



Health and Safety Manual

Table of Contents

Health and Safety Manual.....	1
1.0 Health and Safety Commitment Statement.....	4
2.0 Health and Safety Policy.....	4
3.0 Role and Responsibilities	5
4.0 Hazard Identification & Assessment	9
5.0 Preventative Maintenance	14
6.0 Work Site Inspections.....	15
7.0 Worker Competency & Training	17
8.0 Emergency Response Plan (ERP).....	19
9.0 Incident Reporting & Investigation	21
10.0 Program Administration	26
11.0 Campus Maps.....	27
12.0 Vehicle Safety	28
12.0 Appendices.....	31
Appendix 1 – Glossary of Terms.....	31
Appendix 2 – Job Hazard Assessment Template.....	33
Appendix 3 – Preventative Maintenance Program	34
Appendix 4 – Workplace Inspection Form	38
Appendix 5 – Contractor Pre-Qualification Safety Checklist.....	39
Appendix 6 – Emergency Protocols Guide	41
Appendix 7 – Emergency Response Plan	42
Appendix 8 – Fire Warden List	44
Appendix 9 – Incident Report Form	44
Appendix 10 – First Aid Form	48
Appendix 11 – WCB Claim Form	48
Appendix 12 – Campus Maps.....	50

Appendix 4 – Safe Work Procedure: StMU Vehicle.....	63
Appendix 13 – Safe Work Procedures: Hazardous Waste.....	65
Appendix 14 – Safe Work Procedures: Portable Ladders	67
Appendix 15 – Safe Work Procedures: Manual Lifting.....	68
Appendix 16 – Safe Work Procedures: Noise.....	72
Appendix 17 – Safe Work Procedures: Personal Protective Equipment (PPE).....	74
Appendix 18 – Safe Work Procedures: Powered Mobile Equipment.....	77
Appendix 19 – Safe Work Procedures: Tools, Equipment & Machinery	80
Appendix 20 – Safe Work Procedures: (WHMIS)	82

1.0 Health and Safety Commitment Statement

St. Mary's University (University) is committed to a proactive Health and Safety Program aimed at protecting our employees, students, visitors, volunteers, contractors, and university premises and property.

In compliance with the Occupational Health and Safety (OHS) Act and other applicable legislative practices, everyone employed at the University, at every level, is responsible and accountable for the institution's health and safety. Active participation by all on an ongoing basis is essential for the safety excellence of our community.

Leadership at all levels of the university are committed to protecting employees, students, volunteers and visitors' health and safety, that addresses their physical, and psychological well-being. Leaders have a duty to ensure employees are informed of their right to refuse unsafe work and employees have a duty to work in a safe manner as per university policies and procedures.

The university conducts regular Joint Health and Safety Committee (JHSC) meetings to recommend additional safety standards and posts meeting minutes for all employees in accordance with provincial legislation. Additionally, every employee shall be aware of the legislative requirements and institutional standards as well as the university's policies and procedures that apply to their work areas.

**THROUGH PERSONAL COMMITMENT AND ACTIVE PARTICIPATION, WE CAN
ACHIEVE THE GOAL OF CREATING A HEALTHY, INJURY-FREE CAMPUS.**

2.0 Health and Safety Policy

Questions regarding this policy should be directed to safety@stmu.ca

Effective Date:	[DATE]	Contact:	safety@stmu.ca
Approval Authority:	President's Council	Cross Reference:	Health and Safety Manual
Responsible Office:	Human Resources	Appendices	Appendix 1-20
Review Schedule:	Every 3 years		

2.1 Background

A written Health and Safety Policy is required by Alberta Occupational Health and Safety Legislation following the *Occupational Health & Safety Act* and *Alberta Human Rights Act*. This policy must demonstrate St. Mary's University's commitment to the protection and maintenance of Health and Safety.

2.2 Policy Objective and Scope

The policy applies to all employees, students, and campus visitors of the university under the authority of the President as outlined under the [Standards of Professional Excellence Policy](#).

2.3 Guiding Principles

All individuals of the university community are bound by university policies and are responsible for ensuring the policy applies to everyone mentioned in the Policy Objective and Scope.

3.0 Role and Responsibilities

All employees are accountable to comply with the Health and Safety Program at all times, as outlined in the Health and Safety manual.

Detailed Roles and Responsibilities for members of the university community are outlined in this Health and Safety manual.

3.1 First on the Scene Responders

- Notified, recognizes, or is called to incident.
- Assess hazards and risks to those responding.
- Contacts, directs, and works with emergency responders, as required.
- Contacts members of the emergency response team (ERT).
- Compiles documents including incidents reports and debrief forms.
- Participates in any needed follow up, investigation and post-investigation recommendations.

3.2. Emergency Response Team

3.2.1 The Emergency Response Team (ERT) includes:

- VP Finance & Administration
- Team Lead, Facilities
- AVP Human Resources
- HR Coordinator & Safety Officer
- Team Lead, HR

3.2.2 The ERT carries out the following:

- Directs St. Mary's University's community in an emergency by following the Emergency Response Plan protocols in Appendix 6.
- Supports with submitting incident reports and assisting team members.
- Directs Facilities' staff and security personnel to perform shutdown procedures, control hazardous areas, supply barricades, etc.
- Provides technical knowledge to each department and specialized support to the emergency response procedures.
- Notifies affected business unit(s).
- Engages with the Executive when needed.

3.3 Executive Team

3.3.1 The Executive Team includes:

- President
- VP Academic
- VP External Relations
- VP Finance & Administration
- AVP Human Resources
- AVP Enrolment & Student Experience

3.3.2 The Executive Team carries out the following:

- Disseminates information during and after the incident to the Board of Governors, media, community, and all external parties.
- Participates in decisions for campus closures.
- Coordinates with faculty and staff to maintain daily routines and/or restructure schedules and events, as necessary.
- Supports all other teams during the incident and post incident, as well as ensures debriefing is completed.
- Handles or delegates individuals to handle media inquiries.

3.3.4 Crisis Response Team (Campus Ministry, Team Lead, Student Success, Campus Counsellors, Campus Security)

- Provides specific post-incident support when required.
- Assesses incidents for long-term psychological/physical/emotional impacts university wide.
- Consults with Executive Team in respective areas of specialization, as needed.

3.3.5 Employees and Students

- Employees and students must be informed of any hazards that may place them at risk, as well as all applicable controls.
- Employees and students must refrain from participating in any activities that may cause harm to oneself or others to ensure the safety and well-being of all students.
- All incidents, injuries, near misses or unsafe conditions are to be reported using the Safe App. Employees are to assist students with reporting.
- Employees and students have the Right to Refuse unsafe work when unsafe conditions exist. Refusals must be reported to their leader or instructor who will email the Safety Officer at safety@stmu.ca. All refusals must be investigated immediately.
- Employees and students must be informed of the outcome of the investigation.
- Employees and students must be familiar with emergency procedures and must know how to locate first aid, fire extinguishers and how to contact security/emergency services.
- Employees must support visitors with completing incident reports.

3.3.6 Fire Wardens

- Provide leadership by personal example.
- Ensure Emergency Protocols Guide (Appendix 6) is implemented in area of responsibility.

- Follow ERT team direction and coordinate initial emergency response protocol.

3.3.7 Contractors, Subcontractors and Consultants

- Contractors will receive a site orientation with the Facilities department as well as be required to complete a Contractor Pre-Qualification Safety Checklist (Appendix 5).
- Implement and follow an effective health and safety program or follow St. Mary's University's Safety Program.
- Conduct work safely by ensuring workers are competent to do so.
- Be aware of and meet the requirements of St. Mary's University's Health and Safety Program and related policies.
- Ensure work conducted complies with contractual agreements and regulatory requirements.
- Provide the resources necessary to allow workers to complete their work safely.

3.3.8 Visitors

- Follow all posted signage, flagging, or personal protective equipment requirements.
- Follow instructions of St. Mary's University Campus Security.
- Report any unsafe conditions, injuries, or concerns to a St. Mary's University Campus Security.

3.3.9 Joint Worksite Health and Safety Committee (JHSC)

- Work in accordance with the *Alberta Occupational Health and Safety Act*, Regulation, and Code and in particular, Part 2, Section 13 of the Act.
- Review policies and procedures for the purpose of recommending changes to the Human Resources department, governing the Safety Office.
 - Reviews to Safety Plans are required:
 - When an incident indicates review is required (incident occurs);
 - There is a change to work or a worksite that could affect the potential for harassment or violence to occur (Hazard Assessment related);
 - If the JHSC requests a review; or,
 - At least every 3 years;
- Conduct work site inspections.
- Provide leadership as a group, and as individuals, by initiating action or guiding concerns to the appropriate resource for resolution.
- Review incident reports and recommend corrective action.

- Promote JHSC training and program implementation.
- Sponsor subcommittees as required.
- Develop goals and objectives of the committee on an annual basis.
- Use the Joint Work Site Health and Safety Committee Handbook issued by Alberta Human Resources as a model to assist them in the conduct of their initiatives within the constraints of this policy:
 - Post the names of committee members on all safety bulletin board in each campus building , so all employees know who the representatives are.
 - Conduct regular quarterly meetings.
 - Record and post the minutes of meetings.
 - Ensure regular workplace inspections are carried out.
 - Comply with the requirements of the *Alberta Occupational Health and Safety Code* and outside agencies as required.
 - Promote safe working practices and environments throughout the organization.
 - Ensure committee members are appropriately trained.

3.3.10 Occupational Health and Safety Legislation

St. Mary's University Health and Safety information is available to all employees, students and visitors via the St. Mary's App or on our website:

<https://stmu.ca/campus-life/student-services/health-well-being/>

This and other safety information as well as a current copy of the *Occupational Health and Safety Act, Regulation and Code* can be available upon request for the location and access to these materials, as well as further information about employees' rights and responsibilities, can be made to your leader.

The latest version of the legislation is also available online from the Alberta Queen's Printers at

https://kings-printer.alberta.ca/documents/OHS/OHSCode_December_2024.pdf

4.0 Hazard Identification & Assessment

4.1 Hazard Identification and Assessment Process

It is a St. Mary's University policy that all workplace activities are assessed to identify existing and potential risks to the health and safety of employees, students, visitors, and contractors. St. Mary's University's will take all reasonably practicable measures to eliminate, reduce or control those risks.

4.2 Hazard Identification

A method to identify and control site hazards is important to eliminate, minimize or prevent unsafe or harmful conditions and workplace procedures. Each department will develop a Hazard Assessment of their work activities and areas.

All employees and leaders are required to take a proactive approach to managing and reporting hazards. When they observe a hazard, they are required to take steps to manage that hazard directly (provided they are adequately knowledgeable/trained to safely do so) – eliminate the hazard or get assistance from persons to do so whenever reasonably possible. When hazards cannot be eliminated immediately, take necessary steps to warn others of the hazards. Report hazards or potentially hazardous situations and acts to their leader or Campus Security.

4.3 Hazard Assessment

The risk assessment is the process where employees and leaders identify hazards, analyze, or evaluate the risk associated with the hazard and then determine appropriate ways to eliminate or control the hazard. This assessment is a thorough look at the workplace to identify those situations and processes that may cause harm, particularly to people. After the identification is made, you evaluate how likely and severe the risk is, and then decide what measures should be in place to effectively prevent or control the harm from happening.

Hazard assessments help to:

- Create awareness of hazards and risks.
- Identify who may be at risk (employees, students, visitors, etc.).
- Prevent Injuries or illness
- Prioritize hazards and control measures

The aim of the hazard assessment process is to remove the hazard or reduce the level of risk by adding precautions or control measures, as necessary.

Hazard assessments are segregated into two different levels: a formal hazard assessment and a field-level hazard assessment. Formal hazard assessments will be completed in conjunction with management, employees and the Safety Officer. These assessments use a formal Hazard Assessment template. The formal hazard assessment will look at all tasks and hazards for each department of the university.

Job hazard assessments (JHA) are required to be completed prior to individuals arriving onsite and must be forwarded to the Safety Officer for record keeping.

Field Level Hazard Assessments (FLHAs) are to be performed at the job site when hazards not covered under the formal hazard assessment could be introduced. These include short duration or uncommon tasks, or tasks in areas that could be subject to a changing environment.

FLHAs must be conducted before the work begins and repeated at reasonably practicable intervals i.e., when a new work process is introduced, when a work process or operation changes, or before the construction of significant additions or alterations to a work site.

Employees who may be expected to complete FLHAs will receive training on how to complete the template and completed forms must be submitted to their Safety Officer for record keeping.

4.4 Imminent Danger

Some hazards are significant enough to present a situation of imminent danger. Imminent danger means a danger that is not normal for that occupation, or a danger under which a person engaged in that occupation would not normally carry out the work, *Alberta OHS Act* requires that all employee and students must stop performing work if they believe that an imminent danger to their health and safety exists. In these situations, their supervisor or instructor must be notified immediately. The individual should remove themselves (or with help if needed) from unsafe conditions, then contact Campus Security.

4.5 Hazard Control

An important part of the hazard assessment process is the control of identified hazards. All hazards must be rated using the Risk Assessment Matrix provided below. This matrix is used to identify the severity of potential injury or damage, the probability an incident occurring and the number of workers exposed. The level of risk will determine the type of controls used and the priority of their implementation.

4.5.1 Risk Assessment Matrix

Severity Probability of Occurrence Frequency of Exposure

		Severity		
		Uncomfortable	Hospital	Fatal/Permanent Disability
		1	2	3
Likelihood	Unlikely 1	1	2	3
	Might Happen 2	2	4	6
	Highly Unlikely 3	3	6	9

Hazard Rating (Severity + Probability + Frequency) determines the hazard control implementation priority.

- Rating of 3 or 4 – The hazard requires monitoring and may need additional controls in the future.
- Rating of 5 or 6 – The hazard requires attention that includes additional PPE or written work procedures.
- Rating of 7, 8 or 9 – The hazard requires immediate attention and any task that may expose employees or students will require engineered controls, procedures, and PPE.

4.5.2 Hierarchy of Controls

When beginning to implement control methods, consider the hierarchy of controls to determine which control methods will be the most effective in reducing the risk of injury or illness. There are three categories of hazard control, and control methods are often used in combination to ensure the best level of protection possible.

Engineering is the most effective method of hazard control and involves eliminating the hazard through design or substituting with a safer alternative. Where possible, engineering controls should always be the first option.

Administrative controls are the second most effective method of hazard control, and involve the implementation of practices, procedures, and rules to reduce the amount of exposure to danger.

Personal Protective Equipment (PPE) is the method of last resort and should always be used in combination with other control methods. For more information regarding PPE, please refer to the Personal Protective Equipment Safe Work Procedure.

4.5.3 Developing Controls

4.5.3.1 Develop Hazard Controls

Based on the risk assessment, focus on the hazards that require immediate attention first. High risk level hazard will require multiple controls to manage the risk. Lower risk hazard can be mitigated with Procedures or PPE.

There are multiple resources available to determine which controls will be effective. OHS legislation and St. Mary's University's Safe Work Procedures will provide information on hazard controls. For further information, contact the Safety Officer or speak with a leader.

4.5.3.2 Implementation of Controls

Implementation will involve the installation of engineering controls, the development of policies, procedures, codes of practice, rules and preventative maintenance schedules, and the introduction of PPE. Implementation will also involve training volunteers, workers and contractors in controls.

4.5.3.3 Review and Revise

Hazard assessments and controls must be reviewed by HR every three (3) years. This will include a reassessment of hazards for specific work areas and positions, a new risk assessment and a review of existing controls.

Employees are required to review hazard assessments annually, when moving into a new role, when a new work process is introduced, when there is a change to the worksite, and when an investigation, inspection or Field Level Hazard

Assessment identifies a new hazard. Hazard assessments must be performed when changes occur to processes or when new equipment is introduced.

4.5.4 Enforcement of Controls

4.5.4.1 Employee

All St. Mary's Health and Safety policies and procedures must be adhered to by all employees including volunteers. Failure to follow may result in disciplinary action.

4.5.4.2 Student

Discipline for students will be handled in accordance with the [Non-Academic Misconduct Policy](#), and all its procedures.

5.0 Preventative Maintenance

It is the policy of St. Mary's University to maintain all tools, vehicles, and equipment in a condition that will maximize the safety of all personnel. To accomplish this, individual departments will ensure they have Preventative Maintenance Programs developed which contain the following:

- Adherence to applicable regulations, standards, and manufacturers' specifications
- Services of appropriately qualified maintenance personnel
- Scheduling and documentation of all maintenance work

6.0 Work Site Inspections

Workplace inspections are an integral part of a successful Health and Safety Program. The St. Mary's Workplace Inspection Procedure which includes a workplace inspection form and information on how to complete a formal inspection.

6.1 Inspection Program

Workplace inspections are conducted both daily and quarterly to identify existing and potential hazards and to listen to the concerns of the workers and supervisors. Inspection results are to be reviewed and documented by the Facilities team. Where imminent danger to staff or students is present, every effort will be made to put hazard controls in place or eliminate the hazard.

6.2 Types of Inspections

6.2.1 Formal Inspections

Campus wide general workplace inspections are conducted per calendar quarter to prevent injuries and illness. These are completed by both a Co-Chair and a member of the JHSC, then forwarded to the Safety Officer for review and record keeping. Through examination of the workplace, inspections identify and record all hazards for corrective action.

Additionally, daily inspections of the mechanical systems are conducted by qualified personnel.

6.2.2 Informal Inspections

Informal inspections will be conducted to ensure that the current safety practices are effective. All area leaders and community members are expected to maintain continual awareness of hazards in their work areas.

No formal inspection report is required; however, any detected hazards must be reported to via the [St. Mary's Safe App](#) or Campus Security.

6.2.3 Inspections versus Hazard Assessment

Hazard assessments allow for the systematic identification of hazards, risk to employees' safety, and the implementation of controls to protect the health and safety of staff, students, and visitors. Workplace inspections are a way of determining if the controls are working correctly or being used effectively.

7.0 Worker Competency & Training

Before engaging in any work at St. Mary's University's, employees must be aware of the health and safety requirements of their job. Some tasks may require special training or education. An employee that is trained, certified and able to perform the task safely is a 'competent' worker. Competency is determined by an area leader after reviewing an employee's qualification and observing their on-the-job performance.

7.1 Worker Training

Employee training may be required to do the job safely.

Depending on the work assignment St. Mary's University's will provide job-specific training for new or reassigned workers and will conduct orientations for all students and workers new to the University.

A contractor's training or orientations will be conducted to ensure everyone working on the site is aware of how to work in a safe and effective manner and not endanger those around them.

Job-specific training may also be completed through a mentor system: having an inexperienced worker paired with a competent student or worker who is familiar with how to do the job safely and efficiently.

Re-certification and refresher requirements will be completed or conducted as needed.

7.2 Orientations

New employee orientations are completed prior to their first day of employment. The orientation topics should be prioritized, and critical health and safety information should be covered on the first day of employment.

Critical issues would include topics such as:

- Health and Safety Orientation (including links to the Emergency Protocols Guide and Health & Safety Manual)
- Job Hazard Assessment (JHA)
- Respect in the Workplace

Safe work procedures and practices should also be reviewed during orientations and, if required, health assessments (such as hearing tests) may also be done at this time.

Transferred or reassigned employees will receive orientations before they start their new job, as they may face unfamiliar hazards in their new position. This position specific training will be documented electronically when the orientations are completed, who conducted the training, and the names of the employees trained.

Individual departments are responsible for working with the Safety Officer to onboard contractors with the appropriate orientation information before they start work at the University.

8.0 Emergency Response Plan (ERP)

Procedures have been detailed in an Emergency Response Plan (ERP) to respond to situations which may cause significant disruption to the normal operations of all or portions of St. Mary's University's campus.

8.1 Communication

Emergency Response communication and information to the internal and external community is provided by the university in alignment with the university's crisis communication protocols under the Emergency Response Team as required.

8.2 Training

Employees will receive training via the Emergency Protocols Guide annually. This training will typically coincide with an emergency drill. Emergency Response Drills will be held annually, at minimum. All training will be documented, and a record will be kept by Human Resources.

First aid training is available to all employees who are interested in receiving it. Certain positions may require first aid certification based on legislative or job-specific requirements. Employees designated as First Aiders will receive refresher training before their first aid and CPR certifications expire. All training will be coordinated through the employee's supervisor.

8.3 Emergency Equipment

8.3.1 Automated External Defibrillators (AEDs)

Facilities staff perform all inspections and maintenance (machines or attachments) for all our machines.

First aid kits are equipped with these units i.e., Area 6 Public Access and are available in case of an emergency for the public to use.

8.3.2 Fire Extinguishers

A variety of portable fire extinguishers are supplied to laboratories or shops through the St. Mary's University's campus. They are located with every First Aid/AED station. Most of these extinguishers are multi-purpose. The extinguishers are inspected by Facilities once a year to ensure they have not been tampered with and in proper working condition (seals remain intact).

8.3.3 Eye Wash Bottles/Drench Stations/Faucet Mounted Eye Wash

The saline solution found in the eye wash has an expiry date on the container. The solution should be replaced at this time. Monthly inspection should take place to ensure there is an acceptable amount of solution in the containers.

Each lab is equipped with an eye wash station, and all stations are checked monthly to ensure they are working properly. Standard eye wash stations are located throughout the labs, while the Chemistry lab also has a drench station.

8.3.4 First Aid Kits

Every building has a Public First Aid Station that is equipped according to required legislation. Additional kits are in each of the labs as well as the Fitness Centre. Kits are inspected monthly and restocked as needed. Campus maps posted on campus indicate the exact location of first aid kits.

8.4 Emergency Management

In the event of an emergency, St. Mary's University's has developed an Emergency Response Plan. It details the University response process for emergencies, university/city wide disasters and the activation requirements for the Emergency Response Team (ERT).

8.5 Drills

Fire drills at all campus locations will be held twice a year at the beginning of each term if possible – Fall and Winter.

A post-meeting shall be conducted at the conclusion of each exercise to review procedures and duties of personnel involved. The approved changes shall be updated within the documentation as soon as it is convenient, and the updated version dated and published.

All fire drills, evacuations, and false alarms at the university will be documented

9.0 Incident Reporting & Investigation

Injury/Incident Reporting

St. Mary's University requires that all incidents and injuries must be reported on the Safety App. Investigations are done on incidents where there is an opportunity to learn how it could have been prevented. Investigations must be completed on near miss incidents where injury was narrowly avoided.

The purpose of incident/injury reporting and the subsequent investigation is to accurately determine the immediate and root causes of the occurrence, not to find fault, and to implement or improve controls to prevent recurrence.

9.1 Employees (Faculty and Staff) Responsibilities:

- All employees shall report all incidents via the St. Mary's Safe App.
- Students shall report injuries or incidents to their instructor.
- The Safety Officer and Facilities shall conduct initial investigations which includes correcting any contributing factors and discussing if further steps are required. If it is a reportable incident, it is legislated that a JHSC member be

involved. Incident investigations must be submitted to the Safety Officer for record keeping.

- Always ensure that the work area is safe, there is no potential for injury to first responders, and the scene is secured. If the area cannot be secured or made safe, complete an incident report via the St. Mary's App and inform them that the area poses a hazard to others. This incident report must then be sent to the Safety Officer to document and track.

9.2 Near Miss Reporting

A near miss is an unplanned event that did not result in injury, damage, or business disruption, but had the potential to cause serious harm under different circumstances. At St. Mary's University's, near miss incidents are investigated and documented using the Incident Report function on the St. Mary's Safe App.

In the event of a near miss occurring, the following steps will be taken:

1. The Employee will report the near miss using the St. Mary's Safe App or by submitting the report online.
2. Depending on the severity of the report received, it will then go to Campus Security and the Safety Officer and/ or the Emergency Response Team (ERT).
3. If the area requires securing, or could pose a risk to others, steps will be taken by Campus Security to ensure that the area is safe and free of hazards.
4. The Safety Officer will investigate the incident using the Incident Report Form. This will be done in consultation with Facilities/Campus Security when necessary.

9.3 Incident Reporting

In the event of an injury at the university, the Emergency Protocols Guide for Specific Incidents should be followed.

9.3.1 Property Damage

If a vehicle, equipment, or university property has been damaged, assess the employee for injury.

- If injury has occurred, follow the Incident Reporting Process
- If the Employee is not injured:
 - Must still submit an incident report via the St. Mary's App the scene requires securing or there is a risk to others.
 - The Safety Officer and Campus Security will investigate the incident.

9.3.2 Unsafe Acts and Conditions

When observing an unsafe act or condition, take the following actions:

1. Intervene with the individual on campus who is at risk and ensure that the area or condition does not pose a hazard to others.
2. If the hazard cannot be removed, contact your Leader and inform them of the hazard or the unsafe act.
3. The Leader will submit an incident report using the St. Mary's Safe App.

9.3.3 Refusal of Unsafe Work

All Employees have the obligation to report unsafe conditions and have the right to refuse to conduct work that poses a hazard to their health and safety. These situations must be reported to your Leader and Safety Officer immediately.

9.3.4 Environmental Spill or Air Contamination

1. In the event of a spill or air contamination, please take the following steps:
Ensure the area is safe. If there is immediate danger or potential for harm, evacuate the area and contact Campus Security.
2. **Check for injuries.** If anyone is hurt, provide assistance if it is safe to do so, and follow the Incident Reporting Process.
3. **Secure the scene.** If the area presents a risk to others, restrict access until it has been properly assessed and made safe.
4. **Report the incident.** Notify your Leader and submit an incident report using the Safe App.

9.4 Incident Investigation Principles

St. Mary's University will conduct investigations for all incidents to find the causes and to prevent similar recurrences. All incidents or near miss incidents, no matter how small, must be reported. The Safety Officer will investigate the incident.

The purpose of the investigation process is to determine the cause(s) of the incident. Any unsafe conditions, acts or procedures, which contributed in any manner to the incident, will be identified. These will be used to develop recommended corrective action to prevent recurrence of similar incidents.

Investigations will be conducted in accordance with the *Alberta Workers' Compensation Act* (WCB) and the Alberta Occupational Health and Safety Regulation (OH&S).

9.5 WCB Requirements

A First Aid treatment record is a legal document and must be made available to Alberta or the applicable Occupational Health and Safety Regulatory Authority upon request for review.

Investigations for minor Incidents/injuries/near miss incidents will be documented and kept on file. There is no requirement for these reports to be sent to Alberta OH&S; however, they will be made available for review upon request.

The Safety Officer will notify Alberta OH&S of any situation or incident that meets the requirements of WCB or other applicable Occupational Health and Safety Legislation and Regulation.

St. Mary's University must immediately notify Alberta OH&S of the occurrence of any incident that:

- An injury which results in death.
- An injury or accident that results in an employee being admitted to a hospital for a period stipulated by regulation.
- An unplanned or uncontrolled explosion; fire or flood that causes a serious injury or that has the potential of causing a serious injury.
- The collapse or upset of a crane; derrick or hoist.
- The collapse or failure of any component of a building or structure necessary for the structural integrity of the building or structure.
- The major release of a hazardous substance.

9.6 Incident Investigation Procedure

Campus Security/Facilities and the Safety Officer will start incident investigations as soon as possible after they have been notified about an injury or incident. The injured must be cared for; this includes any medical treatment or contact with emergency services. The scene must be secured, and all hazards removed to protect responders and investigators. The employee's leader will be responsible for leading the investigation, with the assistance of the Safety Officer. All supervision and management will be trained in how to conduct an incident investigation. All employees will participate in the investigation if required. All investigations are required to identify the indirect, direct and root causes. The investigation must identify corrective actions based on these causes. The actions will be assigned to a specific employee for follow-up, with a timeline for completion. All incident investigations will be reviewed by the ERT and returned to the Safety Officer for record keeping.

9.6.1 All Employees

1. Submit an Incident Report via the St. Mary's App.
2. Secure the scene. Assess the area for any hazards that could pose a risk of injury.
3. Campus Security and Safety Officer will investigate.

9.6.2 Safety Officer

1. Take photos or sketch the incident scene.
2. Collect witness statements.
3. Collect any documents that may be required. WCB forms, training records, statements, photos, etc.
4. Begin to complete the Incident Reporting Forms.
5. Determine the root causes of the incident.
6. Develop and assign corrective actions with timelines for completion.
7. Have the ERT review.

9.7 The Incident Report and Investigation Forms

St. Mary's University has two documents used to report or investigate an incident/accident.

Incident/Injury Report – Submitted by the injured individual or individual who observed the incident/injury.

First Aid Treatment Record – Safety Officer ensures that the individual who conducted the first aid treatment on the injured individual completes this form.

WCB Claim C040 (Employer Report Form) – Government of Alberta report used to document the events of the Worker injury. These reports are completed by HR/H&S in partnership with the individual and their leader and subsequently submitted to the appropriate authorities.

10.0 Program Administration

Program Administration ensures that all aspects of the Health and Safety Program are recorded, tracked and maintained. Each department leader will be responsible for the collection and maintenance of records, in consultation with the Safety Officer to provide advice and assistance. All health and safety records will be sent to the Safety Officer to centralize housing of information and kept for a minimum of three years.

These records include:

- Employee training records
- Workplace inspections
- Incident investigations
- Preventative maintenance records
- Health and Safety meeting minutes
- Job Hazard Assessments

10.1 Accountability

It is important that everyone understands their responsibilities for campus health and safety. The university holds the ultimate responsibility and is legally and morally responsible for what happens on Campus and other situations related sites.

Leaders have an administrative responsibility to ensure that required training, supervision, enforcement of the program is maintained, and the desired safety results are achieved.

Employees and students have the immediate responsibility to take the required training, use the assigned controls, follow all rules and participate where required in the health and safety program.

11.0 Campus Maps

A general campus map and individual building campus maps are available for reference, which include muster points and emergency exits using the link below.

[Individual floor maps](#) are posted in each building they coincide with.

<https://stmu.ca/facilities/>

12.0 Vehicle Safety

Overview

St. Mary's University provides a company vehicle to approved employees for the purpose of StMU work functions.

1. Guidelines

a. Eligible Employees

Employees in good standing at the company who have a valid driver's license may be approved to use a company vehicle if:

- It is required to perform their regular job duties; and/or
- The terms and conditions of the employment contract specifically state that they require a company vehicle.

Employees must maintain their valid driver's license to continue to be eligible for the StMU vehicle. If an employee's driver's license is revoked or suspended, they must contact the Team Lead Recruitment and Human Resources as soon as possible.

Employees without a valid driver's license are prohibited from operating a company vehicle.

b. Company Vehicle Approval

The company vehicle is provided at the sole discretion of St. Mary's University. The assigned vehicle must be driven only by the employee to whom it has been assigned. Employees who allow others (including co-workers or family) to drive their assigned company vehicle without the express consent of the company are subject to disciplinary action.

Approval for a company vehicle may be granted for a limited time, such as the duration of a particular assignment, or indefinitely during employment. The company may switch, replace, or withdraw the vehicle assigned to the employee at any time and for any lawful reason.

Employees who are required to drive for StMU assignments will be asked to provide personal information, including their driver's license number and a driving abstract which will be maintained by Human Resources.

c. Signing Out the Vehicle

Eligible employees are to email the Team Lead, Recruitment, cc'ing HR and include the following in their request:

- Pick up date/time
- Drop off date/time
- Purpose/destination
- Any passengers, including names and whether they are employees, students, visitors, etc.
- Driver name

Once this email is received, the Team Lead, Recruitment, in collaboration with HR, will approve or deny based on availability/eligibility and inform the employee of when the keys will be available.

Once approved, the employee will pick up keys from the Team Lead, Recruitment's office. In unusual circumstances, if the keys are not available from the Team Lead, Recruitment, a spare set is available with the Team Lead, Facilities.

When done with the vehicle, the employee will return the keys to the Team Lead, Recruitment or Team Lead, Facilities. If after-hours return is expected, discuss the Team Lead, Recruitment will determine alternative arrangements.

Along with keys, employees are to bring the binder with them to follow pre- and post-trip procedures.

d. Insurance

All company vehicles and employee drivers must be insured with vehicle coverage. Available coverage types and other details can be found in the automotive insurance plan.

The company's automotive insurance policy only covers business use of company vehicles. Employees who drive company vehicles for personal use must have personal automotive insurance. The company does not pay for any costs incurred from personal use of company vehicles, deductibles resulting from filing a claim regarding the personal use of a company vehicle, or personal automotive insurance premiums. Employees intending to use a company vehicle for personal use must show proof of personal automotive insurance.

e. Personal Use

Personal use permitted upon approval: While the company vehicle is primarily intended for the employee to carry out their work, there may be situations where an employee may use the vehicle for personal reasons with pre-approval from the Team Lead, Recruitment. Before operating the company vehicle for personal use, the employee must have valid insurance coverage.

Permitted use of the company vehicle for personal activities include:

- The commute between the employee's home and work;

Written permission must be obtained from Team Lead, Recruitment before using a company vehicle for any other purpose unrelated to company business or the above mentioned permitted use.

Employees are prohibited from allowing others to operate the company vehicle. This includes but is not limited to spouses, friends, and children. An exception may be made at the company's discretion in the event of an emergency.

f. Expenses

St. Mary's will **reimburse employees OR provide a credit card to the employee to pay** for business-related company vehicle expenses, including fuel costs and maintenance, following StMU's expense reporting process.

g. Damages, and Loss

While in the employee's care, the company vehicle remains the exclusive property of St. Mary's University.

1. Damages, Loss, and Theft

Employees must take appropriate steps to safeguard against damages, loss, and theft. Employees should safely lock and store the company vehicle to minimize any possible damages or theft.

If a company vehicle is lost, damaged, or stolen, employees are to report the incident via St. Mary's Safety App and inform the Team Lead, Recruitment with any available information, such as a description of the extent of the damage or whether it is still in operable use.

Employees who do not take proper care of the company vehicle or are found to be responsible for the loss or damage of a company vehicle may be subject to disciplinary action up to and including termination.

2. Accident Reporting

Employees must perform the following steps if they ever get into an accident:

- Call for medical assistance if required.
- Regardless of the severity of the accident, report it to the police.
- Accurately record the names and addresses of the driver and occupants of the other vehicle, and any witnesses.
- Provide the other party with their name, address, driver's license number, and insurance information.
- Complete an incident report in the Safety App with the name and driver's license number of the other driver; their insurance carrier and policy number; make, model, and year of the vehicle; date, location, and time of accident; and any pertinent weather and road conditions.
- As soon as possible, inform the Team Lead, Recruitment of the accident and file a written report of their account of the accident with a copy of the accident report.

In the event of any accident involving a company vehicle, the company conducts a formal review to assess the employee's involvement and any preventive measures that could have been taken to avoid it.

12.0 Appendices

Appendix 1 – Glossary of Terms

Audit	An evaluation of an organization’s Health and Safety Management System against an approved standard.
Competent Worker	Person who is adequately qualified, suitably trained, and with sufficient experience to safely perform work without supervision or with only a minimal degree of supervision.
Emergency Response Plan	In the university environment, refers to the general emergency procedures which deal with a variety of situations and recommended procedures to deal with them.
Emergency Services	Fire Department / Ambulance Service / Hazardous Materials Team / RCMP
Fire Warden	A person who has been assigned an area within the College to oversee when an evacuation is initiated. The Floor Warden will sweep the assigned area, check washrooms, and control pedestrian traffic within the area directing individuals towards the nearest fire exit.
Hazard	A situation, condition, or behavior that has the potential to cause an injury or loss. Health Hazard: a physical, chemical, biological or psychological hazard which may cause acute or chronic health effects in exposed employees (e.g., noise, dust, heat, ergonomics, etc.). Safety Hazard: a substance, process, action or condition which may endanger the immediate safety of employees (e.g., chemical burns, shear points, slips and falls, etc.).
Hazard Assessment	A process used to identify and evaluate the health and safety hazards associated with job tasks. Provides a method for prioritizing health and safety hazards.
Hazard Control	Method used to eliminate or control loss. Engineering Controls: Preferred method of hazard control if elimination is not possible; physical controls implemented at the design, installation, or engineering stages (e.g., guards, auto shutoff, etc.). Administrative Controls: Processes developed by the employer to control hazards not eliminated by engineering controls (e.g., safe work policies, practices and procedures, job scheduling or rotation, and training). Personal Protective Equipment (PPE): Equipment used, or clothing worn by a person for protection from health or safety

	hazards associated with conditions at a work site (e.g., gloves, safety glasses, fall protection, etc.). Used when engineering or administrative methods cannot fully control the hazards.
Imminent Danger	In relation to any occupation, (a) a danger that is not normal for that occupation, or (b) a danger under which a person engaged in that occupation would not normally carry out another person's work.
Incident	A preventable, undesired, and unexpected event that results, or has the potential to result in physical harm to a person or damage to property (loss or no loss).
MSDS/SDS	Material Safety Data Sheets/Safety Data Sheets: Product information containing safety statements. Must be provided for all WHMIS "controlled products" within each specific event site.
Muster Point	Gathering location where all Staff, Students, and Visitors meet if there is an evacuation of the facilities.
Near Miss	An undesired event that under slightly different circumstances could have resulted in personal harm, property damage, or loss. Also referred to as an incident.
Root Cause	The underlying or basic factors which contribute to an incident.

Appendix 2 – Job Hazard Assessment Template

Division: Academics - Faculty		Location of Work: St. Mary's Classroom Building				Date: 27/07/2021																									
Job Title: Faculty						Reviewed/Revised:																									
Assessment completed by: Kacey Gal, Facilities Coordinator																															
Employee being assessed:																															
Activity/Task (List all tasks and activities of the job/work)	Description of Hazard Note: There may be more than one hazard associated with an activity or task.	Likelihood (L)	Severity (S)	Risk Total = (L*S)	Rating (High, Moderate, Low)	Hierarchy of Hazard Controls (OHS Code 2009, Part 2 section 9) Elimination/Substitution (E/S) if this not an option the following hierarchy of controls is to be followed: • Engineering Controls (EC) • Administrative Controls (AC) • Personal Protective Equipment (PPE)																									
						<table border="1"> <thead> <tr> <th colspan="2"></th> <th colspan="3">Severity</th> </tr> <tr> <th colspan="2"></th> <th>Makes you uncomfortable</th> <th>Send you to hospital</th> <th>Kills/cause a permanent disability</th> </tr> </thead> <tbody> <tr> <th rowspan="3">Likelihood</th> <th>Unlikely 1</th> <td>1</td> <td>2</td> <td>3</td> </tr> <tr> <th>Might Happen 2</th> <td>2</td> <td>4</td> <td>6</td> </tr> <tr> <th>Highly likely 3</th> <td>3</td> <td>6</td> <td>9</td> </tr> </tbody> </table>					Severity					Makes you uncomfortable	Send you to hospital	Kills/cause a permanent disability	Likelihood	Unlikely 1	1	2	3	Might Happen 2	2	4	6	Highly likely 3	3	6	9
		Severity																													
		Makes you uncomfortable	Send you to hospital	Kills/cause a permanent disability																											
Likelihood	Unlikely 1	1	2	3																											
	Might Happen 2	2	4	6																											
	Highly likely 3	3	6	9																											
Work at a desk/computer for long periods of time	Exposure to intense light	2	1	2	L	AC: awareness, take breaks as needed EC: adjust brightness settings on electronics																									
	Exposure to repetitive typing motion	2	1	2	L	AC: awareness, take breaks as needed																									

	Exposure to static positions (sitting)	2	2	4	M	AC: taking breaks as needed, standing up/stretching, adjusting screen and chair height EC: ergonomic chairs		
	Fatigue	2	1	2	L	AC: take breaks as needed		
	Injuries from stationary objects (bumps, bangs)	2	1	2	L	AC: awareness		
	Exposure to hot/cold office environments	2	1	2	L	AC: air conditioning and heating units		
	Working with general office equipment (photocopier, shredder, stapler, etc.)	2	2	4	M	AC: awareness, report defective equipment		
	Movement/rotation of general office equipment and machines	2	1	2	L	AC: awareness, training on machine use		
	Walking from parking lot to office	2	2	4	M	EC: clearing of walkways and parking lots, ensuring no barriers block the entranceways AC: awareness		
	Working in an office setting	2	1	2	L	EC: scent-free policy AC: awareness		

	Exposure to uncomfortable positions (standing)	2	1	2	L	AC: take breaks, awareness, shift positions if possible, do not lock knees when standing
Interacting with students	Verbal abuse	2	1	2	L	AC: avoidance EC: Student Code of Conduct
	Violence	2	2	4	M	AC: avoidance, report incidents of violence
Cleaning equipment/surfaces	Exposure to disinfectants and other chemicals	3	1	3	M	AC: use chemicals/disinfectants in well-ventilated area, wear gloves, wash hands properly after use
Receiving emails	Exposure to fraudulent emails	2	1	2	L	AC: use "phish alert" button in email box, awareness, contact sender if unsure about legitimacy
Lifting and carrying materials	Improper lifting technique	2	1	2	L	AC: use proper lifting technique EC: Lifting Technique document
	Overexertion	1	2	2	L	AC: use proper lifting technique, do not lift things that are too heavy for you EC: Lifting Technique document
	Awkward positions	1	2	2	L	AC: avoidance, use proper lifting technique, work in pairs EC: Lifting Technique document
COVID-19	Exposure to covid-19 from surfaces	2	3	6	H	AC: awareness, frequent hand washing or hand sanitizer use, clean all surfaces before/after use PPE: gloves
	Exposure to covid-19 from other people	2	3	6	H	AC: awareness, social distance regulations, frequent hand washing or hand sanitizer use PPE: masks, face shields, gloves

	Exposure to disinfectants specific to covid-19	3	1	3	M	AC: use chemicals/disinfectants in well-ventilated area, wear gloves, wash hands properly after use
--	--	---	---	---	---	---

*** This job hazard assessment is a general overview of the risks for all staff members. Various other risks may apply with independent projects. Additional risk assessments will be done for these projects on a case by case basis. ***

Signature of Assessor: _____

Date: _____

Signature of Employee: _____

Date: _____

Appendix 3 – Preventative Maintenance Program

1. Overview

The proper maintenance of equipment, tools and vehicles is a vital part of a safety program. The preventative maintenance program includes the follow requirements:

- An inventory of maintenance items be maintained.
- A maintenance schedule and records with a description of correct actions taken are kept
- Defective tools, equipment and vehicles are removed from service.
- All records are kept, and all employees are aware and follow the requirements of the program.

All tools and equipment that employees use must be properly inspected, maintained, and kept in good repair. Our maintenance program will reduce the risk of injury, damage, and lost productivity. The qualifications of maintenance personnel are key to the success of a maintenance program. All individuals who perform maintenance work shall have the appropriate skills and training to conduct the work in a safe manner.

All St. Mary University's area leaders will ensure individuals will receive training on the preventative maintenance program and its requirements. Training will be documented, and records maintained.

2. Responsibilities

Facilities leader will ensure:

- That the Preventive Maintenance Program is adhered to, and that all maintenance work be completed by the appropriate qualified individuals
- Maintenance staff are aware of the building and equipment processes and are appropriately trained to complete Preventive Maintenance Program schedules.
- A Preventive Maintenance Program is in place for all equipment, as well as all schedules/ frequencies for preventative maintenance. Schedules and frequencies for preventative maintenance are to be determined by Facilities leader in conjunction with the manufactures specification, best practices, local legislation and any other industry recommendations
- Up to date records are maintained, securely stored and shared with Human Resources to document preventative maintenance activities
- Ensures that all contractors and partners qualify using the Contractor Pre-Qualification Checklist and agree to and sign the Contractor Health and Safety Orientation form.

3. Procedures

The following procedures are required for the success of the preventative maintenance program.

1. An inventory of tools, equipment, and vehicles to be maintained.
It is the responsibility of each supervisor to maintain an inventory of all tools, equipment, and vehicles that their employees will be using. All tools and equipment in this inventory must be inspected and kept in good repair. If it is removed from service, the inventory must reflect its current status.
2. A maintenance schedule and records with a description of corrective actions taken are kept.

All tools and equipment will require a record of maintenance, a date or schedule for upcoming maintenance, and corrective actions for any identified deficiencies.

Records

The maintenance program must contain a recording system. Part of this system should be made up of inventories and schedules. The recording system will document what maintenance work was done, when and by whom. Records will also include the pre-use inspection of equipment as per the manufacturer.

Monitoring

The monitoring functions in a maintenance program fall into two areas. First, all employees who are responsible for operating or maintaining equipment must monitor that equipment to ensure that appropriate checks and maintenance is done. This is accomplished through the pre-use inspection checklist that is included in each piece of mobile equipment.

Secondly, Facilities and the Safety Officer will monitor the entire program to ensure that it is functioning in accordance with this procedure.

Scheduled Inspections and Maintenance

All mobile equipment, vehicles, tools and miscellaneous equipment are to be inspected and maintained according to the following inspections as a minimum. Records of all inspections and maintenance should be completed and maintained for review and approval.

Vehicle maintenance will be regularly scheduled as per the manufacturer's recommendations and completed by qualified personnel. Vehicles assigned to employees must have a monthly inspection with submitted written records.

Safety equipment shall be inspected prior to every project. All repairs must be completed prior to use. Broken or damaged equipment shall be tagged and removed from service. Equipment shall be repaired by qualified personnel only.

3. Defective tools, equipment and vehicles are removed from service

All tools, equipment and vehicles that are broken, require repair, unsafe or damaged will be removed from service until they can be repaired or replaced. They will be tagged or clearly marked as removed from service. All repairs will be completed by qualified personnel only. All records of removed from service, repairs and maintenance will be maintained.

Employees will not, under any circumstance, use defective tools, equipment or vehicles prior to their repair or replacement, failure to do so will result in disciplinary action.

Employees will not repair or modify any tool, equipment, or vehicle unless they are competent to do so and have Leader approval.

Information on the removal of service tag must include:

- Date
- Name of the worker who identified the deficiency
- Description of the tool or equipment (serial number)
- Description of the defect

All records are kept, and all employees are aware and follow the requirements of the program.

All maintenance of equipment will require written documentation which is to be kept for a period of three years.

The following are examples of documentation to retain:

- General invoicing and receipts
- Vehicle/equipment inspections (daily, monthly, annual)
- Vehicle/equipment certifications
- Pre-use inspection logs
- Employee training or certifications

4. Definitions

Preventative Maintenance - Preventive maintenance (or preventative maintenance) is maintenance that is regularly performed on a piece of equipment to lessen the likelihood of it failing. Preventive maintenance is performed while the equipment is still working, so that it does not break down unexpectedly.

5. Exceptions

This program only applies to tools, equipment, and vehicles that require regular servicing as per the manufacturer.

Appendix 4 – Workplace Inspection Form

Facilities and the Safety Officer will conduct quarterly inspections in conjunction with the JHSC inspections.



StMU Site
Inspection Checklist

Appendix 5 – Contractor Pre-Qualification Safety Checklist

St. Mary's University operates on the traditional territory located in Mohkínstsis (Calgary) on the ancestral territory of the Blackfoot Confederacy, the Tsuut'ina and Îyârhe Nakoda Nations, as well as the Metis Nation, Region 3. St. Mary's is focused on

developing the whole person: mind, body and spirit and committed to fostering an institutional culture that values, supports, and promotes equity, diversity and inclusion with respect and accountability and the health and safety within our community. We expect the same commitment from our partners.

Contractor Information

Name of Contractor _____ Date _____

Business Address _____
City _____ Province _____ Postal Code _____
Phone Number _____

Insurance Information

Business License Number _____
WCB Certificate _____ WCB Coverage Amount _____
WCB Copy Provided YES _____
NO _____
If WCB is less than \$5 million, do you have additional YES _____
NO _____
liability Business Insurance?

I, _____ on behalf of _____ hereby attest that we fully understand the importance of adhering to safety regulations and procedures in the workplace. As a company we are committed to maintaining and following a Health and Safety program including, but not limited to Training, Worksite inspections, Emergency Management Plan and to St. Mary’s University’s policies and practices. Therefore, it is our commitment to comply with all safety rules, guidelines, and protocols set forth by our organization and regulatory bodies. If requested, we agree to share any required documentation.

We understand the potential risks and hazards associated with non-compliance, including but not limited to accidents, injuries, and damage to equipment. We are fully aware of our responsibility in ensuring a safe and healthy working environment for all staff members and visitors.

We commit to promptly report any observed unsafe conditions, acts, or potential hazards to the appropriate authorities and the University. We will provide and use all necessary personal protective equipment (PPE) and work tools in the correct and safe manner.

We also understand that failure to adhere to safety standards may result in disciplinary action, up to and including termination of our contract with St Mary's University. My signature below indicates my commitment to always uphold these safety practices.

Signature

Date

Appendix 6 – Emergency Protocols Guide

The general emergency procedures for St. Mary's University are included in the Emergency Protocol Guide for Staff, Faculty, Students and Visitors. It provides the safety procedures to operate a safe campus environment during the delivery of the programs on and off the campus for the following topics:

- Fire & Fire Related Evacuation

- Building and Campus Evacuation
- Chemical Spill/Hazardous Substance Release/Explosion
- Violence/Aggression
- Intruder with Weapon
- Bomb Threat/Suspicious Package
- Lockdown
- Severe Weather
- Utility Outage/Electrical Failure
- First Aid/ Accidents/ Injuries
- Wildlife on Campus

Overview

The university is required by law to ensure fire regulations are always followed, that proper safeguards are in place, that inspections are carried out according to fire codes, and, that staff and students know proper evacuation procedures in the event of an alarm and/or fire.

Regulations

St. Mary's University requires an action plan in the event of a fire alarm or potential emergency and must have procedures governing responsibilities for maintaining the facilities free from fire hazards.

These procedures pertain to all of St. Mary's University buildings and facilities.

The Emergency Protocol Guide for Faculty, Visitors, Staff, and Students details the actions and responsibilities required of departments, staff, and students during emergencies.

[Emergency-Protocol-Guide-for-Faculty-Visitors-Staff-Students-Aug-6-2025.pdf](#)

Appendix 7 – Emergency Response Plan

[Emergency Response Plan - Aug 26, 2025 \(Final\).pdf](#)


Appendix 8 – Fire Warden List

Building Warden List

BUILDING	WARDEN	OFFICE NUMBER	ALTERNATE WARDEN	OFFICE NUMBER
Admin Basement	Krista Larsen	A006		
Admin 1st Floor	Tim Collard	A110	Tasha Best	A107
Admin 2nd Floor	Matt Clay	A204	Maddie Beaulieu	A201
Admin 3rd Floor	Jaline Perfect	A309	Rita Dirks	A319
Admin 4th Floor	Jennifer Nate	A413	John Deausy	A427
McGivney Hall	Deanne Barrett	M201	Harrison Campbell	M101
Classroom Building	Kathryn Strilchuk	C113	Tim Olynik	C105
Fitness Centre	Rhonda Thiessen	C100	Fitness Attendant	C100
Le Fort/Heritage	Sarah McCaskill	Bookstore	Facilities	
Student Association	Facilities	M106	Facilities	M106
St. Basil's Hall	Ashlyn Weis	Front desk	Kathy Wise	B102

Appendix 9 – Incident Report Form

Fill out an Incident Report via the St. Mary's App or on our website:
<https://stmu.ca/campus-life/student-services/health-well-being/>

 **Incident Report Form**

To be completed for all injuries, incidents, and near misses.

Contact Information:

Name of Reporting Person(s) (Required)

Telephone # (Required)

Email Address (Required)

Name of Affected Person(s) (if different than above)

Title of Affected Person (Required)

If you're a student, what program are you in?

Type of Occurrence (Required)

Details of the Occurance:

Date of Occurance (Required)

Time of Occurance (Required)

Date of Report (Required)

Time of Report (Required)

Location of Occurance (Building/Room #)
(Required)

Description of Occurrence (Required)

(What happened to cause the accident/ incident? What was the person doing? Was there any people/equipment/materials involved? Describe the size, weight, and/or type.)

Immediate Corrective Actions Taken:

People Involved/Witnesses:

Name of People Involved/Witnesses

Witness Statement Attached

Please attach any relevant images, videos, or files to your message

 Tap to attach photo or video

Additional Information:

Was First Aid Necessary? (Required)

If yes, who administered First Aid?

Did the injured person require medical attention?

If yes, how was the person transported?

For employees, can this person continue to work?

If no, date and time last worked:

ANY INCIDENT RESULTING IN HOSPITALIZATION MUST BE REPORTED TO OHS



Submit Incident Report

Appendix 10 – First Aid Form



Incident Report
Form - Oct 2023.pdf

Appendix 11 – WCB Claim Form

Worker Claim Form

<https://www.wcb.ab.ca/assets/pdfs/workers/c060.pdf>

CAMPUS MAP



- A** Administration Building
14500 Bannister Rd SE
- B** St. Basil's Hall/Library
14590 Bannister Rd SE
- C** Classroom Building
14540 Bannister Rd SE
- D** Students' Association Building
14586 Bannister Rd SE
- E** Le Fort Centre/St. Mary's Bistro
14580 Bannister Rd SE
- F** McGivney Hall
14550 Bannister Rd SE
- G** Water Tower
The Mauro Gallery
- H** Heritage Centre
- I** St. Mary's Bookstore
- P1** Staff Parking
- P2** Student/Visitor Parking



14500 Bannister Road SE, Calgary, AB T2X 1Z4 T: (403) 531-9130 F: (403) 531-9136



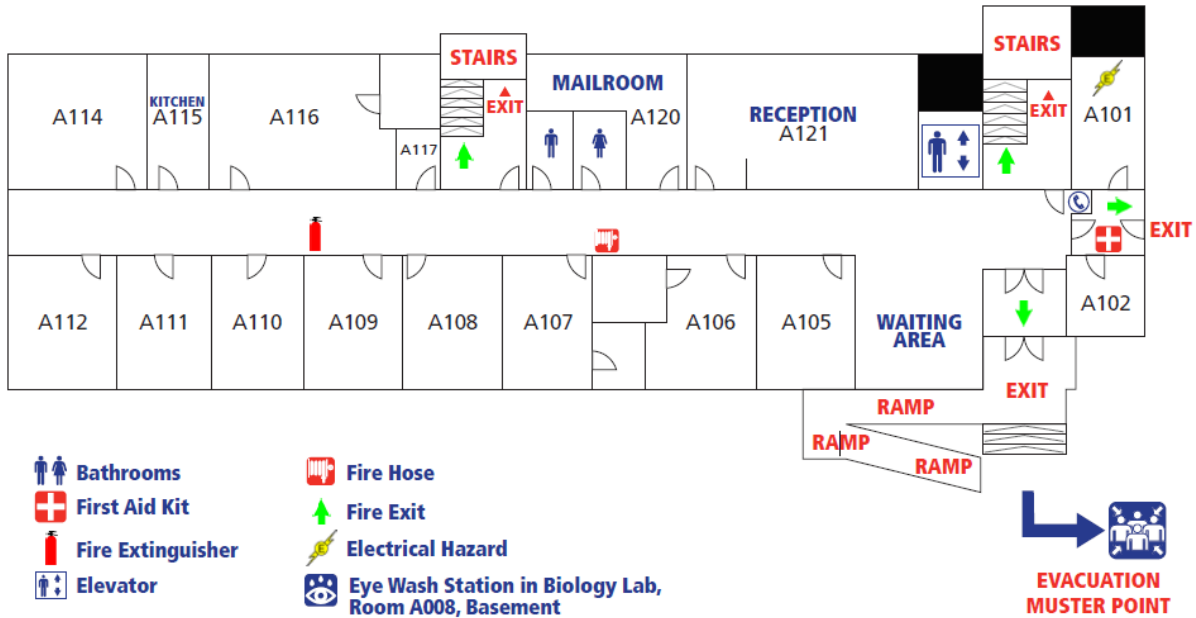
stmu.ca

Administration Building



Administration Building Main Floor

EMERGENCY TELEPHONE NUMBERS:
 Emergency: 9-1-1
 Main Office: 403-531-9130
 Facilities Manager: 403-254-3733
 Campus Security: 403-671-4357 (HELP)

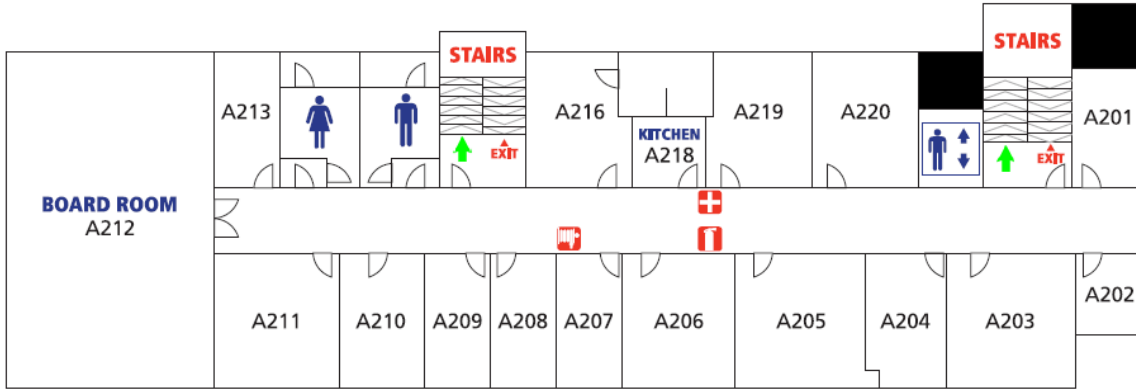


**In case of fire, use stairway for exit.
DO NOT USE ELEVATOR**



Administration Building 2nd Floor

EMERGENCY TELEPHONE NUMBERS:
Emergency: 9-1-1
Main Office: 403-531-9130
Facilities Manager: 403-254-3733
Campus Security: 403-671-4357 (HELP)



-  Bathrooms
-  Fire Hose
-  Fire Extinguisher
-  Elevator
-  Fire Exit
-  First Aid Kit

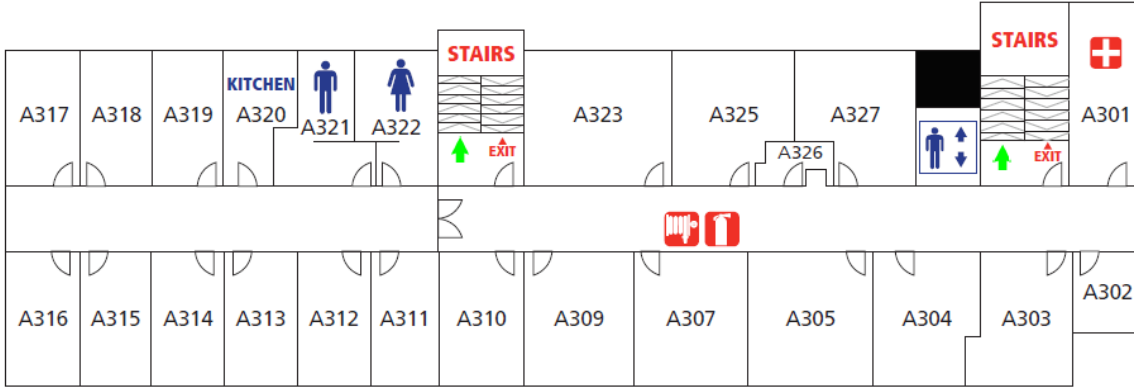
**In case of fire, use stairway for exit.
DO NOT USE ELEVATOR**

EMERGENCY TELEPHONE NUMBERS:
Emergency: 9-1-1
Main Office: 403-531-9130
Campus Security: 403-671-4357 (HELP)



Administration Building 3rd Floor

EMERGENCY TELEPHONE NUMBERS:
Emergency: 9-1-1
Main Office: 403-531-9130
Facilities Manager: 403-254-3733
Campus Security: 403-671-4357 (HELP)



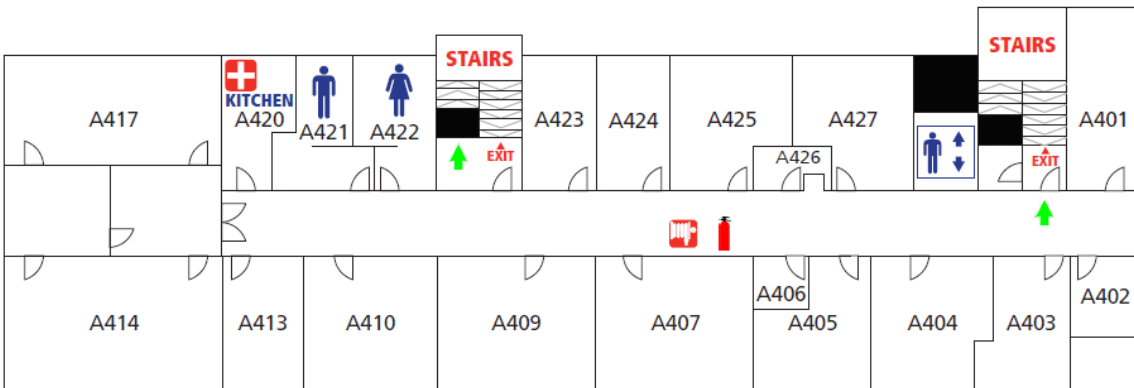
- Bathrooms
- First Aid Kit
- Fire Extinguisher
- Elevator
- Fire Hose
- Fire Exit

**In case of fire, use stairway for exit.
DO NOT USE ELEVATOR**



Administration Building 4th Floor

EMERGENCY TELEPHONE NUMBERS:
Emergency: 9-1-1
Main Office: 403-531-9130
Facilities Manager: 403-254-3733
Campus Security: 403-671-4357 (HELP)



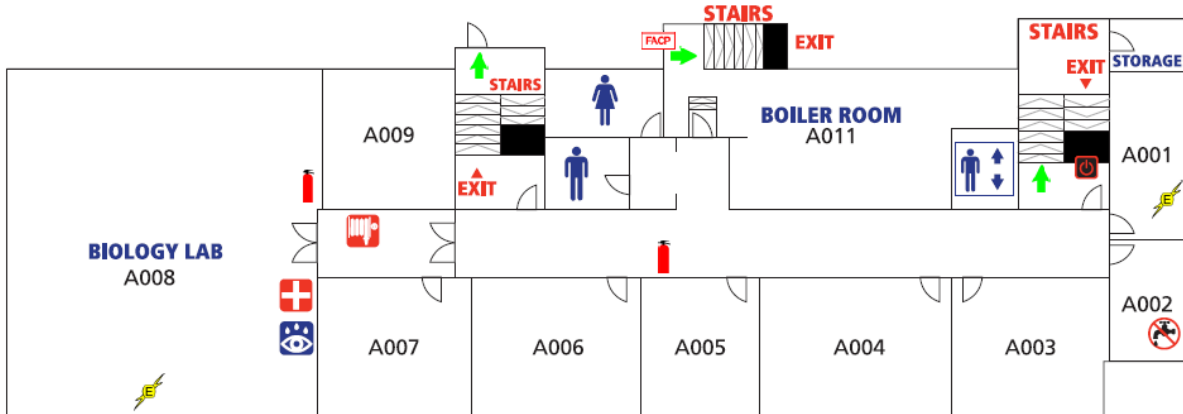
- Bathrooms
- First Aid Kit
- Fire Extinguisher
- Elevator
- Fire Hose
- Fire Exit
- Eye Wash Station in Biology Lab,
Room A008, Basement

**In case of fire, use stairway for exit.
DO NOT USE ELEVATOR**



Administration Building Basement

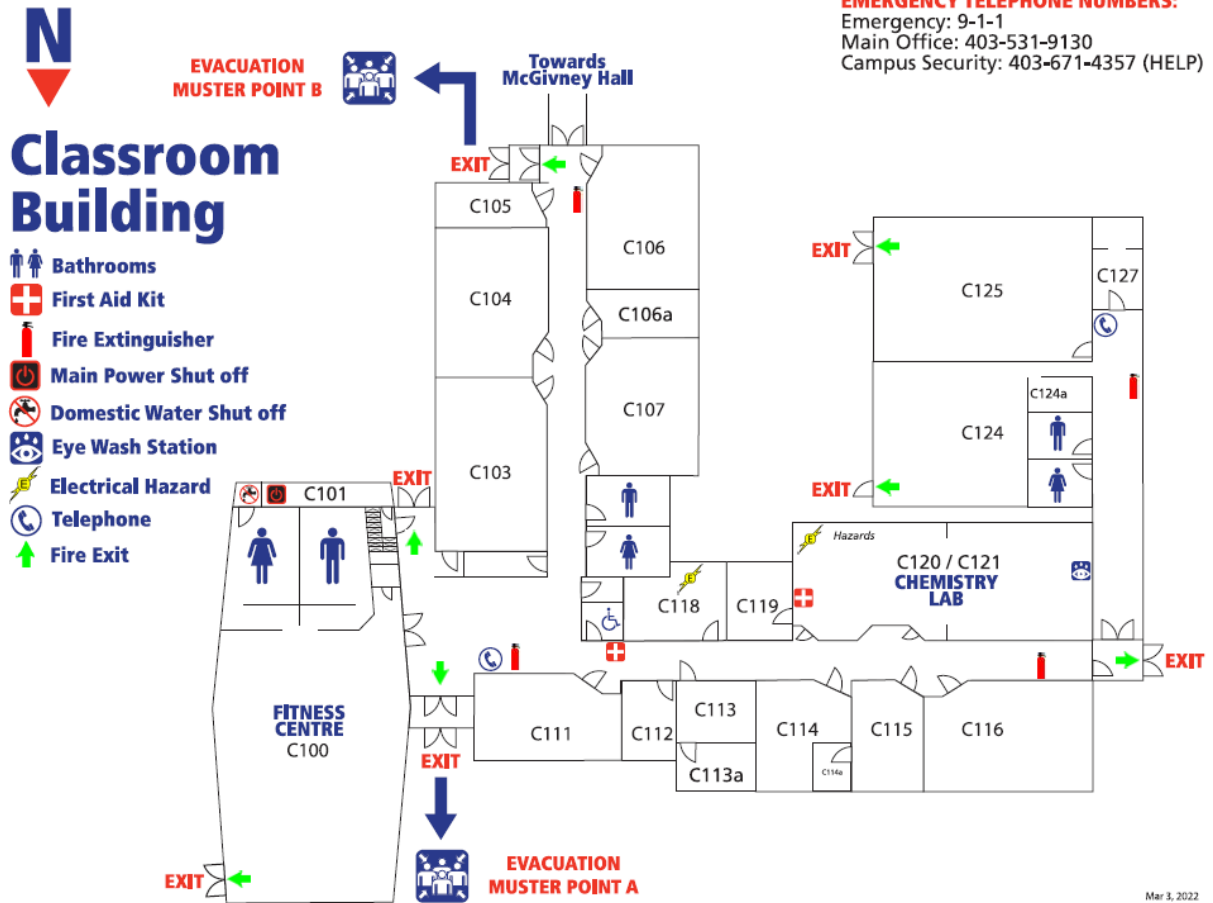
EMERGENCY TELEPHONE NUMBERS:
Emergency: 9-1-1
Main Office: 403-531-9130
Campus Security: 403-671-4357 (HELP)



- | | |
|-------------------|--------------------------|
| Bathrooms | Fire Hose |
| First Aid Kit | Main Power Shut off |
| First Responder | Fire Exit |
| Fire Extinguisher | Electrical Hazard |
| Elevator | Fire Alarm Control Panel |
| Eye Wash Station | Domestic Water Shut off |

**In case of fire, use stairway for exit.
DO NOT USE ELEVATOR**

Classroom Building

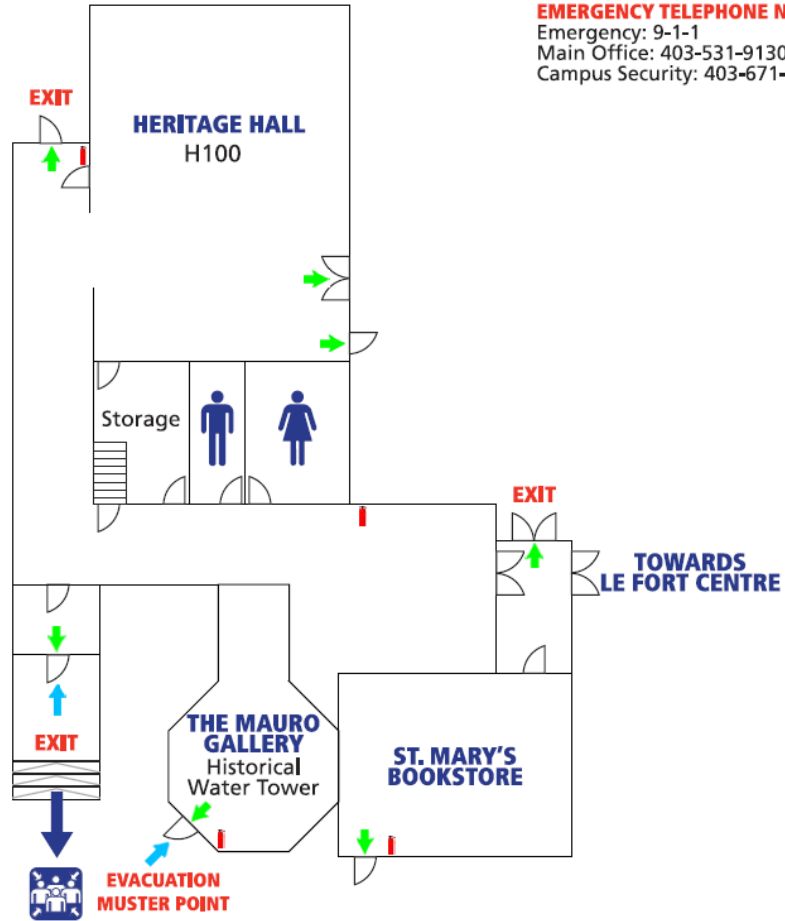


Mar 3, 2022

Heritage Building

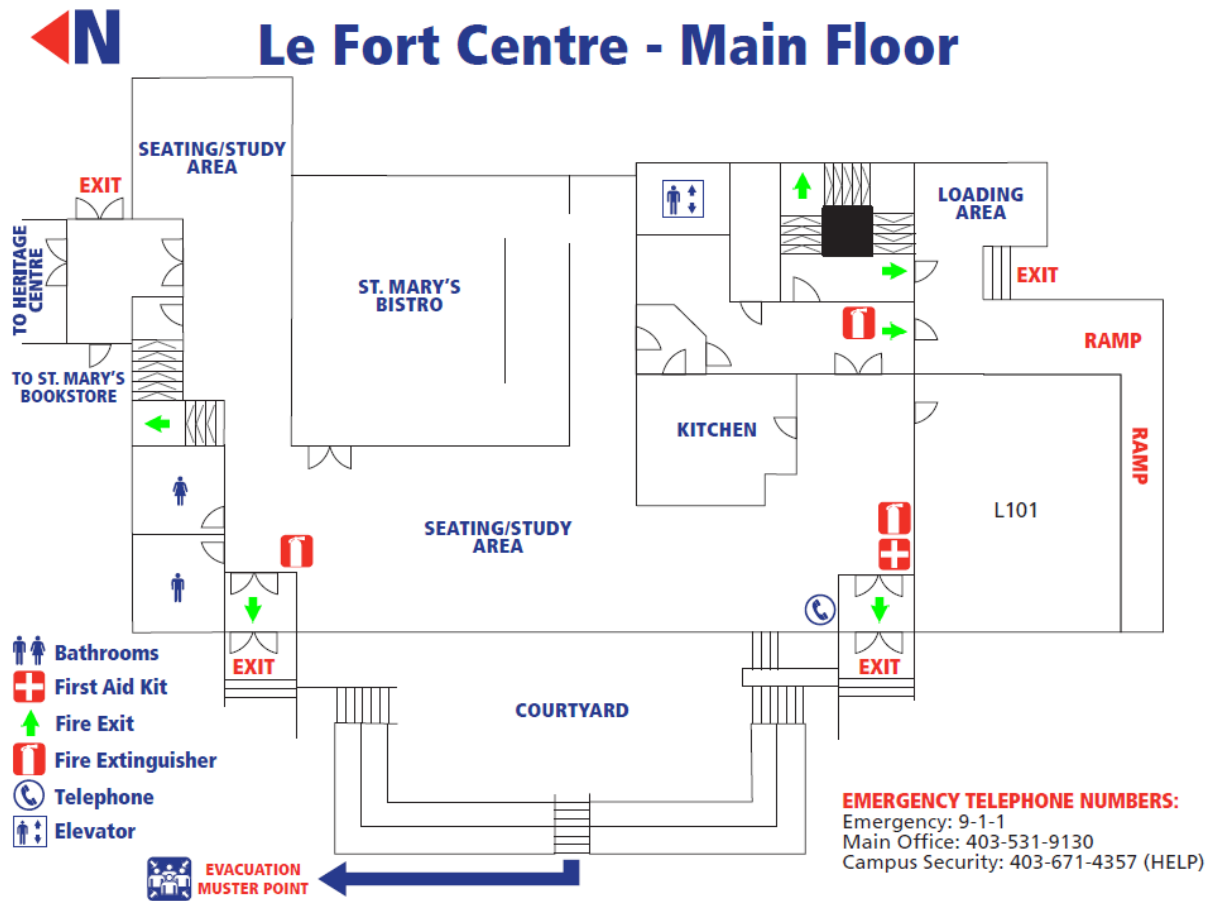
Heritage Centre

-  Bathrooms
-  Fire Extinguisher
-  Fire Exit
-  Fire Dept. Entrance



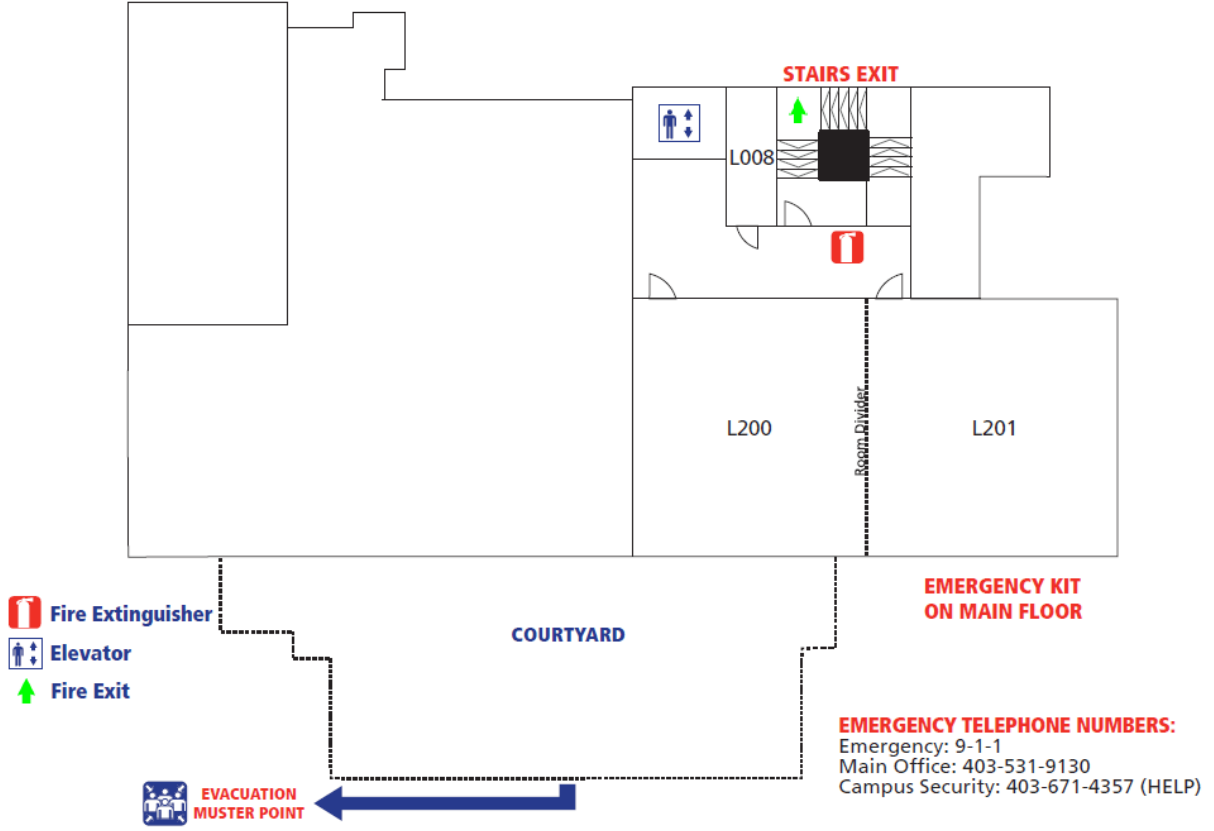
EMERGENCY TELEPHONE NUMBERS:
Emergency: 9-1-1
Main Office: 403-531-9130
Campus Security: 403-671-4357 (HELP)

Mar 3, 2022



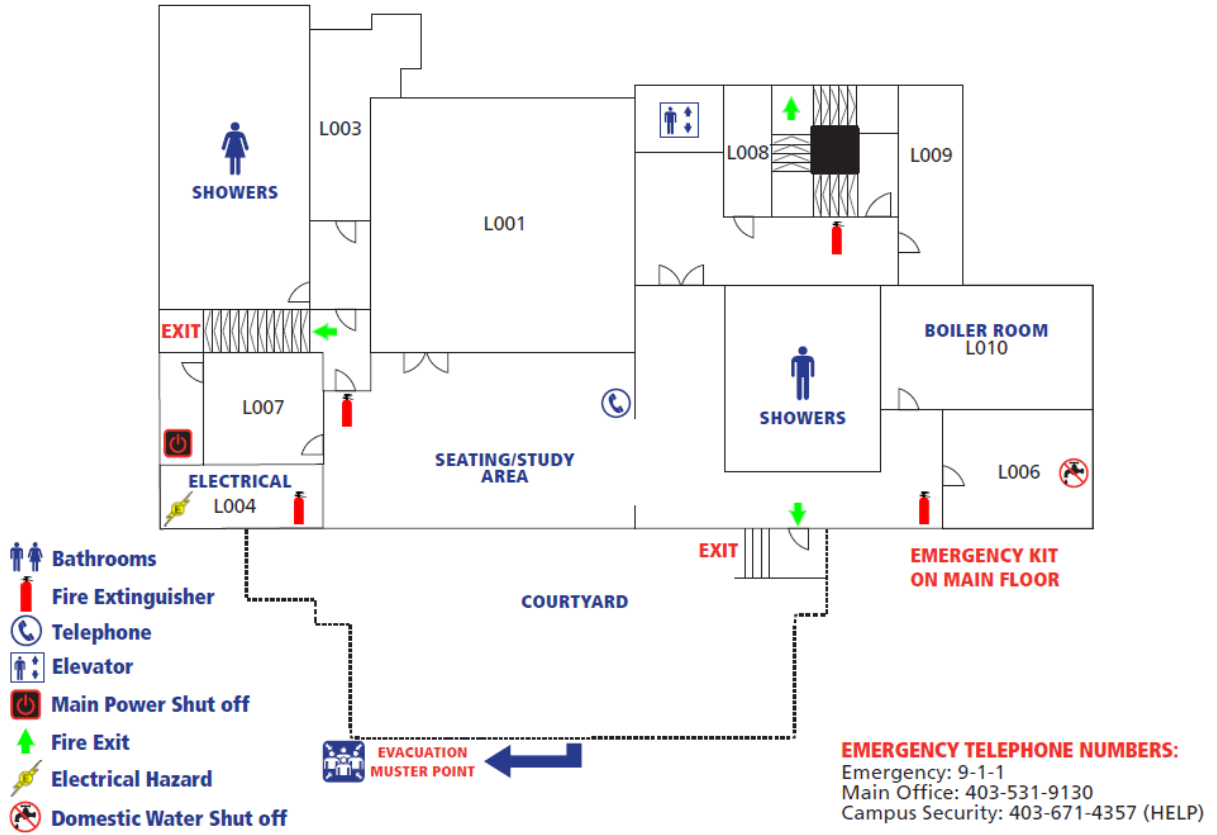


Le Fort Centre - 2nd Floor





Le Fort Centre - Basement



Library



Library

EMERGENCY TELEPHONE NUMBERS:
Emergency: 9-1-1
Main Office: 403-531-9130
Campus Security: 403-671-4357 (HELP)





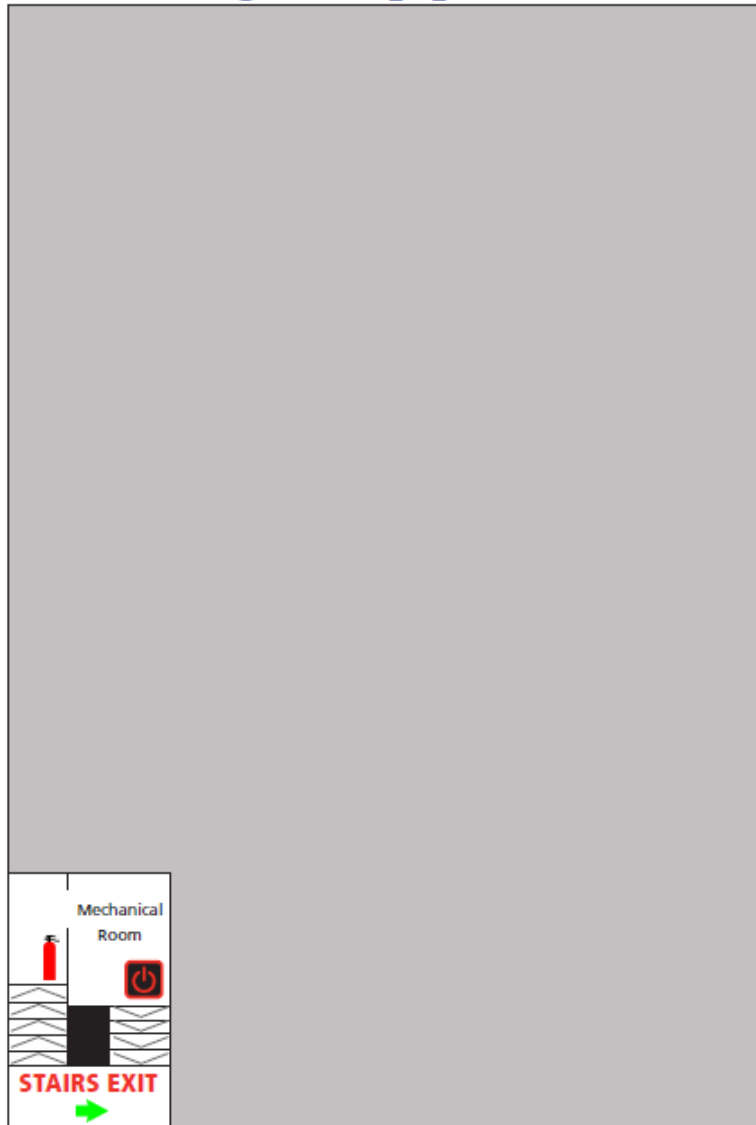
EMERGENCY TELEPHONE NUMBERS:

Emergency: 9-1-1

Main Office: 403-531-9130

Campus Security: 403-671-4357 (HELP)

Library - Upper Level



**EVACUATION
MUSTER POINT**



Main Power Shut off



Fire Extinguisher

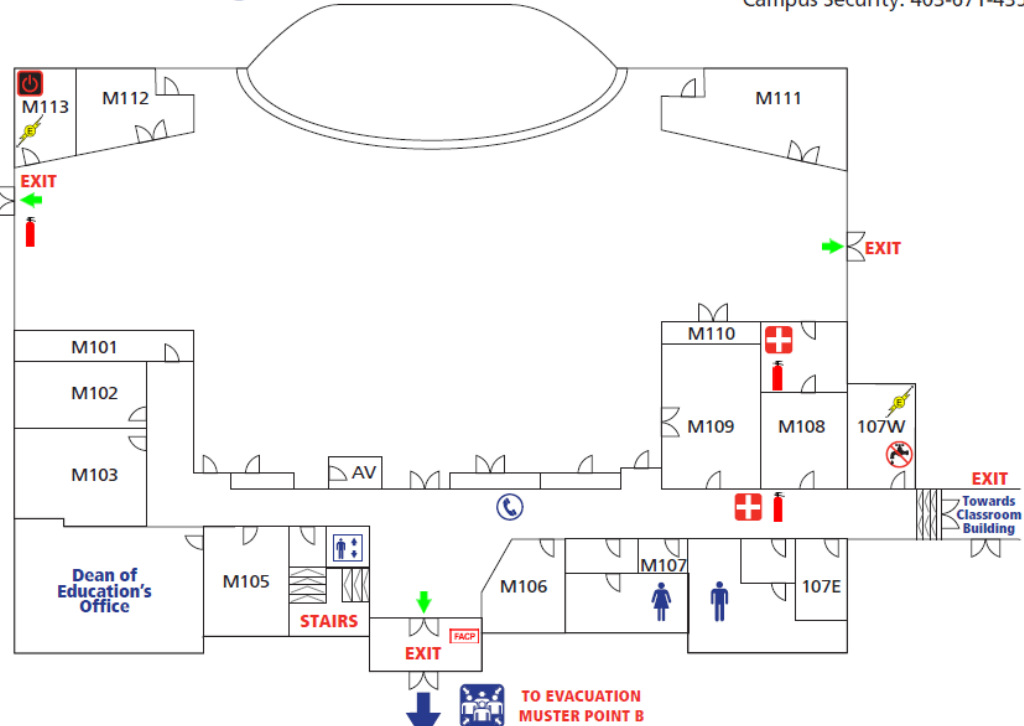


Fire Exit

McGivney Building

N ▶ McGivney Hall - Main Level

EMERGENCY TELEPHONE NUMBERS:
 Emergency: 9-1-1
 Main Office: 403-531-9130
 Campus Security: 403-671-4357 (HELP)



- Bathrooms
- Elevator
- First Aid Kit
- Main Power Shut off
- Fire Extinguisher
- Fire Exit
- Electrical Hazard
- Fire Alarm Control Panel
- Domestic Water Shut off

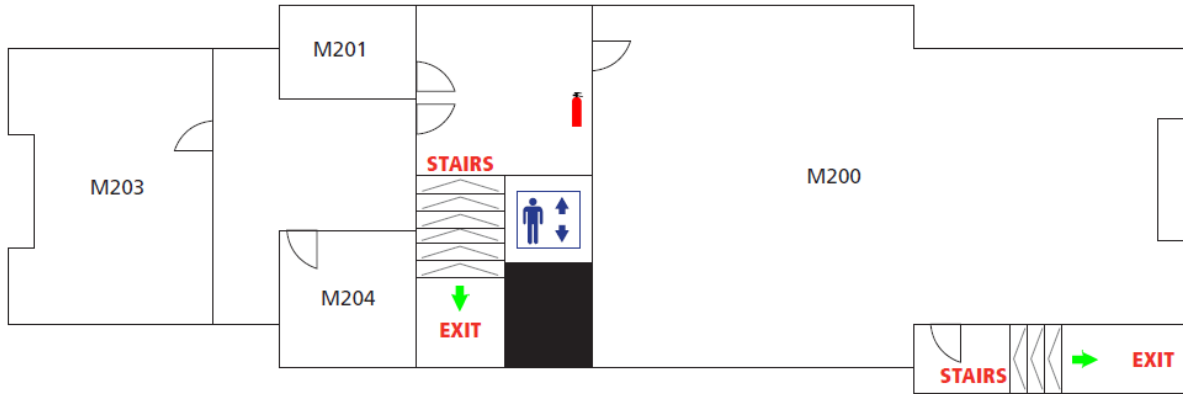
**In case of fire, use stairway for exit.
 DO NOT USE ELEVATOR**

Mar 22, 2022



EMERGENCY TELEPHONE NUMBERS:
Emergency: 9-1-1
Main Office: 403-531-9130
Campus Security: 403-671-4357 (HELP)

McGivney Hall - Upper Level



- Bathrooms
- Fire Exit
- Fire Extinguisher
- Elevator

**In case of fire, use stairway for exit.
DO NOT USE ELEVATOR**

Along with keys, employees using the StMU vehicle are to bring the trip binder with them to follow pre- and post-trip procedures.

a. Pre-trip procedure

1. Walk around vehicle and look for any damage or chips in the windshield. Should any minor or major damage be present, please take pictures and note this in the binder. If there is any unexpected damage to the vehicle, please report this to the Team Lead, Recruitment via text or email prior to departing.
2. Note starting mileage and gas levels prior to departure.
3. Note any warning lights prior to departure. Should there be any warning lights let the Team Lead, Recruitment know.

b. Post-trip procedure

1. Before returning, please plan to refuel the vehicle. While use of the vehicle is free, the employee's department is expected to cover fuel costs for that trip. Keep receipts to make sure you can be reimbursed appropriately.
2. Before returning, consider washing the vehicle if excessively dirty. Recruitment will reimburse for this. Don't get too close with the pressure washer – that vehicle wrap is expensive! Keep receipts for this too!
3. Same as a pre-trip: Walk around vehicle, document any damage (dents, scratches, window chips, tire issues, etc.) Note the ending mileage and gas levels. Note any warning lights. Return the keys and binder to Team Lead, Recruitment.

c. Safe Working Conditions

Safety and compliance while operating a company vehicle are of the utmost importance. All employees must operate the company vehicle in compliance with all applicable laws and company policies. Employees must never use a company vehicle in a way that could risk the safety of fellow employees or members of the public. If a vehicle has been deemed out of service or unsafe, employees should reach out to management for an alternative.

The company investigates reports of any employee engaging in unsafe practices while using a company vehicle in accordance with the company's workplace investigations policy. Employees found misusing or engaging in unsafe practices may be subject to progressive discipline in accordance with the company's progressive discipline policy.

Incidents on the road

Make sure you are safe first and foremost. If you or other parties are involved or may be injured, immediately call 911 for assistance.

If you are safe and do not require medical attention, then consider the following. If in an accident with another driver, do not admit fault. Immediately call Mike at 403-625-9697.

Exchange insurance and contact information with the other party and we will let insurance handle things.

Use your judgement

If conditions appear to be poor or you have looked ahead at AMA road reports and notice that roads are bad, or may get bad later in the trip, use your judgement. Return sooner, cancel your trip, or otherwise just be safe. You are more important than any event. If you want to talk it out, reach out to Mike and we can discuss some options whether it be extending the stay, changing hotels, alternative routes, cancelling events (I can do this for you), or whatever else it may be to keep you safe! You have the right to refuse unsafe work, and I would never insist that you continue through unsafe conditions.

There is a comprehensive winter vehicle kit in the trunk as well as a scraper (careful scrapping around the vehicle wrap)

Infractions

If an employee receives a parking ticket, a speeding ticket, or any other infraction while in possession of a company vehicle, the employee will be responsible to pay any associated fine. Fines must be paid as soon as possible and no later than the deadline outlined in the infraction to avoid any late penalties or fees. If the employee receives any infractions, they must inform their leader as soon as possible.

Appendix 13 – Safe Work Procedures: Hazardous Waste

Blood and Bodily Fluid

All individuals will take reasonable precautions to avoid contact with blood/bodily fluids cleanup of blood/bodily fluids.

1. Contact Campus Security
2. Gloves (Impermeable) are to be worn by all individuals assisting with first aid when blood or bodyfluid is anticipated or evident.
3. Gloves (Impermeable) will be worn for the handling of all contaminated items.
4. Gloves will be changed between treating individuals requiring assistance to prevent cross
5. contamination/infection.
6. Facilities will maintain all First Aid kits (including gloves).
7. All sharps will be disposed in marked sharp disposal containers.

Post – Exposure to blood or body fluids

In the event of exposure to blood or body fluids the following steps must be followed:

1. Treatment of the wound itself would be put on gloves and apply direct pressure.
2. Discard of blood/fluid-soaked bandages/clothing.
3. Thoroughly wash hands with Warm soapy water.

Hantavirus and Animal Waste

Hantavirus is a disease that can be carried by species of rodents. Hantavirus infection is rarely transmitted to human, but when it is, the virus can cause a serious lung disease known as Hantavirus Pulmonary Syndrome.

Precautions:

- Do not handle live rodents
- Do not touch or disturb mouse nests or burrows
- Do not vacuum, dry sweep or air hose areas where droppings are present, until the area is disinfected

Cleanup of Rodent Droppings

- Cover any areas of broken skin
- Wear impermeable gloves
- Wear a disposable N95 face mask
- Spray the urine and droppings with a disinfectant or a mixture of bleach and water and let soak 5
- minutes. The recommended concentration of bleach solution is 1 part bleach to 10 parts waters.
- When using a commercial disinfectant, following the manufacturer's instructions on the label for
- dilution and disinfection time
- Dispose of rodents and droppings in a sealed bag
- Disinfect non-disposable clothes and gloves before removal
- Wash hands and face thoroughly with soap and water

Definitions:

Bodily Fluids - A natural bodily fluid or secretion of fluid such as blood, semen, or saliva.

Impermeable - not able to be broken through, or not allowing fluids to pass through.

Exceptions:

This procedure will apply to all St. Mary's University employees, students, and visitors.

Contractors may follow their own company procedures if they meet or exceed these requirements.

Appendix 14 – Safe Work Procedures: Portable Ladders

Portable ladders should only be used where there are no permanent or temporary stairways or work platforms available for the task.

All ladders will be used and maintained as per the manufacturer's recommendation. Any employee who is working from a ladder that may fall 3 metres or more, must use a personal fall arrest system unless:

- The work is a light duty task for a short duration

- The workers centre of balance is at the centre of the ladder at all times
- The worker maintains three-point contact whenever an arm is extended beyond the side rails

Procedures

employees required to use ladders will be instructed on the use, inspection, and maintenance of ladders. The St. Mary's University facilities department will be responsible to ensure the items below, and that training has occurred, prior to use.

- A ladder will not consist of a fastening cleat across a single rail or post.
- Wooden ladders must not be painted.
- All ladders will be inspected prior to performing a task.
- Ladders used in the servicing of energized or potentially energized equipment must be made of non-conductive material.
- Work must not be performed from either the top two rungs, steps or cleats unless the manufacturer's specifications allow it.
- Individual using St. Mary's University's portable ladders must ensure the ladder:
 - Is secured against movement
 - Has a stable base,
 - Has an incline that is no further than one quarter of the distance from the base of the ladder to the point of contact on the wall.
- Side rails must extend at least 1 metre above platform, landing, or parapet.

Exceptions

Contractors may follow their company's procedures in the event they meet or exceed this standard.

[Appendix 15 – Safe Work Procedures: Manual Lifting](#)

This safe work procedure covers the lifting, lowering, pushing, pulling, carrying, holding, dragging and supporting of objects and materials. This is known as manual handling, manual lifting or material handling and is the leading cause of musculoskeletal injuries or MSIs.

Procedures

Risk Factors

When performing a task, there are a number of factors that can contribute to the possibility of injury:

- the distance between the object being lifted and the front of the body
- the number of lifts performed repeatedly
- the duration of the lifting activity
- the starting height from which the object is lifted
- the finishing height to which the object is lifted
- the extent to which the body twists during the activity

To reduce the risk of injury from lifting heavy or awkward loads, the following procedures may be used:

1. Adapt the load to make it easier to lift, lower, push, pull, carry, handle or transport without injury.
 - a. Reduce the weight of the load by dividing it into two or more manageable loads. **Any object that is over 50 lbs. or 22 Kg should not be lifted unassisted.**
 - b. Reduce the distance the load must be held away from the body by reducing the size of the packaging
 - c. Provide handholds
2. Minimize the manual handling required to move the load
 - a. Team lifts the object with two or more people
 - b. Improve the layout of the work process to minimize the need to move materials
 - c. Use a carrying device such as a wagon, cart, trolley, or other device must be used as designed and capable of safely handling the load
3. Loads should be pushed rather than pulled. The reasons behind this are:
 - a. Your feet and ankles may come into contact with object or material, resulting in an injury
 - b. When pulling a load while facing the direction or travel means that the arm is stretched behind the body, placing the shoulder and back in an unnatural position.
 - c. When you are pulling while walking backwards, you are unable to see where you are going

Lifting Technique

1. Keep the natural curve in your lower back
 - a. When standing straight, the lower back naturally curves to create a slight hollow. Always try to maintain this curve when lifting, lowering, or moving objects. The spine and back are at their most stable in this position.
2. Contract your abdominal muscles
 1. a. Contract the abdominal muscles during lifting, lowering, and moving activities. Contracting those muscles even a small amount improves spine stability and reduces the likelihood of injury.

2. Avoid Twisting
 - a. Twisting the back can make it less stable, increasing the likelihood of injury. Contracting the abdominal muscles help reduce any tendency to twist.
3. Hold it close
 - a. Keep the load as close to the belly button and body as possible. Doing so reduces the strain on the muscles of the back and trunk. If necessary, use protective clothing such as leather aprons so that sharp, dirty, hot or cold objects can be held as close to the body as possible.
4. Lift with your legs, not your back
 - a. Place the load between your knees, and then lift with your legs, not your back, otherwise known as the “squat lift”.

Musculoskeletal Injuries

Musculoskeletal injuries (or MSIs) include repetitive strain injuries, repetitive motion injuries, cumulative trauma disorders, overexertion, and overuse injuries. These injuries occur when bones, joints, ligaments, tendons, muscles blood vessels and other soft tissues are damaged.

Signs and Symptoms

Redness, swelling and the loss of normal joint movement are the first signs of a MSI that can be seen. Unseen symptoms are numbness, tingling or pain.

If nothing is done to correct the problem causing the MSI, it may lead to increased discomfort and disability.

Stage 1

- Discomfort may persist for weeks or months but is reversible
- Most people experience pain and weakness during work activities but improve on days off work
- Interference with work tasks is minimal

Stage 2

- Discomfort may persist for months
- Symptoms begin more quickly and last longer
- Physical signs may be present, and sleep may be disturbed
- Work tasks may be difficult to perform

Stage 3

- Discomfort may persist for months or years.

- Symptoms are always present, even at rest.
- Activities of daily living are disrupted, and sleep is disturbed
- The person is unable to perform light duties at work
- The likelihood of recovery is poor.

Musculoskeletal Injury Risk Factors

Awkward Body Positions:

The location and orientation of the object being worked on, poor workstation design, product, or tool design or poor work habits can give awkward body positions. Leaning forward from the waist for extended periods of time, or bending the neck downwards at an exaggerated angle, can load muscles with “static work”.

Static work involves muscles being tensed in fixed positions and over time, becoming tired, uncomfortable and possibly painful.

Forceful Exertions:

Forceful exertions (excessive force) may overload muscles, tendons, and ligaments. They may occur when lifting, pushing, pulling, and reaching. Awkward wrist and arm positions may also contribute to the problem i.e., a bent tool eliminates an awkward wrist position and provides a good grip.

Repetition:

Without sufficient time to recover between repetitions, muscles become tired and may cramp and eventually wear the body down. The time it takes to develop an injury depends on how often a repetitive motion is performed, how quickly it is performed, and for how long the repetitive motion continues.

Repetitive work, when combined with awkward body positions and forceful exertions, dramatically increases the risk of injury.

Definitions:

Musculoskeletal injuries – Damage caused to bones, joints, ligaments, tendons, muscles blood vessels and other soft tissues, typically the result of repetitive motion, awkward body position or forceful exertions.

Manual Lifting – Also known as Manual Handling is any transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying, or moving thereof) by hand or bodily force.

Exceptions:

Contractors working for St. Mary's University may use their own policies or procedures if they meet or exceed this procedure.

Appendix 16 – Safe Work Procedures: Noise

This safe work procedure has been developed with the purpose of minimizing exposure to noise hazard present at St. Mary's University, as well as to promote hearing conservation. In specific locations of the university, or during certain work activities, the possibility exists that employees, students and visitors may be exposed to significant levels of noise. This safe work procedure aims to reduce the potential for noise induced hearing loss and to address the potential for noise exposure.

Procedures

Duty to Reduce

All reasonably practicable measures are to be used to reduce the noise which employees, students and visitors are exposed to in all areas of the university. As the noise hazard is recognized in an area, measurements are to be obtained and appropriate controls implemented to reduce the risk of injury.

Noise can be reduced using the following:

Engineered Controls

To reduce or eliminate noise hazards, engineering controls can be used to reduce noise generated at the source.

1. Substitution
 - a. Replacing noisy equipment, machinery, or processes with quieter ones.
2. Modification
 - a. Installing mufflers or sound absorbing materials, reducing vibration, operating at lower speeds
3. Isolation
 - a. Segregating with sound barriers or partitions, enclosing equipment, or processes
4. Maintenance
 - a. Performing scheduled maintenance as per the manufacture's specifications

Administrative Controls

When a noise hazard cannot be controlled by an engineered control, or in addition to an engineering control, administrative controls can be used to reduce noise. Examples include:

1. Scheduling noisier operations at times where fewer people are present
2. Using job rotation to limit exposure
3. Training on how to conduct work activities while minimize noise

Personal Protective Equipment

When engineering and administrative controls are insufficient to reduce noise exposure, hearing protection devices will be provided. Earmuffs and ear plugs are hearing protection devices designed to reduce the level of sound reaching the eardrum. The amount of protection provided by earmuffs and ear plugs is dependent on device characteristics and how it is worn. The type of hearing protection selected must be capable of keeping noise exposure at the ear below the occupational exposure limits for noise.

Exceptions

Contractors must demonstrate a health and safety program that meets or exceeds this safe work procedure.

Appendix 17 – Safe Work Procedures: Personal Protective Equipment (PPE)

St. Mary's University is committed to the health and safety of all its employees, students, and visitors. A key part of safety is personal protective equipment (PPE).

It is the responsibility of all employees, students, and visitors to properly use and the provided personal protective equipment. St. Mary's University will provide employees with Personal Protective Equipment, as per the Hazard Assessment.

Procedures

Hazard Assessments

Each department, work area or position will have a hazard assessment that identifies the required PPE appropriate to the hazards. If the hazard assessment contains a PPE requirement, employees, students and visitors will be required to properly use PPE that is correct for the hazard.

Training

Employees, students, or visitors that may be required to wear PPE will receive training on:

- The proper use, care, limitations, and maintenance of the personal protective equipment
- Inspection of PPE prior to use
- Removal of PPE from service

Inspection and Maintenance

All PPE is to be inspected as per the manufacturer prior to use. Any PPE that fails inspection will be removed from service until repaired or replaced.

PPE will be maintained as per the manufacturer's recommendations by the assigned employee.

Eye Protection

When the risk of eye injury or irritation is present in an area of campus or during a work activity, eye protection must be worn. This eye protection must meet the following requirements:

1. The eye protection must be properly fitting and appropriate to the work being done and the hazards involved
2. Is CSA approved.

Prescription Eyewear:

Employees, students, and visitors may wear prescription eyewear in the place of safety glasses if the following requirements are met:

1. The prescription glasses meet all the requirements for safety eyewear
2. Do not have glass lenses if a danger of impact exists, unless they are behind additional equipment
3. Have treated lenses that meet ANSI Standards.

Respiratory Protective Equipment:

Respiratory protective equipment may be required if:

1. A staff or faculty member or student is or may be exposed to an airborne contaminant or a mixture of airborne contaminants in a concentration exceeding the acceptable occupational exposure limits
2. A person is or may be exposed to an airborne biohazardous material
 - a. If an employee's or student's hazard assessment identifies the requirement for respiratory protection, then its use will be mandatory.

Respiratory protective equipment will be stored:

- In a readily accessible location
- In a manner that prevents contamination
- Maintained in a clean and sanitary condition
- Inspected before and after each use
- Serviced and used as per the manufacturer

Contact Lenses:

Contact lenses may be worn when combined with the appropriate eye protection, unless the activity poses an increased risk of injury due to contact lens use. These activities include:

- Welding
- Handling Chemicals
- Work activity creates dust or airborne particulates
- Chemicals or products create gases or vapors that can cause irritation
- Grinding or activities that can create flying particles

Foot Protection

Employees, students, or visitors who are engaged in activities or entering areas where they are at an increased risk of foot injury will be required to wear footwear appropriate to the task based on potential hazards. When conducting the hazard assessment, the following factors/hazards will be considered:

- Slipping/Uneven terrain
- Abrasion
- Ankle protection/Foot support
- Corrosive substances/Electrical shock
- Temperature extremes
- Puncture/Crushing potential

Head Protection

If there is a foreseeable danger of head injury, employees will be required to wear protective headwear that is appropriate to the hazard, as identified by the hazard assessment. This headwear must meet either CSA Standard CAN/CSA-Z94.1-05, Industrial Protective Headwear or ANSI Standard Z89.1-2003, American National Standard for Industrial Head Protection

Definitions

CSA - Canadian Standards Association

ASTM - American Society for Testing and Materials

ANSI - American National Standards Institute

Exceptions

Contractor requirements may meet or exceed this standard.

Appendix 18 – Safe Work Procedures: Powered Mobile Equipment

This powered mobile equipment safe work procedure covers any self-propelled machine that assists in the movement or transport of materials, equipment, or acts as a platform to conduct work. This equipment includes:

- EZ-GO
- Snow Blower
- Lawn Mower
- Lawn/Snow Tractor
- Zero Turn Lawn Machine

Procedures:

Equipment Competency

Operators of powered mobile equipment must have sufficient education, training, and experience.

Employees and students must not operate powered mobile equipment unless:

1. They are trained to safely operate the equipment. Copies of applicable training certifications must be provided.
2. Can demonstrate competency in operating the equipment.

3. The employee or student is familiar with the equipment's operating instructions
4. Employee or student has authorization from the university to operate the equipment.

Inspections and Maintenance of Equipment

Regular inspections must be conducted to ensure that equipment is in a safe operating condition. All equipment must be maintained according to the manufacturer's instructions. Written records of the inspections, repairs and maintenance carried out on all powered mobile equipment must be kept and made readily available to the operator of the equipment. It is the responsibility of the Facilities department to ensure that these records are maintained for their equipment.

Pre-Use Inspections

An inspection must be completed before powered mobile equipment is used to ensure that it is in safe operating condition and that no one will be endangered by the start-up of the equipment. Pre-use inspections will be completed as per the manufacturer, using their provided checklist.

Defects, Repairs and Removal from Service

When a defect or unsafe condition is identified, the powered mobile equipment must be, as soon as is reasonably practicable, removed from service until the unsafe condition has been corrected.

Unattended Equipment

When powered mobile equipment is left unattended, action must be taken to keep unauthorized people from moving the equipment, and to prevent the equipment from inadvertently moving. The keys should be removed, brakes should be set, and the wheels blocked when on sloping ground. Elevated parts must be lowered to the ground.

Operators of Powered Mobile Equipment

All operators of powered mobile equipment must:

- Report any conditions affecting the safe operation of equipment. Remove defective equipment from service. **Do not operate defective equipment.**
- Operate the equipment safely
- Always maintain full control of the equipment
- Use the seat belts and other safety equipment in the equipment if equipped
- Ensure that passengers use seat belts and other safety equipment if equipped

- Keep the cab, floor, and deck free of materials, tools or other objects that could interfere with the operation of the controls or create a tripping or other hazard to the operator or other occupants of the equipment

Dangerous Movement

If the movement of any part of the equipment creates a danger to people in the vicinity:

- Restrict access to the area within range of the equipment. Create a barrier to prevent pedestrians or employees from entering.
- Do not move the load or equipment if there is a danger to anyone in the vicinity.

Pedestrian traffic

In any areas where the use of powered mobile equipment is required, the university will:

- Provide designated walkways that separate pedestrian traffic from areas where equipment is being operated and ensure that walkways are being used.
- If walkways are not reasonable, then access to these areas must be restricted.

Employee Transportation

When operating powered mobile equipment, no part of an operator's or passenger's body can extend beyond the side of the vehicle or equipment while it is in operation. No person may ride on top of a load that is being moved.

Definitions

Competency - A competent person is an employee who can recognize hazards associated with a particular task and has the ability to mitigate those hazards. Competence is the ability of an individual to do a job properly.

Exceptions

Contractors with a valid safety program may use procedures that meet or exceed this standard.

Appendix 19 – Safe Work Procedures: Tools, Equipment & Machinery

The purpose of this safe work procedure is to reduce the risk of injury when using power tools, rotating equipment and machinery. All employees, and students at St. Mary's University will be required to follow the procedures listed.

All tools, equipment and machinery must be used and maintained as per the manufacturer's recommendations.

Pre-use inspections are required for all tools and machinery. Any defects must be reported, and equipment that pose a safety risk must be removed from service until repairs are completed or the equipment is replaced.

Procedures

Contact by Clothing

If there is a risk of clothing, jewelry, or hair making contact the moving parts of machinery, electrically energized equipment, or any part of the work process, then the following precautions must be taken:

1. Wear clothing that fits closely to the body, this will reduce the likelihood of loose clothing becoming caught or tangled

2. Do not wear any bracelets, rings, dangling neckwear, wristwatches, or similar jewelry/accessories.
3. This does not apply to medical alert bracelets with break away or tear-away bands.
4. Long hair should be secured to prevent it from becoming snagged

Operating Machinery

Before starting or operating machinery, ensure that starting the equipment will not endanger the operator or anyone in the vicinity.

Powered Hand Tools

Grinders:

All grinders must be operated in accordance with the manufacturer's specification, and they must have a guard installed. When using a grinder, ensure that the object being ground cannot move. When changing attachments or adjusting the tool, ensure that the grinder has come to a full stop and will not start unexpectedly.

Chainsaws:

All chainsaws must be operated, adjusted, and maintained as per the manufacturer. Chainsaws should be designed or equipped to prevent kickback, and do not adjust the chain while the saw's motor is idling. Employees using a chainsaw must be using adequate Personal Protective Equipment or techniques to prevent injury. PPE for chainsaws includes chainsaw rated work boots and leggings.

Exceptions

Contractors may follow their company's policies or procedures that meet or exceed this standard.

[Chainsaw.docx](#)

Appendix 20 – Safe Work Procedures: Workplace Hazardous Materials Information System (WHMIS)

St. Mary's University through the OH&S Act and this procedure will provide employee training, labels to identify the controlled products and Safety Data Sheets (SDS's) on every controlled product.

St. Mary's University is committed to providing an effective Workplace Hazardous Materials Information System (WHMIS) Procedure to protect our employees, students, and visitors when they are working with or near hazardous materials.

This program applies to all personnel associated with St. Mary's University. This includes all employees and students that handle or use hazardous products as part of their studies. Updated certification is required every 3 years.

Definitions

Controlled Products – Controlled products are hazardous materials that can impact the health and safety of the workplace and its employees. These products will be supplied with an SDS handling of the product.

Roles and Responsibilities:

Human Resources

- Share the WHMIS program and send information to laboratory, Fitness Centre and facilities individuals.
- Track WHMIS certifications.

Leaders

- Ensure that applicable employees and students complete WHMIS training module before handling any hazardous material.
- Ensure hazardous products are properly labeled
- Ensure employees and students receive training workplace specific procedures for storage, handling, use, disposal, emergencies, and spills on the hazardous materials they work with
- Maintain and provide access to up-to-date Safety Data Sheets to employees and students
- Responsible for providing current site-specific training including how the product is used, how and where to store it and how to dispose of the product.

Employees and Students

- Participate in the education and training programs on controlled products
- Follow storage, handling, and use guidelines for controlled products
- Take necessary steps to protect themselves and their co-workers
- Participate in identifying and eliminating risks
- Prepare workplace/laboratory labels as needed

Procedures

Labels

Supplier labels are attached by the supplier and must contain the following information:

- Product identifier – the brand name, chemical name, common name, generic name, or trade name of the hazardous product.
- Initial supplier identifier – the name, address and telephone number of either the Canadian manufacturer or the Canadian importer.
- Pictogram(s) – hazard symbol within a red "square set on one of its points".
- Signal word – a word used to alert the reader to a potential hazard and to indicate the severity of the hazard.
- Hazard statement(s) – standardized phrases which describe the nature of the hazard posed by a hazardous product.
- Precautionary statement(s) – standardized phrases that describe measures to be taken to minimize or prevent adverse effects resulting from exposure to a hazardous product or resulting from improper handling or storage of a hazardous product.
- Supplemental label information – some supplemental label information is required based on the classification of the product.

- Workplace labels are to be updated as soon as practicable after a supplier provides significant new data to the employer. These labels are to be placed on secondary containers when decanted from supplier containers and must contain the following information;
 - Product name that matches the product name on the SDS or original supplier label.
 - Safe handling precautions which may also include pictograms or other supplier label information.
 - A reference to the SDS.

Material Safety Data Sheets (MSDS) and Safety Data Sheets (SDS)

MSDSs/SDSs are summary documents that provide information about the hazards of a product and advice about safety precautions. MSDSs and SDSs are usually written by the manufacturer or supplier of the product.

SDSs cannot be kept in locked cabinets/rooms/desks, they must be accessible to anyone that works on or near the controlled product. They can be available in either physical or electronic form, as long as they are reasonably accessible to staff and students.

Disposal of Hazardous Waste and Spills

Lab instructors will be responsible for developing and implementing procedures for waste disposal in their specific areas. Do not put any hazardous materials in the regular garbage or into the drains.

Prior to work with hazardous materials:

- Determine spill procedures from MSDS for all chemicals
- Anyone handling hazardous materials are required to be trained in spill procedures
- Obtain proper spill kits and clean up equipment.