as urine, vomit, saliva, semen and vaginal secretions.

HEPATITIS "B" VACCINATION IS MANDITORY FOR ALL CARETAKING, SECURITY AND UTILITIES STAFF EMPLOYED BY THE UNIVERSITY OF LETHBRIDGE. (NOTE: Building Maintenance and Grounds Staff do not require Hepatitis "B" vaccinations)

Part of the job requirements of a Caretaker employed by the University when needed is to clean-up a blood spill or other human materials these are unknown hazards and must be treated as such. Grounds, Building Maintenance and Utilities staff and Security Officers may come in contact with these unknown hazards and must treat them as such.

Rules to follow:

- Always wear personal protective equipment in exposure situations.
- Remove PPE that is torn or punctured, or has lost its ability to function as a barrier to blood borne pathogens.
- Replace PPE that is torn or punctured.
- Remove PPE before leaving the work area.

Inspection of the job area is required prior to the commencement of the work to be executed.

- Check the area for blood borne pathogens and other potentially hazardous materials
- If this is the case, notify work control during normal work hours to arrange for Caretaking to clean up. Grounds staff will cleanup any Hazardous Materials found on campus outside of buildings.
- If cleanup is required outside normal work hours, contact your supervisor for guiding and assessment of the situation.
- Before you start the job, ensure you wear you PPE ie. Gloves, goggles, aprons and face masks should be worn when cleaning the sewage lift stations on campus with fall restraint when working over open pit areas.

Clean-up Procedures for Blood borne Pathogens and Other Potentially Hazardous Human Materials:

- Inspect the area prior to commencement of clean-up.
- Ensure you wear P.P.E. 1- Gloves (disposable latex or vinyl)
  2- Goggles
  3- Apron (Optional)
- Ensure you have appropriate cleaning materials on hand.
  1-Disinfectant solution (Bleach 1 in 10 dilution)
  2-Absorbent cloths i.e. paper towel or disposable cloths
  3-Garbage bags.
- Carefully apply bleach solution around the edges of the spill working to the center Allow a twenty-minute contact time. Using paper towels or absorbent cloths, wipe-up spill working from the edges of the spill to the center.
- Clean the spill area again with fresh bleach solution place all materials used in double garbage bags for disposal, including disposable gloves used in the clean up.
- Immediately after spill is cleaned up you must wash your hands.
- Disposal of materials used will be at the direction of your foremen or manager.

OTHER POTENTIAL BIO-HAZARD MATERIALS

SHARPS

Far too frequently Facility workers are punctured or cut by improperly disposed of needles and broken glass. This, of course, exposes them to whatever infectious material may have been on the glass or needle. For this reason, it is especially important to handle and dispose of all sharps carefully in order to protect yourself as well as others.

Rules to follow:

- Look before you reach to empty garbage containers or where your vision maybe impaired i.e. under furniture or behind fixtures.
- Ensure you wear PPE (vinyl gloves).
- Check your gloves for punctures or tears. Replace if damaged.
- Remove PPE before leaving the work area.

Clean-up Procedures for SHARPS:

- If you suspect an object to be bio-hazardous (needles etc.) contact your immediate supervisor before attempting to pick it up.
- Ensure you wear PPE 1- Gloves (disposable vinyl)
  2- Goggles
- Inspect the container you are empting (do not reach inside container).
- Before picking up any object ensure you are able to identify it is not a hazard.
- Ensure you have appropriate disposal container on hand for (sharps) objects. i.e. needles. (Your supervisor will supply appropriate disposal container.)

PROCEDURE FOR CUTS OR STAB WOUNDS FROM NEEEDLES

- Report the incident to your supervisor immediately.
- Save the needle to give to medical personnel.
- You must go to your doctor or emergency for treatment.
- You will be required to fill out an accident incident report form.

YOU MUST KNOW AND UNDERSTAND THE FOLLOWING

- Ensure you know Safe Work Procedure for clean up of Blood borne Pathogens or other potentially Hazardous Human Materials.
- All Appropriate PPE must be worn.
- Remember to use universal precautions and treat all blood or potentially infectious body fluids as if they were contaminated. Avoid contact whenever possible, and whenever it's not wear personal protective equipment.

SPILL RESPONSE

Developed by: Bill Hudgins – Caretaking
Bill Platt – Grounds
John Federkeil – Utilities
Jayne Yates – Facilities

Date: September 2001

Throughout Facilities various chemicals are used for cleaning, and operational purposes, and the types of chemicals used vary from department to department.

Each department within Facilities is responsible for ensuring that the MSDS Sheets provided by the supplier for all of the chemicals used within their own department, are readily available to all of their employees. All employees must have WHMIS training.

Spills Within Facilities

Known Substance

- If the substance spilled is known, immediately obtain the MSDS.
- If the known substance is deemed to be **Non-Hazardous**, and conditions surrounding the spill do not pose any danger, follow the cleanup and disposal procedures as outlined on the MSDS.
- If the known substance is deemed to be **Hazardous**, or conditions surrounding the spill are hazardous (ie. can it become airborne; is there a source of spark nearby etc.) **immediately contact Security at local 2345.**
- The following information must be relayed to Security:
    - Your name.
    - There is a spill.
    - Location of the spill.
    - Location of spill kit.
    - Wait outside the location until Security arrives and do not let anyone else enter the area.

Unknown Substance

- If a spill found is of an unknown substance **immediately contact Security at local 2345**.

- The following information must be relayed to Security:
    - Your name.
    - There is a spill.
    - Location of the spill.
    - Location of spill kit.
    - Wait outside the location until Security arrives and do not let anyone else enter the area.

Identifiable Area

- If a spill is found in an identifiable area (ie. Janitor Room, Grounds Shed) immediately contact the head of that department to attend the location of the spill. The department representative is then responsible for determining if the substance is known or unknown and to follow the necessary procedures.

Spill Kits

- It is the responsibility of each employee to know the location of the spill kits in their areas (if applicable).

Chemical Spills Report

- The employee finding the spill must complete the online Accident / Incident form located on the O.H.& S. website under Administration on the U of L home page.
- Once O.H.& S. receives the completed form and / or a phone call, if deemed necessary by O.H.& S., an investigation will commence.

GENERAL RESPONSIBILITIES OF FIRE WARDENS DURING AN EMERGENCY EVACUATION

a) Responsible for the conduct of an orderly evacuation of their area(s).

b) Responsible for checking the exit stairwells to see that they are clear for evacuation, and choose an alternate route should egress be blocked by fire or smoke.

c) Responsible for ensuring that no one from the area is allowed to re-enter the building until the fire department or building fire warden has given permission to do so.

d) Responsible for communication with the building fire warden or delegate on the status of their area(s) and the disposition of any handicapped persons, or others who might need assistance.

FALL PROTECTION EMERGENCY RESCUE PLAN

GENERAL / BRIEF DESCRIPTION OF TASK:

- Window cleaning & Caulking on the exterior of the buildings.

FALL HAZARDS

- Equipment failure, structural failure, weather, medical emergencies, and Human error.

FALL PROTECTION SYSTEM USED:

Swing-stage:

Fall arrest system must be anchored to a different location than that of swing-stage. Full body harness, shock absorbing lanyard, comet device, safety line, anchors, rope protectors, swing-stage safety line, safe work procedures, equipment checklists (daily), and training.

Boatswain Chair:

Fall arrest system must be anchored to a different location than that of Boatswain chair. Full body harness, shock absorbing lanyard, comet device, safety line, anchors, rope protectors, Boatswain chair safety lines, safe work procedures, equipment checklists (daily), and training.

Swing-stage/Boatswain Chair
Emergency Rescue Plan

1. When working in pairs on a Swing-stage or two Boatswain Chairs on the same face of the building one person must carry a cell phone/or two-way radio at all times.

2. If working on a Boatswain chair on the face of a building without a partner working on the same face, (Working Alone), you must carry a cell phone/or two-way radio at all times.

3. Should system not allow ascent or descent, phone 329-2345 (Campus Security) and/or communicate to person on the ground to phone 329-2345 (Campus Security) immediately & inform them of the situation.

4. Campus Security is to contact the City of Lethbridge Emergency Services (9.1.1) for rescue.

5. If the situation permits, use mobile aerial lift to reach worker in distress.

6. Stay calm – wait for Fire Department for rescue services.

7. Assist in rescue at the direction of Fire Department.

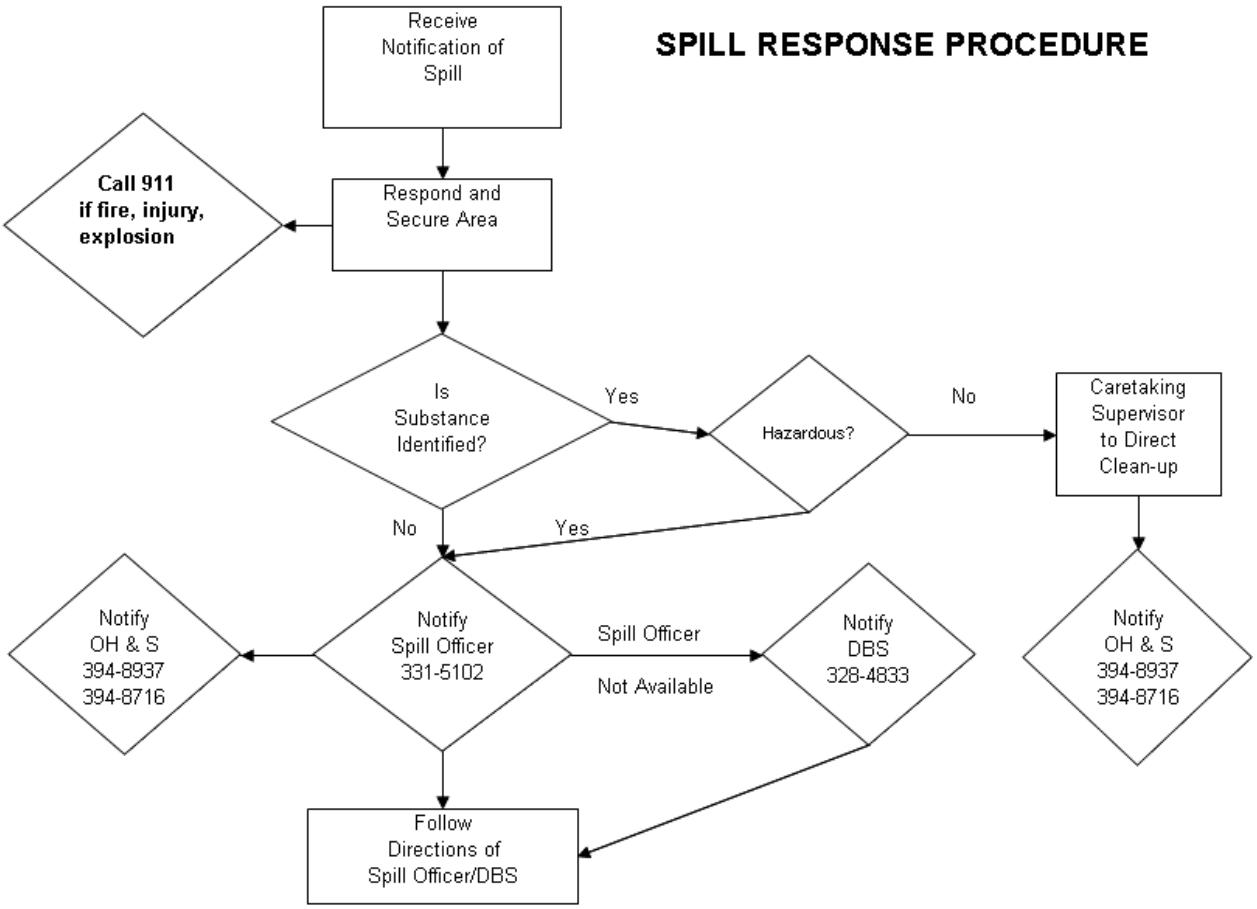
8. Should the cell phone/two-way radio be dropped or is inoperable – Yell for HELP.

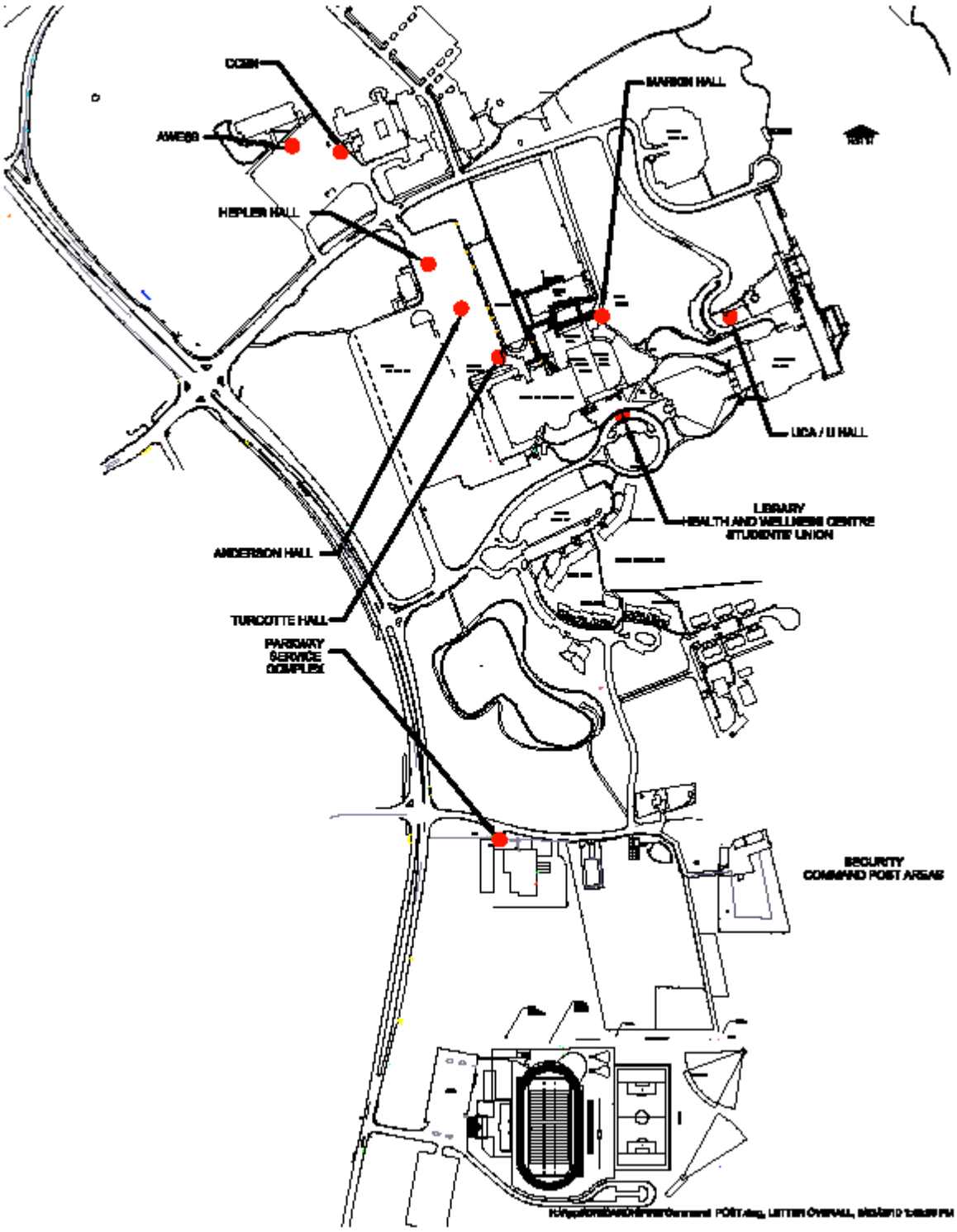
9. Stay calm.

10. DO NOT remove safety harness.

11. DO NOT attempt to climb up, down, or out of the situation.

SPILL RESPONSE FLOW CHART




COBH
AWEB
HEPLER HALL
MARION HALL
LICA / U HALL
LIBRARY
HEALTH AND WELLNESS CENTRE
STUDENTS' UNION
ANDERSON HALL
TURCOTTE HALL
PARKWAY
SERVICE
COMPLEX
SECURITY
COMMAND POST AREAS

UNIVERSITY OF LETHBRIDGE
FACILITIES

HEALTH & SAFETY PROGRAM

INCIDENT INVESTIGATION

ACCIDENT / INCIDENT INVESTIGATION OVERVIEW

When an accident / incident occurs on the worksite, the Employee is responsible for reporting it immediately to their Supervisor. It is then the responsibility of the Supervisor to conduct an investigation with the help of the Employee.

The purpose of incident investigation is to determine direct and underlying causes, and implement immediate and long-term corrections in order to prevent re-occurrence.

There are four (4) essential steps in conducting an investigation. An overview of each of the four phases is presented here;

1. **Gather Facts** - Investigation techniques and methods are designed to discover facts. A fact is something that actually exists or has actually occurred; something known by observation or examination to be true or real. This is done mainly, by examining the scene and talking to people.

2. **Analyze and Evaluate the Facts** - This is a systematic and thorough study of the facts to determine causes and recommend corrective measures. (This is the step where we spend much of our time - applying the Incident Analysis Worksheet.)

3. **Document Findings** - A written report is necessary to communicate the findings of the investigation to management and affected employees and to ensure proper follow-up takes place.

4. **Follow -up** -This step is essential to ensure that the recommended corrective actions to prevent recurrence are actually implemented, and are working effectively.

These phases generally do not occur separately, or in a linear fashion. Rather the phases sometimes overlap: analysis and evaluation begins while the facts are being gathered (e.g. while getting an overview of the incident), and evaluation of the facts may well send you back to gather more information. The investigator must be careful not to let early analysis lead to premature conclusions.

Once an investigation is complete, the results and corrective recommendations must be shared with all Employees within that department. The report is to be signed off by the Executive Director of Facilities and returned to the department Supervisor. Copies of all reports are kept on file within the department for 3 years.

In cases where the result is a loss time claim, the Supervisor is then responsible for sending a copy of the investigation to the RSS Department on campus for review.

It should be noted that this investigation and report ***does not replace*** any required WCB or on-line reporting forms that are to be completed by the Employee and Supervisor, nor does it replace any investigations that need to be conducted by the RSS department on campus. This is for the department's own investigation and follow-up procedures.

On-line forms can be found at www.uleth.ca/hum/riskandsafetyservices

INCIDENT REPORTS OVERVIEW

The Security Department at the University of Lethbridge is the first response team for all Accidents / Incidents on campus.

Security Officers write up Incident Reports for all situations they respond to as well as conduct any follow-up investigations that are deemed necessary. Incidents are assigned 1 of 23 categories as outlined on the following pages.

The information on the Incident reports includes the following:

- Incident Number
- Type of Incident
- Date / Time / Location of Incident
- Date and Time Reported
- Name / Address / Phone Number of Person Reporting Incident
- Time Taken to Investigate
- Officer(s) Investigating Incident
- Details of Incident
- Follow-up Required
- Distribution of Report

PROCEDURES FOR RESPONDING TO AND REPORTING OF:

I. Injuries
II. Property Damage / Theft
III. Environmental Issues
IV. Automobile Accidents

I. INJURIES

Response To An Injury On-site U of L Campus:

- Call Security at **329-2345**

Transportation of Injured Persons Policy:

- Employees **cannot**, at any time, for any reason, drive an injured co-worker, visitor or student, to a clinic and / or hospital.
- Refer to the University Policy 'Transportation of Ill or Injured Persons'

Response To An Injury Off-site U of L Campus:

Calgary or Edmonton Campus:
- Call SAIT Security on Calgary Campus.
- In Edmonton, call Building Security
- Call ambulance, if necessary
- Follow U of L "Transportation of Injured Persons" policy

Anywhere else on U of L business
- Follow response procedures at location
- Familiarize yourself with the accident / incident response policies & procedures of that specific organization before working at any off campus location.

Reporting an Injury On-site U of L Campus:

- Security will investigate and formally document the accident / incident and will inform RSS on campus.
- Reporting of accident / incident must be done within 24 hours if the injury occurs to faculty or staff during work, or to a student during the course of study.
- The casualty and / or observers must also document the event using the Campus Accident / Incident Report. This form can be found at www.uleth.ca/hum/riskandsafetyservices
- Send the completed Accident / Incident Report form to RSS.

INJURIES (cont.)

Reporting an Injury Off-site U of L Campus:

- Fax the completed Accident / Incident Report form to RSS at (403) 329-2685.
- Or call: RSS at (403) 382-7176.

II. DAMAGE / THEFT OF U OF L PROPERTY

Response to Damage / Theft of U of L Property On-site U of L Campus

- Call Security at **329-2345**

Response To Damage / Theft of U of L Property Off-site U of L Campus:

Calgary or Edmonton Campus:

- Call SAIT Security on Calgary Campus.
- In Edmonton, call Building Security

Anywhere else on U of L business

- Follow response procedures at location
- Familiarize yourself with the accident / incident response policies & procedures of that specific organization before working at any off campus location.

Reporting of Damage / Theft to U of L Property On-site U of L Campus

- Security will investigate and formally document the accident / incident and will inform RSS.
- No other formal report required at this time.
- In the event of U of L property loss, RSS will contact the relevant person / department to process a property insurance claim, if applicable.

Reporting of Damage / Theft to U of L Property Off-site U of L Campus

- Campus Accident / Incident report, found on the RSS found at www.uleth.ca/hum/riskandsafetyservices , must be completed as soon as you return to campus or within 48 hours.
- Fax the completed form to RSS at (403) 329-2685.

III. ENVIRONMENTAL INCIDENT

Defined by:

- Chemical spills, odors
- Water (or something) leaking
- Slippery surfaces such as pathways, parking lots, stair
- Lack of airflow in offices (i.e. Evenings, weekends)

Response to Environmental Incident On-site U of L Campus

- Call Security at **329-2345**

Response to Environmental Incident Off-site U of L Campus

- Notify responsible persons, as appropriate.

Reporting of Environmental Incident

- Person finding the spill is to formally document the incident using the Accident / Incident Form on the U of L website.
- Once report is submitted, RSS will review and determine if a formal investigation is required.

IV. AUTOMOBILE ACCIDENT

Response to Automobile Accident On-site U of L Campus

- Call Security at **329-2345**

Reporting of Automobile Accident On-site U of L Campus

- Security will investigate and formally document the accident / incident and will inform RSS.

Reporting of Automobile Accident On-site U of L Campus

- Fax a completed Accident / Incident report form to RSS (403) 329-2685.

Reporting of Automobile Accident On-site and Off-site U of L Campus

Personal Vehicle – U of L Business

- If the accident occurs in your personal vehicle, call your personal insurance company immediately.
- Call RSS as soon as possible. Depending upon the severity and the circumstances, the U of L's non-owned auto insurer may respond in excess of personal coverage.

Rental Vehicle – U of L Business

- Call the auto rental agency immediately.
- Call RSS as soon as possible. The U of L's non-owned auto insurer must be notified in case required to respond in excess to rental agency insurance.
- Call MasterCard if vehicle was rented using Corporate Card (may provide collision coverage).

If an injury occurs as a result of the Automobile Accident follow Injury Reporting Procedures as outlined in this document.

INCIDENT ANALYSIS WORK SHEET

Injury/Loss:

Incident:

Immediate Causes:

Underlying Causes:

Corrective Action (Controls/Management System):

INCIDENT INVESTIGATION REPORT

Date of Incident: _____ Time: _____

Location: _____ Name of Person in Charge: _____

Name of Investigator(s): _____

Injuries - Persons Injured

Name: _____ Phone: _____

Address: _____

Description of Injury:

_____

First aid given? ☐ Yes ☐ No By whom? _____

Transported to medical aid? ☐ Yes ☐ No By whom? _____

Where to? _____ Name of Doctor: _____

When was the accident reported to Occupational Health & Safety?

Date: _____ Time: _____

By Whom?: _____

Property Damage

Damage to property: ☐ Yes ☐ No Estimated Value: $ _____

Damage to equipment: ☐ Yes ☐ No Estimated Value: $ _____

Description:

_____

_____

_____

Party(s) Responsible for cost of replacement / repair:

_____

_____

_____

Person(s) involved/Witnesses

Name	Address	Phone

Incident Reported by: _____ Reported to: _____

Date Reported: _____ Time Reported: _____

Conditions at time of incident (weather, status of job, housekeeping, etc.)

Description of incident (What was the job being done? What equipment, tools, materials, etc. were involved? What happened?) - Attach a diagram if necessary.

What were the causes of the incident?

Immediate? (Unsafe Practices/Conditions)

Underlying? (Personal/Work Environment Factors)

Recommended action(s) to prevent recurrence?

Short-term?

Long-term?

Persons) responsible for implementing corrective actions)? Completion date?

_____

_____

_____

Completed

Date: _____

Name: _____ Signature: _____

Reviewed

Date: _____

Name: _____ Signature: _____

Reviewer's Comments:

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

LOCATION OF FIRST AID KITS

1. **AH** AH1J2

2. **CCBN** EP12J1

3. **HH** HH1J01

4. **LINC** L814
   L9J1
   L10J1
   L11J1

5. **PE** PE1J2
   PE2J7

6. **PWSC** SC1305
   SC1320
   SC1330
   SC1360

7. **SUB** SU062
   SU1M2
   SU2M1
   SU3J1

8. **TH** TH129
   TH1J1
   TH2J1
   TH3E1

9. **UCA** W4J15
   W5J15
   W6J15
   W7J15
   W8J15

10. **UH** B424
    C5J1
    D6J1
    C7J1
    C8J1

UNIVERSITY OF LETHBRIDGE
FACILITIES

HEALTH & SAFETY PROGRAM

POLICIES & GUIDELINES

WORK ALONE POLICY – FACILITIES

Under the guidelines of the work alone legislation, businesses that require employees to carry out work alone must conduct a hazard assessment of their worksite, to identify work alone situations.

Once situations are identified, preventative measures need to be taken to eliminate or reduce safety risks associated with working alone. An effective means of communication must be provided where possible to ensure employees can readily obtain help where necessary.

Each department within Facilities, conducted a hazard analysis for their area using the guidelines found in the booklet "Working Alone Safely: A Guide for Employers and Employees" as developed by Alberta Human Resources and Employment.

Once the assessments were complete, specific department policies were put into place to ensure risks were minimized for employees. These policies include one or a combination of the following:

- An effective means of communication by: Regular telephone, Cellular telephone, Portable Radios.
- Check in procedures when travelling away from U of L campus or to remote locations on campus.
- Regular visits by supervisors and checking in with fellow workers.
- Check in with Campus Security when working outside of regular scheduled shifts.

Department policies have been effectively communicated to all employees in regards to their responsibilities when working alone, and have been incorporated into the orientation procedures for all new employees within the various Facilities Departments.

CARETAKING WORK ALONE POLICY

This is to recognize that the employee listed below has been oriented in the Work Alone Policy for Caretaking Services. The employee is aware of the Work Alone Legislation and the Caretaking Department Policy and has been provided with the necessary information to safely carry out their duties, should they be required to work alone.

_____ _____

Supervisor Date

_____ _____

Employee Date

UNIVERSITY OF LETHBRIDGE
FACILITIES

HEALTH & SAFETY PROGRAM

PROGRAM ADMINISTRATION

PROGRAM ADMINISTRATION OVERVIEW

MONTHLY SAFETY MEETINGS

The Caretaking Manager conducts monthly safety meetings for each of the 3 Caretaking Shifts and the Recycling Team.
Each employee that attends signs the attendance sheet. A copy of the attendance sheet can be found in this section.

The meeting format ranges from presentation videos, to an overview of safe work practices in relation to current issues or seasonal work being carried out or coming up within the departments.

The minutes from the safety meetings must be forwarded to the Executive Director of Facilities to review. The Executive Director must sign the minutes and return to the appropriate department. The Executive Director of Facilities must also attend a safety meeting for each of the departments on a yearly basis, recognizing the safety achievements of the employees.

WEEKLY TOOLBOX MEETINGS

In addition to the Monthly meetings the Employees of Caretaking Services holds toolbox meetings with each other each week. The meetings range from safety concerns with Caretaking Services/Recycling Demands to new equipment or trends in Caretaking Services. This is an open discussion type format is held to deal with any concerns in regards the discussed issues.

INCIDENT TRENDS

Each time an employee is involved in an incident, a form must be completed and sent to the coordinator of OH&S, as outlined in the Accident / Incident section of this manual. A copy of the report must go in the employee's personal file for record purposes and retained for three years.

An Incident Trend spreadsheet has been developed to track the amount of incidents each individual employee has had over the past year as well as the number of each type of incident occurring within the department. This information is used to determine where more training is required on an individual basis, as well as for the entire group, in order to provide a safer workplace for all.

When a new incident occurs, the type of incident is recorded along the top of the spreadsheet and the date of the incident is recorded in the corresponding space for the Employee. A sample of the Trend spreadsheet can be found in this section. ***The results of these accidents / incidents are not accounted for on the Trends or Lost Time Days Spreadsheets or in the Lost Time Claims calculation as outlined in this section***

LOST TIME DAYS

For the accidents / incidents resulting in lost time, the number of days is recorded on the Lost Time Days (LTD) Spreadsheet in the corresponding month for the employee. A ***Lost Time Day*** is defined as any regular scheduled work day that is missed due to an accident / incident occurring on the job.

LOST TIME CLAIMS RATIO

At the end of each year the Lost Time Claims (LTC) ratio is calculated based on the number of Lost Time Days in comparison to the amount of manhours recorded for that employment year. When calculating the LTC ratio, all employee's manhours are accounted for ie. Full-Time, Part-Time, Temporary, and Casual employees. Any absence from work that is not a result of an accident / incident is not accounted for in the manhours or Lost Time Day values ie. vacation days, sick days, days missed as a result of an injury outside of regular scheduled work.

EMPLOYEE EVALUATIONS

Once a year, Employees are evaluated on their job performance. Included in this evaluation Employee safety comprehension and compliance is addressed. The results recorded on the Trends Spreadsheet, is taken into consideration for the evaluation on safety issues.

The evaluation is reviewed with the Employee so they are fully aware of the results. Any feedback, concerns, or suggestions that the Employee may have is discussed at this time. A copy of the evaluation is sent to Human Resources to be placed on the Employee's file, and the Supervisor keeps a copy on file in the department. Employees are also given a copy.

DISCIPLINARY PROCESS FOR VIOLATION OF SAFETY POLICIES & PRACTICES

In the event that a Union Employee's actions are found to be in violation of the safety policies and practices outlined in the Health and Safety Program, the disciplinary process will follow the process outlined in the AUPE Agreement as stated under Article 13 – *Personal Files and Discipline.*

In the event that an APO's actions are found to be in violation of the safety policies and practices outlined in the Health and Safety Program, the disciplinary process will follow the process outlined in the APO Agreement as stated under Section 10 – *Progressive Performance Improvement.*

LOST TIME CLAIMS – (LTC)

Lost time claims are a measurement of the number of lost time days in comparison with the amount of man hours logged over the claims year.

LTC = $\frac{\#LTC(days) \times 200,000}{[\#\ Hours\ Worked\ /\ year]}$

ie.

17 lost time days
1,000,000 manhours / year

$\frac{17 \times 200,000}{1,000,000} = 3.4$ / 100 person years

SAFETY MEETING

TOPIC: _____

DATE: _____

TIME: _____

NAME: (PLEASE PRINT)	SIGNATURE	DEPARTMENT

Minutes:

Signed:

Meeting Coordinator / Department

Date Submitted

Approved by:

TJ Hanson - Director
Facilities Operations & Maintenance

Date Approved

TOOLBOX MEETING
CARETAKING DEPARTMENT

_____
Managers Initials

DATE: _____

NAME: (PLEASE PRINT) **SIGNATURE**

_____ _____ _____

_____ _____ _____

_____ _____ _____

SAFETY ITEMS DISCUSSED: _____

EMPLOYEE SUGGESTIONS: _____

CORRECTIVE ACTION: _____

Reviewed By:

_____ _____

Team Foreman Date Reviewed

Comments: _____

Forwarded To: _____ Date: _____

Action Required: _____

UNIVERSITY OF LETHBRIDGE
FACILITIES

HEALTH & SAFETY PROGRAM

GREEN HOUSEKEEPING MANUAL

CARETAKING DEPARTMENT
GREEN HOUSEKEEPING MANUAL
2010

Prepared by Judy Jaeger for the Markin Hall Building

The University of Lethbridge recognizes its responsibilities, to minimize the impacts of its operations on the environment and seeks to achieve this through continual improvement with the implementation of green housekeeping practices.

Introduction

Within this manual, the description of the various caretaking tasks and processes are explained detailing the ‘green’ features found within them.
In the selection of chemical cleaning products, many concerns are taken into consideration such as the human safety, environmental impacts, and packaging. The caretaking chemicals used at the University of Lethbridge are only eco logo approved products.
The recycling program is an intricate part of the caretaking mandate. The recycling services range from paper to batteries presently and plastic materials.
Within the day-to-day actions section of this manual, information on the care and attention taken by the caretaking team in their daily routine is described.
In the final section of this document, methods and procedures are described and applied through safe work procedures.
Much care has been taken to ensure that the caretaking team is educated and instructed on the best ‘green’ methods and products to use while keeping a high standard of cleanliness.
Much care has been taking to ensure that the caretaking team is educated and instructed on the best ‘green’ methods and products to use while keeping a high standard of cleanliness.

Chemical Cleaning Product Selection

The overall selection strategy for chemical cleaning products is based on the 5 Rs: *Re-evaluate Reduce, Reuse, Recycle and Renewable*.

Re-evaluate – The use of chemical cleaning products is reassessed regularly to ensure and determine that the purpose of the product is still current and appropriate.

Reduction – Reducing the quantity and the toxicity of the cleaning products used on campus.

Reuse – The purchasing of durable, repairable, and reusable products especially when purchasing equipment that will be used as part of housekeeping operations.

Recycling – Products are purchased for their recyclability within our own recyclable system

Renewable – We select products with are derived from renewable feedstock, such as detergents and solvents from corn starch, coconut oils, and orange peels.

Human Safety Considerations

The chemical cleaning products used within our buildings impact the users and the occupants. Exposure to chemicals is expected to take place through usage, storage, and disposal. Selecting products that are effective and benign will minimize exposure to harmful impacts and reduce the risk for potential problems.

In selecting the appropriate chemicals, we evaluate the products based on these nine criteria:

- *PH* – We look for products with moderate PH (close to a PH of 7 Neutral) which are safer than the products with extreme PH.

- *Hazardous ingredients* – Hazardous ingredients are clearly identified on the OSHA Material Safety Data Sheet (MSDS). Comparison between two products listing hazardous ingredients is difficult since quantifying toxicity is complex. Chemical cleaning products are available which contain no OSHA defined hazardous ingredients.

- *Non carcinogenic* – Avoid using products containing any known or suspected carcinogen.

- *Skin and eye irritation* – These irritations are considered important to the users of the products used. Products which are non irritating or mildly irritating are preferred. If irritation information is not provided by manufacturer, the guidelines for controlled pH are utilized.

- *Oral toxicity* – Protecting the users against accidental poisoning is a consideration taken when selecting the products.

- *Non reactive* – Non-reactive products are selected to minimize the hazard of employees mixing two products together that could produce toxic gases, fire, or any other violent reaction.

- *Fragrance and dyes* – Fragrance and dyes have little cleaning value but they are important for safety reasons. These ingredients help users differentiate products by colour and fragrance to avoid product misuse.

- *Respiratory protection* – Products which may require special respiratory protection are avoided. The personnel are advised to use the personnel protective equipment (PPE) and methods as specified on the product MSDS sheet.

- *Handling and application precautions* – It is essential that the users follow MSDS and manufacturer's directions for handling and application such as gloves, masks, and other personnel protective equipment (PPE).

Environmental Considerations

The environment must be considered in the selection of chemical cleaning products. Chemical cleaning products have a direct impact on air, land, and water. The following is a list of 9 characteristics that are considered in the selection of the cleaning products:

- *Biodegradable* – The measure of a product's ability to be absorbed back into the environment. Cleaning products at some dilution and over an extended period of time can be deemed biodegradable. A preference for chemical cleaning products whose ingredients are biodegradable is shown.

- *Aquatic toxicity* – This measure is tested to determine the environmental impact of discarded product on the aquatic life even after waste treatment.

- *Ozone depletion compounds (ODC)* - These compounds are considered as a major cause of global climate warming. The choice of cleaning products is closely monitored, and ODCs containing products such as chlorofluorocarbons (CFCs) and other chlorinated solvents are not used on the University of Lethbridge campus.

- *Volatile organic compounds* – These compounds cause smog which is a form of air pollution. The University uses solvent free or water based products. For example, a detergent based glass cleaner can replace an alcohol based product.

- *Heavy metals* – Lead, calcium and zinc can have severe health impacts on workers and building occupants. Heavy metals have a negative impact on the environment. The benefit for housekeepers is that stripping solutions necessary to remove metal free polymers tend to have a milder PH and do not require the use of some glycol ethers which have health concerns.

- *Non hazardous waste* – By reviewing the MSDS sheets, products that require disposal as hazardous waste can be identify and disposed properly. Products deemed non-hazardous are a favored choice.

- *Durability* – The durability of equipment and other materials used in accomplishing housekeeping and maintenance duties are an important consideration.

- *Energy efficiency* – when selecting equipment using electricity, such as floor machines and vacuums, energy efficient products are considered.

- *Cold water usage* – Products using cold water are preferred.

Packaging Considerations

Packaging can make an enormous impact on solid waste disposal and the associated costs. The use of products packaged in materials that can be reused or made of recycled material can have a positive impact on the environment.

- *Concentrated products* – When compared to ready-to-use products, the packaging material is significantly reduced.

- *Portion control equipment* – Utilizing chemical portion control equipment can reduce chemical misuse and waste. It also improves user safety by minimizing their exposure to concentrated chemicals.

- *Reuse of packaging* – Verifying that the supplier will take back the product packaging for reuse.

- *Recycling* – Verify with the local recycling depot that the packaging can be collected for recycling purposes. Some items collected may be headed to the landfill due to the local inability to recycle such product.
- *In the Appendix, you will find the products that are used on the campus of the University of Lethbridge.*

Recycling

Campus recycling provides recycling services, which ranges from cardboard, lights, paper, and batteries to much more. The goal of the recycling program is mainly reinforcing the 3 Rs – Reduce, Reuse, and Recycle. The program is constantly expanding to include new recycling bins throughout the campus.

Paper recycling

The goal of the University of Lethbridge paper recycling program is to reduce the amount of waste paper on campus. Everyone in the university community can benefit in some way from achieving this goal.

Benefits

The University of Lethbridge saves over $10,000 annually in landfill costs because we recycle our paper, cardboard, and plastics.
The caretaking department benefits personally from the satisfaction of participating in a green initiative.

Waste Removal Statistics

The University of Lethbridge presently transports over 110,500 kilograms of recycled paper and cardboard to the depot annually. We are among the leaders in Southern Alberta for recycling with the most advanced and organized paper recycling program of all institutions in Lethbridge.

What does 110,500 kilograms of recycled paper and cardboard mean for the environment?

459,650 Kilowatts of Energy
2,385,500 litres of water
405.95 cubic meters of landfill space
Ultimately saving 1,967 trees!

Recyclable Item	***Collection Areas***	***Collection Methods***
White bond paper, magazines/newspapers	Recycling stations bag system – **250 stations**	Facilities Recycling Staff BFI picks up monthly
Cardboard	Green Bins: • U-Hall Level 4 recycle room • SUB loading dock • CCBN Shipping/receiving area • Parkway Service Complex • WESB shipping/receiving area	Facilities Recycling Staff-BFI picks up when full
Bottles and cans	Various Groups on Campus do their own collection	Left to the discretion of the groups
Batteries	• Supply bags for smaller batteries for departments to place in with paper bags collection units • DBS toxic round-ups larger batteries	
Lamps (fluorescent)	Parkway Service Complex	Facilities collects, breaks down lamps with a bulb eater, sends material to DBS
Toner Cartridges	Materials Management	Materials Management picks them up
Computers and peripherals, laptops, monitors, TVs, microwaves, VCRs	• Materials Management • Parkway Service Complex	Departments contact Materials Management and fill out a “surplus declaration” form

Day-to-Day Actions for Housekeeping Staff

The day-to-day actions ensure the overall cleanliness of all areas within the campus.

Energy

- Switch off lights and electrical equipment when leaving the office empty whether to attend a meeting, to go to lunch or to go home.
- Turn off office lights if your location affords good natural light (particularly during the summer months) taking account of health and safety which must not be compromised.

Water

- Do not leave taps running
- Report dripping taps and any other leaks observed as they are discovered

Paper

- Use scrap paper for drafting and message taking
- Consider whether everything needs copying to everyone
- Use e-mail rather than paper, where practicable, for internal and external communication
- Use the paper station for proper disposal of recyclable paper
- When photocopying, use double sided option
- Use internal mail envelop when possible

Generally

- Do not drop litter
- Use cups and glassware rather than paper or plastic cups when possible
- Pass on any ideas which may benefit the campus and the environment

Caretaking Services

Methods and Procedures

This section has been designed to ensure that the caretaking staff has the information to provide an efficient and proper execution of their tasks and duties.

A listing of the methods and procedures for the tasks relevant to the Sport and Wellness can be found in Appendix 1.

How we clean

The Caretaking department has found that ***team cleaning*** is the most efficient way of ensuring a completion of tasks. Tasks of cleaning are typically grouped in four distinct functions: Light Duty Function (dusting, empty trash, spot cleaning, etc.), Vacuum Function (vacuuming carpets and hard floors), Restroom Function (cleaning, sanitizing, and restocking restrooms), and Utility Function (cleaning lobbies, spot cleaning glass, mopping and scrubbing floors, etc.).

Team cleaning allows flexibility in staffing levels and in the size and complexity of the facility to which it is applied. Since it is an assembly line process where the labour rather than product moves, ***team cleaning*** allows the 'teams' as small as one worker in smaller facilities. One person can complete all steps of the ***team cleaning*** process by performing each function in prescribed sequence. It is quicker than in older systems such as zone cleaning. Most often teams consist of between one to our workers who individually or collectively complete the four primary functions in a precise sequence that optimizes quality and speed.

Appendix 3 – Provides a complete breakdown of the caretaking cleaning maintenance program for the Markin Hall. This table indicates the frequency by which the duties and tasks are conducted.

Safe Work Procedures

Throughout Facilities assessments were conducted on the various existing job tasks and equipment operated to determine the hazards employees may be exposed to.

Safe Work Procedures are written for specific tasks having high or extreme hazards associated with them. These procedures were designed to ensure that any information pertaining to the task could be found on a form prior to commencing work. Any hazards associated with the task, along with control measures for these hazards, specific tools or equipment required for the job, as well as references to supplementary material are listed on the form.

The Safe Work Procedures for Caretaking Services in regards to the tasks associated with the Markin Hall Building can be found in Appendix 2.

Appendix 1: Methods and Procedures – Caretaking Services

Cleaning Washrooms, Locker Rooms & Showers

Materials

- Hurricane Bathroom / Organic Cleaner
- Glass Cleaner (Rain)
- Multi Purpose Cleaner (Tornado)
- Hurricane Calcium Lime &m Rust Remover
- Airx 44 plus (Disinfectant Cleaner)
- Hand Soap
- Toilet Tissue
- Garbage Bags
- Waxed Bags
- Paper Towel

Equipment

- Micro Fiber Cleaning Cloths
- Toilet Bowl Swab Spray Bottles
- Micro Fiber Mop & Bucket
- Micro Fiber Dust Mop
- "Closed for cleaning" sign
- Rubber Gloves
- Safety Goggles

Power Equipment

- 17" Micro Auto Scrubber Gel batteries
- 24" Auto Scrubber Gel batteries
- 28" Auto Scrubber Glass Matt batteries
- Buffer

Areas Where Applicable

- All restrooms, hallways.

Preparation of Materials

Prepare a mopping solution of Airx 44 plus Disinfectant Cleaner in Micro Fiber Mop Bucket, Fill spray bottle with Airx 44 plus solution from mop bucket.
Prepare a solution of Hurricane Bowl Cleaner

Prepare a solution of Rain Cleaner in spray bottle to be used as glass cleaner
Prepare a solution of Tornado Multi Purpose Cleaner in a separate container to be to wash walls.

Preparation of Area

Place “closed for cleaning” sign in front of doorway. Knock on door prior to entering restroom/ locker room to determine if it is being used “calling out Caretaking”

Perform all other tasks that need to be done prior to cleaning fixtures and floor. Such tasks include

- Emptying all trash and feminine napkin receptacles
- Re – lining all receptacles with garbage bags or waxed bags as required. Note: **Do not** at any time reach into feminine napkin receptacle. Remove and dispose of liner If there is refuse remaining in receptacle after liner is remove d open receptacle door on the bottom of receptacle if available and let trash fall to the floor. Then sweep it up.
- Filling all dispensers as required: i.e. toilet paper, paper towel and soap
- Damp wiping dust – collecting surfaces such as the top of mirrors, ledges, etc.
- Sweeping or dust mopping of floors
- Cleaning mirrors and stainless steel.

Instructions

Basins

Normally, the first fixtures to be cleaned are the basin. Begin by spraying the interior of all the basins with Airx 44 plus disinfectant solution. Go back to the first one, and wipe the interior with micro fiber cleaning cloth to remove obvious soil. Also wipe the hardware and the outside of each basin.

Turn the water on to rinse the cloth and the basin. Disinfect counters at the same time. Continue until all of the basins and counters have been cleaned. Wipe the hardware dry with a clean micro fiber cloth to prevent spotting.

Any stains, which were not removed in this process, should be removed by using Hurricane Lime and Rust Remover. Squirt a small amount on a clean micro fiber cloth and rub the spot. Be sure to rinse the cloth and the sink thoroughly after using cleaner.

Periodically damp wipe the underside of the sink and any exposed piping with a micro fiber cloth and Arix 44 plus disinfectant.

Urinals

In men’s restrooms, the next group of fixtures to be cleaned is the urinals. Spray a liberal amount of Airx 44 plus disinfectant into each one.

Also spray flush handle, the exterior, and underside of the urinals as well as the walls above and around urinals. Go back to the first one and use bowl mop to swab the interior, especially under the flush rim, along the sides, and under the front rim.
Flush the urinal to rinse the bowl mop.
A clean micro fiber cloth should be used to wipe the flush handle, the exterior, and the walls. This cloth should be a different color than the one used on basins and other areas of the restroom. It should only be used on urinals, commodes and areas around them.
Before leaving the urinals, dry all metal surfaces with a cloth to prevent water spotting.

Waterless Urinals
Require using a solution of Airx 44 plus bowl cleaner and a cloth
Do not spray any chemical into a waterless urinal.
Hand - wipe the urinal surfaces inside and out.
Starting on the outside surface of the urinal and finish up with your cloth wiping the inside surface of the urinal.

Commodes
Commodes are cleaned basically in the same manner as urinals. Since each commode is in a stall, it is usually more efficient to clean one at a time rather than spraying them all, as was done with basins and urinals.
Spray the walls, flush handle, and top of seat first.
Then raise the seat and spray the underside, the interior, and the rim. Use the bowl mop to swab interior, beginning under the rim, then flush the commode and follow the water down into the drain area.

A clean micro fiber cloth should then be used to wipe top and bottom of seat and rim wipe the remainder of the fixture. Walls and partitions should also be wiped with an extension micro fibre pole and small mop.

Before leaving the stall, dry the top of the seat and the bright metal surfaces to prevent water spotting. Wipe the lower portion of floor mounted units, and the underside of wall mounted fixtures. Wipe both sides of the stall door as you leave.

Graffiti should be removed as soon as it is found. Use A-Ben-a-qui to remove graffiti.

Weekly, it will be necessary to clean commodes and urinals with Hurricane Bathroom / Organic Cleaner. To remove scale build up it is mandatory to wear rubber gloves and safety goggles when using Hurricane, and never use it unless you can actually see the buildup under the flush rim.

Flush the fixture and wet bowl mop. Squirt a small amount of Hurricane cleaner onto the mop, not on the fixture or in the water. If you squirt it on the fixture, you will create unnecessary fumes and will waste a great deal of the chemical.

Pouring it in the water will merely dilute it and cause it to be less effective.

With the cleaner on the mop, scrub the interior of the fixture, paying particular attention to the flush rim and around the edges. Scrub until all evidence of scale is removed.

On a weekly basis all partitions are washed with Airx 44 plus Disinfectant solution. Weekly disinfect the inside and outside of all garbage containers. Wash the floor with a disinfectant solution. Turn out the lights when leaving and remove “closed for cleaning” sign.

Appendix 2: Safe Work Procedures – Caretaking Services

Washrooms, Locker Rooms & Showers

General Description of Task:

- Cleaning sinks, toilets, urinals, shower walls, all fixtures & floors in washrooms.

Frequency of Task Performed:

- Daily

Hazards Identified:

- #2 – Chemical Exposure
- #4 – Dust / Vapours
- #8 – Eye Injury

P.P.E. REQUIRED:

- Rubber Gloves
- Safety goggles
- Dust Mask

SPECIAL TOOLS AND EQUIPMENT

Bucket with Disinfectant & Water
Glass Cleaner, Soap, Toilet Paper, Paper Towels, DFC 5 Bathroom / Organic Cleaner
Micro fiber Cleaning Cloths
Toilet Bowl Mop
Garbage Bags (All sizes)
“Out of Service” Signs
Micro Fiber Mops
Bucket & Wringer

SAFE WORK Procedure:

- Visually inspect worksite for possible hazards.
- When diluting chemical cleaners ensure proper ventilation to room, and Safety goggles and rubber gloves should be worn. Rubber gloves and gloves need to be worn when cleaning.
- Refer to Safe Work Practices for **“Use of Cleaning Solvents and Flammables”** as found in Appendix “A” – Caretaking Services Health and Safety Program Manual.

- Knock on door prior to entering the washroom / locker room /showers to see if anyone is there.
- Place “closed for cleaning” sign in front of door.
- Empty all garbage containers and pad receptacles.
- Fill all dispensers, toilet paper, paper towel, and soap as needed.
- Wipe all dispensers with micro fiber cloth treated with disinfectant.
- Reline all receptacles with brown paper bag.
- Flush toilet. Using bowl mop and solution of Hurricane swab inside of toilet bowl and up under rim.
- Using a micro fiber cloth treated with a solution of Airx 44 plus Disinfectant wipe handle and top & bottom of toilet seat, dry with paper towel.
- Wash toilets and Urinals in this manner.
- Using different coloured micro fiber cloth and solution of Airx 44 plus wash sinks, fixtures, and counters. Rinse with tap water and dry with micro fiber cloth
- Spray glass cleaner (Rain) on mirror and wipe dry with micro fiber cloth.
- Do the same for all stainless steel surfaces.
- Wipe doors, walls around urinals and underside of urinals daily.
- Weekly wash inside of garbage containers with Airx 44 plus Disinfectant.
- Put urinal pucks in non waterless urinals only as required.
- Sweep and wash floors
- Dust tops of lockers using Micro Fiber Mop.
- Using Micro Fiber cloths or mop treated with Airx 44 plus Disinfectant clean all hard surfaces benches, counters etc.
- Clean all mirrors with Micro Fiber Cloth and (Rain).
- Wipe door handles inside and outside of door, and light switches with Airx 44 plus solution.
- Turn off lights upon exiting
- Remove “closed for cleaning” signage.

Appendix 3: Caretaking Cleaning Maintenance Program

Markin Hall Building

Caretaking			
Task	***Frequency***	***Task***	***Frequency***
Classrooms			
Spot clean desks/walls	Daily		
Remove Garbage	Daily		
CompleteVacuuming	Weekly		
Complete Dusting	Weekly		
Complete desk cleaning	Weekly		
Clean Blackboards/Whiteboards	Daily		
High Dusting	Bi-Annual		
Wash Walls	Bi-Annual		
Labs			
Spot clean	Daily		
Remove Garbage	Daily		
Complete Dusting	Weekly		
CleanSinks	Weekly		
Complete Dustmopping Floor	Weekly		
Wet Mop Floor	Weekly		
Offices			
Complete Vacuum	1X/10 days		
Complete Dusting	1X/10 days		
Remove Garbage	1X/10 days		
Walls Washed	Annual		
Windows Washed	Annual		
Adim., Support Offices			
Spot clean	Daily		
Remove Garbage	Daily		
Washrooms			
Sanitize all Fixtures (sinks,commodes,urinals)	Daily		
Empty Garbage	Daily		
Restock Supplies	Daily		
Disinfect Floors	Daily		
Clean Glass	Daily		
Clean Mirrors	Daily		
Spot Clean Stalls	Daily		
Spot Clean Walls	Weekly		
Vacuum Air Vents	Monthly		

Scrub Floors	Monthly		
Replenish Feminine Napkins	Monthly		
Complete Washing of Walls	Bi-Annual		
Hallways			
Spot Clean	Daily		
Vacuum Walk-off Mats	Daily		
Empty Garbage	Daily		
Spot Clean Windows	Daily		
Vacuum	Weekly		
Powerscrub	Weekly		
In Inclement Weather	Daily		
Disinfect Garbage Containers	Monthly/spot clean weekly		
Vacuum Air Vents	Bi-Annual		
Scrub and seal Concrete	Annual		
Wash Walls	Bi-Annual		
Vacuum tops of Lockers	Monthly		
Complete Washing of Windows	Annual		
Carpet Extraction	Annual		
Sanitize Water Fountains	Daily		
Stairs			
Spot Clean	Daily		
Spot Clean Glass	Daily		
Vacuum	3X / Wk		
Dust Handrails	3X / Wk		
Spot Clean Walls	Monthly		
Complete Washing of Walls	Bi-Annual		
Scrub & Seal	Bi-Annual		

UNIVERSITY OF LETHBRIDGE
FACILITIES

HEALTH & SAFETY PROGRAM

SAFE WORK PRACTICES

(NAME)

•

DEFECTIVE TOOLS

Defective tools can cause serious and painful injuries.

If a tool is defective in some way, **DON'T USE IT**.

Be aware of problems like:

- chisels and wedges with mushroomed heads
- split or cracked handles
- chipped or broken drill bits
- wrenches with worn out jaws
- tools which are not complete, such as files without handles

To ensure safe use of hand tools, remember:

- never use a defective tool
- double check all tools prior to use
- ensure defective tools are repaired

Air, gasoline or electric power tools, require skill and complete attention on the part of the user even when they are in good condition. Don't use power tools when they are defective in any way.

Watch for problems like:

- broken or inoperative guards
- insufficient or improper grounding due to damage on double insulated tools
- no ground wire (on plug) or cords of standard tools
- the on/off switch not in good working order
- tool blade is cracked
- the wrong grinder wheel is being used
- the guard has been wedged back on a power saw

USE OF CLEANING SOLVENTS AND FLAMMABLES

Cleaning solvents are used in the day-to-day construction work to clean tools and equipment. Special care must be taken to protect the worker from hazards, which may be created from the use of these liquids. Wherever possible, solvents should be nonflammable and nontoxic.

The foreman must be aware of all solvents / flammables that are used on the job, and be sure that all workers who use these materials have been instructed in their proper use, and any hazard they pose.

The following instructions or rules apply when solvents / flammables are used:

- Use non-flammable solvents for general cleaning.
- When flammable liquids are used, make sure that no hot work is permitted in the area.
- Store flammables and solvents in special storage areas.
- Check toxic hazards of all solvents before use. Refer to Material Safety Data Sheets (MSDS).
- Provide adequate ventilation where all solvents and flammables are being used.
- Use goggles or face shields to protect the face and eyes from splashes or sprays.
- Use rubber gloves to protect the hands.
- Wear protective clothing to prevent contamination of worker's clothes.
- When breathing hazards exist, use the appropriate respiratory protection.
- Never leave solvents in open tubs or vats - return them to storage drums or tanks.
- Ensure that proper containers are used for transportation, storage and field use of solvents / flammables.
- Where solvents are controlled products, ensure all employees using or in the vicinity of use or storage are trained and certified in the Workplace Hazardous Materials Information System (WHMIS). Ensure all WHMIS requirements are met.

FLAMMABLE & TOXIC MATERIALS

Flammable Products

Certain products in use may contain solvent components such as xylene or propanol. These solvents have relatively low flash points and will ignite when exposed to sparks or open flames. The following guidelines must be observed:

- No smoking in or near the work area. Post "No Smoking" signs throughout the work area.
- Type ABC fire extinguishers should be located in easily accessible stations in the work area.
- No open flames or welding torches should be in the work area.
- Enclosed areas create explosive conditions. Use of explosion-proof fans to disperse the vapors, and bring in fresh air.
- Ascertain ventilation requirements prior to using hazardous materials.

Toxic Materials

Toxic or poisonous materials can be transmitted either by the inhalation of vapors, or contact with bare skin. Caution should be exercised when handling uncurled material or solvents.

- The specific vapor respirator required must be determined prior to starting.
- Wear goggles when mixing, or applying.
- Wear gloves, which extend 3/4 upwards the length of employee's forearm. Wear rubber gloves when washing tools with solvent.
- Wear long sleeve shirts and pants.
- Wear protective foot coverings, either rubber boots, or a plastic liner inside shoes.

ELECTRICAL SAFETY

Electricity is a powerful form of energy. If abused or used improperly, it can be hazardous, cause shock, start a fire or even kill.

Follow these precautions when working with electrically powered tools and equipment:

- Electrical repairs to tools and equipment, should only be performed by qualified individuals.
- Never use metal ladders near electric power lines.
- Rubber or plastic coated tool handles should be regularly inspected for cracks, cuts and wear.
- Double insulated tools require only two-pronged connections and should be clearly marked.
- Never stand in water when operating electrical equipment. If you must work in damp areas, use a ground fault circuit interrupter (GFCI). If one is not available, insulate yourself by wearing rubber gloves and rubber boots or stand on insulated platforms or mats.
- Before you start cleaning or adjusting a power tool, disconnect it from the power source.
- If an electrical piece of equipment malfunctions, disconnect and lock out the power source immediately and report the trouble to your supervisor. Make sure the power source is positively locked out when the equipment is being worked on.
- Tag all defective or damaged tools and return them for repair.
- Do not overload electrical circuits; this can cause a fire.
- Never put water on an electrical fire. Use the proper type of fire extinguisher such as one with an "ABC" classification.
- Never cut or remove the grounding prong from a plug.

FIRE AND USE OF FIRE EXTINGUISHERS

Good housekeeping is essential in the prevention of fires. Fires can start anywhere and at any time. This is why it is important to know which fire extinguisher to use and how to use it.

Always keep fire extinguishers visible and easy to get at. Fire extinguishers have to be properly maintained to do the job. Where temperature is a factor, ensure that care is taken in selecting the right extinguisher.

Types of Fires

Class A: These fires consist of wood, paper, rags, rubbish and other ordinary combustible materials.

Recommended Extinguishers
Water from a hose, pump type water can, or pressurized extinguisher, and soda acid extinguishers.

Fighting the Fire
Soak the fire completely - even the smoking embers.

Class B: Flammable liquids, oil, and grease.

Recommended Extinguishers
ABC units, dry chemical, foam and carbon dioxide extinguishers.

Fighting the Fire
Start at the base of the fire and use a swinging motion from left to right, always keeping the fire in front of you.

Class C: Electrical equipment

Recommended Extinguishers
Carbon dioxide and dry chemical (ABC units) extinguishers.

Fighting the Fire
Use short bursts on the fire. When the electrical current is shut off on a Class C fire, it can become a Class A fire if the materials around the electrical fire are ignited.

HANTAVIRUS

What is it?
- A virus carried by deer mice.
- The virus is in their urine and droppings.

How do people get Hantavirus?
- People may be infected- by contact with mouse droppings when cleaning out garages, sheds and cabins where mice lived over the winter.
- Sweeping or vacuuming droppings, releases the virus into the air and it is breathed in.
- It is not spread from person to person.

Do other animals carry Hantavirus?
- The only known carrier is the deer mouse (reddish-brown or grey with white fur on the belly and feet.)
- Other rodents may carry the virus so all rodents should be treated as carriers.
- Hantavirus has not caused illness in pets or spread from pets to people.

What signs and symptoms can you have?
- Early symptoms are flu-like: fever, body aches, chills and headache.
- They occur 1-2 weeks after being infected.
- Breathing problems leading to hospitalization occur 2-15 days after early symptoms.

Who is at risk for Hantavirus?
- Only a small percent of the people who come in contact with the virus get ill.
- Most cases have occurred in people with close contact to mice or mice droppings.
- Most cases occur in rural areas.

How do you prevent Hantavirus?

Keep mice / rodents away by:

- Storing food and pet food in metal or plastic containers.
- Sealing holes(anything over 6mm or ¼ in) with steel wool or cement to prevent entry.
- Hauling away trash, old vehicles, old tires where mice / rodents can nest
- Storing garbage in containers with tight fitting lids.
- When entering a building where mice / rodents may live wear a mask so as not to breathe in the dust in the building.
- If using traps or poisons to control mice beware of the danger to children and pets.
- Wild mice should not be kept as pets.

When cleaning mice/rodent infested areas:

- Air out the area for 30 minutes first.
- Wear rubber or plastic gloves.
- Also wear a mask so dust is not inhaled.
- When cleaning heavily contaminated areas a HEPA mask may be purchased at safety supply stores.
- Soak dead rodents, nests, droppings and contaminated items in proper dilution of disinfectant / water solution.
- Pick up debris and place in double plastic bags.
- Do not sweep or vacuum.
- When clean-up is done seal bags, and place with regular garbage for routine pickup. After bags have been removed mop floors with soap, water and then a proper dilution of disinfectant / water solution.
- Dirt floors can be sprayed with a proper dilution of disinfectant/ water solution.
- For heavily infested areas contact a pest control service or a public health inspector for detailed information.

After clean up:

- Wash hands well.
- Dispose of the gloves.
- Used traps should be rinsed with a proper dilution of disinfectant / water solution before being reused.

HOUSEKEEPING

- Keep aisles, walkways and stairs clear.
- Do not block fire exits and fire fighting equipment with materials.
- Materials should be stored with adequate room between for easy access.
- Tools and materials should be cleaned up and put away in designated storage areas after a job is done and at the end of each workday.
- Keep all articles to be disposed of in a designated location and remove regularly.
- Clean up spills immediately in order to avoid a slipping hazard use wet floor signs.
- Store flammable liquids in approved sealed containers away from open flame, sparks or sources of ignition.

MOBILE AERIAL WORK PLATFORM

- *Employees may only operate machine if 'Mobile Aerial Lift Training' course has been taken.*

- *Pre-Use Inspections – Inspect or Test the Following*:

  - Operating and emergency controls
  - Safety devices and limit switches
  - Personal protective devices
  - Tires and wheels
  - Equipment structure
  - Air, hydraulic and fuel systems for leaks
  - Loose or missing parts
  - Cable and wiring harnesses
  - Placards, warning, control markings and operating manuals
  - Handrail systems including locking pins
  - Engine oil level
  - Battery fluid level
  - Coolant level
  - Propane bottle secured (if equipped)
  - Parking brake
  - Horn

- *Function Test:*

  - Base functions and operation
  - Basket function and operation
  - Height / speed limiter switch (put machine in low speed when platform is raised)
  - Motion alarm
  - Hydraulic function test
  - Emergency controls

- *Work Area Inspection:*

  - Manhole covers, grating or unstable surfaces
  - Ramps, inclines or rough surfaces.
  - Electrical hazards overhead
  - Underground utilities
  - Pedestrian / Vehicular traffic
  - Ground Condition

- *Use of Equipment:*

    - Never modify or alter equipment unless approved by the manufacturer.
    - Never extend work platform with planks or other equipment.
    - Always wear fall restraint.
    - Fall restraint should be a 4' lanyard.
    - Keep platform clean and free of tripping hazards.
    - Never operate equipment on incline.
    - Do not exceed equipment's working load limit.
    - Make sure weight stays centered on platform.
    - Only use machine as it is intended.
    - Do not exceed side loading on platform.

- *Operating Procedures:*

    - Perform pre-use safety inspections (see pre-use inspection) before each use. The aerial platform shall be given a visual inspection and functional test. If any problems are encountered, the aerial lift shall not be used and reported immediately to the Supervisor and Mechanic.

    - Do not exceed recommended weight capacity.

    - A workplace inspection shall be performed for any hazards such as manholes, roadway problems, slopes, overhead obstructions, wind and weather conditions, inadequate surface and support to withstand all load forces imposed by the aerial platform in all operating configurations and presence of unauthorized persons.

    - No one shall travel in a basket, platform or other elevated or aerial device that is moving on a roadway or worksite if road conditions, traffic, overhead wires, cables or other obstructions create danger to the operator or workers.

    - Ensure all required PPE is worn when operating aerial lift (see Info Sheet for Safety Belts, Lanyards and Lifelines).

    - Do not climb on outside of equipment.

    - Do not move the machine while platform is in an elevated position.

USE OF NON-POWERED HAND TOOLS

Common hand tools, which many people take for granted, frequently are the most abused. Misuse of hand tools can become a habit that will cause accidents.
Some of the basic rules governing the use of hand tools are as follows:

- Use the right tool for a job. Never use a makeshift or improper fitting tool. Refuse to use tools that aren't in first class condition and report those that give you problems to your supervisor.

- Use wrenches of the right size for the job. Face the jaws of an adjustable wrench in the direction of the pull.

- Make certain that pipe wrench jaws are sharp and chains in good condition so they will not slip.

- Use only tools in good condition. Clean all grease and dirt. Do not use tools with improper handles, including those that are cracked, broken or loose. Hammers or chisels with mushroomed or broken heads should not be used.

- Keep keen-edged blades sharp; store them safely when not in use. Store them with the sharp edge protected. This will help avoid cuts, as well as protect the sharp edge.

- Do not use a hammer with a hardened face on highly tempered tools such as a drill, file, die or jig. Chips may fly.

- Never apply a wrench to moving machinery; stop the machine, then remove all tools before starting it again.

- Never handle any tool in such a manner that you can be injured if it slips. Think about your movements and position your body accordingly.

- Always wear safety goggles when working with hand tools. You only get one pair of eyes.

- Don't carry hand tools in a way that will interfere with using both hands when climbing a ladder.

- Tools should not be put down on scaffolding, overhead piping, on top of step ladders, or other locations from which they could fall on persons below or into equipment.

- Workers carrying tools on their shoulders should pay close attention to clearances when turning so that they will not strike nearby fellow workers.

USE OF PORTABLE LADDERS

Ladders can be used safely if they are given the respect they deserve.

Before using any ladder, make sure that it is in good condition and is the right ladder for the job to be done.

- When setting up a ladder, secure the base and "walk" the ladder, up into place.
- The ladder should be set at the proper angle of one (1) horizontal to every four (4) vertical.
- Before using a ladder, make sure it is secured against movement.
- When in position, the ladder should protrude one (1) meter above the intended landing point.
- Workers shall not work from the top two rungs of a ladder.
- Don't overreach while on a ladder. It is easier and safer to climb down and move the ladder over a few feet to a new position.
- Always face the ladder when using it. Grip it firmly and use the three-point contact method when moving up or down.
- The minimum overlap on an extension ladder should be one (1) meter unless the manufacturer specifies the overlap.
- Keep both metal and wood ladders, away from electrical sources.
- Due to health and safety concerns, a step ladder is not loaned to any building occupant who has not received training approved by U of L Occupational Health & Safety department.

INSTRUCTIONS FOR USE OF PRESSURE WASHER

- ***Park vehicle away from bay doors and building to allow room to wash and for drainage.***
- ***Turn on water.*** *(Ball valve behind washer)*
- ***Pull trigger on wand to release hose pressure.*** *– Do not unreel or reel up hose under pressure*
- ***Reel out hose***
- ***Turn switch to PUMP (cool water) or BURNER (hot water)***
- ***If soap is needed turn on toggle switch for soap.*** *– there may be a slight delay for soap & hot water*
- ***Turn soap off to rinse vehicle.***
- ***Turn burner off and let the unit run on pump for at least the last minute during rinsing -*** *This will allow the burner to cool down and will use up any heated water.*
- ***When done washing turn off pump.***
- ***Pull trigger on wand to release pressure on hose.***
- ***Put wand in holder and roll hose up.*** *Do not drag wand on ground when rolling up hose*
- ***Clean up mud and grass with shovel and broom.***

PROPER LIFTING TECHNIQUES

The three major causes of back injury are over-extension, poor lifting techniques and trying to lift too heavy an object. The following tips should help reduce the chances of injuring your back.

- Test the load. If too heavy ask for help!
- Keep your back straight.
- Get as close to the object as possible to avoid over-extension.
- Place one foot slightly ahead of the other in the direction you intend to move the object.
- Bend your knees and get a good grip on the object.
- Lift with your legs.
- Move forward in the direction of your most forward foot to avoid twisting your back
- Reverse the procedure when placing the object down.
- If at all possible, keep the objects off of the floor, to reduce the strain of lifting in awkward positions.

To reduce the strain on your back while standing.

- Whenever possible, stand with one foot elevated.
- Change positions often.
- Interrupt long periods of standing by sitting whenever possible.

REPORTING RATTLESNAKES

What should you do if you see a rattlesnake?

- Observe but do not attempt to capture the snake.
- Contact the phone number below in the order listed until contact is made.
- **RATTLESNAKE REPORTING CALL SECURITY**
- ***Phone/Cell Number*** **329-2603 or 329-2345**

- If you are unable to contact Security for removal, the snake still reflects as a safety hazard and must be removed by U of L personnel. Contact Ian Wells (317-0733) to capture the rattlesnake.
    - The container holding the snake must be kept in the shade after capture as rattlesnakes are very heat sensitive.

Relocation of problem rattlesnakes

During summer months the number of rattlesnake sightings on campus increases significantly. The U of L reports these sightings to Reg Ernst who conducts studies and control activities for the City of Lethbridge. Reg indicates the main campus is not a safe site for either the snakes or campus occupants to interact. The City of Lethbridge wants to relocate any problem rattlesnakes. A problem rattlesnake is defined as any rattlesnake found on roads, walkways, around buildings, or areas frequently used by people.

Relocating rattlesnakes is a delicate issue, and considering the potential danger in working with poisonous snakes, it is necessary to have a professional do the removal. Proper relocation involves moving the snake to an area with a suitable wintering den.

Please exercise caution when walking around campus, particularly in the coulees, as snakes are occasionally sighted. Rattlesnakes are not aggressive and given a choice will retreat rather than strike.

Although some people may find them loathsome, rattlesnakes are a naturally occurring species in a properly functioning prairie ecosystem such as we have around Lethbridge. They are practically harmless and will only strike if extremely provoked or stepped on. They play a very important role in the control of rodents and thus reduce the spread of diseases such as hanta virus.

Rattlesnakes are the color of dry prairie grass and have a very well-defined, triangular-shaped head. They may or may not possess rattles. Lethbridge is also home to the bull snake which imitates the rattlesnake by coiling up and shaking its tail, but it does not actually have a rattle. Bull snakes are not poisonous.

If you see a rattlesnake, walk slowly away from it. Give the snake plenty of room to escape from you. Notify Security at 329-2345. They will have a specialist relocate the snake to a natural habitat.

In Alberta, rattlesnakes are blue-listed which means they have undergone declines in population or habitat and may be at risk.

Please remember, it is illegal to kill rattlesnakes, possess rattlesnakes or their parts or damage occupied den areas. Many people do not realize that there are significant charges and fines for killing a rattlesnake in Alberta.

RIDE ON SWEEPERS

All Ride on Auto Sweeper Operators must be Caretaker II's or Caretaker III's and have completed all of the necessary training for operating the sweepers.

Before Operating Sweeper

- Disconnect sweeper from battery charger connect battery lead to sweeper and lower seat.
- Walk around sweeper and check for the following
- Check side brushes and main brush for wear & tear.
- Check hopper and filter are clean
- Check sweeper for any visible damage
- Check for obstructions around sweeper

While seated on the sweeper

- Turn on master key switch
- Check control panel that all functions are normal
- Battery indicator shows batteries are full charged.
- Foot brake, parking and deadman seat brake are working.
- Select settings for area to be swept
- Check the area to be cleaned for obstructions and personnel.
- When using elevators to reach area to be swept you must use elevator service mode

After Use

- Drive sweeper to service area for clean-up
- Follow cleaning instructions supplied with machine
- Ensure batteries are plug-in to charger
- If the sweeper is found to have any deficiencies notify your supervisor right away to have the sweeper sent to the qualified repair personnel.

USE OF STEP LADDERS

As with all ladders, make sure that the Step Ladder is in good condition, and is the right ladder for the job to be done.

- Step Ladders are to be used only on clean and even surfaces.
- No work is to be done from the top two steps of a Step Ladder, counting the top platform as a rung.
- No work is to be done from the back side of the Step Ladder.
- When in the open position ready for use, the incline of the front step section shall be one (1) horizontal to six (6) vertical.
- The Step Ladder is only to be used in the fully opened position with the spreader bars locked in place.
- Tops of Step Ladders are not to be used as a support for scaffolds.
- Don't overreach while on the ladder. Climb down and move the ladder over to a new position.
- Only CSA Standard ladders will be used.
- Due to health and safety concerns, a step ladder is not loaned to any building occupant who has not received training approved by U of L Occupational Health & Safety department.

USE OF ELECTRICAL EXTENSION CORDS

Extension cords are one of the most abused and neglected items on the job site. They are run over, stretched, pulled, twisted and exposed to all the elements. They have been the cause of more accidents than the tools for which they are used.

The following recommendations should be observed whenever extension cords are used:

- Prior to use, inspect cords to ensure that:
    - The insulation is intact around the plugs at both ends of the cord.
    - The pins on the plugs are not broken or burned.
    - The outer jacket of the cable is intact along its entire length.
- Extension cords should be replaced or repaired when a defect is found.
- Do not assume that everyone is able to repair or replace plug caps. All personnel should be educated to recognize the importance of properly wired circuits.
- Use only cords that are rated for outdoor use on construction jobs. These industrial cables (types S, SO, SOW) are oil, water, and abrasion resistant.
- Never unplug any cord by pulling the cable.
- Never lay out a cord in any area where it could be damaged by vehicular or pedestrian traffic or where materials could fall or be piled on it.

PROPER USE OF ROTATING EMERGENCY FLASHING WARNING LIGHTS ON VEHICLES

Why do we have these lights?

- Service vehicles that park on roadways or along curbs on campus, in order to do their work, often create a traffic hazard. Flashing warning lights have been installed on all service vehicles to help increase their visibility to oncoming vehicles.

When are flashing lights used?

Flashing lights must be used when:

- parking along any curbs on campus
- stopping/parking in the middle of roadways or parking lot lanes
- leading a slow moving vehicle when hauling trailers or materials

Flashing lights are <u>not</u> used when:

- driving off campus - It is illegal for U of L to use these lights off campus.
- parking in parking spots or when off roadways

MOSQUITOES / WEST NILE VIRUS

What is West Nile Virus?

- Is a virus carried by mosquitoes that can cause illness ranging from mild flu like symptoms to encephalitis (brain swelling) or meningitis (swelling of the membrane lining brain or spinal cord).

How do people contract it?

- Mosquitoes get it from infected birds (i.e. crows)
- People get it by being bitten by mosquitoes

Signs and symptoms

- Symptoms can develop between 2 – 15 days after bite. 80% of people have no symptoms, 20% get a mild fever, and 1% develops serious injury.
- Serious symptoms include: severe headache, high fever, stiff neck, muscle weakness, paralysis, confusion, and coma.
- Some people never recover from the virus. Others have prolonged health problems. 5.5% of the 1% who are seriously ill dies.

Who is at risk?

- Anyone working outdoors or being outdoors during the time mosquitoes are active.

How to protect yourself?

- Wear personal protective equipment
  - Wear baggy, long sleeved shirts and pants when outdoors.
  - Use insect repellents with DEET. (Read attached Safe Use of Insect Repellent)

What if I find a dead bird?

- Dead crows can be submitted for testing as they are the most vulnerable birds.
- Collect dead crows using a paper picker and place in several plastic bags. Long dead, rotting crows should be disposed of in the garbage. Crows, which are freshly dead, should be turned in to the Superintendent of Grounds. They will be turned over to the Fish and Wildlife office for testing.

What is the official U of L Grounds department policy for dealing with the threat of West Nile Virus?

- Long pants must be worn at all times when working on Grounds.
- All employees of the Grounds Department have been given mosquito jackets made of a mesh material, which can be worn at times when mosquitoes are active.
- The Grounds Department supplies insect repellent, which should be used on hands, arms, face, and neck to prevent bites in those areas.
- Long sleeved shirts are recommended to be worn but t-shirts, with at least a 4 inch sleeve, can be worn as long as exposed skin is treated with insect repellent.
- Hats are required to be worn to protect the head from insects and sun/heat.

Compliance with these instructions is a condition of employment.

Safe Use of Insect Repellents

Personal Protective Measures

- Use non chemical methods to reduce mosquito bites:
  - Wear light coloured, long sleeves and pants
  - Stay indoors during peak mosquito activity – dusk and dawn.
  - Consider staying under mosquito netting if outdoors while mosquitoes are active
  - Don't forgo repellent for anti mosquito gadgets, they haven't been proven to reduce bites.

Using in insect repellent

- Read the label before use.
- Use small amounts only on exposed skin or on top of clothing. Do not use under clothing.
- Repeat application only if necessary – biting is occurring.
- Do not use on open wounds, irritated skin or sunburned skin.
- Use in well ventilated areas (not inside a tent) and avoid breathing in spray mists.
- Wash skin with soap and water when you return indoors and protection is no longer needed.
- If you think that you may be sensitive to a repellent, put onto a small area of skin on your arm and wait 24 hours to see if a reaction occurs.
- Repellents with DEET have been used by millions of people world wide for over 30 years. Few adverse reactions have occurred. Reactions can occur if products are not used correctly.

Choosing a repellent

- Use according to need. If you plan to be outdoors for a shorter period of time a lower concentration can be used.
  - 30% DEET provides 6.5 hours protection
  - 15% DEET provides 5 hours of protection
  - 10% DEET provides 3 hours protection
  - 5% DEET provides 2 hours protection.
- Canada's Pest Management Regulatory Agency is evaluating repellents containing citronella and lavender oil. Citronella products registered in Canada give less than one hour protection. Registered lavender oil products give less than 30 minute protection. Citronella based products may also cause allergic reactions.

Use of repellents by age group:

- 12 years of age or older:
  - Products with 30% DEET may be used.

For more information contact your physician or Community Health office in your area

UNIVERSITY OF LETHBRIDGE FACILITIES

HEALTH & SAFETY PROGRAM

STANDARD OPERATING PROCEDURES

AUTO SCRUBBING

PREPARATION OF AREA

Create as much open area as possible by removing such items as trashcans, chairs, and portable furniture. Loose soil should be removed by vacuuming and or dust mopping before using the Auto Scrubber.

INSTRUCTIONS

Place the "Caution - Wet Floor" signs at the edges or entrances of the area.

Move the machine into a corner of the area to be scrubbed. Always keep the brushes/pads and squeegee in the "Up" position when the machine is being moved and is not scrubbing. Plan a pattern, which allows the longest passes and requires the fewest turns.

Lower the brushes/pads and the squeegee, turn on the vacuum, solution, and brushes/pads in this sequence, and begin scrubbing along a wall or edge of the area. ***Scrub as close to a wall as is comfortable, but remember; it is better to leave a small area unscrubbed than to risk damaging the wall or the machine*.**

Continue scrubbing in as straight a line as possible to the end of the area. Approximately six feet before the end of each pass, the solution should be turned off (this prevents a wet corner when turning). The machine should be turned as quickly as possible and the solution turned back on at the end of the turn. Scrub parallel to the previous pass, overlapping it by one to three inches.

Continue this back and forth pattern until all of the open area is scrubbed.

Even with an effective squeegee and vacuum system, it is impossible to get up all of the solution. After an area has been scrubbed, any remaining spots of water may be picked up with a mop/microfibre and wrung into the bucket. Sometimes it is possible to place the mop head on a towel on top of the scrubber with the mop handle pointed safely away from the operator or passers-by. Then, any puddles left by the machine may be picked up by the operator as he goes along and wrung into the mop bucket when his scrubbing pattern brings him conveniently near it.

Some areas are too large to be scrubbed with one tank of solution. Whenever the solution tank must be refilled, the pick-up tank is required to be emptied as well.

RESTRICTIONS ON USE OF THE AREA

After an area has been scrubbed, do not remove -'Caution - Wet Floor" signs, replace furniture, or allow traffic in the area until all spots of water have been picked up with the mop, and the floor is completely dry.

CLEAN-UP

Drain both the solution and pick-up tanks of the scrubber and flush each tank thoroughly with clean, water. Rinse the brushes, brush cover, and squeegee (if there are pads on the machine take the pads off and clean and set aside to dry). Wipe the squeegee and the exterior of the machine dry with a clean cloth. Rinse the mop head thoroughly, wring it as dry as possible, and hang it in the proper tool holder, head down, but with the strings off the floor. Wash the wringer and the bucket inside and outside.

CARE OF WHITE BOARDS

Such boards are the modern replacement for chalkboards. They are long lasting and easy to care for. Proper procedures for cleaning are:

- Wipe down with a clean damp microfibre daily.
- For more complete cleaning, use a mild synthetic detergent solution.
- Use “Expo” to remove adhesive or other stains caused by the use of the wrong kind of markers. Note: Do not use abrasive powder, razor blades, paper towel or anything else that will scratch or damage the smooth writing surface.

CARPET CLEANING, WATER EXTRACTION METHOD

PREPARATION OF AREA

Remove from the area trashcans, and as much furniture as possible. Thoroughly vacuum the entire area with desired vacuum. Isolated stains should be spot cleaned before main area.

INSTRUCTIONS

Shut off the spray about six inches before the end of the stroke. Spray vacuum head should be lifted at the end of the stroke, returned to the original spot where the pass began, and pulled over the same area with the spray shut off. This technique gives each area a minimum of two passes - one with the spray and vacuum, and one with the vacuum only.

After making the passes described above, move the spray vacuum head to the next area to be cleaned and repeat the process.

The degree of overlap and the speed with which the spray vacuum head is moved on the carpet depends on the level of soil. Along walls and baseboards, and other areas receiving little or no traffic, the machine can be moved quickly and with a 2 to 3 inch overlap without leaving streaks. In heavily soiled areas or high traffic areas, the spray vacuum head should be moved more slowly and each pass should overlap the previous one by about 50 percent.

The recovery tank should be watched and emptied whenever the foam gets within two or three inches of the top. If foam or water is allowed to enter the vacuum motor system, serious damage can result to the vacuum motor.

After the entire carpet has been cleaned, it should be allowed to dry approximately four to eight hours and vacuumed with desired vacuum. When vacuuming a carpet after it has been wet cleaned, the final passes with the vacuum over each area should always be in the same direction.

When returning furniture and accessories to a carpeted area, which has just been cleaned, pieces of plastic should be placed under the legs or any part, which touches the carpet. The carpet may still be slightly damp, and subject to stains from rust or dyes.

RESTRICTIONS ON USE OF THE AREA

No traffic is to be allowed until carpet is completely dry.

CLEAN-UP

The recovery tank should be emptied. Any water remaining in the solution tank should be emptied or can be drawn into the recovery tank by placing the spray vacuum head or the vacuum hose into the solution tank and turning on the vacuum. Both the solution and recovery tanks should be rinsed and wiped dry. The vacuum hose, wand, and spray vacuum head should be rinsed out by running clean water through them. All exterior surfaces of the machine, including the electrical cord, should be wiped dry with a clean cloth.

CHALKBOARD CLEANING AND MAINTENANCE

"CHALKING IN" THE CHALKBOARD

Before starting to clean a chalkboard ensure no tripping hazards exist. Always clean a board moving in a forward motion; never by moving backward.

All new chalkboards write and erase with a little more difficulty than they do after they have been in regular classroom use for a period of time. So, in order to get the highest efficiency during the first few days of use and at the same time provide for the greatest amount of trouble-free satisfaction through the years, it is advisable to "chalk-in" the chalkboard.

This "chalking-in" process is very simple and requires little time and effort. The chalkboard should be "chalked-in" before it is written on.

Assuming that all paint or plaster spots, finger marks, room dust, etc., have been removed from the boards proceed as recommended in the following simple step by step instructions.

- Go over the entire chalkboard area with a soft lint-free dust cloth (microfibre) to make certain that there is no moisture on the surface.
- Chalk the entire surface using a piece of pure white medium grade dustless chalk. Use the flat (long) side of the chalk stick and avoid chalk with a glazed surface.
- Work the chalk into the surface of the board, using an all felt eraser for this purpose.
- Repeat Step No. 2 and Step No. 3 again.
- Clean the surface with a good quality dry microfibre or soft cotton cloth. Your chalkboard is now ready to use.

TO GET BEST RESULTS

Use only first quality white medium or soft grade dustless chalk (95% chalk and 5% binder). Do not use colored chalks made for use as an art medium on paper, or regular colored chalk or wax crayon. Such chalks and wax crayons are highly pigmented and will not erase readily from any chalkboard. They leave smudges and "ghost marks" which are almost impossible to remove, and eventually build up an oily film on the surface of the board.

CHALKBOARD CLEANING

Always clean the chalkboard with a soft felt eraser or microfibre mop kept clean and free of accumulated dust.

Occasionally, depending upon the amount of usage and the accumulation of dust and foreign matter left on the board, the chalkboard surface should be washed with a mild household detergent. Rinse with clean clear water. Change rinse water frequently for best results. Dry the board with a clean lint-free cloth (microfibre). Boards must be re-chalked after each washing. After washing allow boards to dry a minimum of 24 hours before re-chalking. Do not wash boards more often than necessary, as excessive washing is not good for the boards.

DAMP MOPPING

MATERIALS

- Neutral or germicidal detergent

EQUIPMENT

- One mop bucket with wheels
- One wringer
- Measuring device if no chemical station.
- One mop handle reaching from the floor to approximately eye level of the user
- One mop head
- "Caution - Wet Floor" signs
- One hand scraper
- One hand scouring pad

AREAS WHERE APPLICABLE

Non-carpeted floors, which have been soiled by general traffic, but are not soiled heavily enough to require wet mopping. Corridors, computer rooms, and lobbies are examples of areas which require damp mopping as a part of a routine floor care program. Areas near entrances, especially in wet weather, will require frequent damp mopping.

PREPARATION OF MATERIALS

Properly attach the mop head to the handle. Fill the bucket with two to four gallons of clean, water. It is more appropriate to use a little water and change it frequently than to mop with dirty water that has lost its detergency.

PREPARATION OF EQUIPMENT

Add the proper amount of detergent for each gallon of water, using the dispensing pump.

NOTE: Always put the water into the bucket before adding the detergent.

PREPARATION OF AREA

Loose soil should be removed by vacuuming or dust mopping before damp mopping.

Place the "Caution - Wet Floor" signs at the edges or entrances of the area.

Dip the mop into the solution and agitate it gently to mix the solution and to saturate the mop head.

Place the mop head in the wringer and wring out the mop.

Outline the area to be mopped by drawing the mop along the baseboard (but not quite touching it). This procedure will help prevent splashing water on the baseboard.

Using a "figure 8" stroke, mop all remaining open areas, particularly traffic patterns. Turn the mop over after every four or five strokes. Re-soak and wring the mop whenever it has collected a noticeable amount of soil.

Stains and spots which are not removed through the normal mopping action should be rubbed with the heel of the mop, if this method is not effective, the hand scraper or scouring pad should be used.

Change the solution in the bucket when it becomes too dirty to be an effective cleaning agent.

RESTRICTIONS ON USE OF THE AREA

Traffic should not be allowed in the area until the floor is completely dry. (Sometimes this is impossible)

CLEAN-UP

Rinse the mop head and scouring pad thoroughly. Wash the wringer and the bucket inside and outside. Wipe the hand scraper clean.

DUST MOPPING

MATERIALS

None

EQUIPMENT

Dust mop assembly
Dust mop head
Counter brush
Dustpan
Hand scraper (putty knife)

NOTE: The size of the dust mop will depend on the area in which it is to be used. An 18" to 24" size is usually best for offices and other congested areas, while the 36" to 48" size or larger may be used in corridors or other large, open areas. Always use the largest mop convenient to the type of area being cleaned.

AREAS WHERE APPLICABLE

Any smooth, non-carpeted floor where soil is not wet or heavy may be dust mopped. Rough floors such as brick, unsealed concrete, or stone should be swept or vacuumed.

PREPARATION OF EQUIPMENT

Place the dust mop head on the mop assembly.

PREPARATION OF AREA

Wet or heavy soil should be removed by sweeping, vacuuming, or spot mopping before dust mopping. Gum or other sticky substances should be removed with the putty knife prior to dust mopping.

INSTRUCTIONS

For open areas, place the dust mop next to the wall and push it in a straight line as far as possible. If light objects, such as trashcans are encountered, hold the mop in place with one hand while moving the object aside with the other. Push the mop over the area where the object was and then replace the object.

At the end of each pass, turn the dust mop without lifting it from the floor and return, overlapping the previous pass by one or two inches. Continue this pattern until the entire area is dust mopped or visible soil begins to accumulate on the front side of the dust mop.

For small, congested areas, such as offices, begin at the door or entrance to the area and push the mop around the outside of the area. Move toward the center, with the last pass sweeping the center of the area and moving back out the door. Do not lift the mop from the floor.

After an area has been dust mopped, or when visible soil appears to collect on the mop, the soil must be collected and the mop head cleaned. To remove the soil which has been collected but does not adhere to the mop, carefully lift the mop head off the floor and lean the mop against the waste collection bag on the cart. Be careful not to let the mop head touch walls, furniture, or other building surfaces. Pick up the soil with the dust pan and counter brush. Dump the soil into a waste container, being sure to hold the pan as low as possible to prevent spreading dust.

The acceptable way in which the soil may be removed from the dust mop head by vacuuming. Gently turn the mop head over, and use the vacuum hose to remove the soil.

CLEAN-UP

When a dust mop becomes too dirty to use again, remove the head and wash it in the washing machine separate from any other cleaning mops or cloths. The dust mop should be properly hung in a tool holder, head down, and with the head off the floor. The dust pan and the hand scraper should be wiped clean.

DUSTING

MATERIALS

None

EQUIPMENT

- Tank or other vacuum with dusting accessories
- Lamb's wool dusting wand, synthetic duster, or dust cloths (3M dust entrap, or swiffer type dusters)
- Utility brush

AREAS WHERE APPLICABLE

Almost all building and furniture surfaces require periodic dusting. Horizontal surfaces typically require dusting on a more frequent basis than vertical surfaces.

INSTRUCTIONS

Dust horizontal surfaces using the duster. Such surfaces include tops of desks, tables, file cabinets, ledges, windowsills, decorative moldings, air conditioning vents, and similar surfaces.

Vertical surfaces include the sides of desks and cabinets, furniture legs, and similar items.

Dust only the cleared areas of desks, cabinets, and shelves. Move the dust wand over the surface with smooth strokes. Avoid shaking or snapping the dust wand to prevent redistributing the soil.

Periodically, lift file bins, telephones, and desk calendars to dust underneath. These items themselves are surfaces to be dusted. The duster is extendible. Use this feature for dusting both high and low areas.

Upholstered furniture, venetian blinds, and other such difficult surfaces should be dusted using the vacuum and the appropriate dusting attachment. Use the utility brush to remove soil from crevices prior to vacuuming.

CLEAN-UP

Vacuum the head of the dusting tool whenever it appears to be dirty, or when the dusting effectiveness noticeably decreases.

The lambswool duster may be washed, using a neutral detergent solution in warm water. Do not use extremely hot water. Rinse well and hang upside down to dry. The duster may be fluffed up by twirling the shaft between the palms of both hands.

University of Lethbridge
Caretaking Services
Standard Operating Procedure

TITLE: GENERAL CLEANING OF LABORATORIES

DATE: September 9, 2010

DATE OF REVISION:

RESPONSIBILITY: Caretaking Manager, Supervisors, and Caretakers; Laboratory Principle Investigators, Supervisors and lab personnel.

PURPOSE:
Due to the unique circumstances and potential hazards that may occur in laboratories, this document has been developed to provide information and instructions to Caretaking staff on how to safely conduct their tasks when working in a laboratory.

PROCEDURE:
The safety and health of all Caretaking Services employees is a priority for the University of Lethbridge and the Facilities Department. It is important that:

1. Caretaking supervisors, together with Principal Investigators (PIs), laboratory supervisors and personnel must ensure that the areas are safe for the caretaking employees to carry out their work. Procedures must be in place to ensure that Caretakers are not put in a position where they have to make a decision **as to whether or not the laboratory is a safe place to conduct their work.**
2. **Caretakers who carry out work in laboratories must be fully aware of the potential hazards and capable** of understanding and following oral and written information and instructions.
3. **Caretaking employees DO NOT remove hazardous waste from laboratories.**
4. **Caretaking employees DO NOT clean up chemical, biological or radioactive spills or spills of known or unknown origin in laboratories.**
5. **Caretaking employees DO NOT clean laboratory benches or sinks. (Note: this is only done by special request and approval by the Caretaking Supervisor/Manager).**
6. **Caretaking employees DO NOT clean fume hoods.** Laboratory staff are responsible for cleaning and decommissioning fume hoods. Facilities shall be contacted to change lights bulbs in fume hoods.

SCOPE:

A laboratory area at the University of Lethbridge may be classified as one or any combination of the following:

1) Chemical Laboratory

Not all chemicals are harmful, but many are, with vastly different effects, such as simple irritation of the skin or lungs, to serious skin burns, or illnesses such as asthma. Specific information can be obtained by contacting the PI responsible for the lab to obtain MSDS and other hazard information.

The primary hazards in chemical laboratories are:

1. The potential for exposure to harmful chemicals, which may cause harm by inhalation, ingestion, or contact, and
2. Working near glassware and other sharps where there is the potential for breakage, cuts and punctures.

2) Biological Laboratory

Biological laboratories routinely work with microorganisms. The University of Lethbridge biological laboratories are classified as Containment Level One (CL1) labs using Risk Group 1 microorganisms. The hazards in biological laboratories are similar to those found in chemical laboratories but with the addition of the potential for exposure to microorganisms. **Note that Risk Group 1 microorganisms are unlikely to cause disease in healthy workers or animals. (See Appendix 1 for a description of Risk Groups and Containment Levels).**

3) Radiation Laboratory

The hazards may include those in chemical and/or biological laboratories, with the addition that work with some form of radioactive material, or radiation emitting equipment, is also undertaken. The University of Lethbridge Radiation Safety Program provides specific signage, standard operating procedures and training for Caretakers entering labs where radioisotopes may be used. (See References – Radiation Safety Manual).

4) Undergraduate teaching laboratory and clinical areas (Health Centre) may have unique hazards (See Responsibilities – Laboratory Supervisor # 2 – 4). The level of service required and/or space arrangements should be made between the Caretaking Manager and the Lab Supervisor.

5) Instrumentation Laboratories may have unique hazards (see Responsibilities – Laboratory Supervisor # 2 – 4). The level of service required and/or space arrangements should be made between the Caretaking Manager and the Lab Supervisor.

RESPONSIBILITIES:

Caretaking Supervisors and personnel, and Laboratory PIs, Supervisors and personnel must exercise their individual responsibilities in order to ensure the health and safety of all.

Caretaking Supervisors:

1. Shall establish an open line of communication with Laboratory Supervisors to ensure that health and safety matters relevant to the Caretaking staff are appropriately communicated.
2. Shall ensure that an appropriate and comprehensive orientation is provided to all Caretaking staff that includes the guidelines and procedures in this document and emphasizes the importance of adhering to these. Supervisors shall discuss this with staff when they first start work in the laboratories and at regular intervals thereafter (refreshers) or if the nature of the work changes.
3. Shall ensure all Caretaking employees working in laboratories have attended WHMIS and Lab Safety for Caretakers training sessions as provided by Risk and Safety Services, and are familiar with this document before commencing work in laboratories.
4. If required, any immunization requirements for Caretaking staff to work in an area must be clearly outlined and communicated by the Caretaking Supervisor and/or Manager.

Caretaking Employees:

1. Shall follow the oral and written instructions provided by their Supervisor and/or Manager and as outlined in the Procedures and Precautions sections below.
2. Shall report any accidents and incidents as outlined in the Precautions section below.
3. Shall wear Personal Protective Equipment (PPE) as instructed by their supervisor and outlined in the PPE and Procedures sections below.
4. Shall attend WHMIS and Lab Safety for Caretakers training and be familiar with this document.

Laboratory Supervisors:

Laboratory Supervisors are responsible for employees working in their labs and should monitor and review the arrangements in place with Caretaking Supervisors to ensure that these are effective in ensuring safe working conditions. Lab Supervisors shall ensure that:

1. Appropriate procedures are defined for hazardous waste disposal for their lab areas in accordance with University of Lethbridge guidelines (see References – U of L Hazardous Waste Disposal Guidelines).
2. All laboratory personnel are trained in and follow these procedures. Some site-specific issues that may require special attention are identified in the Responsibilities section for laboratory personnel.
3. When necessary, relevant additional information and instruction, which may vary depending on the specific nature of the work in the area, shall be provided to the Caretakers and the Caretaking Supervisors. It may be necessary to develop special procedures, entrance requirements, or PPE. In some cases it may be necessary for laboratory staff to be in attendance while these labs are

cleaned in order to ensure an appropriate level of safety and to provide assistance in the event of accidents or incidents.

Laboratory Personnel

Laboratory personnel (supervisors, technicians, students) are responsible for ensuring that no hazardous items have been left in areas where there is the potential for a Caretaker to inadvertently come into contact with or compromise his/her health or safety. This includes the following:

1. Bottles of chemicals and/or chemical waste must not be stored on the floor and must be stored only in approved chemical storage areas.
2. All spills must be cleaned up immediately.
3. Appropriate sharps containers must be used and disposed of as required by the University guidelines and procedures. (See References - U of L Hazardous Waste Disposal Guidelines). Lab personnel shall ensure that the following precautions are taken:
    a. Wherever possible, specialized heavy duty commercially available "BROKEN GLASS" disposal cartons shall be used for disposal of non-contaminated broken glass. These are available from Caretaking Services (Contact the Caretaking Manager at 2060). If these are unavailable, plastic-bag-lined cardboard boxes may be used. Lab staff should ensure that the box is securely taped shut and clearly labeled as "BROKEN GLASS".
    b. Sharps and broken glass boxes must not be over-filled as this may increase the risk of a sharps injury and/or contamination if the Caretaker needs to move the box while cleaning.
4. Any small, working amounts of chemicals, that may be within the laboratory should be securely closed and labeled. Stock chemicals should never be left on the open bench.

LABORATORY CLEANING PROCEDURE:

Caretaking Employees:

1. **Basic Daily Activities for Regular Laboratory Cleaning:**
   - REMOVE REGULAR GARBAGE DISPOSED OF IN WASTE CONTAINER WITH A BLACK LINER. Note: Radioisotope and biological waste will be labeled as such and must not be touched. Autoclaved biological waste is placed in specially marked containers and is safe to remove (see Appendix 2 for samples of labels).
   - SPOT CLEAN FLOORS
   - SPOT CLEAN WALLS AND DOORS
   - CLEAN WHITE BOARDS/CHALKBOARDS

2. **Additional Activities:**
   - SWEEP, DUST MOP FLOORS ---------- WEEKLY
   - WASH FLOORS ----------WEEKLY
   - CLEANING OF WASTE CONTAINERS ----------MONTHLY
   - STRIP AND REFINISH FLOORS ----------ANNUALLY, IF REQUIRED
   - DUST WINDOW SILLS** ----------QUARTERLY

****** It is the responsibility of the Lab Supervisor to ensure that the entire window sill is cleared of all items and that the Caretaker will have safe access to the area.

PRECAUTIONS:

Caretakers can ensure their health and safety while carrying out their duties in laboratories by adhering to the following:

1. Safety first; **if you have any doubts whatsoever that it is safe to start or continue work, you should not continue until the matter has been clarified. Report your concern to your Supervisor/Manager** and wait for instructions.

2. Extra caution must be taken when emptying waste containers in laboratories. **Do not put your hands into waste containers.** Although laboratory personnel should not dispose of hazardous waste in the regular garbage, such items as syringes, glass or other sharp objects may sometimes be accidentally discarded in waste containers, creating a potential hazard to the Caretaker.

3. Use good basic personal hygiene:
   - **Wash your hands regularly;** always after you have finished work or before starting a break.

   Never put anything in your mouth while you are in the laboratory. This includes pens, pencils, tools, cables, fingers etc.

- **Do not touch your eyes, nose or any mucous membrane in order to avoid accidental exposure.**
- **Do not eat, drink, or apply cosmetics in the laboratory.**
- **Do not take food, drink, overcoats etc. into the laboratory.**

4. **Do not touch anything while in the laboratory unless you have been told that it is safe to do so by your Supervisor and is required to carry out your work.** Do not touch anything on the benches (countertops) and only move things on the floor if you have been told it is safe for you to do so. Do not place any items from the floor onto lab benches, such as chairs, waste containers, bottles, boxes etc.

5. **Never attempt to clean up unknown material,** no matter how harmless it may seem (i.e. many hazardous chemicals may look like water, but can damage your eyes, skin, or lungs.) If there is a spill, **call the Security 24 hour emergency number 329-2345** to initiate the Chemical Release Procedure. Also alert the laboratory staff, if possible.

6. **Immediately report any accidents or incidents** to laboratory personnel and your Supervisor (including if anything is leaking or knocked over). If you experience a personal injury (e.g. chemical exposure, cut) you must **inform your Supervisor immediately**. Near misses must also be reported. **In all cases, an on-line Campus Accident Incident Report (CAIR) must be completed and is available at this link: https://www.uleth.ca/hum/riskandsafetyservices/cair/**

PERSONAL PROTECTIVE EQUIPMENT (PPE)

1. Required personal protective equipment must be worn when required or instructed by your Supervisor (i.e. safety footwear, eyewear, gloves).

2. Always wear gloves provided by Caretaking Services during the cleaning and disinfecting procedures. **Replace gloves every time when punctured or contaminated.**

REFERENCES:

1. University of Lethbridge Caretaking Services Safety Manual
2. University of Lethbridge Lab Chemical Safety Manual*
3. University of Lethbridge Biosafety Manual and Biohazardous Waste Disposal Guidelines*
4. University of Lethbridge Radiation Safety Manual*
5. University of Lethbridge Hazardous Waste Disposal Guidelines*
6. Laboratory Biosafety Guidelines

http://www.phac-aspc.gc.ca/publicat/lbg-ldmbl-04/index-eng.php

*Available on the Risk and Safety Services webpage: http://www.uleth.ca/hum/riskandsafetyservices

REVIEW:

This procedure shall be reviewed at minimum every three (3) years or as required. The next review is scheduled for January 2013.

POST:

This procedure is to be posted on the safety board in every Caretaking J-room. Copies of this procedure will be made available to every Caretaking Services employee working in laboratories at the University of Lethbridge and circulated to departments with laboratories.

Cc. Risk and Safety Services
Joint Worksite Health and Safety Committee
Department Heads of relevant areas

Appendix 1

The University of Lethbridge Biosafety Committee has designated that all research with biological material complies with Health Canada's "Laboratory Biosafety Guidelines". These guidelines have classified organisms into **Risk Groups 1 – 4**, according to the relative personal and environmental hazard of the organisms. Additionally, the guidelines provide the end users with a description of the minimum containment required for handling the organism safely in a laboratory setting **(Containment Levels 1 – 4)** and includes recommended engineering, operational, technical and physical requirements for manipulating the organism. **Note: there are no Containment Level 2, 3 or 4 labs at the University of Lethbridge.**

Risk Group 1 (low individual and community risk)

Any biological agent that is unlikely to cause disease in healthy workers or animals.

Containment Level 1 (CL1)

This applies to the basic laboratory that handles agents requiring containment level 1. CL1 requires no special design features beyond those suitable for a well-designed and functional laboratory. Biological safety cabinets (BSCs) are not required. Work may be done on an open bench top, and containment is achieved through the use of practices normally employed in a basic microbiology laboratory.

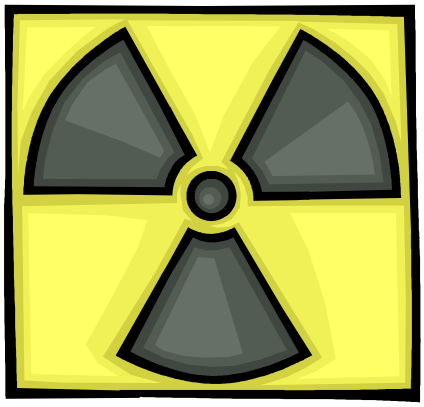
Risk Group 2 (moderated individual risk, low community risk)

Risk Group 2 organisms include any pathogen that can cause human disease but, under normal circumstances, is unlikely to be a serious hazard to laboratory workers, the community, livestock or the environment. Laboratory exposures rarely cause infection leading to serious disease; effective treatment and preventative measures are available, and the risk of spread is limited.

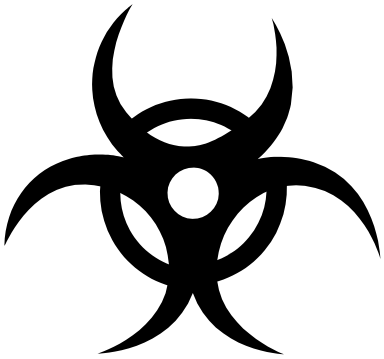
Containment Level 2 (CL2)

This applies to the laboratory that handles agents requiring containment level 2. The primary exposure hazards associated with organisms requiring CL2 are through the ingestion, inoculation and mucous membrane route. Agents requiring CL2 facilities are not generally transmitted by airborne routes, but care must be taken to avoid the generation of aerosols (aerosols can settle on bench tops and become an ingestion hazard through contamination of the hands (3) or splashes. Primary containment devices such as BSCs and centrifuges with sealed rotors or safety cups are to be used as well as appropriate personal protective equipment (i.e., gloves, laboratory coats, protective eyewear). As well, environmental contamination must be minimized by the use of hand washing sinks and decontamination facilities (autoclaves).

APPENDIX 2



RADIATION TREFOIL SYMBOL



BIOHAZARD SYMBOL

CLEANING RESTROOMS
(Sinks, Urinals, Commodes, Floors, and Partitions)

MATERIALS

- Germicidal detergent
- Glass Cleaner
- bowl cleaner
- Graffiti remover
- Paper towels (if air dryers are not installed)
- Hand Soap
- Toilet Tissue
- Garbage Bags
- Waxed Bags

EQUIPMENT

- Microfibre Cleaning cloths
- Toilet Bowl Swab
- Spray bottle
- Rubber gloves/nitrile gloves
- Goggles
- Mopping outfit
- Push broom/vacuum
- safety glasses
- “Out of Order” sign/ “Closed for Cleaning sign

AREAS WHERE APPLICABLE

- All restrooms, as well as locker rooms, theatre dressing rooms, and medical areas where restroom facilities or washroom fixtures are provided

PREPARATION OF MATERIALS

Prepare a mopping solution of germicidal detergent in a mop bucket. From the bucket, fill the spray bottle.

PREPARATION OF AREA

Place out of order sign in front of door. Knock on door prior to entering the restroom to determine if it is being used. If no one is in the restroom prop the door open, or post a sign indicating that the restroom is being cleaned and should not be used.

Perform all other tasks that need to be done prior to cleaning the fixtures and floor. Such tasks include:

- Emptying all trash and feminine napkin receptacles.

- Re-lining all receptacles with garbage bags or waxed bags as required.
  NOTE: Do not at any time reach into feminine napkin receptacles. Remove and dispose of the liner. If there is refuse remaining in the receptacle after the liner has been removed, open the receptacle door on the bottom if applicable. A container can be placed under the receptacle before opening the bottom door to catch the refuse.
- Filling all dispensers as required: i.e. toilet paper, towels, and soap
- Damp wiping dust-collecting surfaces such as the tops of mirrors, ledges, etc.
- Sweeping, vacuuming or dust mopping of floors.
- Cleaning mirrors and stainless steel

INSTRUCTIONS

Basins

Normally, the first fixtures to be cleaned are the basins. Begin by spraying the interior of all the basins with germicidal solution from the spray bottle. Go back to the first one, and wipe the interior with the microfibre cloth to remove obvious soil. Also wipe the hardware and the outside of each basin.

Turn on the water to rinse the microfibre cloth and the basin. Disinfect counters at the same time. Continue until all of the basins and counters have been cleaned. Wipe the hardware dry with a clean cloth to prevent water spotting.

Any stains, which were not removed in this process, should be removed using the safe acid cleanser. Pour a small amount of the cleanser on the cloth and rub the spot. Be sure to rinse the microfibre and the sink thoroughly after using safe acid cleanser.

Periodically damp wipe the underside of the sink and any exposed piping with the microfibre cloth and germicidal detergent.

Standard water Urinals

In men's restrooms, the next group of fixtures to be cleaned is the urinals. Spray a liberal amount of germicidal detergent into each one.

Also spray the flush handle, the exterior, and underside of the urinals as well as the walls above and around the urinals. Go back to the first one and use the bowl swab, to swab the interior, especially under the flush rim, along the sides, and under the front rim.

Flush the urinal several times to rinse the bowl mop.

Use a microfibre to wipe the flush handle, the exterior, and the walls. This microfibre should be a different color than the one used on the basins and other areas in the restroom. It should only be used on urinals, commodes, and the areas around them.

Before leaving the urinals, dry all metal surfaces with a microfibre cloth to prevent water spotting.

Commodes

Commodes are cleaned in basically the same manner as the Urinals. Since each commode is in a stall, it is usually more efficient spray them all, as was done with the basins and urinals.

Spray the walls, flush handle, and the top of the seat first.

Then raise the seat and spray the underside, the interior, and the rim.
Use the bowl mop to swab the interior, beginning under the rim, then flush the commode and follow the water down into the drain area.

Using a microfibre lower the seat and wipe it and the remainder of the fixture. Use a microfibre to wipe the rim and the bottom of the seat Walls and partitions should also be wiped using a microfibre pad on an extension pole to the smallest setting the smaller mop head work best washing the walls from bottom to top.

Before leaving the stall, dry the top of the seat and the bright metal surfaces to prevent water spotting. Wipe The lower portion of floor mounted units, or the underside of wall mounted fixtures. Wipe both sides of the stall door as you leave.

Graffiti should be removed as soon as it is found. Try the germicidal detergent first, but if the stain is persistent, use the graffiti remover.

On occasion or as required, it will be necessary to clean commodes and urinals with safe acid bowl cleaner to remove scale and rust buildup this normally happens over the holidays when no-one or very little usage.

Flush the fixture and wet the bowl mop. Pour a small amount of safe acid bowl cleaner on the mop, not on the fixture or in the water.

Pouring it in the water will merely dilute it and cause it to be less effective.

With the cleaner on the mop, scrub the interior of the fixture, paying particular attention to the flush rim and around the edges. Scrub until all evidence of rust and scale is removed.

On a weekly basis all partitions are to be washed with a disinfectant solution.

Monthly disinfect the inside and outside of all garbage containers.
Wash the floor with a disinfectant solution. Turn out lights when leaving. When floor is completely dry the “Closed for cleaning” sign may be removed.

SCRUBBING FLOORS

MATERIALS

- Neutral detergent

EQUIPMENT

- Two mop buckets with wheels.
- One (or two) wringers
- Two mop handles, reaching from the floor to approximately eye level of the user
- Two mop heads, 24-ounce (a lighter or heavier mop head may be used if it better suits the physical characteristics of the user)
- "Caution - Wet Floor" signs
- One hand scraper (putty knife)
- One hand scouring pad (not steel wool)
- Measuring device
- Single disc floor machine
- Stripping pad or brush

AREAS WHERE APPLICABLE

Any non-carpeted floors other than pedestal-type floors and computer areas, or unsealed wooden floors may be machine scrubbed. Restrooms and locker rooms are examples of areas which are frequently machine scrubbed.

PREPARATION OF EQUIPMENT

Properly attach the mop heads to the handles. Fill one bucket approximately half full of clean, water. Attach the driving block and the scrub brush or scrubbing pad to the floor machine.

PREPARATION OF MATERIALS

Add to the bucket of water the proper amount of detergent for each gallon of water. Read the label to determine the right amount, and use the dispensing pump/ chemical station to measure it accurately.

PREPARATION OF THE AREA

Create as much open area as possible by moving items such as trashcans, chairs, and portable furniture. All loose soil should be removed by sweeping, vacuuming, or dust mopping before scrubbing.

INSTRUCTIONS

Place the 'Caution - Wet Floor" signs at the edges or entrances of the area.

Dip the mop into the solution and agitate it gently to mix the solution and to saturate the mop head. Place the mop head in the wringer and press down gently. Apply solution to the edges of the area by pulling the mop slowly along, but not quite touching, the baseboard.

After solution has been applied to the edges of the area, use a "figure 8" stroke to apply solution to the open areas of the floor. DO NOT FLOOD THE FLOOR. Turn the mop after every four to five strokes. Re-soak the mop whenever it appears to be leaving too little solution on the floor.

Allow the solution to stand for three to four minutes.

Following the same pattern in which the solution was put down, go over the entire area with the floor machine, overlapping each previous arc by approximately one-half the width of the scrubbing pad.

After the area has been scrubbed, use a dry mop to absorb the solution. After several passes with the mop, place it in the wringer of the second bucket and wring it as dry as possible.

NOTE: In larger areas, a wet/dry vacuum or auto scrubber may be effectively used to pick up the dirty solution.

If the floor is heavily soiled, dump and rinse the solution bucket and fill it with clean water. Rinse one of the mops in this clean water, but wring it out in the other (dirty water) wringer.

RESTRICTIONS ON USE OF THE AREA

Do not remove "Caution - Wet Floor" signs, replace furniture, or allow traffic in the area until the floor is completely dry.

CLEAN-UP

Rinse the mop heads and the scouring pads thoroughly. Wring the mops as dry as possible and hang them in the proper tool holder, head down, but with strings off the floor. Wash the wringers and buckets inside and out. Wipe the hand scraper clean. Remove the scrub brush or scrubbing pad from the floor machine and clean it thoroughly. Wipe the exterior of the floor machine and the cord with a clean cloth and store it in the proper position with the cord properly wound around the hooks on the machine. If a wet/dry vacuum was used, it should be emptied and rinsed out thoroughly. Remember to rinse the hose, wand, and floor tool. Wipe the cord and the exterior of the vacuum with a clean cloth.

SEALING CONCRETE FLOORS

MATERIALS

- Concrete sealer
- Neutral detergent

EQUIPMENT

- Floor machine with scrubbing brush or pad
- Wet/dry vacuum with wet pick-up head
- 24-oz. finish mop head
- 24-oz. mop head
- Two mop buckets and wringers
- Dust mop, vacuum or broom
- Putty knife
- Floor squeegee
- "Caution - Wet Floor" signs -

AREAS WHERE APPLICABLE

All concrete floors where maintainability and appearance are important. The sealer helps prevent powdering on concrete floors, and provides a hard, less porous base coat where floor finishes are required. A sealer helps prevent staining. Sealer may also be applied to the grout between tiles on quarry or ceramic tile floors.

PREPARATION OF MATERIALS

Sealing solution using the directions and strength indicated on the sealer container (normally no dilution).

PREPARATION OF AREA

Place "Caution - Wet Floor" signs at the entrances to the area. Thoroughly sweep, dust mop, or vacuum the floor to be sealed. Remove stubborn deposits with the putty knife. Apply strong neutral detergent solution to the floor with the mop. Scrub the floor using the floor machine and a scrubbing brush or pad. Pick up with wet vacuum. Rinse with clean water and allow drying.

INSTRUCTIONS

Apply the sealer using the finish mop. Press in wringer until the sealer does not drip. Do not wring dry.

Start in one corner and place the mop next to, but not quite touching, the baseboard or wall. Outline an area of about 100-200 square feet, then fill in with a -, figure S" stroke. The result should be a thin coat of sealer, evenly spread. Allow to dry (approximately one-half to one hour depending on Manufacturers directions may take longer depending on air flow and humidity).

Apply a second and third coat to the floor. (no more than three coats in a 24hour period.)

RESTRICTIONS ON USE OF THE AREA

No traffic may be allowed to enter the area until the entire process is complete and the floor is properly dried. Use caution tape to close areas if necessary.

CLEAN-UP

Wash all equipment thoroughly. Hang mop head down to dry. Store all equipment and tools properly.

SPOT CLEANING WALLS AND OTHER HARD SERVICES

MATERIALS

- Detergent solution in a plastic spray bottle
- Clean water in a plastic spray bottle
- Graffiti remover

EQUIPMENT

- Clean microfibre cloths and/or white sponge

AREAS WHERE APPLICABLE

Non-fabric, above-floor surfaces, which are frequently touched, are the most common areas which require spot cleaning. Areas around wall switches, elevator buttons, push plates on doors, and wall areas near telephones and copy machines are examples of areas where frequent spot cleaning is required.

PREPARATION OF EQUIPMENT

Dampen one of the cloths or sponges with clear water and wring it as dry as possible.

PREPARATION OF MATERIALS

If a properly diluted detergent solution is not already available in a spray bottle, the solution must be mixed. Fill the spray bottle about 3/4 full of water (16 ounces) and add the appropriate amount of detergent. Remember dilution directions on most detergents are given in ounces of concentrate per gallon of water. The amount of concentrate used must be measured accordingly.

INSTRUCTIONS

If the soiled area is non-electrical, spray the area with a small amount of detergent solution and wipe with a damp cloth or sponge.

Never spray solution directly onto a switch, elevator call button, or other electrical device. For these areas, spray a small amount of detergent solution onto a dry microfibre cloth or sponge and use it to clean the soiled area.

For graffiti-type marks (crayon, felt-tip marker, ink, etc.) try the detergent first. If that fails, use a graffiti remover, if available. Rinse with clear water, and dry.

RESTRICTIONS ON USE OF THE AREA

None

CLEAN-UP

Rinse and wring dry all cloths and sponges.

SPOT CLEANING CARPET

MATERIALS

- Carpet spotter
- Gum remover aerosol

EQUIPMENT

- vacuum
- Attachments for vacuum (for upholstered furniture)
- Utility brush
- Clean, absorbent cloths cotton preferably.
- Putty knife

AREAS WHERE APPLICABLE

All carpeted floors and carpet type entrance mats may occasionally receive spills, tracked-in soil, chewing gum, or similar spots. It is important to remove these spots as soon as possible. Upholstered furniture may be spot cleaned using these methods.

PREPARATION OF MATERIALS

Carpet spotting foam will generally be used and requires no preparation. If the aerosol is not available, satisfactory results may be obtained using a spray bottle of regular carpet shampoo and water. Mix according to manufacturer's directions.

PREPARATION OF AREA

Blot as much of the spilled material up as possible, using a clean cloth. Be careful not to rub the spot into the carpet or spread it over a larger area.

INSTRUCTIONS

Spray the spot with the spot remover or with the shampoo. If shampoo is used, be careful not to over wet the carpet.

Use the utility brush to brush the spotter deep into the fibers. Always brush toward the center of the spot to avoid spreading the stain.

INSTRUCTIONS

Blot the excess shampoo or spot remover with the clean cloth and allow it to dry thoroughly.

Vacuum the area to remove the soil and dried spotting material and to restore the pile appearance.

Chewing gum and other sticky substances may be removed by freezing them with an aerosol gum remover. Spray the material with the gum remover until it appears to be frozen around the edges.

Allow a few seconds after spraying for the remainder of the gum to freeze. It will appear "frosty" all over the surface.

Strike the frozen gum with the handle of the putty knife or a spoon to break it into small pieces.

The small pieces may then be scraped from the carpet with the blade of the putty knife or the side of the spoon.

RESTRICTIONS ON USE OF THE AREA

Block the area where spot cleaning has occurred until it is completely dry.

CLEAN-UP

Rinse out any cloths used and hang them up to dry. Rinse the utility brush.

SPOT CLEANING GLASS

MATERIALS

- Glass cleaner solution in a plastic spray bottle
- Several clean, dry microfibre cloths.

AREAS WHERE APPLICABLE

Any glass surface, which is likely to be touched by someone. Glass doors, mirrors, and glass partitions are examples of areas which require frequent spot cleaning. In addition, glass cleaner may be used for routine cleaning of most polished metal surfaces, since it does not streak such as elevators and water fountains after being disinfected.

PREPARATION OF MATERIALS

If glass cleaning solution has not already been mixed in the plastic spray bottle, this must be done. Fill the spray bottle approximately 3/4 full of water (16 ounces) and add the appropriate amount of glass cleaning concentrate. Remember instructions for the proper dilution are usually given in terms of ounces per gallon. Spray bottles 3/4 full hold 1/8 of a gallon, and the amount of concentrate should be measured accordingly.

PREPARATION OF AREA

If spot cleaning is being done on a glass door in a high traffic area, it may be necessary to prop the door open so that the cleaning process and the flow of traffic will not interfere with each other.

INSTRUCTIONS

Spray visibly soiled areas with a small amount of glass cleaning solution. Avoid spraying so much solution that it begins to run or drip. For small amounts of soil spray the glass cleaner directly onto the microfibre cloth.

Wipe the area with a dry cloth or dry paper towel.

INSTRUCTIONS

Be sure to wipe off any cleaner which may have dripped or been sprayed on frames or other non-glass materials which border the area being cleaned. (If not cleaned off stainless steel immediately it may stain)

CLEAN-UP

Rinse and wring dry any cloths which are used. If the glass cleaning solution is to be left in the plastic spray bottle for future use, be sure that the bottle is properly labeled before it is stored. Always put dirty microfibers in the bucket for laundering.

SPOT DAMP MOPPING

MATERIALS

- Neutral detergent or germicidal detergent, depending on the area type.

EQUIPMENT

- One mop bucket with wheelsOne wringer
- One mop handle, reaching from the floor to approximately eye level of the user
- One mop head
- "Caution - Wet Floor" signs if this warning is not printed on the mop bucket
- One hand scraper (putty knife)
- One hand scouring pad (not steel wool) -
- Measuring device

AREAS WHERE APPLICABLE

Non-carpeted floors, which are subject to soiling from sources other than traffic. Lounges, vending areas, and corridors, which are frequently soiled by spills are examples of these types of areas. Spot mopping may also be used where isolated soil occurs as a result of leaks in equipment such as around water fountains, radiators, vending machines, etc.

PREPARATION OF EQUIPMENT

Properly attach the mop head to the handle. Fill the mop bucket with two to four gallons of clean, water.

PREPARATION OF MATERIALS

Add detergent according to the dilution instructions on the label, using the dispensing pump. One full push on the pump delivers one ounce of detergent. NOTE: Always put the water into the bucket before adding the detergent or cleaner-disinfectant. Do not use too much detergent or cleaner-disinfectant. To do so is wasteful, can weaken the floor finish, and can cause a film or buildup on the floor, which makes it more difficult to clean the next time.

PREPARATION OF AREA

Loose soil, should be removed by sweeping, vacuuming, or dust mopping before spot mopping.

INSTRUCTIONS

Dip the mop into the solution and agitate it gently to mix the solution and to saturate the mop head.

Place the mop head in the wringer and wring it nearly dry.

Mop the soiled area until all visible soil has been removed.

Stains and scuffs which are not removed by normal mopping, should be rubbed with the heel of the mop or a white or red scrub pad to not damage the floor finish or flooring.

After each spot of obvious soil has been cleaned, dip, agitate, and wring the mop and move to the next soiled area.

RESTRICTIONS ON USE OF THE AREA

Avoid walking directly on those spots, which have been mopped until the floor is completely dry.

CLEAN-UP

Rinse the mop head and the scouring pad thoroughly. Wring the mop as dry as possible and hang it in a proper tool holder, head down, but with the strings off the floor. Wash the wringer and the bucket, inside and outside. Wipe the hand scraper clean.

SPRAY BUFFING

MATERIALS

- Suitable polymer floor finish
- Neutral detergent

EQUIPMENT

- Single-disc floor machine
- Thick spray buffing pad (open weave) White or Red
- Driving block or pad holder
- Pistol grip spray bottle
- Hand scouring pad (not steel wool)
- Measuring device
- Caution wet floor signs

AREAS WHERE APPLICABLE

Any floor coated with a synthetic polymer floor finish can be spray buffed. Traffic patterns, places under desks and tables where people rub their feet on the floor, and areas just inside doors where people pivot after entering a room or building are examples of areas where spray buffing can be particularly helpful.

PREPARATION OF EQUIPMENT

Unwind the cord, but do not plug it in until you are ready to start spray buffing. Check to be sure that the cord is in good condition. Gently lean the machine back on the handle and install the pad holder. Remove the pad center, but keep it with you. Center the buffing pad on the pad holder.

PREPARATION OF MATERIALS

Prepare the spray buff solution by mixing half floor finish with half water. Mix the spray buff solution in the spray bottle. Spray some solution into the sink and adjust the nozzle rinse the sink after. The proper adjustment will produce a stream rather than a fine spray.

As much soil as possible should be removed by dust mopping, spot mopping, or auto-scrubbing before spray buffing is begun. Place caution wet floor signs in the area that you are spray buffing.

Place the cord over one shoulder to prevent tripping.

INSTRUCTIONS

Begin spray buffing by spraying a small amount of the solution onto the floor in front of the floor machine. Avoid spraying too much solution onto the floor, as the pad will become wet and begin to grab.

Buff back and forth across the area which has been sprayed, allowing each arc to overlap the previous one by approximately one-half the width of the pad.

Repeating these steps, work forward until the entire worn area has been spray buffed.

Do not spray solution onto areas which cannot or should not be spray buffed because they are too close to a wall or other obstructions. Do not spray solution onto parts of the floor where people do not walk and the floor finish is not worn off. Spraying onto these areas will cause an undesirable buildup of floor finish, and will cause the floor to require stripping sooner than would otherwise be necessary.

When black marks or scuffs are found on the floor which are not removed by normal spray buffing, spray the spot with a neutral detergent mixed to proper dilution and rub it with the pad center. The pad can be dropped on the floor and moved with the foot. Before the solution dries, buff the spot with the floor machine until the stain is removed and the appearance of the floor is restored. When the pad becomes loaded, turn it over, or replace it with a clean pad.

After an area has been spray buffed, vacuum the floor completely to remove floor finish dust which may have been generated during the spray buffing process.

CLEAN-UP

Remove the pad and pad holder before returning to the storage area. Place them on the maching handles to aid in transporting all materials.

Thoroughly clean the machine with neutral detergent and a cloth or sponge. Cleaning time can be reduced, by wiping the cord with a damp cloth as it is rewound on the machine, before bringing it back to the storage area. This is also a good way to check for nicks and breaks in the cord.

If the spray buff solution will be used the next day, and if there is sufficient solution for the next day's work, remove the nozzle and clean it by immersing the dip tube in hot water and spraying it into the sink. Rinse and wipe the head and replace it in the spray bottle without any further spraying.

If the spray bottle does not contain enough solution, or if it will not be used for several days, pour out the solution and rinse and refill the bottle with hot water. Spray the solution into the sink to clean the nozzle.

Buildup on the pad can be removed with a stiff brush or by using the pad center. Thoroughly rinse the pad in hot water, shake out excess water, and hang the pad to dry over the sink.

Store the pad holder in a manner to protect the pad-holding surface from damage. DO NOT LEAVE THE PAD HOLDER ON THE MACHINE.

Store the machine in an upright position, with the cord properly wound on the handle or hooks provided.

STRIPPING WAXED OR FINISHED FLOORS

MATERIALS

- An appropriate floor stripping concentrate
- Neutralizer/Conditioner

EQUIPMENT

- Two mop buckets with wheels
- Two wringers
- Two mop handles, reaching from the floor to approximately eye level of the user
- Two mop heads, 24-ounce (a lighter or heavier mop head may be used if it better suits the physical characteristics of the user)
- "Caution - Wet Floor" signs
- One hand scraper (putty knife)
- One hand scouring pad (not steel wool)
- Measuring device
- One single-disc floor machine with stripping pad
- One wet/dry vacuum

AREAS WHERE APPLICABLE

All floors coated with synthetic floor finishes or waxes.

PREPARATION OF EQUIPMENT

Assemble all equipment in the area to be stripped. See that buckets, wringers, and mop heads are thoroughly clean. Properly attach the mop heads to the handles. Fill each bucket with about five gallons of clean, COLD WATER.

PREPARATION OF MATERIALS

Add to one bucket the proper amount of stripper. Read the label follow manufactures instructions.

PREPARATION OF AREA

All loose soil should be removed by a thorough vacuuming before stripping. Gum or sticky soil should be removed with the hand scraper or scouring pad. Remove as many pieces of furniture from the area as possible.

INSTRUCTIONS

Place “Caution - Wet Floor” signs at the edges or entrances of the area.

Dip the mop into the solution bucket and apply a liberal amount of solution to an area, the size of which can be stripped, and the residue vacuumed up before drying; but do not flood the floor.

Beginning in a corner of the area, draw the mop slowly along, but not touching, the baseboard. After stripping solution has been applied to the perimeters of the area it can be applied to the open areas of the floor using a "figure 8" stroke with the mop. Allow the solution to stand for five to ten minutes. Beginning in a corner, use the low speed buffer with a stripping pad (depending on build up of old finish may require a blue, black, or high pro pad) go over the entire floor with overlapping arcs. Pick up all solution with a wet / dry vacuum. Ensure that a wet filter is used in the vacuum. Allow the floor to dry. If any areas appear to be drying before the solution is picked up with the vacuum, apply additional solution to those areas and using the buffer re-strip that particular area. Then remove the sludge with the wet vacuum. Rinse the floor with clear water. Using the clean mop, and following the pattern in which the solution was put down, apply the clear water to the entire floor. Allow floor to dry completely.

NOTE: If a wet / dry vacuum is not available, stripper solution may be picked up with a mop, wringer, and bucket instead.

RESTRICTIONS ON USE OF THE AREA

Do not remove "Caution - Wet Floor-' signs, replace furniture, or allow traffic in the area until the new finish has been applied to the floor and allowed to dry.

CLEAN-UP

Rinse the mop heads thoroughly. Wring the mops as dry as possible and hang them in proper tool holders, head down, but with the strings off the floor. Wash the wringers and the buckets inside and outside. Empty and thoroughly rinse out the wet/dry vacuum, including the hose, wand, and floor tool. Store the head by laying across the top of the open tank so motor and tank will dry.

Remove the stripping pad and rinse it in the floor sink until it is completely clean. Hang over sink and allow to air dry.

Wipe the exterior of the vacuum and the floor machine and the electrical cords with a clean cloth. Store the machines in the proper location with the cords properly wound on the hooks on the machine.

SWEEPING

MATERIALS

- None

EQUIPMENT

- Push broom or straight broom (the straight broom is usually more convenient for sweeping small areas and stairwells)
- Counter brush
- Hand scraper (putty knife)
- Dust pan
- Waste container

AREAS WHERE APPLICABLE

Smooth floors where soil is heavy or wet; usually around entrances, heavily used lobbies, vending areas, etc. Areas subject to tracked-in dirt during bad weather; stairwells, restrooms, and other areas with rough floors, such as unsealed concrete.

PREPARATION OF AREA

Create as much open area as possible by moving items such as lightweight chairs, floor-standing ashtrays, etc.

INSTRUCTIONS

Begin sweeping in a corner. Outside sweeping should begin at the door or along a wall.

Place the broom flush against the baseboard and pull the soil approximately three feet away from the wall.

Go around all walls of a small area or along approximately 20 to 30 feet of both walls on a long corridor.

METHODS AND PROCEDURES FOR CARETAKERS

CLEANING TERMINOLOGY

- **Bactericide** - A chemical that kills germs.
- **Bacteriostat** - Stops the growth of germs without killing them.
- **Deodorant** - A chemical that covers up or destroys unpleasant odors.
- **Detergent** - A man-made soap that does not kill germs, but provides a clean surface that removes the germ's food source, so that they cannot continue to survive.
- **Dilution** - A solution made from mixing a chemical and water.
- **Disinfectant** - A chemical used to kill 99% of the germs on a surface.
- **Germicide** - A chemical that kills germs.
- **Hypochlorite** - A powerful disinfectant containing chlorine.
- **Iodophor** - A germicidal cleaner containing iodine.
- **Microbe** - A microscopic organism/bacteria able to cause disease.
- **Microorganism** - Any microscopic organism.
- **Microscopic** - Too small to be seen with the naked eye, a microscope must be used.
- **Nonpathogenic** - Not able to cause sickness and disease.
- **Phenolic** - A "carbolic acid" disinfectant.
- **Quaternary Ammonium** - A chemical disinfectant, a "quat".
- **Sanitation** - To make any area sanitary, or neutralized of elements injurious to health.
- **Sanitize** - To make sanitary by killing 50% of germs on a surface.
- **Virus** - A virulent substance developed within another cell body that is capable of transmitting a specific disease.

EMPTYING ASH AND TRASH RECEPTACLES

MATERIALS

- Spray bottle of detergent solution
- Replacement liners for receptacles and for collection container on cart

EQUIPMENT

- Caretaker cart with collection container and fireproof ash receptacle
- Sponges, cloths, or a supply of paper towels

AREAS WHERE APPLICABLE

All trash and ash containers should be emptied daily.

INSTRUCTIONS

Empty the trash receptacles into the container on the cart. DO NOT reach into the receptacle, but dump the contents carefully into the collection container.

If the plastic liner is torn, obviously soiled, or contains liquid, replace it.

If the trash receptacle is soiled, damp wipe with neutral detergent and a sponge, cloth, or paper towel.

When the collection container on the cart becomes full, remove it from the cart and place it at the designated pickup point for removal from the building.

Empty ashtrays into the fireproof container on the cart, NEVER directly into the trash collection container, as a fire could result from smoldering cigarette butts.

Use a paper towel and the detergent spray (or a damp cloth or sponge) to wipe the interior and exterior of the ashtray. Polished metal ashtrays and glass ashtrays should be dried with a cloth to prevent spotting.

CLEAN-UP

Rinse and wring dry the cloths and sponges used.

Thoroughly check the contents of the fireproof container at the end of the day to be sure there are no smoldering ashes. To be absolutely sure, either:

Spray the ashes with water before disposing of them in the collection bag, or,

Place the fireproof container in the custodial sink (away from combustible materials) and dispose of the ashes at the beginning of the next day.
Empty the waste collection bag on the cart, and replace the liner for the next day's use.

VACUUMING

MATERIALS

- None

EQUIPMENT

- Bac – Pac Vacuum
- Wide area carpet sweeper vacuum battery
- Tank vacuum with carpet tool and crevice attachment.

AREAS WHERE APPLICABLE

All carpeted areas require regular vacuuming. Frequency of complete vacuuming depends on area type and traffic.

PREPARATION OF EQUIPMENT

Check vacuum bags dispose when full. Check the cord for damage. If using a sweeper vacuum adjust the brushes to the correct height, if required.

PREPARATION OF THE AREA

Pick up items such as paper clips, litter, etc., that cannot be vacuumed up. Create as much open area as practical by moving trash cans, loose chairs, etc.

INSTRUCTIONS

Using the bac – pac vacuum clean all accessible areas of the carpet, resilient or cement flooring including the corners and edges, and the areas not normally reached when vacuuming only the traffic patterns.

Never allow the vacuum bag to become more than 3/4 full. It should be checked and changed frequently. When changing the bag, be careful to avoid spreading dust.

CLEAN-UP

Wipe the cord and inspect for damage. Clean all filters weekly. Leave equipment in clean safe operating condition. Any deficiencies should be reported to the supervisor for immediate correction.

WALL WASHING

MATERIALS

- All-purpose cleaner for general wall washing.
- Mild abrasive cleaner for marks that remain after washing.

EQUIPMENT

- Microfibre Wall mop
- Window Squeegee
- Two appropriate length handles, or extension pole
- Step ladder or metal scaffolding as conditions demand
- Window Cleaning Bucket
- Dust mop or vacuum
- Quantity of cleaning microfibre cloths
- Wet floor signs
- Measuring Device

AREAS WHERE APPLICABLE

Any hard surfaced wall with the exception of rough concrete.

PREPARATION OF EQUIPMENT

Ensure the window bucket and microfibre wall mop are clean. Check that the window squeegee is in good condition. Handles must fit the wall mop/window mop.

PREPERATION OF MATERIALS

Place an appropriate amount of water in the bucket. Add the proper amount of cleaning solution according to the manufactures directions on the container.

PREPARATION OF AREA

If the wall is dusty, remove the dust using a clean dustmop or vacuum. Place wet floor sign in the area.

INSTRUCTIONS

Dip the microfibre wall mop in solution wring out excess solution. Begin scrubbing the wall in a lower corner, cleaning a width of about five feet and working upwards. Always clean the walls from the floor up to ceiling continue to work in this manner until the wall area is completely cleaned.

Clean up solution from ledges, baseboard, and floor.

Scrub any remaining marks with a cloth and abrasive cleaner. Discontinue operation of paint is being removed.

If after having completed the above procedure the walls remain streaked, the operation of scrubbing must be repeated using clear water.

CLEAN-UP

Thoroughly clean the window bucket and the microfibre wall mop.

WATER FOUNTAINS

MATERIALS

- Germicidal detergent in a plastic spray bottle

EQUIPMENT

- A supply of clean microfibre cloths.

AREAS WHERE APPLICABLE

All porcelain and metal water fountains, either free-standing or built-in.

PREPARATION OF MATERIALS

Prepare a germicidal detergent solution in a plastic spray bottle according to the dilution instructions printed on the manufacturer's container. A microfibre cloth should be dampened with germicidal detergent solution.

INSTRUCTIONS

Apply germicidal detergent on all top surfaces of the drinking fountain, and wipe surfaces with a microfibre cloth dampened with germicidal detergent. Make sure that the sponge is used only for drinking fountains and is not used in the restroom procedure.

Using a microfibre cloth dampened with germicidal detergent, wipe the sides and base of the drinking fountain.

Use a small amount of descaler and a microfibre to remove soil and mineral buildup. A small amount of descaler may be placed on the end of a soft grout brush and used to remove soil and mineral deposits in the drain area and around the base of spigots and faucets. Rinse area with clear water and wipe dry. Wipe stainless steel and other metal surfaces with a clean, dry cloth to prevent water spotting.

APPLYING SYNTHETIC FLOOR FINISH

MATERIALS

- Floor finish

EQUIPMENT

- One mop bucket with wheels
- One wringer
- One mop handle, reaching from the floor to approximately eye level of the user
- One fine-strand, rayon mop head, 24-ounce (a lighter or heavier mop head may be used if it
- better suits the physical characteristics of the user)
- Air mover fan
- “Caution - Wet Floor" signs

AREAS WHERE APPLICABLE

Synthetic floor finish may successfully be applied to any resilient tile floor, or sealed concrete.

PREPARATION OF EQUIPMENT

Properly attach the mop head to the handle. Since absolute cleanliness of the mop head is essential, it is better to use a new mop. The bucket and wringer should be washed and rinsed thoroughly.

PREPARATION OF MATERIALS

Pour a small amount of finish into the bucket. Remember, any product which is not applied to the floor, must not be returned to the original container as it will contaminate what is left. One gallon of product normally provides one coat for approximately 1,200 square feet. It is better to begin with too little and have to go back for more than to have products left over which cannot be used.

The floor should have been scrubbed or stripped, neutralized, allowed to dry thoroughly, and protected from any traffic before the finish is applied.

INSTRUCTIONS

Place the "Caution - Wet Floor" signs at the edges or entrances of the area.

Dip the mop into the floor finish until it is saturated. Then place the mop in the wringer and press until the mop does not drip when lifted out of the wringer.

Begin in a corner and pull the mop along, but not quite touching the baseboard.

After the baseboards and edges have been “striped", use a – “figure 8" stroke to apply a thin coat of finish to the remainder of the floor. Each time the mop is soaked with finish, it should be pressed in the wringer until excess finish is removed. No finish should drip from the mop when it is lifted out of the wringer, nor should an excessive amount of finish be put down when the mop is first placed on the floor.

Allow the floor to dry at least one-half hour or longer if humid or the finish has a high solid content before applying a second coat of finish.

Apply a second coat of finish only to the open areas of the floor. Do not apply additional finish close to baseboards or other areas which obviously receive no traffic. Use the "figure 8" stroke to apply the second coat. Where the size and shape of the area permits, the pattern used to apply the second coat should be generally perpendicular to that used to apply the first coat. (Checkerboard Pattern).

After the second coat has dried, a third coat may be applied to high traffic areas.

NOTE: Though good quality floor finishes dry to a good shine without buffing, some improvements will result if the new finish is buffed after about 48 hours drying time.

RESTRICTIONS ON USE

Do not remove “Caution – Wet Floor” signs, replace furniture, or allow traffic in the area until floor is completely dry (at least one hour after the application of the last coat). If the new finish is to be buffed to improve appearance, traffic should be limited until after the buffing.

CLEAN-UP

Wash the mop head in detergent solution, rinse it thoroughly, wring it as dry as possible and hang it in a proper tool holder, head down, but with the strings off the floor. The mop used for applying floor finish should be so designated in the storage area and not used in routine floor care. Any floor finish remaining in the bucket should be disposed of down floor drain and the bucket and wringer washed thoroughly.

UNIVERSITY OF LETHBRIDGE
FACILITIES

HEALTH & SAFETY PROGRAM

PERSONAL PROTECTIVE EQUIPMENT

"INFO SHEET" FOR EYE & FACE PROTECTION

GENERAL INFORMATION

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

- flying objects and particles,
- molten metals,
- splashing liquids, and
- ultraviolet, infrared and visible radiation (welding).

This PPE has two types. The first type, "basic eye protection", includes:

- eyecup goggles
- monoframe goggles and spectacles with or without side shields

The second type, "face protection," includes:

- metal mesh face shields for radiant heat or hot and humid conditions
- chemical and impact resistant (plastic) face shields
- welders shields or helmets with specified cover
- filter plates and lens

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

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

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

Basic eye protection should be worn with face shields. Face shields alone often aren't enough to fully protect the eyes from work hazards. When eye and face protection is required, advice from the OH&S office, Material Safety Data Sheet (MSDS) or your supplier, will help in your selection.

For more information, look at:
Alberta's O. H. & S. Act, Regulation & Code and
CSA Standard "Industrial Eye and Face Protectors" 294.3 - M1982.

Do

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

Don't

- modify eye/face protection
- use eye / face protection which does not have a CSA certification (CSA stamp for safety glasses is usually on the frame inside the temple near the hinges of the glasses)

Eye Protection For Welders

Welders and welders' helpers should also wear the prescribed equipment. Anyone else working in the area should also wear eye protection where there is a chance they could be exposed to a flash.

"INFO SHEET" FOR FALL PROTECTION

General Information

As outlined in the AHRE Occupational Health and Safety Code; Part 9 Fall Protection;

139 **(1)** An employer must ensure that workers use a fall protection system at a temporary or permanent work area if

(a) a worker may fall 3 meters or more, or

(b) there is an unusual possibility of injury if a worker falls less than 3 meters.

Employers must develop a fall protection plan where the above is true, to include the following;

143 **(2)** A fall protection plan must specify

(a) the fall hazards at the work site,

(b) the fall protection system to be used a the work site,

(c) the procedures used to assemble, maintain, inspect, use and disassemble the fall protection system, and

(d) the rescue procedures to be used if a worker falls, is suspended by a personal fall arrest system or safety net and needs to be rescued.

Full body harness systems are to be used to provide workers working at heights above ground level with freedom of movement and protection from falls. These devices will arrest a fall and absorb some of the shock of the fall. The systems are usually worn around the body and attached to a lanyard, fall arresting device or rope grab. Better quality systems usually have some form of shock absorber in the system.

A lifeline should never be used as a service line. The only time a lifeline becomes a load bearing line is in the event of a fall. At all other times it should be just slack enough to permit free movement on the service lines.

It is very important to get quality advice in the selection, purchase and maintenance of your fall arresting equipment.

Please refer to the following CSA and ANSI Standards when selecting equipment;

145 **(1)** Harnesses: CAN/CSA-Z259.10-M90 (R1998), *Full Body Harnesses*

(3) Lanyards: CAN/CSA-Z259.1-95 (R1999), *Safety Belts and Lanyards*

(4) Shock Absorbers: CAN/CSA-Z259.11-M92 (R1998), *Shock Absorbers for Personal Fall-Arrest Systems*

(5) Connecting Components: CAN/CSA-Z259.12-01, *Connecting Components for Personal Fall Arrest Systems (PFAS)*

Do

- obtain expert advice before purchasing a fall arresting device
- properly train and practice with the system you decide to use
- use webbing type harnesses instead of leather harnesses
- use only the manufacturer's components for replacement parts
- inspect carefully before each use (inspection to be performed by a trained worker)
- have the harness fitted snugly to the worker using the system
- ensure that the anchor points are secure and able to support the load In the event of a fall
- follow the manufacturer's instructions on care and use
- ensure all lines used with the systems have thimbles
- use only the proper safety rated fastenings with the system
- use a full body harness with shock absorber whenever possible

Don't

- modify, change or put additional holes in the harness or hardware
- jerry-rig the system
- use the system for any other than its intended use
- use the lifeline for a service line

"INFO SHEET" FOR FOOT PROTECTION

General Information

Safety footwear is designed to protect against foot hazards in the workplace. Safety footwear protects against compression, puncture injuries, and impact.

Safety footwear is divided into three grades, which are indicated by colored tags and symbols.

The tag color tells the amount of resistance the toe will supply to different weights dropped from different heights.

The symbol indicates the strength of the sole. For example, a triangle means puncture-resistant sole able to withstand 135 kg (300 ft. lips.) of pressure without being punctured by a 5 cm (2 inch) nail. For more information, look at Alberta's O. H. & S. Statute and Regulations or CSA Standard "Protective Footwear" 2195-M1981.

In construction, it is recommended that only the green triangle grade of footwear, which also gives ankle support, be used.

You choice of protective footwear should always over protect, not under protect.

Do

- choose footwear according to job hazard and CSA Standards.
- lace up boot and tie laces securely; boots don't protect if they are a tripping hazard or fall off.
- use a protective boot dressing to help the boot last longer and provide greater water resistance (wet boots conduct current).
- choose a high cut boot to provide ankle support (less injuries).

Don't

- wear defective safety footwear (i.e., exposed steel toe caps).
- under protect your feet or modify safety footwear.

"INFO SHEET" FOR HEARING PROTECTION

General Information

Hearing protection is designed to reduce the level of sound energy reaching the inner ear.

The "rule of thumb" for hearing protection is: use hearing protection when you can't carry on a conversation at a normal volume of voice when you are 3 feet apart.

Remember this is only a rule of thumb. Any sound over 80 dba requires hearing protection. Hearing loss can be very gradual, usually happening over a number of years.

The most common types of hearing protection in the construction industry are earplugs and earmuffs. If you choose to use the other types of hearing protection, ask your safety supplier or RSS office for further information.

It is important to have different styles of hearing protection available. Different styles allow a better chance of a good fit. Each person's head, ear shape and size is different. One style may not fit every person on your crew. If hearing PPE does not fit properly or is painful to use, the person will likely not use it. If the hearing protection is not properly fitted, it will not supply the level of protection it was designed to deliver.

Most earplugs, if properly fitted, generally reduce noise to the point where it is comfortable (takes the sharp edge off the noise).

If your hearing protection does not take the sharp edge off the noise, or if workers have ringing, pain, headaches or discomfort in the ears, your operation requires the advice of an expert.

Workers should have their hearing tested at least every year, twice a year if they work in a high noise area.

OH&S NOISE REGULATION – EXPOSURE LIMITS

TABLE 1
OCCUPATIONAL NOISE LEVEL EXPOSURE LIMITS
(Figures to be prorated if not specified)

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

Where applicable, values have been rounded to nearest whole digit

TABLE 2
SELECTION OF HEARING PROTECTORS

Maximum Noise Level (dBA)	CSA Class of Hearing Protector
85-89	C
90-95	B
96-105	A
Greater than 105	A plug + A or B muff

TABLE3
PERMISSIBLE BACKGROUND NOISE CONDITIONS
FOR AUDIOMETREC TESTING

Octave Band Centre Frequency	Maximum Levels (dBA)
500	30
1000	30
2000	37
4000	47
8000	52

For more information refer to Occupational Health & Safety Noise Regulation

"INFO SHEET" FOR RESPIRATORY PROTECTION

General Information

Respiratory protection falls into two major categories. The first category is Air Purifying Respirators (APRs) which are particle (dust) chemical cartridges but NO visor plate. The second category is Atmosphere Supply Respirators, including self-contained breathing apparatus (SCBA), air line systems and protective suits that completely enclose the worker and incorporate a life support system.

Only APRs will be dealt with here. The second category of respirators requires much more specific information and training. If you need to use Atmosphere Supplying Respirators, you should get expert advice.

APRs

There are two basic types of APRs:

- disposable fibre type with or without charcoal or chemical filter "buttons" and
- the reusable rubber face mask type with disposable or rechargeable cartridges.

The choice depends on your job, labor, cost, and your maintenance facility.

It's Important to remember that APRs are limited to areas where there is enough oxygen to support life. APRs don't supply or make oxygen.

The service life is affected by the type of APR, the wearer breathing demand, and the concentration of airborne contaminants. When an APR is required, consult the Material Safety Data Sheet (MSDS), OH&S or supplier for the exact specifications for the APR.

Facial hair can prevent a good seal and fit of an APR: One to three days growth is the worst. Follow the manufacturer's instructions to the letter regarding the mask, filters, cartridges and other components. Workers who must use respiratory protection should be clean shaven.

An APR is only as good as its seal and its ability to filter out the contaminants it was designed to filter.

Combination Respirators

This type of APR combines separate chemical and mechanical filters. This allows for the change of the different filters when one of them becomes plugged or exhausted before the other filter (usually the dust filter plugs up before the chemical filter). This type of respirator is suitable for most spray painting and welding. For more information check the:

- Material Safety Data Sheet (MSDS)
- OH&S Act, Regulation & Code
- the local OH&S office
- the safety equipment supplier

For more information, look at:

Alberta OH&S Act, Regulation & Code
CSA Standards "Compressed Breathing AID" Z180.1 - M1978
“Selection, Care and Use of Respirators" 294.4 - M1982
Chemical Hazards Regulation (Alberta Reg. 8/82)

Do

- train workers very carefully in the APR's use, care and limitations
- ensure that respirators are properly cleaned and disinfected after each shift, according to the manufacturer's instructions
- dispose of exhausted cartridges and masks in sealed bags or containers
- keep new, unused filters separate from old, used filters
- monitor APR use; they are useless just hung around the neck
- replace filters when breathing becomes difficult.

Don't

- use for protection against materials which are toxic in small amounts
- use with materials that are highly irritating to the eyes
- use with gases that can't be detected by odor or throat or nose irritation
- use with gases not effectively halted by chemical cartridges regardless of concentration (read the cartridge label)
- use respirators or masks if the serviceability is in doubt ,
- use APRs where oxygen content in the air is less than 18 % or 18 kilopascals (partial pressure or greater)

" INFO SHEET" FOR SUN PROTECTION

For the purposes of this manual and work performed on The University of Lethbridge campus, the guidelines for Sun Protection are defined by but not limited to the following:

- Shirts with sleeves of not less than 4" when measured from the underseam to the sleeve hem.
- Full length pants that cover the top of work boots.
- Eye protection with tinted lenses to reduce / block Ultraviolet (UV) rays.
- Hats with a brim that will provide adequate protection from the sun for neck, ear, and face areas. (*Recommended*)
- Sunscreen with a recognized Sun Protection Factor (SPF) of 15 or higher. (Note: Sunscreen should be applied at least 20 minutes before going out into the sun as recommended by Health Canada). (*Recommended*)

For more information on the effects of exposure to sunlight refer to the Heath Canada website located at www.hc-sc.gc.ca.