NBCC HEALTH AND SAFETY PROGRAM

June 18, 2018
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1. Safety Policy

NBCC believes that safety starts with awareness and understanding. NBCC has developed an Occupational Health and Safety Policy (Policy 4121). It is included on NBCC@Work in the policies section. [http://intranet.nbcc.ca/QMIR/CRefDocs/Occupational%20Health%20and%20Safety.docx](http://intranet.nbcc.ca/QMIR/CRefDocs/Occupational%20Health%20and%20Safety.docx).

Policy 4121 is a critical piece in NBCC’s commitment to exercising due diligence in how it provided a safe and healthy work environment for all of its students, employees, and visitors.

It is the responsibility of the VP Employee & Student Development for the creation and maintenance of this policy. Through this policy, employees know that safety is a priority throughout the organization and that unsafe practices are not acceptable.

As part of Employee Orientation, all staff are made aware of the policy and how it relates to the performance of their duties. The policy is also posted on health and safety bulletin boards at all campuses and at NBCC’s corporate office.
2. Joint Health and Safety Committee

NBCC believes that Joint Health and Safety Committees (JHSCs) play a critical role in helping NBCC and WorksafeNB toward its vision of "Healthy and safe workplaces in New Brunswick." JHSCs are an important communication link between employees and management and can help create and maintain a positive health and safety culture at the workplace.

NBCC values the work of its JHSCs at all campuses and corporate office. Each campus Regional Leadership Team (RLT) works closely with the local committee to address any issues or recommendations brought forward by the local committee as we strive to ensure that NBCC provides a safe workplace for all staff, students, and visitors. At corporate office the local JHSC will work with members of the Senior Executive Team (SET) to achieve this result.

To learn more about the role of the JHSC visit the WorksafeNB site: http://www.worksafenb.ca/Joint-Health-and-Safety-Committees.

NBCC posts information related to the JHSC at each campus and corporate office to the NBCC@Work site under the respective locations tab. This site contains a list of members, Terms of Reference, Minutes of Meetings, and other related material.
3. Regular Workplace Inspections

WorksafeNB requires that an employer ensure that workplace inspections are completed monthly. Inspections can be carried out by supervisors, the JHSC, or any other person trained to carry out inspections. Individuals must be competent in the operation of equipment and must be experienced. Additionally, while the legislation mandates workplace inspections be done at least once a month, depending on the nature of the issue or requirements of legislation and the regulations, required inspections may be daily, annually, or other frequencies as recommended by equipment manufacturers. Areas to consider for inspections include the physical areas where employees carry out their duties, process, or where there is mobile equipment and PPE. Inspections should be conducted while the facilities are in operation to ensure that a proper inspection can be conducted.

NBCC has assigned responsibility for Workplace Inspections to the local RLT to ensure people are assigned to carry out the inspection.

Here are the steps to follow when conducting an inspection:
1. Observe tasks being done.
2. Ask questions and make notes.
3. Examine equipment. Check maintenance records.
4. Check that the work area is tidy and that tools have a storage place.
5. Look for what might not be obvious such as fire doors not opening outward or being blocked.
6. Establish clear procedures that direct when and how often each inspection is to be done. Some tasks may require daily or start-of-shift inspections. Note who will do them and who specifically will follow up.
7. While the workplace requires monthly inspections, more frequent inspections may be required and a schedule should be established based on the frequency of work, degree of hazard, and a history of incidents or near misses.
8. Keep records of all inspections, findings, recommendations, and follow-up.
9. Provide the JHSC committee access to all reports and follow-up.

Recommendations must be followed up to ensure that, where appropriate, action was taken and that it was effective. Also, sometimes the recommendations themselves may cause an unsafe condition that was not planned. It is important the JHSC and RLT clearly identify who will do the follow-up, both in any training schedules and on posted schedules, as well as when and where the inspection or action will be recorded. For example, if a serious hazard is noted (from daily inspection of a forklift), list who will be responsible for immediate control.

NBCC has assigned responsibility for overseeing health and safety related issues to the Regional Operations Managers (ROM).
4. Incident/Injury Investigation

Regular workplace inspections are meant to identify unsafe conditions before they lead to an accident. However, when an accident occurs, it is vital to investigate it to prevent future incidents. Workplace injuries are preventable, but if an accident occurs, an investigation should be conducted to find the root cause(s). Finding the root causes and direct causes will help the JHSC recommend action to prevent it from happening again. NBCC staff will look at all the factors leading up to the incident as there may be several causes of the accident.

The Injury/Incident Report & Investigation Form for the investigations is available on NBCC@Work and is included as Appendix A.

Investigations are conducted by staff trained in investigations who will work with the supervisor and staff in the area where the accident occurred. In addition, if a “near miss” situation is identified NBCC will also conduct an investigation to identify opportunities to prevent further incidents from occurring.

NBCC will conduct an investigation in situations where:

- Any accidental explosion or exposure to a biological, chemical, or physical agent occurs whether or not a person is injured
- Any catastrophic event or equipment failure that results, or could have resulted in an injury
- An accident results in:
  - Worker admission to a hospital facility as an in-patient
  - A loss of consciousness
  - Loss of vision in one or both eyes
  - Burns requiring medical attention beyond first aid treatment
  - Fractures (other than to fingers or toes)
  - Deep lacerations requiring medical attention beyond first aid treatment
  - Amputations
  - Fatalities
5. Hazard Identification System

NBCC believes all employees are responsible for the identification of hazards in their work areas. A hazard identification system is a list of all the hazards in the different work areas and ways to control those hazards. Essentially, it involves looking closely at work tasks to recognize where potential injury and harm could occur and be controlled. For example, employees in a welding shop may have to reach across sharp objects to bring a piece of equipment to them. This reaching may result in an employee or student receiving a serious cut or laceration.

Hazards are identified using NBCC Hazard Assessment Form (Appendix B). Hazards are assessed for workplace (job specific) procedures which may create a hazardous situation. Each identified potential risk is forwarded to the ROM and is assessed by the ROM/Management Designate using the Identified Hazard Spreadsheet (Appendix C), and where appropriate, a Safe Work Practice is developed or other appropriate intervention put in place.

NBCC has detailed work practices for all identified risks. NBCC is committed to developing and providing employees with a clear understanding of safe work practices on any new risks which may be identified. In addition, if changes are required to the workspace, NBCC will work with the employees and supervisors to make any changes necessary.

For example, in a hazard identification system, this hazard would be noted and it may be recommended that the workstation be redesigned.

In addition, WorksafeNB legislation states:

8.1(1) Every employer with 20 or more employees regularly employed in the Province shall establish a written health and safety program, in consultation with the committee or the health and safety representative, that includes provisions with respect to the following matters:

(d) a hazard identification system that includes: (i) evaluation of the place of employment to identify potential hazards, (ii) procedures and schedules for inspections, and (iii) procedures for ensuring the reporting of hazards, prompt follow-up and control of the hazards;

To ensure that identified hazards receive prompt follow-up and are properly controlled, all reports go to the ROM/designate who will assign staff to take appropriate corrective actions. In addition, hazards may be referred to the JHSC for review and recommendation for future preventative measures. Record of corrective actions will be maintained by the ROM and provided to the JHSC upon request.
6. Written Work Practices

Safe work practices are step-by-step instructions that describe the way a task must be done for improved health, safety, efficiency, or accuracy. NBCC has also identified a number of general safety practices to ensure that duties are done in a safe manner. These generic practices are identified in the Appendixes. Appendix D deals with general office safety, Appendix E covers safety on campus grounds, and Appendix F covers classroom and computer lab safety.

For each specific job function where there is an identified hazard, a specific safe work practice is created. Information in a safe work practice includes:
- The normal sequence of events and actions required to perform the work safely.
- Any hazards involved in performing the work such as hazardous chemicals, or equipment and tools with potential hazards, and ways to eliminate or minimize the risks.
- Preventive measures to be taken to minimize hazards. This can include the required PPE.

Because employees know their job tasks better than anyone else, they are encouraged to participate in developing safe work practices. This will also give employees a sense of ownership for their own work and for the health and safety program. NBCC believes that safe practices should be consistent for all employees so wherever appropriate, a single work practice is developed and applied consistently at all campuses. A listing of the Safe Work Practices approved for NBCC is attached as Appendix G. See NBCC Safe Work Practice template included as Appendix H along with a sample completed Safe Work Practice.

Compliance with these safe work practices is considered a condition of employment. In addition, supervisors are responsible for monitoring and enforcing the use of proper practices.

NBCC has an Emergency Response Plan which outlines the process for handling any serious incidents such as a chemical spill, explosion, bomb threat, etc. This document is available on NBCC@work: Job Specific safe work practices are available at NBCC@Work.
7. Orientation, Training and Supervision

Health and safety orientation is a vital component of NBCC’s health and safety management system. It is the process of introducing new, inexperienced, transferred, and returning employees to a safe and healthy workplace.

Orientation provides employees with necessary safety information about their job and tasks. It also provides specific details about workplace hazards, and provides an opportunity to learn about NBCC and their colleagues. Employees are encouraged to ask questions and to clarify new or confusing information.

NBCC orientation includes many aspects of employment including: benefits information, IT information, health & safety information, and many other items that must be understood by employees as part of their employment. The Orientation Checklist is available on NBCC@Work and is accessed at: http://intranet.nbcc.ca/hr/resourcing/Pages/managers.aspx.

Each individual campus has specific details related to the orientation checklist.

WorksafeNB legislation requires that “8.2(2) The employer shall ensure that a new employee receives orientation and training specific to the new employee’s position and place of employment before the new employee begins work.”

Training involves hands-on, job-specific instruction, provided individually or in small groups to employees. It often includes demonstrations and active participation by employees so that supervisors can confirm that employees understand safe work procedures. Employees are provided appropriate training and asked to confirm that they are comfortable with their training level as part of the completion of their orientation checklist. Each individual supervisor will identify the appropriate level of training, based on the duties to be performed, and the previous experience/training of the employee. No employee is permitted to begin performing a task until the necessary training has been provided.

Occupational health and safety regulations state that specific training is required in specific areas where there is a safety risk for any employee. The supervisor, must review the role and insure training is provided for any employees that are at risk in the following areas:

- First aid
- WHMIS & Material Safety Data Sheets
- Lock Out procedures
- Material handling rules (how heavy material is lifted and moved, for example)
- Maintenance schedules and operations
- Working alone guidelines
- PPE: guidelines for use
- Fall protection & Rescue after a fall in fall arrest equipment
- Confined space procedures & Rescue
- Forklift operation procedures
- Emergency procedures
- Electrical hazards
• Safe hazardous materials handling

WorksafeNB legislation states “9(2) Without limiting the generality of the duties under subsection (1), every employer shall ... (c.3) provide the supervision that is necessary to ensure an employee’s health and safety”

Once safe work practices are in place, and once requirements for training and orientation are met, there must be adequate supervision of employees. Adequate supervision ensures that employees are actually following the safe work procedures. Due diligence requires consistent enforcement of health and safety standards. Failure to do this, can make the supervisor liable in the event of an injury. NBCC takes this requirement seriously and requires all supervisors to review work done by staff on a regular basis to ensure they are following approved safe work practices.

When an employee is not using safe work practices, the supervisor must reinforce what is expected of the employee. An employee who continues to deviate from approved practices should be disciplined accordingly. Supervisors are to follow the appropriate Collective Agreement or Non-bargaining policy as appropriate.

Making employees familiar with the discipline policy and enforcing it will clearly deliver the message that safety infractions are not acceptable. Infractions can include failure to wear PPE, failure to follow safe work practices, or harassment or horseplay at the workplace. Disciplining employees on safety infractions must be followed up by a written record; therefore, keep records on the monitoring of safe work practices.
8. Maintain Records and Statistics

Written records and statistics can help identify trends for unsafe conditions or work practices so you can take steps to correct these potential hazards. To establish due diligence, records must be kept of all the components of the health and safety program as it is developed and used.

Here is a list of written records NBCC maintains:

- Inspection reports and records of corrective actions taken
- Incident investigation reports and records of corrective actions taken
- Employee orientation records
- Records of employee and supervisor training showing the date, names of attendees, and topics covered
- Supervisors’ list of safety contacts (Poison control, elevator service, etc. Emergency issues always call 9-911 from campus phones or 911 from a cell phone)
- Records showing use of progressive discipline to enforce safety rules and written safe work procedures
- JHSC meeting minutes and reports showing steps taken to address health and safety issues
- Equipment inspection logbooks and maintenance records
- First aid records, medical certificates, and hearing tests
- Forms and checklist (confined space entry permits) showing requirements for safe work procedures
- Sampling and monitoring records for work around harmful substances (asbestos, mold) and physical agents such as noise, vibration, and radiation
- Emergency response plan, record of drills, and any resulting improvements

Individual managers will maintain records for the activities related to their specific areas of responsibility and will provide these as required to the ROM Affinity Group or designate for the purposes of conducting the annual review or for other investigation purposes.
9. Monitoring for Implementation and Effectiveness

It is important to know whether our safety program is actually working. The evaluation process should reveal that the program is achieving its objectives (as stated in our health and safety policy) and is addressing new or emerging safety issues. One way NBCC does this is by tracking and comparing incident and injury statistics.

Monitoring the program’s effectiveness is, in part, a role of the JHSC. This is done through regular workplace inspections, identification of hazards, investigating incidents and near misses, and concerns from all employees. Ultimately, the responsibility for effectiveness lies with supervisors and managers. They are responsible for responding to and following up on all recommendations made by the JHSC, as well as any changes that were made as a result of those recommendations.

On an annual basis, the ROM Affinity Group will work with information provided by the JHSCs and campus RLTs to evaluate and revise the program if necessary. This evaluation will be undertaken by the ROM Affinity Group and a report shall be provided. Accountability rests with the ROM Affinity Group to ensure that the program is kept current and active. Keeping the program current and active involves the following:

• Yearly evaluation.
• Assigning appropriate people to review the program gradually over the year to make the task easier.
• Involving the JHSCs in evaluating and revising the program. Legally, they are not responsible for the evaluation, but they are invited to participate. NBCC is ultimately responsible.
• Making the program accessible to the JHSC, all employees, and to an officer on request.

As a result of the review, updates as required will be made to the program and communicated to all staff.

Related Policies

The following NBCC Policies are provided/reviewed with new employees and are available for all employees to refer to as required:

Emergency Preparedness:
http://intranet.nbcc.ca/QMIR/CRefDocs/Emergency%20Preparedness.docx

Occupational Health and Safety:

Protective Clothing and Equipment:
http://intranet.nbcc.ca/QMIR/CRefDocs/Protective%20Clothing%20and%20Equipment.docx

Workers Compensation:
http://intranet.nbcc.ca/QMIR/CRefDocs/Workers%20Compensation.docx
In addition, each campus has specific guidelines related to Occupational Health and Safety at its campus. These guidelines are posted in the campus specific JHSC section of NBCC@work.

These guidelines may include items like:

Working Alone Practice

Student Project Risk Assessment

Lockdown Procedures

Lock-out/Tag-out of Equipment

**Related Documents**

The following documents are guiding documents for the safe operation of NBCC. These are available online for all staff, students and other users of NBCC facilities and services for review.

- Occupational Health and Safety Act
  

- Workers Compensation Act
  

- Joint Health & Safety Committee Guide
  
  [http://www.worksafenb.ca/docs/JHS_booklet_eng.pdf](http://www.worksafenb.ca/docs/JHS_booklet_eng.pdf)
APPENDIX A – Injury/Incident Report and Investigation Form

![Injury/Incident Report and Investigation Form](image)

Any document appearing in paper form is uncontrolled and must be compared to the electronic version.
SECTION B must be completed if the accident is required to be reported to Worksafe NB, and submitted (along with SECTION A) by the Supervisor to the ROM and in consultation with a member of JHSC, within 24 hours of learning of the injury/accident.

**SECTION B**

<table>
<thead>
<tr>
<th>THIS SECTION TO BE COMPLETED BY SUPERVISOR/JHSC MEMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contributing factors: What condition(s) contributed to the injury/incident/property damage? [please check all that apply]</td>
</tr>
<tr>
<td>□ Awkward position/posture (ergonomics)</td>
</tr>
<tr>
<td>□ Insufficient training</td>
</tr>
<tr>
<td>□ Slip/trip/fall* (include description of footwear)</td>
</tr>
<tr>
<td>□ Other (please explain):</td>
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</tbody>
</table>

**Root cause analysis:**

**Details of property damage (if applicable):**

**Detailed explanation of current preventative measures:**

**Corrective measures: Select all that apply:**

- □ Additional/refresher training
- □ Improve housekeeping
- □ Review Personal protective equipment
- □ Equipment Repair/Replacement
- □ Install guard/safety device
- □ Changes to work procedure
- □ Conduct a job safety analysis
- □ Discuss during employee orientation
- □ Other, please explain

**Detailed explanation of existing preventative measures (prior to accident):**

**Action plan**

<table>
<thead>
<tr>
<th>Person/Dept. Responsible:</th>
<th>Completion Date:</th>
<th>Follow-up Date:</th>
</tr>
</thead>
</table>

**Signature of JHSC member:**

Submit a copy of SECTION A and SECTION B to the ROM.

*Note: A star (*) before an item indicates that it is mandatory.*
APPENDIX B - NBCC Hazard Assessment Form

Sample Hazard Assessment Form (final NBCC version not yet completed):

<table>
<thead>
<tr>
<th>Job Safety Analysis Worksheet</th>
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</thead>
<tbody>
<tr>
<td><strong>Job:</strong></td>
</tr>
<tr>
<td>Analysis By:</td>
</tr>
<tr>
<td>Reviewed By:</td>
</tr>
<tr>
<td>Approved By:</td>
</tr>
<tr>
<td>Date:</td>
</tr>
<tr>
<td>Date:</td>
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<tr>
<td>Date:</td>
</tr>
<tr>
<td><strong>Sequence of Steps</strong></td>
</tr>
<tr>
<td><strong>Potential Accidents or Hazards</strong></td>
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<tr>
<td><strong>Preventative Measures</strong></td>
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</table>
## APPENDIX C – Hazard Identification Assessment Spreadsheet

<table>
<thead>
<tr>
<th>WORK AREA</th>
<th>CATEGORY</th>
<th>IDENTIFIED HAZARDS</th>
<th>ASSESSMENT</th>
<th>TRAINING REQUIRED</th>
<th>CONTROLS IN PLACE</th>
<th>SWP REQUIRED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Body Shop</td>
<td>Welding</td>
<td>A - Form a team&lt;br&gt;B - Determine where to begin&lt;br&gt;C - Inspect your workplace and talk to your employees.&lt;br&gt;D - Collect and review information from historical data.&lt;br&gt;E - Use a floor plan to summarize your findings.</td>
<td>0 1 -1 ✔️ 0</td>
<td>Y N N N N</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Repair Shop</td>
<td>Physical</td>
<td>A - Form a team&lt;br&gt;B - Determine where to begin&lt;br&gt;C - Inspect your workplace and talk to your employees.&lt;br&gt;D - Collect and review information from historical data.&lt;br&gt;E - Use a floor plan to summarize your findings.</td>
<td>6 3 1 ☓10</td>
<td>Y Y N Y</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Custodial</td>
<td>Chemical</td>
<td>A - Form a team&lt;br&gt;B - Determine where to begin&lt;br&gt;C - Inspect your workplace and talk to your employees.&lt;br&gt;D - Collect and review information from historical data.&lt;br&gt;E - Use a floor plan to summarize your findings.</td>
<td>6 2 -1 ☓7</td>
<td>Y</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Custodial</td>
<td>Biological</td>
<td>A - Form a team&lt;br&gt;B - Determine where to begin&lt;br&gt;C - Inspect your workplace and talk to your employees.&lt;br&gt;D - Collect and review information from historical data.&lt;br&gt;E - Use a floor plan to summarize your findings.</td>
<td>4 2 -1 ☓5</td>
<td>Y</td>
<td></td>
<td></td>
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</table>
APPENDIX D - General Safety

Good Housekeeping Practices
Many office accidents are caused by poor housekeeping practices. By keeping the office floor both neat and clean, you can eliminate most slipping, tripping, and falling hazards. Other good housekeeping practices include the following:
- Ensure that office lighting is adequate. Contact the Maintenance Department or Helpdesk to replace burned out light bulbs, and have additional lighting installed, as necessary.
- Ensure that electrical cords and phone cords do not cross walkways or otherwise pose a tripping hazard. If you cannot move a cord, have a new outlet installed or secure the cord to the floor with cord covering strips. Do not tape cords down or run them underneath carpet.
- Report tripping hazards such as defective tiles, loose boards, or torn carpet immediately.
- Clean spills and pick up fallen debris immediately. Even a loose pencil or paper clip could cause a serious falling injury.
- Keep office equipment, facilities, and machines in good condition.
- Store items in an approved storage space. Take care to not stack boxes too high or too tight.
- Ensure that boxes are clearly labeled with their contents.

Below are simple steps that can be taken to prevent office injuries and promote office safety:
- Keep all aisles and floors clear of tripping hazards, such as wastebaskets, electrical and computer cords, protruding utility outlets, boxes, rain gear, etc.
- When climbing, use a step stool or stepladder designed for the purpose.
- When lifting, lift with your legs, not your back. Ask for assistance when the object is burdensome or an awkward shape, or blocks your view when carrying it.
- Keep unattended drawers and doors closed in desks and filing cabinets to eliminate a source of cuts, abrasions, and tip overs.
- Keep your work area clean and orderly.
- Do not block electrical panels, switches, fire equipment and alarms, and emergency and exit doors.
- Check electrical appliances and cords for wear and potential shorting to ground.
- Load filing cabinets from the bottom up and put the heavier files on the bottom in order to keep the cabinet from tipping. Do not attempt to open more than one drawer at a time.
- Do not overload shelves.

Preventing Cuts and Punctures
Cuts and punctures happen when people use everyday office supplies without exercising care. Follow these guidelines to help reduce the chance for cuts and punctures:
- When sealing envelopes, use a liquid dispenser, not your tongue.
- Be careful when using kitchen knives, scissors, staplers, letter openers, and box openers. Any of these items could cause a painful injury.
- Avoid picking up broken glass with your bare hands. Wear gloves and use a broom and dust pan.
- Place used blades or broken glass in a rigid container, such as a box, before disposing in a wastebasket.
Preventing Machine Accidents

Never attempt to operate an unfamiliar machine without reading the machine instructions or receiving directions from a qualified employee. In addition, follow these guidelines to ensure machine safety:

- Secure machines that tend to move during operation.
- Do not place machines near the edge of a table or desk.
- Ensure that machines with moving parts are guarded to prevent accidents. Do not remove these guards.
- Unplug defective machines and have them repaired immediately.
- Do not use any machine that smokes, sparks, shocks, or appears defective in any way.
- Close hand-operated paper cutters after each use and activate the guard.
- Take care when working with copy machines. If you have to open the machine for maintenance, repair, or troubleshooting, remember that some parts may be hot. Always follow the manufacturer’s instructions for troubleshooting.
- Unplug paper shredders before conducting maintenance, repair, or troubleshooting.

Some items can be very dangerous when worn around machinery with moving parts. Avoid wearing the following items around machines with unguarded moving parts:

- Loose belts
- Jewelry
- Long, loose hair
- Long, loose sleeves or pants
- Scarves
- Ties

Preventing Slips and Falls

The easiest way to avoid slips and falls is to pay attention to your surroundings and to avoid running or rushing. To ensure safety for others in the office, however, follow these guidelines:

- Arrange office furnishings in a manner that provides unobstructed areas for movement.
- Keep stairs, steps, flooring, and carpeting well maintained.
- Ensure that glass doors have some type of marking to keep people from walking into them.
- Clearly mark any difference in floor level that could cause an accident.
- Secure throw rugs and mats to prevent slipping hazards.
- Do not place wastebaskets or other objects in walkways.

Equipment Safety

File Cabinets and Shelves

Because file cabinets and shelves tend to support heavy loads, treat them with special care. Follow these safety guidelines for file cabinets:

- Secure file cabinets that are not weighted at the bottom. Bolt them to the floor or to the wall.
- Ensure that file cabinet drawers cannot easily be pulled clear of the cabinet.
- Do not block ventilation grates with file cabinets.
- Open only one drawer at a time to keep the cabinet from toppling.
- Close drawers when they are not in use.
- Do not place heavy objects on top of cabinets. Be aware that anything on top of a cabinet may fall off if a drawer is opened suddenly.
- Close drawers slowly using the handle to avoid pinched fingers.
- Keep the bottom drawer full. This will help stabilize the entire cabinet.
In addition, follow these safety guidelines for office shelves:
- Secure shelves by bolting them to the floor or wall.
- Place heavy objects on the bottom shelves. This will keep the entire structure more stable.
- Ensure that there is at least 18 inches between the top shelf items and the ceiling. This space will allow ceiling sprinklers (if present) to function properly if a fire occurs.
- Never climb on shelves (even lower shelves). Use an approved ladder.

Desks
Follow these safety guidelines for office desks:
- Keep desks in good condition (i.e. free from sharp edges, nails, etc.).
- Ensure that desks do not block exits or passageways.
- Ensure that glass-top desks do not have sharp edges.
- Ensure that desks with spring-loaded tables function properly. The table should not spring forth with enough force to cause an injury.
- Do not climb on desks. Use an approved ladder.
- Keep desk drawers closed when not in use.
- Repair or report any desk damage that could be hazardous.

Chairs
Safety guidelines for office chairs include the following:
- Do not lean back in office chairs, particularly swivel chairs with rollers.
- Do not climb on any office chair. Use an approved ladder.
- Office desk chairs should have adjustable back supports and seat height. Make sure that your chair’s back support position and seat height are comfortable.
- Take care when sitting in a chair with rollers. Make sure it does not roll out from under you when you sit down.
- Repair or report any chair damage that could be hazardous.
- Do not roll chairs over electrical cords.

Ladders
Always use an approved ladder or stool to reach any item above your extended arm height. Never use a makeshift device, such as a desktop, file cabinet, bookshelf, or box, as a substitute for a ladder.
Follow these guidelines when using ladders:
- Do not load a ladder above its intended weight capacity.
- Place ladders on slip-free surfaces even if they have slip-resistant feet. Secure the ladder if a slip-free surface is not available.
- Avoid placing ladders in walkways. Secure a ladder if its location could cause an accident.
- Keep areas around ladders clean and free of debris.
- Do not use a ladder in front of a door unless the door is locked and barricaded.

Elevators
The following guidelines should be observed for the safe use of elevators:
- Watch your step entering or leaving an elevator.
- Stand well back from the door when waiting for the elevator. Allow room for passengers to exit from the elevator safely.
- Leave closing doors alone. Do not attempt to keep doors open.
- If the elevator doors do not open when stopped, ring the alarm and wait for assistance.
- If a fire alarm sounds, do not use the elevator; use the stairs.

Computers
The following guidelines should be observed to ensure a safe computer environment:
- Allow adequate space for ventilation surrounding computers and monitors.
- Do not store paper or other flammable materials on top of CPUs or monitors.
- Take care when working with printers. If you have to open the machine for maintenance, repair, or troubleshooting, remember that some parts may be hot. Always follow the manufacturer’s instructions for troubleshooting.
- To reduce the risk of shock in the case of flooding, electrical equipment should not be stored on the floor. Computer CPUs should be kept off the floor on a shelf or on brackets mounted under the desk.

Personal Safety
Many of the following suggestions are just common sense. You may already carry out most of them. However, because assaults do occur, it's worthwhile to review them. Some of these suggestions may protect you from a stranger, but not from someone you know. You should consider a variety of methods to reduce the risks of assault.
- Avoid dark, isolated areas or places of concealment, if possible.
- Make your work area, walking route, and car safe for you.
- Establish "buddy systems" with colleagues and friends.
- Trust your feelings. If a situation doesn't feel safe, leave.
- Familiarize yourself with your surroundings, especially phone locations, designated emergency exits, and other possible avenues for help.

In Your Work Area
- Identify areas in your building that may attract strangers: entrance lobby, candy and drink machine area, and washrooms, for example. Always be particularly alert in these areas.
- Express concerns to your supervisor and your JHSC about security concerns. Insist that outside doors are locked at night, and burned out lights in the entrance and lobby areas are replaced.
- Don't enter an elevator if there are strangers or people inside who make you feel uneasy.
- Secure your workplace adequately.
- Leave office lights on, if you plan to return after dark.
- Have your keys ready as you approach your building and office doors.
- Try to be with another person if you are working past regular hours.
- If you are alone, keep your door locked if possible, and inform Security where you are working, what time you expect to leave, and call them when you leave. Security will do their best to check on you.
- If you see someone acting in a suspicious manner, report it to Security.
- If a tradesperson, repair person, or courier requests admittance to your building, office, or room, ask for identification. If you are not satisfied with the person's credentials, direct him or her to someone in authority for assistance.
APPENDIX E – Safety on Campus Grounds

When on the campus after dark

- Be aware of your surroundings and avoid areas that seem unsafe. Trust your senses.
- Exercise caution when entering poorly lit walkways, deserted areas, lanes, empty parking lots, and building nooks.
- Notify the Maintenance Department or your Safety Committee representative of burned out exterior lights.
- Areas of concealment such as shrubbery and dark doorways should be approached with caution.
- Change direction or walk into an occupied building if you think someone is following you.

General Safety

- No liquid or solid objects are to be thrown or otherwise projected within or into any of the College buildings.
- Climbing on the roof of a College building, climbing on, or descending from any wall or window of a College building is strictly prohibited.
- Burned out exterior lighting should be reported to maintenance preferably in writing by email to helpdesk@nbcc.ca.

Fire Safety

- Fire escapes and landings are not to be used at any time except in case of a fire or fire drill.
- Fire alarms, fire extinguishers, and sprinklers must not be tampered with. Tampering with fire detection or suppression equipment or falsely initiating a fire alarm are offences under the law. Offenders will be prosecuted.
- Ensure that exits are not obstructed and are kept clear at all times

Personal Safety

- All intruders, or suspicious looking persons, should be reported to the Department Head, Instructor and/or Security immediately.

Operation of Motor Vehicles on College Property

Improper operation of vehicles on campus property presents clear risks for students, employees, and visitors. To minimize the likelihood of accidents and injuries, the following guidelines are to be followed:

- Those operating motor vehicles on College property (including roadways and parking lots) are required to do so in a safe manner and in accord with the requirements of the New Brunswick Motor Vehicle Act and Regulations made under the Act.
- Motor vehicles may be parked only in approved parking spaces. Motor vehicles are not to be parked in emergency vehicle access points.
- Operators of motor vehicles should not run vehicle engines longer than absolutely necessary in locations where engine exhaust can enter College buildings.
- Operation or parking of motor vehicles in contravention of these regulations may result in issuing of a ticket, towing of the vehicle (at the owners expense), and possible cancellation of parking privileges.
Roller/In-line Skating and Skateboarding:
- Roller / in-line skating and skateboarding are not permitted on College property roads, sidewalks, pathways, or in College buildings.

Operation of Bicycles on College Property:
- Those operating bicycles on College property (including roadways and parking lots) are required to do so in a safe manner and in accord with the requirements of the New Brunswick Motor Vehicles Act and Regulations made under the Act.
- Cyclists are required to dismount and push bicycles while travelling on College sidewalks or pathways.
- Bicycles are normally to be parked at bicycle racks located around the campus. Bicycles are not permitted to be brought into classrooms or administration buildings. Bicycles may not be chained to trees, poles, railings, fences, or structures on College property. Only approved bicycle racks are to be used.
- Bicycles parked in contravention of these regulations will be removed. If necessary, locks will be cut in order to remove improperly parked bicycles.

Non-smoking Policy
Since smoking endangers health and safety, and since the College wants to offer students and employees a clean and pleasant environment for work and study, smoking is permitted only within ten meters (thirty feet) of any entrance to a building or inside College buildings. NBCC Non-Smoking Policy 2613 is available NBCC@Work: http://intranet.nbcc.ca/QMIR//Pages/Facilities-Operations-Administration.aspx

Snow Removal Policy
The Regional Operations Manager is responsible for snow removal and salting on campus. Care and caution should be used at all times when walking on campus during winter conditions.

Preventing Slips and Falls in Winter Conditions
The best way to avoid a serious slip or fall in winter is to recognize hazardous conditions and take the proper precautions:
- Wear the appropriate footwear. Flat shoes with slip resistant soles, or rain/snow boots are best since they provide traction.
- Watch where you are stepping. Watch out for ice that may be covered by snow. Take note of buildings that have snow and ice accumulation on the roof.
- Walk slowly and stay alert. Take short flat steps with feet slightly spread.
APPENDIX F - Classroom and Computer Lab Safety

General Safety
- Ensure that classroom lighting is adequate. Contact the Maintenance Department or the Helpdesk to report burned out light bulbs.
- Ensure that chairs and desks are in good condition. Report any broken furniture to the Maintenance Department or Helpdesk.
- Report tripping hazards such as defective tiles, loose boards, or torn carpet immediately.
- Do not block electrical panels, switches, fire equipment and alarms, emergency and exit doors.
- Refrain from climbing on chairs and desks.
- Bicycles, rollerblades, skateboards, and scooters are not to be used inside any College building.

Housekeeping
- Many classroom accidents are caused by poor housekeeping practices. By keeping the classroom floor both neat and clean, you can eliminate most slipping, tripping, and falling hazards.
- Clean spills and pick up fallen debris immediately. Even a loose pencil or paper clip could cause a serious falling injury.
- Keep all aisles and floors clear of tripping hazards, such as wastebaskets, electrical and computer cords, protruding utility outlets, boxes, rain gear, etc.

Electrical Safety
- Ensure that electrical cords and phone cords are in good condition and that there are no splices or broken insulation in the cords. Report defective electrical and phone cords to the Maintenance Department or Helpdesk.
- Ensure that electrical cords and phone cords do not cross walkways or otherwise pose a tripping hazard. If you cannot move a cord, have a new outlet installed or secure the cord to the floor with cord covering strips. Do not tape cords down or run them underneath carpet.

Equipment Safety
When using equipment in the classroom or the computer lab:
- Do not place machines near the edge of a table or desk.
- Unplug defective machines and have them repaired immediately.
- Do not use any machine that smokes, sparks, shocks, or appears defective in any way.
- Take care when working with printers. If you have to open the printer for maintenance, repair, or troubleshooting, remember that some parts may be hot. Always follow the manufacturer’s instructions for troubleshooting.
- Allow adequate space for ventilation surrounding computers, monitors, and any other heat generating equipment.
- Do not store paper or other flammable materials on top of computer CPUs, monitors, or any other heat generating equipment.
Athletic Facilities Safety

Facilities
With the assistance of Maintenance, the SRCs will endeavor to maintain clean facilities where all equipment is in good working order.
- Maintenance will provide a detailed schedule of facilities and specific areas cleaned along with the frequency of cleaning.
- The SRC will complete inspections of the athletic facilities. High traffic areas will be inspected weekly and all other areas will be inspected on a monthly basis. Fitness centre workers (volunteers) will provide a logbook with a report on the condition of the facilities they manage and this will be checked weekly by the Student Advisor.
- Maintenance will be advised by email of any noted deficiencies or maintenance problems with the equipment in the athletic facilities.
- Rules and regulations regarding the facility and equipment will be posted in the Physical Fitness Centre and the Gymnasium.
- First aid kits will be maintained at each facility.

Travel
- The SRC will provide the safest mode of transportation available to transport student-athletes to off campus events.
- The SRC will assist coaches in fulfilling their responsibilities for the safety of their student-athletes while traveling.
- All vans and busses will be rented from a reputable business operation that provides safe transportation for student athletes. Winter tires will be equipped for all rental vehicles and will be considered part of the contract.
- Coaches will be advised policies and procedures with regard to transporting student athletes from the campus to their destination and safely returning to the campus. Coaches have the responsibility for the safety of student athletics while these individuals are in their care.

Physical Fitness Centre
- The Physical Fitness Centre will be available for students, faculty, and staff during the academic term.
- The fitness center will be monitored by camera during unsupervised hours.
- Any bench or cardio equipment is to be cleaned with the spray bottles provided at each workout station.
- Normally the use of the cardio equipment is limited to 30 minutes.
- Any weight benches are to be cleaned with the spray bottles provided at each workout station. A spotter must be present in order to use the free weight bench press or when using heavy weights.
- Use of the facility is limited to College students, faculty, and staff.
- Proper footwear and gym attire must be worn at all times. Outdoor shoes must be removed before entering the facility.
- The Physical Fitness Centre will be a scent-free environment.
- Faculty and staff must sign in before entering the fitness center (specific requirements vary from campus to campus).
Students, faculty and staff should be aware of the danger of vigorous exercise if they have an existing health condition and should check with their doctor/health professional before starting any exercise program.

**Gymnasium**
The gymnasium is used primarily by scheduled student and rental groups. The open or free time slots are available for students, faculty and staff on a first come, first served basis. Open time slots may be reserved ahead of time through SRC.

- Proper footwear (white soled, non-marking sneakers) must be worn at all times in the gymnasium.
- No food or beverages are permitted on the gymnasium floor.
- Only College students with valid IDs will be permitted to use the open time slots in the gymnasium.
- Outdoor shoes must be removed before entering the gymnasium for activities.
- The gymnasium is a scent-free environment.
- All teams, students, and authorized rental groups must leave the playing surface at their scheduled finish time. Violation of this rule could lead to loss of privileges.

Students, faculty and staff should be aware of the danger of vigorous exercise if they have an existing health condition and should check with their doctor/health professional before starting any exercise program.
APPENDIX G – Listing of Safe Work Practices

http://intranet.nbcc.ca/sa/Pages/Safe-Work-Practices.aspx
## APPENDIX H – Safe Work Practices Template

**Safe Work Practice (SWP)**

<table>
<thead>
<tr>
<th>Name of Task:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department/Unit:</td>
</tr>
</tbody>
</table>

**Personal Protective Equipment or other required equipment or other safety considerations:**

**Hazards:**

**Required Training**

**Steps to be taken to complete task safely:**

1. 
2. 
3. 
4. 
5. 
6. 
7. 
8. 
9. 
10. 
11. 
12. 
13. 
14. 

**Responsibilities, Completion and Review**

Management and workers to ensure all duties performed in accordance to training, established health and safety regulations/guidelines, policies and procedures (i.e. utilizing personal, protective equipment as per SAFE Work Procedures). Notify Manager or designates (i.e. supervision) 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.

Completed by and Date: 

Approved by: 

Last Reviewed / Revised by and Date: 

Note: This task will be monitored periodically to ensure compliance and effectiveness.
### Sample completed Safe Work Practice

#### Safe Work Procedure (SWP)

**Name of Task:**
Hand Tools

**Department/Unit:**
- Carpentry, Plumbing, Electrical, Industrial Electrical, RAC, Welding, Maintenance

**Personal Protective Equipment or other required equipment or other safety considerations:**
- Eye protection
- Safety boots
- Protective hair covering to contain long hair or tie back long hair
- No loose fitting clothing
- Hearing protection

**Hazard:**
- Cuts, lacerations and amputations, musculoskeletal injury, dust/debris irritation, noise, fingers pinched

**Required Training**
- Successful completion of safety unit and test.
- Training in-house by individuals, experienced and knowledgeable with the tool.
- Part of annual equipment list review.

#### Steps to be taken to complete task safely:

1. Wear specified Personal Protective Equipment.

2. Follow pre-operational safety checks.

3. Ensure no slip/trip hazards are present in workspace and walkways.

4. Faulty equipment must not be used. Immediately report suspect equipment.

5. Use with proper posture and body position appropriate to task.

6. Take breaks from static positions often.

7. Select the right tool for the job. Substitutes increase the chance of having an accident.

8. Ensure that the workspace is free of clutter and allows room for task.

9. Ensure tool is in proper working order. For example: cutting tools are sharp. Hammer heads and file handles are secure.

10. Use tools only for their designed purpose. Never use cheater bars, handles, or pipes to gain additional leverage. Do not apply excessive force or pressure on tools.

11. During operation, ensure that both hands are positioned safely, and feet are positioned for proper balance. Tool operation should be directed away from hands and body.

12. Pull on a wrench or pliers. Never push unless you hold the tool with your palm open.

13. Point sharp tools (e.g., saws, chisels, Knives) laying on benches away from aisles and handles should not extend over the edge of the bench top.

14. Clean, then put tools away in appropriate spot immediately after use.

15. Clean up work area.

16. If an emergency situation occurs while conducting this task, or there is an equipment malfunction, shut the equipment off immediately and follow the lock out procedure. Report any hazardous situation to your instructor/supervisor immediately.

### Responsibilities, Completion and Review

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, coworkers, or any others who enter the premises.

**Completed by and Date:**

**Approved by:**

**Last Reviewed / Revised by and Date:**

**Note:** This task will be monitored periodically to ensure compliance and effectiveness.