



The Environment Network

Health and Safety Policy Manual

Safe Work Practice

Extension Cords

1. All portable extension cords must be of the outdoor type, rated for 300 volts, and have an insulated grounding conductor.
2. All extension cords will be CSA approved and inspected before use.
3. Defective cords must not be used. They must either be destroyed or be tagged and removed from the worksite until repaired.
4. Extension cords must be protected during use to prevent damage from sharp edges, movement of materials, and flame cutting.

Fall Protection – Equipment

Safety Harnesses and Lanyards

The following is the minimum requirement when working over 3 m (10') where no other means of fall protection is available.

1. All safety belts, full body harnesses and lanyards must be C.S.A. certified. They must have a C.S.A. label and be inspected on a regular basis.

2. Harnesses are to fit snugly to all parts of the body.
3. The D-ring on the harness is to be located in the centre of the back between the shoulder blades.
4. Lanyards are to be 16 mm (5/8") diameter nylon or equivalent.
5. All lanyards are to have a shock absorber.
6. Lanyards are to be a maximum length of 1.5 m (5').
7. Lanyards are to be connected to a rigid support or lifeline higher than waist level.
8. The shock absorber side of the lanyard is to be connected to the D-ring.

Lifelines

Safety lifelines must be:

1. 16 mm (5/8") in diameter propylene or equivalent.
2. Used by only one worker at a time.
3. Free from any danger or chafing, (welding slag, rubbing on metal or concrete, etc.).
4. Free of cuts, knots, abrasions or any other defects.
5. Long enough to reach the ground or be terminated to prevent the hitch from running off.
6. Secured to a solid object. Note: An arrest load can be as high as 2250 kg (5000 lbs).

Fire Protection

Fire prevention requires special attention.

1. Keep all entrances and exits clear of obstructions such as vehicles, equipment and general clutter at all times.
2. Correct poor housekeeping practices.

3. Use appropriate shielding of flammable surfaces when performing hot work.

4. Remember that grinders are capable of throwing red hot particles approximately 30 feet.

5. Keep your work area free of unnecessary combustible materials.

6. Use proper degreasing agents. Never use gasoline or other “flammable liquids” for degreasing or cleaning.

7. All fire doors are to be kept closed when the shop is vacant.

Fire Fighting Equipment

1. All workers should know the location of the fire fighting equipment in their area.

2. Fire extinguishers are to be checked monthly.

3. Never return an empty extinguisher to its fire station. Clearly mark it “MT” with chalk and exchange it for a charged unit.

4. All fire extinguishers will be inspected on an annual basis by a certified company.

5. All workers must receive training before using fire extinguishing equipment.

First Aid Requirements

You are required to have:

1. ♣ Posted first aid certificates,

1. ♣ At a minimum 1 first aider per shift must be available and a first aid trained designated backup,

1. ♣ First aid equipment has to be available and accessible

As an employer you can order (no charge) copies of the First Aid Regulation 1101 and the “In Case of Injury at Work” poster from the WSIB. Call 1 800 663-6639. Both of these are available in several languages. The poster is available in 3 sizes.

First Aid Regulation 1101 Brochure Form 82- In Case of Injury

Size of workplace – per shift training level requirement:

less than 5 workers	Emergency First Aid
more than 5 but less than 15	Standard First Aid
more than 15 but less than 200	Standard First Aid
more than 200	Standard First Aid

Recognized training organizations are found in the Regulation 1101 or on the website www.wsib.on.ca

First Aid Kit Requirements:

less than 5 workers	Section 8
more than 5 but less than 15	Section 9
more than 15 but less than 200	Section 10
more than 200	Section 11
First Aid station – less than 200	Section 9, 10
First Aid room – more than 200	Section 11

Resources

Under the WSIA there are first aid requirements (Regulation 1101) for every workplace. The regulation requires that:

1. There be at least one person trained, at the designated level, on every shift.
2. That the ‘designated’ first aider be available to render assistance at all times during that shift.
3. A copy of Form 82 – poster be posted in the workplace, where all workers can see it.
4. Injuries must be reported to the WSIB using Form 7.

Availability of First Aid Kits	Located within quick and easy access for all employees.
Required Components in the First Aid Kits	Each first aid kit must be adequately stocked with supplies (as per Reg. 1101).
Number of Trained/Qualified First Aiders	Must be a qualified first aider on every shift.
First Aid attendant works in the immediate vicinity of the first aid kit	Must work in close proximity to the first aid station/ kit.

First aid treatment/advice recorded	The first aid attendant records in a treatment/ advice logbook all circumstances surrounding the incident as described by the injured employee. Treatment record includes (see sample form): 1. Date of injury 2. Time of injury 3. Name(s) of witnesses 4. Nature 5.Exact location of treatment given Each first aid station has its own treatment/ record logbook.
First Aid Certificates Posted	The first aid certificates of qualified first aid attendant(s) on duty is/are posted.
First Aid Kit Inspection Record	1.Establish an inspection schedule. 2.Assign responsibility for inspections. 3.A recording system should include the date of the most recent inspection of the first aid box and signature of the inspector.
Stretcher and Blanket(s) Compliance	Every employer employing more than fifteen (15) and less than 200 workers in any one shift at a place of employment shall provide and maintain at least: 1. One stretcher and 2. Two blankets
First Aid Room Compliance	Every employer employing more than 200 workers in any one shift at a place of employment must supply and maintain a first aid room.

Company Health and Safety Rules

Housekeeping

- 1.Waste material and debris must be removed from work and access areas on a regular basis or at least once a day.
- 2.Waste material and debris must not be thrown from one level to another but must be carried down, lowered in containers or deposited in a disposal chute.

Material Storage

1. Material must be piled, stacked or otherwise stored to prevent tipping and collapsing.
2. Materials to be lifted by crane or other hoisting device must not be stored

under overhead powerlines.

Tool Maintenance

1. It is the employer's responsibility to supply and maintain shop tools and other power equipment in good repair.
2. It is the worker's responsibility to use such tools properly and to report any defect to the supervisor.

Personal Conduct

Riding on Equipment

1. Under no circumstances is a worker to ride on any piece of equipment unless the worker is properly occupying a place or seat designated for such a purpose. This is especially important around forklifts, aerial devices, hoists, cranes and earth-moving equipment.

Horseplay

2. Employees must not engage in any prank, contest, feat of strength, unnecessary running or rough and boisterous conduct.

Alcohol and Drugs

3. No person under the influence of or carrying intoxicating alcoholic beverages is to enter or knowingly be permitted to enter the worksite.
4. No person under the influence of or carrying an illicit drug is to enter or knowingly be permitted to enter the worksite.
5. The use of intoxicating beverages during working hours, including rest or lunch breaks, is prohibited.
6. The use of drugs during working hours, including rest or lunch breaks, is prohibited without written clearance from a physician stating that the drug will not impair the employee's ability to work safely.

Housekeeping

A clean workplace is a safer workplace. All employees, contractors and volunteers are required to:

1. Keep the work area clean, free of oil, grease, mud, unnecessary tools/equipment, scrap metal and other materials.
2. Clean-up spills promptly with proper absorbing materials and agents.
3. Place all garbage and waste materials in appropriate containers.
4. Store all oily rags in appropriate fire-approved steel containers.
5. Keep exterior walkways and stairways free of snow, ice and obstacles.
6. Keep interior hallways, stairwells and other traffic areas clear.
7. Watch for hazards such as nails, pieces of scrap metal, grease and oil.

Ladders

Accidents involving ladders cost the Ontario companies more than 800 lost-time injuries. The following are the major causes of ladder accidents:

1. Ladders are not held, tied-off or otherwise secured.
2. Slippery surfaces and unfavourable weather conditions cause workers to lose footing on rungs or steps.
3. Workers fail to grip ladders adequately when climbing up or down.
4. Workers take unsafe positions on ladders (such as leaning out too far).
5. Placement on poor footing or at improper angles cause ladders to slide.
6. Ladders are defective.
7. Ladders are toppled by high winds.
8. Ladders are carelessly handled or improperly positioned near electrical lines.

Preventing ladder accidents on the job site

1. Check ladder for defects before use.
2. Clear scrap and material away from the base and top of the ladder, since getting on or off the ladder is relatively hazardous.
3. Secure the base against accidental movement. Secure the top also.
4. Set the ladder on a firm, level surface. On soft, non-compacted, or rough soil, use a mudsill.
5. Single-width job-built ladders are only meant for one worker at a time. A double-width ladder can be used by two workers, providing they are on opposite sides.
6. Make sure that rails on ladders extend at least 3 feet above the landing. This allows for secure grip while stepping on or off.
7. Set straight or extension ladders one foot out for every 3 or 4 feet up, depending on length of ladder.
8. Before setting up ladders, always check for overhead power lines.
9. Do not position ladders against flexible or moveable surfaces.
10. Always face the ladder when climbing up or down and while working from it.
11. Maintain 3-point contact when climbing up or down. That means two hands and one foot or two feet and one hand on the ladder at all times.
12. Keep your centre of gravity between the side rails. Your belt buckle should never be outside the side rails.
13. When climbing up or down, do not carry tools or material in your hands. Use a hoist rope instead.
14. Keep boots clean of mud, grease or any slippery materials which could cause loss of footing.
15. When working 3 metres (10 feet) or more above the ground or floor, wear a safety belt or safety harness with the lanyard tied off to the structure.
16. Never straddle the space between a ladder and another object.

17. Never erect ladders on boxes, carts, tables, or other unstable surfaces.
18. Use fall-arrest equipment such as ladder-climbing devices or lifelines when working from long ladders or when climbing vertical fixed ladders.
19. Never use ladders horizontally as scaffold planks, runways, or any other service for which they have not been designed.
20. Stand no higher than the third or fourth rung from the top. Maintain knee contact for balance.
21. Do not splice short ladders together to make a long ladder – the side rails will not be strong enough for the extra loads.
22. Do not use ladders for bracing – they are not designed for this type of loading.
23. Do not set up ladders in doorways, passageways, driveways, or any other location where they can be struck or knocked over.
24. Never rest a ladder on its rungs. Ladders must rest on their side rails.
25. To erect long, awkward, or heavy ladders, get help to avoid injury from overexertion.
26. Before erecting, using, or working from ladders, always check for electrical hazards. Never use aluminum ladders near live electrical equipment or wires.

Inspection and Maintenance

Defective ladders should be taken out of service and either tagged for repair or scrapped. Personnel that are competent in this type of work should repair ladders.

1. Inspect ladders for structural rigidity.
2. Inspect non-skid feet for wear, imbedded material and proper pivot action on swivel feet.
3. Replace frayed or worn ropes on extension ladders with type and size equal to manufacturer's original rope.
4. Check aluminum ladder for dents and bends in side rails, steps and rungs. Do not use metal pipe to replace a rung.

5. Check wooden ladders for cracks, splits and rot.

6. Check all ladders for grease, oil, caulking, imbedded stone and metal or other materials that could make them unsafe.

Manual Lifting

Job Steps

1. Size up the load. If you think you need help, ask for it.

2. Get a good footing.

3. Bend your knees and get a good grip on the object to be lifted.

4. Keep your back straight, lift with your legs, and keep the object being lifted close to your body.

5. Keep your balance and do not twist or turn as you lift.

6. To put the object down again, do not bend from the waist. Keep your back straight and bend your knees, keeping the object close to your body until it is placed in a secure position.

Power Tools Checklist

When and how should you inspect powered hand tools?

1. Inspect tools for any damage prior to and after each use.

2. Check body casing and vents for cracks or other damage.

3. If the tool has auxiliary or double handles, check to see that they installed securely.

4. Inspect power tool cords for defects: check the power cord for cracking, fraying, and other signs of wear or faults in the cord insulation.

5. Check for damaged switches and ones with faulty trigger locks.

6. Inspect the plug for cracks and for missing, loose or faulty prongs.

What should you do if you find a tool defective?

1. If a tool is defective, remove it from service and tag it clearly “Out of service for repair”.
2. Replace damaged equipment immediately. Do not use defective tools “temporarily”.
3. Have tools repaired by a qualified person.

What should you do before using powered hand tools?

1. Ensure that you have been properly trained to use the tool safely. Operate the tool according to the manufacturer's instructions.
2. Ensure that the power tool has the correct guard, shield or other attachment that the manufacturer recommends.
3. Prevent shocks. Ensure that the tools are:
 - ♣ properly grounded using a three-prong plug,
 - ♣ double-insulated (and are labelled as such),
 - ♣ protected by a Ground Fault Circuit Interrupter (GFCI), and
 - ♣ powered by a low-voltage isolation transformer: this will protect users from an electrical shock.
- a. Replace open front plugs with dead front plugs. Dead front plugs are sealed and present less danger of shock or short circuit.
- b. θ Check electric tools to ensure that a tool with a 3-prong plug has an approved 3-wire cord and is grounded. The three-prong plug should be plugged in a properly grounded 3-pole outlet. If an adapter must be used to accommodate a two-hole receptacle, the adapter wire must be attached to a known, functioning ground. Never remove the third, grounding prong from a plug.
4. Have a qualified electrician install a polarized receptacle. Double-insulated tools use plugs with one prong that is visibly wider than the other. If the plug does not fit in a receptacle, it may be an older, non-polarized receptacle, which can only accommodate plugs with two prongs that are the same width.
5. Use only the kind of battery that the tool manufacturer specifies for the battery-powered tool that you are using.
6. Recharge a battery-powered tool only with a charger that is specifically intended for the battery in that tool.

7. Remove the battery from the tool or ensure that the tool is switched off or locked off before changing accessories, making adjustments, or storing the tool.
8. Store a battery pack safely so that no metal parts, nails, screws, wrenches and so on can come into contact with the battery terminals; this could result in shorting the battery and possibly cause sparks, fires or burns.

What should you do while using powered hand tools?

- a. Wear or use personal protective equipment (PPE) or clothing that is appropriate for the work you are doing; this may include items such as safety glasses or goggles, hearing protection, dust mask, gloves, safety boots or shoes.
- b. Switch off the tools before connecting them to a power supply.
- c. If a power cord feels more than comfortably warm or if a tool is sparking excessively, have it checked by an electrician or other qualified person.
- d. Disconnect the power supply before making adjustments or changing accessories.
- e. Remove any wrenches and adjusting tools before turning on a tool.
- f. Inspect the cord for fraying or damage before each use. Tag defective tools clearly with an "Out of service" tag and replace immediately with a tool in good running order.
- g. During use, keep power cords clear of tools and the path that the tool will take.
- h. Use clamps, a vice or other device to hold and support the piece being worked on, when practical to do so. This will allow you to use both hands for better control of the tool and will help prevent injuries if a tool jams or binds in a work piece.
- i. Use only approved extension cords that have the proper wire size for the length of cord and power requirements of the electric tool that you are using. This will prevent the cord from overheating.
- j. For outdoor work, use outdoor extension cords marked "W-A" or "W".
- k. Suspend power cords over aisles or work areas to eliminate stumbling or tripping hazards.
- l. Pull the plug, not the cord when unplugging a tool. Pulling the cord causes wear and may adversely affect the wiring to the plug. Keep the work area free of clutter and debris that could be tripping or slipping hazards.

- m. Keep power cords away from heat, water, oil, sharp edges and moving parts.
- n. Ensure that cutting tools, drill bits, etc., are kept sharp, clean and well-maintained.
- o. Store tools in a dry, secure location when they are not being used.

What should you avoid when using powered tools?

- p. Do not wear gloves, loose clothing or jewelry while using revolving power tools. Tie back long hair or wear appropriate hair protection to prevent hair from getting caught in moving parts of equipment.
- q. Do not use a tool unless you have been trained to use it safely and know its limitations and hazards.
- r. Avoid accidental starting by ensuring the tool is turned off before you plug it in. Also do not walk around with a plugged-in tool with your finger touching the switch.
- s. Do not leave tool until it has been turned off, has stopped running completely, and has been unplugged.
- t. Use a GFCI in wet conditions or damp locations.
- u. Do not expose electric power tools to rain or wet conditions; wet tools increase the likelihood for getting an electric shock.
- v. Avoid body contact with grounded surfaces like refrigerators, pipes and radiators when using electric powered tools; this will reduce the likelihood of shock if the operator's body is grounded.
- w. Do not use light-duty power cords.
 - X. Do not connect or splice extension cords together to make a longer connection. The resulting extension cord may not be able to provide sufficient current or power safely.
 - Y. Do not carry electrical tools by the power cord.
 - Z. Do not tie power cords in knots. Knots can cause short circuits and shocks. Loop the cords or use a twist lock plug.
- 1. Do not walk on or allow vehicles or other moving equipment to pass over unprotected power cords. Cords should be put in conduits or protected by placing planks on each side of them.

2. Do not brush away sawdust, shavings or turnings while the tool is running. Never use compressed air for cleaning surfaces or removing sawdust, metal turnings, etc.

3. Do not operate tools in an area containing explosive vapours or gases.

4. Do not clean tools with flammable or toxic solvents.

5. Do not surprise or touch anyone who is operating a tool. Startling a tool operator could end up causing an accident or injury.

6. Never break off the third prong on a plug. Replace broken 3-prong plugs and make sure the third prong is properly grounded.

7. Eliminate octopus connections.

- ♣ Do not plug several power cords into one outlet.

- ♣ Pull the plug, not the cord.

- ♣ Do not disconnect power supply by pulling or jerking the cord from the outlet. Pulling the cord causes wear and may cause a shock.

8. Never use extension cords as permanent wiring.

- ♣ Use extension cords only to temporarily supply power to an area that does not have a power outlet.

- ♣ Keep power cords away from heat, water and oil. They can damage the insulation and cause a shock.

- ♣ Do not allow vehicles to pass over unprotected power cords. Cords should be put in conduit or protected by placing planks alongside them.

Safe Work Practices – Identifying Asbestos

As part of the ongoing commitment to provide a safe work environment, the following procedure has been established to address the existence of asbestos in the work environment

What is Asbestos?

Asbestos is a naturally occurring material once used widely in many organizations. Its strength, ability to withstand high temperatures, and resistance to many chemicals made it useful in hundreds of applications. However when asbestos is inhaled, it can be harmful and lead to the following diseases:

- ♣ asbestosis
- ♣ lung cancer
- ♣ mesothelioma (cancer of the lining of the chest and/or abdomen).

Where can it be found?

- ♣ Sprayed-On Fireproofing
- ♣ Pipe and Boiler Insulation
- ♣ Loose Fill Insulation
- ♣ Asbestos Cement Products
- ♣ Acoustical Plaster
- ♣ Acoustical Tiles
- ♣ Vinyl Asbestos
- ♣ Gaskets
- ♣ Roofing Felts
- ♣ Asphalt/Asbestos Limpet Spray
- ♣ Drywall Joint-Filling Compound
- ♣ Coatings and Mastics

Prior to Commencing Work

Supervisors:

1. Prior to commencing work in any area, request a copy of the owner's Asbestos Report.
2. If there is asbestos in the work area and it needs to be removed to perform the work, request that the owner to remove it.
3. Do not commence work until you have received a notice from the owner in writing that the asbestos has been removed and it is safe to commence or return to work.
4. If there is asbestos in the work area and its presence does not impact the work, advise workers of location and what not to disturb.

Workers:

1. In all projects, bear in mind the possible presence of asbestos.
2. If you are working in an area known to contain asbestos, contact your supervisor to determine whether or not asbestos is present in the work area or adjacent areas in which you may be working.
3. If there is any doubt about pipe or duct insulation, textured ceilings, vinyl

asbestos floor tile, flooring sheet goods, wall cladding or underground piping, especially in older facilities, do not commence work and notify your supervisor.

Note: To remove Asbestos a worker requires knowledge of the type of asbestos, knowledge of the proper choice and use of PPE and Respirators, understanding of containment procedures and knowledge of proper handling, storage and waste removal procedures. For type 3 removals, training is a legal requirement.

DO NOT REMOVE OR DISTURB ASBESTOS CONTAINING MATERIAL. IF YOU ARE INSTRUCTED TO DO SO, STOP WORK AND CONTACT YOUR SUPERVISOR.

Step Ladder

As with all ladders, make sure that the step ladder is in good condition, and is right for the job to be done. Step ladders are to be used only on clean and even surfaces.

1. No work is to be done from the top two rungs of a step ladder, counting the top platform as a rung.
2. The step ladder is only to be used in the fully opened position with the spreader bars locked.
3. Tops of step ladders are not to be used as support for scaffolds.
4. Don't overreach while on the ladder. Climb down and move the ladder over to a new position.
5. Only CSA-approved ladders will be used.

Workplace Hazardous Material Information System – WHMIS

Employee training/Instruction

All employees will receive WHMIS training as required under current legislation. A record of this training must be maintained. Employees will be issued a pocket card upon completion of WHMIS training.

Material Safety Data Sheets

Responsibility for MSDS is as follows:

Management:

- a) Review in conjunction with the supervisor all [company] supplied material with the review of obtaining all MSDSs that are required
- b) Obtain from the owner any MSDSs which are required for owner supplied material
- c) Obtain from subcontractors any MSDSs which are required for material supplied by subcontractors
- d) Cooperate with the owner/general contractor in setting up a general MSDS file for the project
- e) Ensure manager has set up and has updated MSDS filing system on site
- f) Request from purchasing any labels that may be required

Supervisor

Ensure that there is an MSDS for controlled products used on the site and in the site file which is accessible to all workers

- a) Review all [company] supplied material and obtain all MSDS required
- b) Make available "upon request" MSDS to all [company] employees
- c) Ensure that proper personal protective equipment is available on site

Practical Procedures for Safe Work Practices

Note: The following is presented to guide safe delivery of the <programname> with respect to a number of common occupational hazards associated with the program. However, it does not take precedence over applicable legislation such as the Occupational Health and Safety Act, common sense, and due diligence.

Industry standards specific to home energy auditing and retrofits have not yet been established in Canada. For more information, see health and safety requirements for U.S. weatherization programs, for example: [Maine Weatherization Standards](#).

Note, however, that there are important differences in US legislation and program design that could affect specific health and safety practices.

Safety equipment. N95 dust masks and eye protection must be used in attics and, when airborne dust or debris is anticipated, crawlspaces. Hard hat and safety shoes may be required in some circumstances. Pepper spray is an option. Employers are required to provide a first aid kit under the [Workplace Safety and Insurance Act](#) and encouraged to provide first aid training. Self-employed contractors are advised to carry a kit and obtain training.

Cell phone. Program staff frequently work alone. Potential hazards include vehicle breakdown in a remote location, injuries on the job, animal attacks, and personal harassment. As a general precaution, staff will carry a cell phone, charged and accessible.

Driving. In addition to obeying all Ontario traffic laws, including the prohibition on the use of cell phones and other hand-held devices while driving, program staff will exercise due caution when unsafe road conditions are encountered, and will allow extra time to arrive. Snow tires will be in place for winter driving. Weather appropriate clothing and supplies will be carried at all times. Training is recommended in defensive driving and winter driving.

Personal safety and harassment. Program staff will exercise caution in encounters with hostile or disoriented individuals. If the situation is relatively mild, it may be possible to use techniques for defusing anger e.g, employ active listening, remain calm, avoid arguing or confrontation. However, staff will leave immediately if the situation becomes threatening or dangerous.

Program staff will also withdraw from situations in which they are exposed to illegal activity or subjected to harassment, including sexual advances and offensive remarks.

See the 2010 amendments to the [Occupational Health and Safety](#) Act for new provisions outlining the duty of Ontario employers to take specific steps to prevent and manage workplace violence. The legislation covers the exercise of physical force that causes or could cause injury; it also includes workplace harassment (“vexatious comment or conduct.”)

Unsafe animals. Staff should request that menacing dogs and other pets be restrained before entering the premises; caution is advised in encounters with wildlife (e.g., raccoon in the attic) or pests (e.g., wasps nest). Staff may wish to carry pepper spray for personal protection.

Ladder use. Proper practices must be exercised in the use of ladders. The ladder must be the appropriate height and duty rating, and in good working order, securely placed, on a flat surface clear of debris, with a slope of four to one. [Fall protection systems](#) must be used when there is a possibility of a fall 3 m (10 ft) or more.

- See: [Ladder Safety](#), Workplace Safety and Insurance Board

Attic hatches. Care will be exercised in opening an attic hatch – insulation and other debris may fall. Safety goggles and N95 mask are required.

Attics, crawlspaces. Staff will exercise judgement when entering attics and crawlspaces, and take necessary precautions to ensure safe exit and protect against possible contaminants (e.g., N95 mask, gloves).

Ice. Slipping and falling on ice is a common hazard, especially while carrying a blower door or other tools. During icy conditions, foot wear with smooth soles and heels (e.g., plastic and leather soles) will be avoided in favour of shoes or boots that provide traction on snow and ice (e.g., boots made of non-slip rubber or neoprene with grooved soles). It is also advisable to walk slowly and carefully, keeping to walkways that have been cleared and treated. See: [Walking Safely on Ice](#), University of Wisconsin, Madison.

Other slip and trip hazards. Program staff work in unfamiliar surroundings, including basements and cluttered areas, creating slip and trip hazards. Care will be exercised to ensure adequate lighting, and to clear away tripping hazards such as power cables and other obstacles. Spills on floors, slippery walking surfaces, and loose mats and rugs are additional hazards to be avoided.

Electric safety. Where electricity-related concerns are identified or suspected, program staff who are not licensed electricians will refrain from all actions relating to electrical systems.

Hazardous Substances and Infectious Disease.

- **Asbestos.** Program staff may encounter asbestos insulation, or vermiculite insulation with asbestos content. An N95 mask will be used, and staff will avoid disturbing asbestos in a manner that will cause airborne fibres. (See also the additional information on asbestos in this program manual.)
- **Fibreglass.** Fibreglass is an irritant to lungs, eyes and skin. Although most preliminary research indicates no long-term negative health effects resulting from exposure to high levels of fibreglass, workers are advised to wear properly rated respirators and protective clothing.
- **Lead.** Lead-based paints are common in all pre-1978 homes. Program staff will avoid exposing themselves to lead dust, which can become airborne as a result of disturbing paint during insulation and draft-proofing. Lead is a designated substance under the Occupational Health and Safety Act. As such there are specific rules regarding exposure control and handling.
- **Mould.** Common types of mould are generally not hazardous to healthy individuals—but some moulds may be hazardous to certain individuals. Workers exposed to mould should wear gloves, N95 respirators, and other protective gear. [See Ontario Ministry of Labour.](#)

- **PCBs.** Buildings constructed or renovated in Canada between 1950 and 1978, many of which may also contain lead paint, could also have PCB-contaminated caulk around windows and door frames, between masonry columns and in other masonry building materials.
- **Animal faeces.** Wastes from animals such as mice or pigeons may be encountered by field staff and are a potential source of infection. In areas where these contaminants are found, program staff should wear gloves and other protective gear.
- **Communicable disease.** Field staff are exposed to various infectious diseases in the normal course of contact with occupants and building managers/owners. Prudence is advised, including the use of gloves and hand sanitizer, and the avoidance of contact such as handshakes.
- **Smoke Free Workplace.** All employees, volunteers and contractors will refrain from smoking while conducting business on behalf of the Environment Network.

Worker Orientation Checklist

1. General rights and responsibilities. Explain worker rights and responsibilities as granted by legislation
2. Safety rules. Explain safety rules specific to your company.
3. Policies. Explain the health, safety and wellness policies of your company.
4. Previous training. Ask the employee if she/he has taken any safety training.
5. Training. Provide any necessary safety, environmental, compliance or policy/procedural training.
6. Potential hazards. Tour work areas and facility and discuss associated work area hazards and safe work practices.
7. Emergency procedures. Show and explain how to use emergency equipment as applicable. Demonstrate the evacuation procedures.
8. Toxic products. Identify workspaces where hazardous materials are used, stored or disposed. Provide training as necessary.
9. Emergency notification. Have worker complete the emergency notification form. Keep a copy for your files and send a copy to your emergency coordinator.
10. Emergency contact. Provide a list of names, addresses, phone numbers and fax numbers of the persons who must be contacted in case of emergency.

11. **WHMIS.** Identify the location of the material safety data sheets (MSDSs). Review the MSDSs for all hazardous materials to be used by the workers. Explain hazardous material labelling requirements. Conduct job specific training.
12. Personal protective equipment (PPE), review the PPE program if the worker will be required to wear protective equipment. Issue appropriate personal protective equipment (ppe) that must be worn as required by the work being performed.
13. In case of injury or illness. Review the reporting procedures in the event of an injury and/or accident.
14. Document. Maintain a record of the orientation.
15. Worker name,
16. Date
17. Supervisor.

For further information, see the appropriate current Occupational Health & Safety Legislation

I have read understand the terms and conditions of the Health and Safety Policy.

Dated at The Environment Network this _____ day of _____, 20____

Name of Employee (please print)

Signature of Employee

Michele Rich
Executive Director

