




## Safe Work Practice (SWP)

<b>Name of Task:</b> Potable Water	
<b>Department/Unit:</b> Administration, Maintenance	
<b>Personal Protective Equipment or other required equipment or other safety considerations:</b> None	
<b>Hazards:</b> Contaminated water could cause illness if consumed.	
<b>Required Training</b>	None
<b>Steps to be taken to complete task safely:</b>	
1	NBCC may experience a disruption in the availability of potable water. WorksafeNB regulations require water to be available for employees. For drinking water <b>Regulation 91-191</b> states: <b>4(1)</b> An employer shall ensure that sufficient potable water for drinking is readily available and that it meets the standards set out in the "Guidelines for Canadian Drinking Water Quality", Sixth Edition, published by authority of the Minister of National Health and Welfare, 1996. <b>4(2)</b> Where drinking water is not taken directly from a water pipe, an employer shall ensure that it is kept in an adequately covered container and that, if used by more than one employee, the container is equipped with a drain faucet. <b>4(3)</b> An employer shall ensure that individual sanitary drinking vessels or cups are provided, except where the drinking water is delivered in an upward jet from which an employee may drink. <b>4(4)</b> Where outlets exist for both drinking water and water not suitable for drinking, an employer shall ensure that the outlets are appropriately and clearly labelled.
2	Should a NBCC building become without water, administration will take steps to protect all staff, students and visitors using the facility.
3	Notice will be given to everyone notifying them of the requirement not to drink/use the water including the reason for the notice.
4	Signs will be posted on all water fountains (fountains should be covered if possible), public sinks and washroom doors informing people that the water is not to be consumed.
5	If potable water is expected to be unavailable for a period in excess of 60 minutes, steps will be taken to provide water for consumption. This may be through temporary water dispensers or bottled water depending on the situation.
6	Cafeteria services and any other food preparation areas will be informed that water cannot be used unless boiled. Alternate plans should be developed for the preparation of coffee or other products.
7	Once water is restored, notice will be given and signage removed.
8	<b>Note:</b> A draft sign for posting on fountains and sinks is attached to the SWP
<b>Responsibilities, Completion and Review</b>	
<i>Management and workers to ensure all duties performed in accordance to training, established health and safety regulations/guidelines, policies and procedures (e.g. utilizing personal, protective equipment as per SAFE Work Procedures). Notify Manager or designates (i.e. supervisors) of all occurrences, injuries illnesses or safety and health concerns which are likely to harm themselves, co-workers, or any others who enter the premises.</i>	
Completed by and Date: ROMs June 27, 2019	Approved by: 
Last Reviewed / Revised by and Date: ROMs June 27, 2019	Note: This task will be monitored periodically to ensure compliance and effectiveness.

# NOTICE

**BE ADVISED THAT THE  
WATER IS NOT TO BE  
CONSUMED AT THIS TIME.**

**ONCE WATER IS APPROVED  
FOR CONSUMPTION, STAFF  
AND STUDENTS WILL BE  
NOTIFIED AND SIGNAGE  
REMOVED**

If you have questions please contact the Campus Regional  
Operations Manager

