DIVERSIFIED
STAFFING SERVICES

COMPANY SAFETY MANUAL

****The information in this policy does not take precedence over the applicable legislation with which all Diversified Staffing employees shall be familiar. ****

Controlled by:	Revised:	Approved by:	Path:
Safety Specialist	June 2024	Senior Management	P:\Corporate\Safety Docs\Company Safety Manual

HEALTH & SAFETY MANUAL

TABLE OF CONTENTS

COMPANY HEALTH & SAFETY POLICY

SECTION 1: GENERAL HEALTH & SAFETY REQUIREMENTS

SECTION 2: WORKPLACE HAZARD ASSESSMENT & CONTROL

SECTION 3: SAFE WORK PRACTICES

SWP-001: MANUAL LIFTING & CARRYING
SWP-002: OPERATION OF MANLIFTS & SCISSOR LIFTS
SWP-003: AERIAL WORK PLATFORMS
SWP-004: HAND & POWER TOOLS
SWP-005: USE & CARE OF RESPIRATORY EQUIPMENT
SWP-006: USE OF POWER MOWERS (GASOLINE)
SWP-007: USE OF WEED EATERS
SWP-008: PORTABLE LADDERS
SWP-009: SPRAY PAINTING
SWP-010: USING CLEANING SOLVENTS
SWP-011: CONTROL OF TRAFFIC ON WORK SITES
SWP-012: WORKING WITH SCAFFOLDING
SWP-013: USING A PALLET JACK
SWP-014: MECHANICAL VIBRATION TOOLS
SWP-015: WORKING OUTDOORS
SWP-016: TRENCHES & EXCAVATIONS
SWP-017: WORKING AROUND CONVEYORS
SWP-018: HOUSEKEEPING
SWP-019: SPACE HEATERS
SWP-020: DEFECTIVE TOOLS
SWP-021: EXPLOSIVE/POWDER ACTUATED FASTENING TOOLS
SWP-022: DRIVING (COMPANY VEHICLES-DSS)
SWP-023: HAMMER AND BARS
SWP-024: SAFE FOOD HANDLING
SWP-025: KNIFE SAFETY

SECTION 4: SAFE JOB PROCEDURES

SJP-001: OPERATING A FORKLIFT
SJP-002: SHOVELING SNOW
SJP-003: VACUUMING
SJP-004: SHARPS
SJP-005: HANTAVIRUS
SJP-006: NAIL GUN, STAPLE GUN, PORTABLE HAND HELD POWERED TOOLS
SJP-007: OVERDOES PREVENTION-INJECTABLE NALOXONE

HEALTH & SAFETY MANUAL

TABLE OF CONTENTS

SJP-008: PORTABLE LADDERS
SJP-009: DISINFECTION OF TOUCHPOINTS

SECTION 5: COMPANY RULES

SECTION 6: PERSONAL PROTECTIVE EQUIPMENT (PPE)

SECTION 6.1: CODE OF PRACTICE FOR RESPIRATORY PROTECTIVE EQUIPMENT

SECTION 7: PREVENTATIVE MAINTENANCE POLICY

SECTION 8: TRAINING & COMMUNICATION

SECTION 9: INSPECTIONS

SECTION 10: INVESTIGATIONS & REPORTING

SECTION 11: EMERGENCY PREPAREDNESS

SECTION 11.1: EMERGENCY RESPONSE POLICY

SECTION 12: SUBSTANCE ABUSE CONTROL POLICY

APPENDIX 1: CONFINED SPACE CODE OF PRACTICE

APPENDIX 2: FALL PROTECTION CODE OF PRACTICE

OTHER: COVID-19 UPDATE, COVID-19 ORIENTATION, FORMS

Section 1:

GENERAL HEALTH AND SAFETY REQUIREMENTS

DIVERSIFIED
STAFFING SERVICES

January 2025

Company Health & Safety Policy

Diversified Staffing is committed to a strong health and safety program that protects our employees. This commitment is fulfilled by providing a thorough safety orientation, proper training and equipment, training policies, practices and procedures. All employees are required to perform jobs in accordance with these polices. Active participation by everyone, every day, in every job is necessary for the health and safety excellence that this company expects. Health and safety excellence which includes the promotion and maintenance of the highest degree of physical, psychological, and social well-being of all employees. In fulfilling this commitment to protect both people and property, management will provide and maintain a healthy and safe work environment in accordance with industry standards and in compliance with legislative requirements. DSS will strive to eliminate any foreseeable health and/or safety hazards which may result in property damage, incidents or personal injury/illness. All Team Members have three (3) basic rights in Canada with regards to safety; right to know what hazards are present in the workplace, right to participate in keeping your workplace health and safe, and the right to refuse work that you believe to be dangerous to yourself or your co-workers.

Workers at every level (management, supervisors, and temporary employees) will be equally responsible for minimizing incidents. Safe work practices and procedures will be clearly defined in the Company Health and Safety Manual for all workers to follow. The company recognizes that workers are required to travel to and from the work site and should abide by the applicable legislation as it applies to the safe operation of motor vehicles. Complete and active participation by everyone, every day and in every job, is necessary to ensure a safe work environment. By working together, Diversified Staffing will maintain a safe and healthy work environment which follows legislative requirements and exceeds industry standards.

In addition, employers, supervisors and workers will:

- Cooperate with any person exercising a duty imposed by the OHS Act, Regulation, or Code, and
- Comply with the OHS Act, Regulation, and Code and any site policies, procedures, and codes of practice.

Other workers (e.g. contracted employers, suppliers, or service providers) will comply with the OHS Act, Regulation and Code and work site polices. Workers at every level must be familiar with the requirements of the Alberta OHS Legislation as it relates to their work.

Incidental loss can be controlled through good management in combination with active worker involvement. Safety is the direct responsibility of all managers, supervisors and workers. The ultimate goal of our Safety Program is an injury and incident-free workplace.

All management activities will comply with company health and safety requirements as they relate to the planning, operation and maintenance of facilities and equipment. All workers will perform their jobs properly in accordance with established procedures and safe work practices.

I trust that all of you will join us to make health and safety a way of life.

Sincerely,

Ben Hutchins
Chief Operating Officer

Signature: Ben Hutchins Date: January 3rd, 2025

Purpose

This program is written to ensure compliance with Alberta OHS Code, part 12 and the OHS Regulation, part 1 requirements and provide directives to managers, supervisors, and employees about their responsibilities as related to the indicated general safety requirements.

Scope

This program applies to all employees of DSS employees and temporary employees working for Diversified Staffing in Alberta. When work is performed on a non-owned or operated site, the operator's program shall take precedence, however, this document covers Diversified employees and shall be used when an operator's program doesn't exist or is less stringent.

Diversified Staffing Services Employee General Duties

A worker shall use the safeguards, safety appliances, and personal protective equipment provided in accordance with the Alberta OHS Regulations or any other regulations made pursuant to the Act and follow the safe work practices and procedures required by or developed pursuant to the OHS Regulations or any other regulations made pursuant to the Act.

If you are in a situation where you are asked to perform duties you do not normally face in your job, or are around dangerous conditions that you would not normally work under, *do not* attempt to perform the work. You must make your onsite supervisor aware of any hazard(s) that could affect the safety of yourself or other workers. If your concerns are not addressed, immediately call Diversified Staffing Services at (403) 237-5577.

Part 11 of the *Occupational Health and Safety Code* (Section 182) requires that workers report all injuries and illness occurring at the worksite to the employer as soon as possible. Prompt reporting ensures completed and accurate information and allows the injury or illness to be assessed and treated as necessary.

The *Workers' Compensation Act* (Section 32) advises that a worker must give notice of an accident, injury, or illness to their employer as soon as possible. In turn, the employer must complete reporting to the Workers' Compensation Board within 72 hours.

To ensure there is no delay in Diversified Staffing Services becoming aware of accidents/incidents, we wish to advise all employees of the following information:

Your employer is Diversified Staffing Services. Therefore, while it is necessary to report any injury/illness to your supervisor on a job site, this is not considered to be reporting to your employer. In all applicable circumstances, please attend the office of Diversified Staffing Services to report your injury/illness. This will ensure that all of the information required to complete the Workers' Compensation Board reports is received in a timely manner. If it is not possible to attend our office, please call and speak with your recruitment team at (403) 237-5577 within one hour of the occurrence of the incident/accident. Failure to attend the office or calling individuals other than a Diversified Staffing Services representative may result in a delay in reporting to the Workers' Compensation Board, thus a delay in potentially receiving benefits.

Modified employment activities are available for all employees who have been injured. If possible take a Medical Treatment Form when you seek medical treatment; this will allow for a customized modified duty program to suit your recovery. This form can be obtained from your recruitment team. If you are going to the doctor before you come to the office, please contact your recruitment team and advise which doctor you are going to and the forms will be faxed directly to their office. Diversified recommends visiting an OIS clinic how specializes in work place injuries.
Following your injury, it is expected that you will contact the office at least once per week to provide an update on your status.
If you have any concerns or do not understand this information, please ensure that you speak to your recruitment team.

Key Responsibilities

Managers

- Maintain overall control of the Health and Safety Program.
- Ensure all established health and safety policies are administered and enforced in all areas.
- Ensure that all personnel are aware of and effectively practicing the policies and procedures set out in the health and safety program in accordance with applicable legislated standards.
- Verify that reported incidents and unsafe acts/conditions have been effectively dealt with.
- Ensure policies, practices and procedures are reviewed annually.

Safety Specialist

- The designated Safety Manager is responsible for developing and maintaining the Health and Safety program policies and procedures.
- Are responsible for the daily administration of the program.
- Post all health and safety bulletins, posters, rules and applicable legislation.
- Assist project superintendents to investigate incidents and to prepare incident reports and summaries.
- Ensure that pertinent reports are submitted as required.
- Prepare written descriptions of identified unsafe conditions and the steps taken to correct these conditions.
- File a copy of inspection checklists and equipment/vehicle inspection reports.
- Establish inspection schedules.
- Ensure that corrective action has been taken whenever deficiencies (incidents and unsafe acts/conditions) are identified or reported.
- Assist with health and safety seminars or training (i.e. driver improvement, confined space, fall protection, etc.) where applicable.
- Maintain current knowledge of health and safety literature, legislation and Codes of Practice.
- Review incident reports to stay informed about project and company health and safety performance.

Employees

- All shall be familiar with this procedure and the local workplace General Safety Requirements program.
- Follow all requirements, report unsafe conditions, and follow all posted requirements.
- Shall use the safeguards, safety appliances and personal protective equipment while following all safe work practices and procedures for the workplace.
- Carry out their work in a manner that will not create a hazard to their own health and safety or the health and safety of other workers.
- Assist site supervisors to reduce and control unsafe conditions and acts on the work site.
- Report any incidents, unsafe acts or unsafe conditions immediately to their supervisor so corrective measures can be implemented.
- Report any anticipated loss of work time to their supervisor as soon as possible after being treated by a physician following injury.
- Comply with legislative requirements while carrying out their assigned duties.

Joint Health and Safety

The Joint Health and Safety Committee (JHSC) was established to provide a means by which workplace safety is improved as a result of workers and management communicating to one another what the hazards are in the work place and working together to eliminate these hazards. Its purpose is to promote awareness and interest within the company in health and safety at the workplace. Committee members are obliged to work together to identify and help solve health and safety concerns.

The scope of the JHSC is to monitor, assist and support the Health & Safety Program. This is best accomplished when the JHSC fulfils its essential role of identifying weaknesses and recommending solutions that enable all workplace parties to understand, accept and carry out their individual and collective responsibilities for workplace health and safety. The JHSC will endeavor to make recommendations that establish, implement, monitor, evaluate and improve company policies, programs and procedures. At least half of the committee will be worker representatives and the other half senior management.

Meetings will take place once a month. Meeting minutes will be communicated to all employees electronically and posted on the safety board. Records can be found electronically on the P-Drive using the following path: P:\Corporate\Safety Docs\Monthly Safety Package.

Members should be adequately trained in health and safety in order for them to contribute fully to all committee activities. DSS committee member training should include:

- Committee responsibilities/authority.
- OH&S Legislation
- Hazard recognition.
- Job safety analysis.
- Methods of raising safety awareness.
- Inspections.
- Accident investigation.
- Effective oral communication.

Overall Health and Safety Objectives

- Workers at all levels are responsible and accountable for Diversified Staffing Services health and safety. Active participation by everyone, every day, and in every job, is necessary for health and safety excellence and is the expectation at Diversified Staffing Services for every work site.
- All management, workers, contractors and visitors shall promptly report all work related near misses, injuries, diseases, incidents, unsafe acts and conditions and actively participate in our health and safety process and attend all required health and safety training.
- Everyone shall follow safety rules, safe work policies and procedures and cooperate with Diversified Staffing Services in working towards improved safety.
- All managers will accept direct responsibility and accountability for all matters relating to health and safety for the workers and/or contractors they supervise directly and/or indirectly.
- All supervisors and managers will deal promptly with worker safety concerns and will advise workers of actual and potential hazards that are known.
- All supervisors, managers and contractors will review any incident investigation and facilitate the corresponding corrective action plan.
- All supervisors, managers and contractors will implement and enforce health and safety rules, regulations, policies, procedures and prescribed instructions in a fair and consistent manner.
- We will ensure this policy is communicated to all Diversified Staffing Services workers/employees.
- This policy is to be posted on all Diversified Staffing Services bulletin boards, reception areas, included in worker handbooks and discussed during new worker orientation.

Competency and Training

Workers are qualified and trained to perform their job tasks. If work is to be done that may endanger a worker, DSS must ensure that the work is done by a worker who is competent to do the work or by a worker who is working under the direct supervision of a worker who is competent to do the work. Diversified Staffing Services must ensure that a worker is trained in the safe operation of the equipment the worker is required to operate.
Training must include procedures to be taken in the event of a fire or other emergency, the location of first aid facilities, identification of prohibited or restricted areas, precautions to be taken for the protection of the worker from physical, chemical or biological hazards, any procedures, plans, policies and programs that Diversified Staffing Services is required to develop and any other matters that are necessary to ensure the health and safety of the worker while the worker is at work.

Inspections

DSS shall ensure that regular inspections of the workplace and of work processes and procedures at the workplace are conducted to identify any risk to the safety or health of any person at the workplace.

DSS shall ensure that every dangerous occurrence is investigated as soon as is reasonably possible.

DSS must ensure that if a risk is identified we will correct any unsafe condition as soon as is reasonably practicable and, in the interim, take immediate steps to protect the safety and health of any person who may be at risk.

DSS shall ensure that every accident that causes or may cause the death of a worker or that requires a

worker to be admitted to a hospital as an in-patient for a period of 24 hours or more is investigated as soon as is reasonably possible.

DSS shall enable members of a committee or a representative to inspect a place of employment at reasonable intervals determined by the committee or the representative and DSS.

DSS shall prepare a written report that includes a description of the dangerous occurrence, any graphics, photographs or other evidence that may assist in determining the cause or causes of the dangerous occurrence, the immediate corrective action taken and any long-term action that will be taken to prevent the occurrence of a similar dangerous occurrence or the reasons for not taking action.

Incidents and Investigations

DSS shall prepare a written report that includes a description of the incident, any graphics photographs or other evidence that may assist in determining the cause or causes of the incident, an explanation of the cause or causes of the incident, the immediate corrective action taken, and any long-term action that will be taken to prevent the occurrence of a similar incident or the reasons for not taking action.

DSS must ensure that each of the following is investigated as soon as reasonably practicable after it occurs: a serious incident, an incident that requires a worker to be admitted to a hospital as an in-patient for a period of 24 hours or more, an accident or other dangerous occurrence that injures a person, and results in the person requiring medical treatment or that had the potential to cause a serious incident.

Refusal to Work

A worker may refuse to work or do particular work where he or she has reason to believe that any equipment, machine, device or thing the worker is to use or operate or the physical condition of the workplace in which he or she works or is to work is likely to endanger himself, herself or another worker.

General Worksite Requirements

Housekeeping

The work site is kept free of hazards that could cause slips, trips, or falls. DSS must ensure that a work site is kept clean and free from materials or equipment that could cause workers to slip or trip.

DSS requires that a worksite is sanitary and kept as clean as is reasonably practicable and shall ensure, to the extent that is reasonably practicable that each site meets the appropriate local provincial or territorial act or standards.

A reasonable supply of potable drinking water shall be kept readily accessible at a project for the use of workers.

Safe Equipment Maintenance

Defective equipment is to be removed from service immediately. Where a defect is found in equipment, DSS shall ensure that steps are taken immediately to protect the health and safety of any worker who may be at risk until the defect is corrected and the defect is corrected by a competent person

as soon as is reasonably practicable.

Workers must report hazards to their supervisor. A worker who knows or has reason to believe that equipment under the worker's control is not in a safe condition shall immediately report the condition of the equipment to DSS

No worker is allowed to smoke in an enclosed place of employment, worksite or work-related area except in an area designated for smoking.

Improper Conduct

All workers shall engage in proper activity or behavior. Improper behavior that might create or constitute a hazard to any person is not acceptable. Improper activity or behavior includes horseplay, fighting, practical jokes, and unnecessary running or jumping.

Industrial Hygiene

Where a worker is exposed to a potential hazard of injury to the eye due to contact with a biological or chemical substance, an eyewash fountain shall be provided.

A worker who may be exposed to a biological, chemical or physical agent that may endanger the worker's safety or health shall be trained to use the precautions and procedures to be followed in the handling, use and storage of the agent, in the proper use and care of required personal protective equipment, and in the proper use of emergency measures and procedures.

No food, drink or tobacco shall be taken into, left or consumed in any room, area or place where any substance that is poisonous by ingestion is exposed.

Protective clothing or other safety device that has been worn next to the skin shall be cleaned and disinfected prior to being worn by another worker.

Where a worker is exposed to a sound level of ninety decibels or greater measures shall be taken to reduce the sound level below local provincial or territorial prescribed exposure levels of noise, and where such measures are not practicable the duration of exposure shall not exceed the duration shown for the particular sound level or the person shall wear hearing protection.

Workers who handle or use corrosive, poisonous or other substances likely to endanger their health shall be provided with washing facilities with clean water, soap and individual towels.

***The safety information in this policy does not take precedence over Occupational Health and Safety legislation. All employees should be familiar with the *Occupational Health and Safety Act* and the *Regulations*.**

Section 2:

WORKPLACE HAZARD ASSESSMENT & CONTROL

Purpose

The purpose of this program is to provide guidelines for identifying, assessing and controlling workplace hazard, to ensure the potential hazards of new processes and materials are identified before they are introduced into the workplace and to ensure compliance in accordance with the Alberta OHS Code, part 2.

Scope

When work is performed on a non-owned or operated site in Alberta, the operator's program shall take precedence, however, this document covers DSS employees and shall be used on owned premises, or when an operator's program doesn't exist or is less stringent.

Key Responsibilities

As specified within this program.

Hazard and Risk Identification

A hazard assessment is completed before work begins. DSS must assess a work site and identify existing or potential hazards before work begins at the work site.

The hazard identification process should be used for routine and non-routine activities as well as new processes, changes in operation, products or services as applicable.

All hazard assessments are documented.

Inputs into the baseline hazard identification include, but are not limited to:

- Scope of work;
- Legal and other requirements;
- Previous incidents and non-conformances;
- Sources of energy, contaminants and other environmental conditions that can cause injury;
- Walk through of work environment;

Hazards identifications (as examples) are to include:

- Working Alone
- Thermal Exposure
- Isolation of Energy
- Hearing Protection
- Musculoskeletal Disorders
- Bloodborne Pathogens
- Confined Spaces
- Driving
- General Safety Precautions
- Any other site specific work scope

Policies are in place to identify potential hazards by the use of Hazard Assessments, work permits, site or DSS audits, toolbox meetings, incident notices, safety observations and incident investigations.

All identified hazards are then assessed for risk and risk controls are assigned within the worksite hazard assessment for that specific hazard.

At existing locations employees are actively involved in the identification of hazards. All employees affected by hazards identified in the hazard assessment process are informed of the hazards and the methods used to control or eliminate the hazard. Worker names and participation in the process shall be documented either on the written hazard assessment reports, in tool box meeting forms and on the applicable job order. Workers will be trained in the hazard identification process including the use and care of proper PPE, how to complete Hazard Assessments, etc.

Workers must participate in the hazard assessment process. DSS must involve affected workers in the hazard assessment and in the control or elimination of the hazards identified.

Unsafe hazards must be reported immediately and addressed by the supervisor. Supervisors will discuss any worksite hazard assessment with employees at the respective work location during the employee's orientation.

Review of Hazard Assessment

All hazard assessments are kept current. DSS must ensure that the hazard assessment is repeated at reasonably practicable intervals to prevent the development of unsafe and unhealthy working conditions, 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.

DSS must ensure that workers affected by the hazards identified in a hazard assessment report are informed of the hazards and of the methods used to control or eliminate the hazards.

The respective supervisor advises the Safety Specialist when additional hazards are introduced into the work place in order to revise planning and assessment needs.

Risk Assessment

Each identified hazard is assessed for risk based on potential consequences of effecting injury to the worker and client, damage to assets/property, the environment. The frequency of risk exposure is then considered.

Risk Controls

Risk assessed hazards are compiled with, addressed and mitigated through dedicated assignment, appropriate documentation of completion, and implemented controls methods. These methods could include engineering or administrative controls and PPE required into the worksite hazard assessment of the site specific HSE plan. No work will begin before a hazard assessment is completed. Additionally, no risk assessed as High (Intolerable) shall be performed. If an existing or potential hazard to workers is identified during a hazard assessment, DSS must take measures to communicate the hazard to the customer/primary contractor. If a hazard cannot be adequately controlled using engineering controls, DSS must use administrative controls to reduce the hazard to a level as low as reasonably achievable. If the hazard cannot be adequately controlled using administrative controls, DSS must ensure that the appropriate personal protective equipment (PPE) is used by workers affected by the hazard. DSS may use a combination of engineering controls, administrative controls, and personal protective equipment to ensure a greater level of worker safety.

Certification of Hazard Assessment

The Safety Specialist completes and signs the worksite hazard assessment. All hazard assessments are reviewed and updated when new tasks are to be performed that have not been risk assessed.

Review Process

The hazard assessment program will be reviewed annually to ensure no new hazards derived from the corrective measures.

***The safety information in this policy does not take precedence over Occupational Health and Safety legislation. All employees should be familiar with the *Occupational Health and Safety Act* and the *Regulations*.**

Section 3:

SAFE WORK PRACTICES

Purpose

Safe Work Practices (SWP), are a set of guidelines or "Do's and Don'ts" on how to perform a specific task that may not always be done in the same way. Diversified Staffing Services developed SWP's to help employees mitigate hazards that have been identified through the hazard identification process.

Each employee should know, understand and follow all of the Safe Work Practices that pertain to his/her specific work tasks. Training should be performed in any area that the supervisor and/or employee deems appropriate to ensure competency. A formal review of all SWP's, related to the employee's work tasks, and should be performed on-going as needed.

Safe Work Practices (SWP) are categorized based upon industry where work is performed. SWP's may span multiple industries where similar work duties are required.

***The safety information in this policy does not take precedence over Occupational Health and Safety legislation. All employees should be familiar with the *Occupational Health and Safety Act* and the *Regulations*.**

DIVERSIFIED STAFFING SERVICES	Industry Type:	All
	Initial Issue Date:	June 28, 2017
	Revision No:	

Safe Work Practice – Manual Lifting & Carrying SWP-001

Preparation: Safety Specialist	Approval Authority: Senior Management	Issuing Dept: Safety

GENERAL:

To ensure that Diversified Staffing employees are protected from the hazards associated with manual lifting and carrying.

PROTECTIVE MECHANISMS:

- Safe Work Practice (SWP)
- Personal Protective Equipment (PPE) - Part 18 OH&S Code
- Emergency Response Plan (ERP)

SELECTION AND USE:

- Safe work procedure

SUPERVISOR RESPONSIBILITY:

Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training.

WORKER RESPONSIBILITY:

1. Ensure that you know your physical limitations and the approximate weight of materials.
2. The use of power equipment or mechanical lifting devices should be considered and employed where practical.
3. Obtain assistance in lifting heavy objects.
4. Ensure a good grip before lifting and employ proper lifting technique.
5. Avoid reaching out.
6. Pipes, conduit, reinforcing rods and other conductive materials should not be carried on the shoulder near exposed live electrical equipment or conductors.
7. Be aware of hazardous and unsafe conditions.

NOTES:

- All PPE must be inspected prior to use.

REFERENCES:

OHS Bulletin – How much can I lift? (OHS information for workers and employers)

***The information contained within this document does not take precedence over Occupational Health and Safety legislation. All employees should be familiar with the *Occupational Health and Safety Act* and the *Regulations*.**

LIFT SAFELY AND SAVE YOUR BACK

DIVERSIFIED STAFFING SERVICES	Industry Type:	All
	Initial Issue Date:	June 28, 2017
	Revision No:	

Safe Work Practice – Operation of Manlifts & Scissor Lifts SWP-002

Preparation: Safety Specialist	Approval Authority: Senior Management	Issuing Dept: Safety

GENERAL:

To ensure that Diversified Staffing employees are protected from the hazards associated when operating manlifts and/or scissor lifts.

PROTECTIVE MECHANISMS:

- Safe Work Practice (SWP)
- Manufacturers specifications
- Personal Protective Equipment (PPE) - Part 18 OH&S Code
- Barricades and warning signs
- Emergency Response Plan (ERP)

SELECTION AND USE:

- Safe Work Practice (SWP)
- Manufacturers specifications

SUPERVISOR RESPONSIBILITY:

Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training and to select/determine the correct lifting equipment that is required for the job.

WORKER RESPONSIBILITY:

1. Erect warning devices.
2. Erect barricades and warning signs
3. Ensure Flagperson on site.
4. Swamper to be utilized and identified.
5. Ensure means of communication between operator and swamper.
6. Fall arrest protection in place.
7. Follow manlift / scissor lift specific make / model safe work procedures step by step.
8. Do not use hand-held devices (cell phone, two-way radio etc.) while operating the piece of equipment.

NOTE:

- No person shall operate a Manlift or Scissorlift until they have received adequate training, in accordance with manufacturers specifications and hold a valid certificate.
- All PPE must be inspected prior to use.

***The information contained within this document does not take precedence over Occupational Health and Safety legislation. All employees should be familiar with the *Occupational Health and Safety Act* and the *Regulations*.**

DIVERSIFIED STAFFING SERVICES	Industry Type:	All
	Initial Issue Date:	June 28, 2017
	Revision No:	

Safe Work Practice – Aerial Work Platforms SWP-003

Preparation: Safety Specialist	Approval Authority: Senior Management	Issuing Dept: Safety

GENERAL:

To ensure that Diversified Staffing employees are protected from the hazards associated with use of aerial work platforms.

PROTECTIVE MECHANISMS:

- Safe Work Practice (SWP)
- Permit system
- Personal Protective Equipment (PPE) - Part 18 OH&S Code
- As per manufacturer instructions
- Emergency Response Plan (ERP)

SELECTION AND USE:

- Safe work procedure
- Job requirement

SUPERVISOR RESPONSIBILITY:

- Notify Diversified Staffing if employee will be required to work on any type of lift or mobile equipment.
- To facilitate and/or provide proper instruction to their workers on protection requirements.

WORKER RESPONSIBILITY:

1. Diversified employee must notify employer when requested/instructed to operate a lift or any type of mobile equipment.
2. Read and follow manufacturer operator's instructions.
3. Perform job site inspection and walk around inspection of the equipment.
4. Ensure ground is firm and level.
5. Be aware of power line proximity.
6. Ensure correct aerial platform is utilized.
7. Do not overload the machine at any time.
8. No platform is to be made higher by the use of a scaffold, boxes, or ladders.
9. Wear the applicable safety harness attached to the machine when operating any aerial platform.
10. Get on and off the platform when it is in the lowered position.
11. While operating an aerial work platform, the operator shall not use any hand-held device(s) when operating the equipment.

NOTE:

- No person shall operate a Man lift or Scissor lift until they have received adequate training, in accordance with manufacturer's specifications and hold a valid certificate.
- All PPE must be inspected prior to use.

***The information contained within this document does not take precedence over Occupational Health and Safety legislation. All employees should be familiar with the *Occupational Health and Safety Act* and the *Regulations*.**

DIVERSIFIED STAFFING SERVICES	Industry Type:	All
	Initial Issue Date:	June 28, 2017
	Revision No:	

Safe Work Practice – Hand & Power Tools SWP-004

Preparation: Safety Specialist	Approval Authority: Senior Management	Issuing Dept: Safety

GENERAL:

To ensure that Diversified Staffing employees are protected from the hazards associated with use of power and hand tools.

PROTECTIVE MECHANISMS:

- Safe Work Practice (SWP)
- Personal Protective Equipment (PPE) - Part 18 OH&S Code
- As per manufacturer instructions
- Emergency Response Plan (ERP)

SELECTION AND USE:

- As manufacturers safe job procedures

SUPERVISOR RESPONSIBILITY:

- Notify Diversified Staffing if employee will be required to work with power tools
- To facilitate and/or provide proper instruction to their workers on protection requirements
- Required tools

WORKER RESPONSIBILITY:

1. Electrical tools must be inspected, not altered – as per manufacturer specifications.
2. Grinder discs, buffers and stones to be used only for designed application and at rated speed.
3. Stationary grinders must have properly adjusted tool rests and stones to be properly dressed.
4. Angle grinders to have Original Equipment Manufacturer (O.E.M.) guard.
5. On/off switches must be functional and positioned so Operator has access.
6. Accessories can only be used that are designed for use with the tools specified.
7. Saw blades must be designed for the product being cut and at the rated speed, O.E.M. guards must be in place and functional.
8. Chisels, punches, hammer, wrenches, etc. to have all burrs ground from striking area.
9. Chisels, punches, screwdrivers, etc. to have tips properly dressed.
10. Cracked a/o splintered handles to be replaced.
11. All tools must be cleaned after use and repairs made before being properly stored.
12. Tools to be used for designed purpose only.
13. Repairs to tools must be performed by qualified personnel, using O.E.M. parts or equivalent.
14. Follow tool safe work procedures step by step.

NOTE:

- All PPE must be inspected prior to use.

***The information contained within this document does not take precedence over Occupational Health and Safety legislation. All employees should be familiar with the *Occupational Health and Safety Act* and the *Regulations*.**

DIVERSIFIED STAFFING SERVICES	Industry Type:	All
	Initial Issue Date:	June 28, 2017
	Revision No:	

Safe Work Practice – Use & Care of Respiratory Equipment SWP-005

Preparation: Safety Specialist	Approval Authority: Senior Management	Issuing Dept: Safety

GENERAL:

To ensure that Diversified Staffing employees are protected from the hazards associated with the improper use and care of respiratory equipment.

PROTECTIVE MECHANISMS:

- Safe Work Practice (SWP)
- Permit System
- Personal Protective Equipment (PPE) - Part 18 OH&S Code
- Follow manufacturer instructions
- WHMIS
- Air quality monitors
- Emergency Response Plan (ERP)

SELECTION AND USE:

- As manufacturers safe job procedures
- Code of Practice for Respiratory Protective Equipment

SUPERVISOR RESPONSIBILITY:

- Notify Diversified Staffing if employee will be required to use a Respiratory Protective Equipment
- To facilitate and/or provide proper instruction to their workers on protection requirements
- Selection of Equipment
- Hazard Analysis
- Work Site Inspection

WORKER RESPONSIBILITY:

1. Ensure you are fully trained on respiratory equipment.
2. Ensure you are conversant with safe work procedures and/or site-specific procedures.
3. Complete a hazard assessment prior to beginning work
4. Inspect before each use.
5. Inspect after each use.
6. Ensure to utilize “Buddy” system.
7. Ensure work masks are cleaned and disinfected after each use.
8. Ensure equipment is stored properly.

NOTE:

- All PPE must be inspected prior to use.
- Fit test and medical evaluation must be complete prior to using a respiratory by a qualified physician

***The information contained within this document does not take precedence over Occupational Health and Safety legislation. All employees should be familiar with the *Occupational Health and Safety Act* and the *Regulations*.**

DIVERSIFIED STAFFING SERVICES	Industry Type:	Landscaping
	Initial Issue Date:	June 28, 2017
	Revision No:	

Safe Work Practice – Use of Power Mowers (Gasoline) SWP-006

Preparation: Safety Specialist	Approval Authority: Senior Management	Issuing Dept: Safety

GENERAL:

To ensure that Diversified Staffing employees are protected from the hazards associated when using power mowers.

PROTECTIVE MECHANISMS:

- Safe Work Practice (SWP)
- Personal Protective Equipment (PPE) - Part 18 OH&S Code
- Manufacturers specifications
- As per manufacturer instructions
- Emergency Response Plan (ERP)

SELECTION AND USE:

- Safe work practice

SUPERVISOR RESPONSIBILITY:

Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training.

WORKER RESPONSIBILITY:

1. Know your controls.
2. Ensure the area is clear of sticks, stones, wire and debris.
3. Never add fuel to a running or hot engine.
4. Do not leave running mower unattended.
5. Do not operate engine where carbon monoxide fumes can collect.
6. Properly maintain the mower.
7. Ensure engine is stopped before pushing mower across drives, walks, or roads.
8. Wear required PPE when operating mowers.
9. No footwear which can cause slips is to be used.
10. Protection to be used on skin when mowing during sunny conditions.
11. Follow power mower safe work procedure step by step.

NOTES:

- All PPE must be inspected prior to use.

***The information contained within this document does not take precedence over Occupational Health and Safety legislation. All employees should be familiar with the *Occupational Health and Safety Act* and the *Regulations*.**

DIVERSIFIED STAFFING SERVICES	Industry Type:	Landscaping
	Initial Issue Date:	June 28, 2017
	Revision No:	

Safe Work Practice – Use of Weed Eaters SWP-007

Preparation: Safety Specialist	Approval Authority: Senior Management	Issuing Dept: Safety

GENERAL:

To ensure that Diversified Staffing employees are protected from the hazards associated with the use of weed eaters.

PROTECTIVE MECHANISMS:

- Personal Protective Equipment (PPE) - Part 18 OH&S Code
- As per manufacturer instructions
- Emergency Response Plan (ERP)

SELECTION AND USE:

- Follow manufacturers safe job procedures
- Manufacturers specifications
- OH&S Legislation

SUPERVISOR RESPONSIBILITY:

- To facilitate and/or provide proper instruction to their workers on protection requirements
- Selection of Equipment
- Hazard Assessment
- Work Site Inspection

WORKER RESPONSIBILITY:

1. Complete a hazard assessment prior to beginning work.
2. Ensure the right mix of fuel is used.
3. Ensure the string is installed correctly before starting.
4. Check fuel.
5. Shut down equipment when refuelling or servicing.
6. Ensure that string mechanism is away from you and all others before starting.
7. Ensure string does not hit fences, trees or rocks.
8. Ensure guards and protective devices are in place.
9. Follow *Working Alone* policy when applicable.
10. Use Proper PPE as per manufacturer's specifications.
11. Follow weed eating safe work procedure step by step.

NOTE:

- All PPE must be inspected prior to use.
- All equipment must be inspected prior to use.

***The information contained within this document does not take precedence over Occupational Health and Safety legislation. All employees should be familiar with the *Occupational Health and Safety Act* and the *Regulations*.**

DIVERSIFIED STAFFING SERVICES	Industry Type:	All
	Initial Issue Date:	June 28, 2017
	Revision No:	

Safe Work Practice – Portable Ladders SWP-008

Preparation: Safety Specialist	Approval Authority: Senior Management	Issuing Dept: Safety

GENERAL:

To ensure that Diversified Staffing employees are protected from the hazards associated with the use of portable ladders.

PROTECTIVE MECHANISMS:

- Personal Protective Equipment (PPE) - Part 18 OH&S Code
- As per manufacturer instructions
- Emergency Response Plan (ERP)
- OHS Legislation: Section 2(d) Act
  - to ensure that all workers have
    (i) the right to be informed of work site hazards and the means to eliminate or control those hazards,
    (ii) the right to meaningful participation in health and safety activities pertaining to their work and work site, including the ability to express health and safety concerns,
    (iii) the right to refuse dangerous work

SELECTION AND USE:

- Follow manufacturers safe job procedures
- Manufacturers specifications
- OH&S Legislation

SUPERVISOR RESPONSIBILITY:

- To facilitate and/or provide proper instruction to their workers on protection requirements
- Selection of Equipment
- Hazard Assessment
- Work Site Inspection

WORKER RESPONSIBILITY:

1. All ladders shall be inspected prior to performing a task.
2. Wooden ladders shall not be painted.
3. Conductive metal ladders or wire or wire reinforced wooden ladders shall not be permitted in energized areas.
4. Ensure surface is level and firm.
5. Ensure ladder is tied off and set at the proper angle.
6. Ladders shall not be climbed higher than the second step from the top.
7. Three points of contact should always be maintained when climbing up or down.
8. Ladders should not be erected on boxes, tables, scaffold platforms, man lift platforms or on vehicles.
9. A ladder shall not be placed against an unsafe support.

NOTE:

- All PPE must be inspected prior to use.
- All equipment must be inspected prior to use.

***The information contained within this document does not take precedence over Occupational Health and Safety legislation. All employees should be familiar with the *Occupational Health and Safety Act* and the *Regulations*.**

DIVERSIFIED STAFFING SERVICES	Industry Type:	All
	Initial Issue Date:	June 28, 2017
	Revision No:	

Safe Work Practice – Spray Painting SWP-009

Preparation: Safety Specialist	Approval Authority: Senior Management	Issuing Dept: Safety

GENERAL:

To ensure that Diversified Staffing employees are protected from the hazards associated with spray painting operations.

PROTECTIVE MECHANISMS:

- Personal Protective Equipment (PPE) - Part 18 OH&S Code
- As per manufacturer instructions
- Permit system
- WHMIS (MSDS/SDS)
- Occupational exposure limits
- Emergency Response Plan (ERP)

SELECTION AND USE:

- Follow manufacturers safe job procedures
- Manufacturers specifications
- OH&S Legislation

SUPERVISOR RESPONSIBILITY:

- To facilitate and/or provide proper instruction to their workers on protection requirements
- Selection of Equipment
- Hazard Assessment
- Work Site Inspection
- Air quality monitoring

WORKER RESPONSIBILITY:

1. Ensure you are fully trained.
2. Ensure you are acquainted with safe work procedures.
3. Follow manufacturer's recommendations.
4. Ensure all sources of ignition are eliminated or controlled.
5. Ensure equipment is grounded.
6. Ensure area is ventilated.
7. Do not smoke around spray painting operations.
8. Ensure warning signs are in place.
9. Practice good housekeeping.
10. Use proper PPE when spray painting

NOTE:

- All PPE must be inspected prior to use.
- All equipment must be inspected prior to use.
- MSDS/SDS must be readily available to the worker.

***The information contained within this document does not take precedence over Occupational Health and Safety legislation. All employees should be familiar with the *Occupational Health and Safety Act* and the *Regulations*.**

DIVERSIFIED STAFFING SERVICES	Industry Type:	All
	Initial Issue Date:	June 28, 2017
	Revision No:	

Safe Work Practice – Using Cleaning Solvents SWP-010

Preparation: Safety Specialist	Approval Authority: Senior Management	Issuing Dept: Safety

GENERAL:

To ensure that Diversified Staffing employees are protected from the hazards associated with the use of cleaning solvents.

PROTECTIVE MECHANISMS:

- Personal Protective Equipment (PPE) - Part 18 OH&S Code
- As per manufacturer instructions
- WHMIS (MSDS/SDS)
- Occupational exposure limits
- Respiratory Protective Equipment (if required)
- Emergency Response Plan (ERP)

SELECTION AND USE:

- Follow manufacturers safe job procedures
- Manufacturers specifications
- OH&S Legislation
- Respiratory Protective Equipment Code of Practice

SUPERVISOR RESPONSIBILITY:

- To facilitate and/or provide proper instruction to their workers on protection requirements
- Selection of Equipment
- Hazard Assessment
- Work Site Inspection
- Air quality monitoring

WORKER RESPONSIBILITY:

1. Ensure all WHMIS requirements are met.
2. Check toxic hazards of all solvents before use. (MSDS/SDS)
3. When breathing hazards exists, use the appropriate respiratory protection.
4. Use non-flammable solvents for general cleaning.
5. Store flammables and solvents in special storage containers/areas.
6. Ensure that proper containers are used for transportation, storage and field use of solvents/flammables.
7. Do not use solvents in areas where food may be contaminated.

NOTE:

- All PPE must be inspected prior to use.
- All equipment must be inspected prior to use.
- MSDS/SDS must be readily available to the worker.

***The information contained within this document does not take precedence over Occupational Health and Safety legislation. All employees should be familiar with the *Occupational Health and Safety Act* and the *Regulations*.**

DIVERSIFIED STAFFING SERVICES	Industry Type:	All
	Initial Issue Date:	June 28, 2017
	Revision No:	1

Safe Work Practice – Control of Traffic on Work Sites SWP-011

Preparation: Safety Specialist	Approval Authority: Senior Management	Issuing Dept: Safety

GENERAL:

To ensure that Diversified Staffing employees are protected from the hazards associated with traffic congestion on work sites. Traffic control people need to make sure they are prepared by reviewing their training workbook. Be well rested and ready to work. Take plenty of fluids and make sure they have food with them to maintain their energy throughout the day.

PROTECTIVE MECHANISMS:

- Personal Protective Equipment (PPE) - Part 18 OH&S Code
- Log Book and Pen
- Flashlight with a semi-transparent or fluorescent orange wand
- Air horn or other warning device
- Personal protective supplies such as insect repellant, sun screen
- Communication devices
- Rain gear
- Signs and Barricades
- Emergency Response Plan (ERP)

SELECTION AND USE:

- As per the job requirement
- OH&S Legislation – Part 12 Section 194, Subsections 1-7
- The Government Services Act, the Municipal Taxation Act, and the Alberta Transportation Act.
- The Alberta Building Code and the Federal Roadways Act.
- The Highway Traffic Act, the Alberta Building Code, Occupational Health and Safety Act, Regulation and Code and Municipal by-laws.
- The Right of Way Act, the Motor Vehicle Act and the Highway Code.

SUPERVISOR RESPONSIBILITY:

- To facilitate and/or provide proper instruction to their workers on protection requirements
- Selection of Equipment
- Hazard Assessment
- Work Site Inspection

WORKER RESPONSIBILITY:

- Pre plan all traffic control sites
- Plan an escape route
- Stand alone
- Never leave the station unattended
- Never wave the paddle
- Keep signs clean and in good condition
- Remove or cover signs when not in use
- Never stand or walk in the path of moving vehicles
- No personal radios or other distractions at traffic control sites

- Know what is happening
- Check to make sure your signs are in place
- Use eye contact to get driver's attention
- Stay alert

NOTE:

- All PPE must be inspected prior to use.
- All equipment must be inspected prior to use.

***The information contained within this document does not take precedence over Occupational Health and Safety legislation. All employees should be familiar with the *Occupational Health and Safety Act* and the *Regulations*.**

DIVERSIFIED STAFFING SERVICES	Industry Type:	All
	Initial Issue Date:	June 28, 2017
	Revision No:	

Safe Work Practice – Control of Traffic on Work Sites SWP-011

Preparation: Safety Specialist	Approval Authority: Senior Management	Issuing Dept: Safety

GENERAL:

To ensure that Diversified Staffing employees are protected from the hazards associated with traffic congestion on work sites. Traffic control people need to make sure they are prepared by reviewing their training workbook. Be well rested and ready to work. Take plenty of fluids and make sure they have food with them to maintain their energy throughout the day.

PROTECTIVE MECHANISMS:

- Personal Protective Equipment (PPE) - Part 18 OH&S Code
- Log Book and Pen
- Flashlight with a semi-transparent or fluorescent orange wand
- Air horn or other warning device
- Personal protective supplies such as insect repellant, sun screen
- Communication devices
- Rain gear
- Signs and Barricades
- Emergency Response Plan (ERP)

SELECTION AND USE:

- As per the job requirement
- OH&S Legislation – Part 12 Section 194, Subsections 1-7
- The Government Services Act, the Municipal Taxation Act, and the Alberta Transportation Act.
- The Alberta Building Code and the Federal Roadways Act.
- The Highway Traffic Act, the Alberta Building Code, Occupational Health and Safety Act, Regulation and Code and Municipal by-laws.
- The Right of Way Act, the Motor Vehicle Act and the Highway Code.

SUPERVISOR RESPONSIBILITY:

- To facilitate and/or provide proper instruction to their workers on protection requirements
- Selection of Equipment
- Hazard Assessment
- Work Site Inspection

WORKER RESPONSIBILITY:

- Pre plan all traffic control sites
- Plan an escape route
- Stand alone
- Never leave the station unattended
- Never wave the paddle
- Keep signs clean and in good condition
- Remove or cover signs when not in use
- Never stand or walk in the path of moving vehicles
- No personal radios or other distractions at traffic control sites

- Know what is happening
- Check to make sure your signs are in place
- Use eye contact to get driver's attention
- Stay alert

NOTE:

- All PPE must be inspected prior to use.
- All equipment must be inspected prior to use.

***The information contained within this document does not take precedence over Occupational Health and Safety legislation. All employees should be familiar with the *Occupational Health and Safety Act* and the *Regulations*.**

DIVERSIFIED STAFFING SERVICES	Industry Type:	Construction
	Initial Issue Date:	June 28, 2017
	Revision No:	

Safe Work Practice – Working with Scaffolding SWP-012

Preparation: Safety Specialist	Approval Authority: Senior Management	Issuing Dept: Safety

GENERAL:

To ensure that Diversified Staffing employees are protected from the hazards associated when working with/around/on scaffolding.

PROTECTIVE MECHANISMS:

- Personal Protective Equipment (PPE) - Part 18 OH&S Code
- Manufacturers Specifications
- Emergency Response Plan (ERP)

SELECTION AND USE:

- As per the job requirement
- OH&S Legislation – Part 23 Scaffolds and Temporary Work Platforms

SUPERVISOR RESPONSIBILITY:

- To facilitate and/or provide proper instruction to their workers on protection requirements
- Selection of Equipment – determine the type of scaffold required
- Ensure a travel restraint system, such as guardrails or similar barriers, that prevents a worker from traveling to the edge of a structure or to a work position from which the worker could fall is in place
- Hazard Assessment
- Work Site Inspection
- Ensure proper safe scaffold tags are installed and equipment is safe for use.
- Defective equipment must be tagged and removed from service.

WORKER RESPONSIBILITY:

- Ensure grounding on a firm and level base.
- Maintain the established minimum clearances from all power lines.
- Provide a safe access ladder.
- Ensure scaffold has a platform perimeter handrail.
- Anchor or tie a *free standing* scaffold according to legislation – Refer to Part 23 Scaffolds and Temporary Work platforms.
- Do not use a ladder sloped against the side of a scaffold at any time.
- A toe board is required on all platforms.
- Ensure tube and clamp modular construction is utilized. Wood construction is to be used only when absolutely necessary.
- Comply with safe tags.
- Do not use defective equipment.
- Utilize a tag line when hoisting material.
- Minimize tools, material and debris on the platform.
- Ensure a hand line with a tool bag for tools is utilized.
- Ensure you use travel restraint system, such as guardrails or similar barriers that would prevent you traveling to the edge of a structure or to a work position from which the worker could fall is in place.

NOTE:

- All PPE must be inspected prior to use.
- All equipment must be inspected prior to use.

***The information contained within this document does not take precedence over Occupational Health and Safety legislation. All employees should be familiar with the *Occupational Health and Safety Act* and the *Regulations*.**

DIVERSIFIED STAFFING SERVICES	Industry Type:	Warehouse
	Initial Issue Date:	June 28, 2017
	Revision No:	

Safe Work Practice – Using a Pallet Jack SWP-013

Preparation: Safety Specialist	Approval Authority: Senior Management	Issuing Dept: Safety

GENERAL:

To ensure that Diversified Staffing employees are protected from the hazards associated when using a pallet jack.

PROTECTIVE MECHANISMS:

- Personal Protective Equipment (PPE) - Part 18 OH&S Code
- Manufacturers Specifications
- Emergency Response Plan (ERP)

SELECTION AND USE:

- As per the job requirement
- OH&S Legislation – Part 6 Cranes, Hoists and Lifting Devices

SUPERVISOR RESPONSIBILITY:

- To facilitate and/or provide proper instruction to their workers on protection requirements
- Selection of Equipment
- Hazard Assessment
- Work Site Inspection

WORKER RESPONSIBILITY:

1. Always check the Pallet Jack (manual or electrical) to see that it is in good working condition before attempting to handle a load
2. Notify your supervisor about any fault equipment immediately
3. Always examine the pallet before attempting to move it. Determine that the load is not severely shifted or too tall to go through doorways
4. When pulling loads always watch for overhead obstructions
5. Make sure the Pallet Jack is straight and centered on the pallet
6. Use both hands when jacking up a manual Pallet Jack to prevent muscle strain
7. When pulling the Pallet Jack, make sure it is in the neutral position to reduce fatigue
8. Consider having someone assist you pulling and/or pushing the pallet when the load is heavy, it is being pulled across a wet floor or is on any type of grade
9. Swing wide on corners to avoid striking something, like: door frames, racking, merchandise or any other type of structure
10. Use extra caution when operating Pallet Jack on a grade or when taking a sharp corner
11. Always let Pallet Jack down when removing items or anytime the Pallet Jack is left unattended
12. Make sure the Pallet Jack is stopped and in the down position before releasing the handle
13. Remember that Pallet Jacks are for work only, and horseplay – such as riding the jack is strictly prohibited
14. Ensure operator is using correct manual handling techniques when loading and unloading the pallet/skid by hand
15. Ensure your path of travel is clear before moving
16. Consider wearing gloves to protect the hands from sharp edges and handling rough material for extended periods
17. Store pallets in a safe location to avoid causing tripping hazards

Do Not:

1. Do not operate the pallet jack until trained by your supervisor
2. Never attempt to lift a load with one fork
3. Do not bump or hit walls, counters or racks when parking pallets to avoid causing damage
4. Never place your hands or feet under a pallet jack when in a raised position

NOTE:

- All PPE must be inspected prior to use.
- All equipment must be inspected prior to use.

***The information contained within this document does not take precedence over Occupational Health and Safety legislation. All employees should be familiar with the *Occupational Health and Safety Act* and the *Regulations*.**

DIVERSIFIED STAFFING SERVICES	Industry Type:	Construction
	Initial Issue Date:	June 28, 2017
	Revision No:	

Safe Work Practice – Mechanical Vibration Tools (Jackhammers, Tampers, Impact Drills) SWP-014

Preparation: Safety Specialist	Approval Authority: Senior Management	Issuing Dept: Safety

GENERAL:

To ensure that Diversified Staffing employees are protected from the hazards associated with the use of mechanical vibration tools.

PROTECTIVE MECHANISMS:

- Personal Protective Equipment (PPE) - Part 18 OH&S Code
- Manufacturers Specifications
- Permit System
- Barricades and warning signs
- Emergency Response Plan (ERP)

SELECTION AND USE:

- As per the job requirement
- OH&S Legislation – Part 19 Powered Mobile Equipment

SUPERVISOR RESPONSIBILITY:

- To facilitate and/or provide proper instruction to their workers on protection requirements
- Selection of Equipment
- Hazard Assessment
- Work Site Inspection

WORKER RESPONSIBILITY:

1. Ensure vibration suppression material is applicable.
2. Ensure work site has barricades and warning signs in place.
3. Be familiar/knowledgeable with the job procedure and equipment.
4. Know the work limits associated with equipment, including levels of sensitivity, numbness of stiffness.
5. Ensure proper PPE is utilized for task, including hearing protection

NOTE:

- All PPE must be inspected prior to use.
- All equipment must be inspected prior to use.

.

***The information contained within this document does not take precedence over Occupational Health and Safety legislation. All employees should be familiar with the *Occupational Health and Safety Act* and the *Regulations*.**

DIVERSIFIED STAFFING SERVICES	Industry Type:	All
	Initial Issue Date:	June 30, 2017
	Revision No:	

Safe Work Practice – Working Outdoors SWP-015

Preparation: Safety Specialist	Approval Authority: Senior Management	Issuing Dept: Safety

GENERAL:

To ensure that Diversified Staffing employees are protected from the hazards associated with working outdoors.

PROTECTIVE MECHANISMS:

- Personal Protective Equipment (PPE) - Part 18 OH&S Code
- Emergency Response Plan (ERP)

SELECTION AND USE:

- As per the job requirement
- OH&S Legislation – Part 19 Powered Mobile Equipment

SUPERVISOR RESPONSIBILITY:

- To facilitate and/or provide proper instruction to their workers on protection requirements
- Selection of Equipment
- Hazard Assessment
- Work Site Inspection

DURING WINTER/COLD:

What to Wear

- Several layers of clothing is better than a single heavy coat or jacket
- Warm hat that covers the ears
- Gloves or mittens
- Dry socks
- Scarf or ski mask
- Slip resistant footwear
- Hard hat in case of falling snow or ice
- Reflective vest when near heavy machinery or vehicles

What to Bring

- Carry extra clothing if you are likely to get wet
- Snacks such as energy bars to energy up
- An emergency kit for your vehicle including blankets, flashlight, water, shovel and first aid supplies

What to Do

- Make note of icy areas and ensure signs are properly posted and area is sanded
- Do not operate gasoline or fuel-powered equipment with doors closed'
- Keep your skin dry. Wet skin freezes quicker
- Drink plenty of water to keep from getting dehydrated
- Avoid sitting still outdoors for long periods of time
- Take adequate breaks from the cold
- Keep your energy level up when working outdoors by eating a snack
- Set reasonable pace for yourself to complete tasks, don't over exert yourself

- Immediately seek shelter and call for medical help if you or a co-worker can't stop shivering, begin stumbling or become confused or severely fatigued

DURING SUMMER/HEAT:

What to Wear

- Lightweight, loose-fitting clothing
- Broad-brimmed hat that shades sun from face
- Sunglasses
- Sunscreen with SPF of at least 30 with UVA/UVB protection
- Lightweight gloves if hands will be exposed to the sun for long periods of time

What to Bring

- Several water bottles
- Sunscreen for re-application every 2 hours

What to Do

- Drink water every 10-15 minutes while working
- Eat smaller meals more frequently
- Avoid strenuous tasks in the sun around mid-day when sun is strongest
- Take breaks in the shade or air-conditioned area
- Set a reasonable pace for yourself to complete tasks, don't over exert yourself
- Immediately seek shelter and call for medical help if you or a co-worker experience dizziness, high body temperatures, begin stumbling, become confused or severely fatigued

NOTE:

- All PPE must be inspected prior to use.
- All equipment must be inspected prior to use.

.

***The information contained within this document does not take precedence over Occupational Health and Safety legislation. All employees should be familiar with the *Occupational Health and Safety Act* and the *Regulations*.**

DIVERSIFIED STAFFING SERVICES	Industry Type:	Construction
	Initial Issue Date:	June 30, 2017
	Revision No:	

Safe Work Practice – Trenches & Excavations SWP-016

Preparation: Safety Specialist	Approval Authority: Senior Management	Issuing Dept: Safety

GENERAL:

To ensure that Diversified Staffing employees are protected from the hazards associated with working around trenches and excavations.

PROTECTIVE MECHANISMS:

- Personal Protective Equipment (PPE) - Part 18 OH&S Code
- Emergency Response Plan (ERP)

SELECTION AND USE:

- As per the job requirement
- OH&S Legislation – Part 32 Excavating and Tunnelling

SUPERVISOR RESPONSIBILITY:

- To facilitate and/or provide proper instruction to their workers on protection requirements
- Selection of Equipment
- Hazard Assessment
- Work Site Inspection

Excavation Safety

It is mandatory that any trench or excavation more than 1.2 m (4 feet) is properly sloped or shored to comply with the occupational health and safety regulations. No employee shall enter any trench or excavation that is not properly sloped or shored.

DEFINITIONS:

Excavation: Any cut, cavity, trench, or depression in the earth's surface resulting from rock or soil removal.

Shoring: A mechanical system that provides support to the sidewalls of an excavation or trench. The system must conform to the occupational health and safety regulations or be designed by a Prof. Engineer.

Slope: The angle at which the side of a trench or excavation are cut to maintain soil stability.

Spoil Pile: The material removed of an excavation or trench.

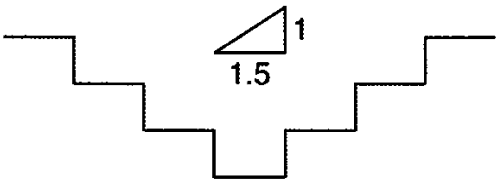
Trench: An excavation less than 3.7 m (12 feet) wide at the bottom, over 1.2 m (4 feet) deep and of any length.

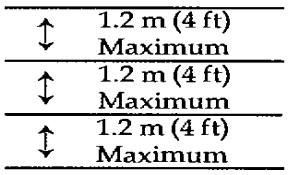
Excavation

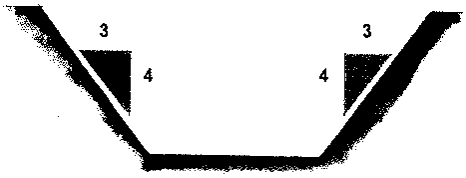
- Prior to commencing any excavation or trench, all underground utilities must be located and their positions identified.

- Extreme caution and care must be exercised when excavating or trenching in the vicinity of underground utility systems; the final 30 cm (1 foot) around an existing utility must be excavated by hand.

- Excavation work must be in accordance with the written instructions of a Professional Engineer if the excavation is more than 6 m (20 feet) deep.
- Above ground hazards such as trees, buildings, boulders and utility poles that encroach on the excavation need to be removed, or secured.
- Proper access for the excavation or trench must be provided. If ladders are used they must be placed every 15 m (50 feet and must extend 1m (3 feet) above the excavation or trench.
- Spoil piles must be placed;
- 60 cm (2 feet) back from the edge of a trench,
- 1.2 m (4 feet) back from the edge of an excavation.
- Barricades or warning devices must be erected to protect the public and other workers from the excavation or trench, if applicable.
- Frozen ground does not eliminate the need for shoring or sloping unless certified by a Professional Engineer.
- Water must not be allowed to accumulate in the excavation or trench.
- The safe limits of approach for overhead electrical lines must be observed when excavating or trenching in the vicinity of overhead power lines. If the safe limits cannot be maintained, then the utility company must be notified so that the line can be de-energized.
- Employees in an excavation must not work under the suspended bucket of the excavating machine or any load being placed by the machine.
- Sloping - The minimum slope that must be maintained on an excavation or trench over 1.2 m (4 feet) deep is 4/3 or 37 degrees from the vertical in hard compact soil, and a 1/1 slope or 45 degrees in other soils unless certified by a Professional Engineer.
- Benching – A minimum slope of 1/1.5 or 56 degrees from the vertical must be maintained with a maximum of 1.2 m (4 feet) high benches.







Shoring

- Shoring is required when the excavation is more than 1.2 m (4 feet) in depth and
- The walls are not cut back, or
- There is an existing structure adjacent to the excavation or trench. The existing structure is to be supported before proceeding with the work.
- No person in a trench shall be outside the protective shoring system.
- Temporary shoring meeting OSH regulations is required when prefabricated shoring is not practicable. (i.e.: Utility locations do not allow enough room to fit pre-manufactured shoring

systems into the trench.)

- When shoring is used it shall be installed from the top down and removed in the opposite order.
- Shoring must be installed in contact with the faces of the excavation, unless otherwise specified by the manufacturer or Professional Engineer.
- Shoring must extend at least 30 cm (1 foot) above ground level to as close to the bottom of the trench as the material will allow, but in no case more than 60 cm (2 feet) from the bottom.
- Excavations or trenches and the shoring or sloping systems must be inspected before entry, or after any major rainfall or other upset condition.
- Workers must not enter an excavation to remove shoring materials if the ground conditions have deteriorated so as to make entry for shoring removal unsafe.
- Temporary shoring that supports an existing structure and is over 3 m (10 feet) in depth must be designed by a Professional Engineer.
- Temporary shoring must be constructed according to the guidelines set out by the occupational health and safety regulations.

NOTE:

- All PPE must be inspected prior to use.
- All equipment must be inspected prior to use.

***The information contained within this document does not take precedence over Occupational Health and Safety legislation. All employees should be familiar with the *Occupational Health and Safety Act* and the *Regulations*.**

DIVERSIFIED STAFFING SERVICES	Industry Type:	Warehouse
	Initial Issue Date:	June 30, 2017
	Revision No:	

Safe Work Practice – Working Around Conveyors SWP-017

Preparation: Safety Specialist	Approval Authority: Senior Management	Issuing Dept: Safety

GENERAL:

To ensure that Diversified Staffing employees are protected from the hazards associated with working around conveyors.

PROTECTIVE MECHANISMS:

- Personal Protective Equipment (PPE) - Part 18 OH&S Code
- Emergency Response Plan (ERP)
- Manufacturers specifications/instructions
- Tie back (and tuck in) long hair
- Know the location of the emergency "shut-off" devices and how to use them
- Do not wear loose clothing or jewelry
- Do not climb on the conveyors

SELECTION AND USE:

- As per the job requirement
- OH&S Legislation – Part 32 Excavating and Tunnelling

SUPERVISOR RESPONSIBILITY:

- To facilitate and/or provide proper instruction to their workers on protection requirements
- Selection of Equipment
- Hazard Assessment
- Work Site Inspection

Gravity Conveyors - include those that have rollers, wheels or chutes where objects move by gravity or momentum only.

What are some safety tips for working near a gravity conveyor?

- Guard pinch points on rollers and wheels and between the conveyor and receiving table.
- Provide adequate guardrails along sides to prevent all objects from falling off.
- Provide retarders (friction areas) if heavy objects are conveyed.
- Ensure there are warning devices near the receiving areas if you cannot see the packages moving on the conveyor.
- Ensure draft checks (fire doors) are installed where conveyors pass through fire walls or floors.

"Powered" or "Power" Conveyors - include the use of belts, live rollers, slats, or buckets.

What are some tips when working at a "powered" conveyor?

- Position yourself so that you are not hit by objects moving down the conveyor.
- Ensure that you can see the conveyor system when you are at the operating controls.
- Ensure that guards are in place for all moving parts of the drive system and in all zones where hazards such as in-running nip, drawing-in, trapping and crushing, friction burns or abrasion are present.
- Guard all pinch points between the conveyor system and fixed objects.
- Locate guardrails around low level conveyors and areas where conveyors pass through the

floor/ceiling.
- Locate emergency stop cut-off switches near the operator and along the length of the conveyor at approximately 30 metres (100 feet) apart (or closer).
- Ground belts on belt conveyors to prevent static buildup.

Do Not
- Do not service the conveyor without following lock-out procedures.

What are additional tips when working with other types of conveyors?

When working with aerial conveyors:
- Make sure that guards and protection plates are in place to protect people working below from falling objects.

When working with bucket conveyors:
- Make sure that both vertical and horizontal bucket conveyors are totally enclosed.

When working with pneumatic conveyors:
- Familiarize yourself with control devices and release valves to cut off air flow in the event of blockage.
- Shield joints and access points to prevent material from being thrown in the event of gasket failure.
- Ensure that screening is in place at the suction end to prevent large objects from being sucked in.

When working with portable conveyors:
- Use only weatherproof electrical components.
- Make sure power cables are located where they will not be walked on or run over.
- Make sure that sideboards are high enough to prevent large items from falling and smaller items from being thrown by the wind.
- Chock the wheels on trucks and rail cars that are being loaded or emptied by portable conveyors.
- Do not exceed the rated load capacity of the conveyor.

When working with movable conveyors:
- Install barrier guards, guardrails and/or mark the ground to indicate operating area of the conveyor.

NOTE:
- All PPE must be inspected prior to use.
- All equipment must be inspected prior to use.

***The information contained within this document does not take precedence over Occupational Health and Safety legislation. All employees should be familiar with the *Occupational Health and Safety Act* and the *Regulations*.**

GENERAL:

Effective housekeeping can eliminate some workplace hazards and help get a job done safely and properly. Poor housekeeping can frequently contribute to accidents by hiding hazards that cause injuries. If the sight of paper, debris, clutter and spills is accepted as normal, then other more serious health and safety hazards may be taken for granted.

Housekeeping is not just cleanliness. It includes keeping work areas neat and orderly; maintaining halls and floors free of slip and trip hazards; and removing of waste materials (e.g., paper, cardboard) and other fire hazards from work areas. It also requires paying attention to important details such as the layout of the whole workplace, aisle marking, the adequacy of storage facilities, and maintenance. Good housekeeping is also a basic part of accident and fire prevention.

Effective housekeeping is an ongoing operation: it is not a hit-and-miss cleanup done occasionally. Periodic "panic" cleanups are costly and ineffective in reducing accidents.

To ensure that Diversified Staffing employees are protected from the hazards associated with working with/around conveyors.

PROTECTIVE MECHANISMS:

- Personal Protective Equipment (PPE) - Part 18 OH&S Code
- General Safety Precautions - Part 12 OH&S Code, Section 185-Housekeeping
- Emergency Response Plan (ERP)
- Do not wear loose clothing or jewelry

SELECTION AND USE:

- As per the job requirement

SUPERVISOR RESPONSIBILITY:

- To facilitate and/or provide proper instruction to their workers on protection requirements
- Selection of Equipment
- Hazard Assessment
- Work Site Inspection

What is the purpose of workplace housekeeping?

Poor housekeeping can be a cause of accidents, such as:

- tripping over loose objects on floors, stairs and platforms
- being hit by falling objects
- slipping on greasy, wet or dirty surfaces
- striking against projecting, poorly stacked items or misplaced material
- cutting, puncturing, or tearing the skin of hands or other parts of the body on projecting nails, wire or steel strapping

To avoid these hazards, a workplace must "maintain" order throughout a workday. Although this effort

requires a great deal of management and planning, the benefits are many.

What are some benefits of good housekeeping practices?

Effective housekeeping results in:

- reduced handling to ease the flow of materials
- fewer tripping and slipping accidents in clutter-free and spill-free work areas
- decreased fire hazards
- lower worker exposures to hazardous substances (e.g. dusts, vapors)
- better control of tools and materials, including inventory and supplies
- more efficient equipment cleanup and maintenance
- better hygienic conditions leading to improved health
- more effective use of space
- reduced property damage by improving preventive maintenance
- less janitorial work
- improved morale
- improved productivity (tools and materials will be easy to find)

What are some benefits of good housekeeping practices?

Effective housekeeping results in:

- reduced handling to ease the flow of materials
- fewer tripping and slipping accidents in clutter-free and spill-free work areas
- decreased fire hazards
- lower worker exposures to hazardous substances (e.g. dusts, vapors)
- better control of tools and materials, including inventory and supplies
- more efficient equipment cleanup and maintenance
- better hygienic conditions leading to improved health
- more effective use of space
- reduced property damage by improving preventive maintenance
- less janitorial work
- improved morale
- improved productivity (tools and materials will be easy to find)

How do I plan a good housekeeping program?

A good housekeeping program plans and manages the orderly storage and movement of materials from point of entry to exit. It includes a material flow plan to ensure minimal handling. The plan also ensures that work areas are not used as storage areas by having workers move materials to and from work areas as needed. Part of the plan could include investing in extra bins and more frequent disposal.

The costs of this investment could be offset by the elimination of repeated handling of the same material and more effective use of the workers' time. Often, ineffective or insufficient storage planning results in materials being handled and stored in hazardous ways. Knowing the plant layout and the movement of materials

throughout the workplace can help plan work procedures.

Worker training is an essential part of any good housekeeping program. Workers need to know how to work safely with the products they use. They also need to know how to protect other workers such as by posting signs (e.g., "Wet - Slippery Floor") and reporting any unusual conditions.

Housekeeping order is "maintained" not "achieved." Cleaning and organization must be done regularly, not just at the end of the shift. Integrating housekeeping into jobs can help ensure this is done. A good housekeeping program identifies and assigns responsibilities for the following:

- clean up during the shift
- day-to-day cleanup
- waste disposal
- removal of unused materials
- inspection to ensure cleanup is complete

Do not forget out-of-the-way places such as shelves, basements, sheds, and boiler rooms that would otherwise be overlooked. The orderly arrangement of operations, tools, equipment and supplies is an important part of a good housekeeping program.

The final addition to any housekeeping program is inspection. It is the only way to check for deficiencies in the program so that changes can be made. The documents on workplace inspection checklists provide a general guide and examples of checklists for inspecting offices and manufacturing facilities.

What are the elements of an effective housekeeping program?

Dust and Dirt Removal

In some jobs, enclosures and exhaust ventilation systems may fail to collect dust, dirt and chips adequately. Vacuum cleaners are suitable for removing light dust and dirt. Industrial models have special fittings for cleaning walls, ceilings, ledges, machinery, and other hard-to-reach places where dust and dirt may accumulate.

Special-purpose vacuums are useful for removing hazardous substances. For example, vacuum cleaners fitted with HEPA (high efficiency particulate air) filters may be used to capture fine particles of asbestos or fibreglass.

Dampening (wetting) floors or using sweeping compounds before sweeping reduces the amount of airborne dust. The dust and grime that collect in places like shelves, piping, conduits, light fixtures, reflectors, windows, cupboards and lockers may require manual cleaning.

Compressed air should not be used for removing dust, dirt or chips from equipment or work surfaces.

Employee Facilities

Employee facilities need to be adequate, clean and well maintained. Lockers are necessary for storing

employees' personal belongings. Washroom facilities require cleaning once or more each shift. They also need to have a good supply of soap, towels plus disinfectants, if needed.

If workers are using hazardous materials, employee facilities should provide special precautions such as showers, washing facilities and change rooms. Some facilities may require two locker rooms with showers between. Using such double locker rooms allows workers to shower off workplace contaminants and prevents them from contaminating their "street clothes" by keeping their work clothes separated from the clothing that they wear home.

Smoking, eating or drinking in the work area should be prohibited where toxic materials are handled. The eating area should be separate from the work area and should be cleaned properly each shift.

Surfaces

Floors: Poor floor conditions are a leading cause of accidents so cleaning up spilled oil and other liquids at once is important. Allowing chips, shavings and dust to accumulate can also cause accidents. Trapping chips, shavings and dust before they reach the floor or cleaning them up regularly can prevent their accumulation. Areas that cannot be cleaned continuously, such as entrance ways, should have anti-slip flooring. Keeping floors in good order also means replacing any worn, ripped, or damaged flooring that poses a tripping hazard.

Walls: Light-coloured walls reflect light while dirty or dark-coloured walls absorb light. Contrasting colours warn of physical hazards and mark obstructions such as pillars. Paint can highlight railings, guards and other safety equipment, but should never be used as a substitute for guarding. The program should outline the regulations and standards for colours.

Maintain Light Fixtures

Dirty light fixtures reduce essential light levels. Clean light fixtures can improve lighting efficiency significantly.

Aisles and Stairways

Aisles should be wide enough to accommodate people and vehicles comfortably and safely. Aisle space allows for the movement of people, products and materials. Warning signs and mirrors can improve sight-lines in blind corners. Arranging aisles properly encourages people to use them so that they do not take shortcuts through hazardous areas.

Keeping aisles and stairways clear is important. They should not be used for temporary "overflow" or "bottleneck" storage. Stairways and aisles also require adequate lighting.

Spill Control

The best way to control spills is to stop them before they happen. Regularly cleaning and maintaining machines and equipment is one way. Another is to use drip pans and guards where possible spills might occur. When spills do occur, it is important to clean them up immediately. Absorbent materials are useful for wiping up greasy, oily or other liquid spills. Used absorbents must be disposed of properly and safely.

Tools and Equipment

Tool housekeeping is very important, whether in the tool room, on the rack, in the yard, or on the bench. Tools require suitable fixtures with marked locations to provide orderly arrangement, both in the tool room and near the work bench. Returning them promptly after use reduces the chance of being misplaced or lost. Workers should regularly inspect, clean and repair all tools and take any damaged or worn tools out of service.

Maintenance

The maintenance of buildings and equipment may be the most important element of good housekeeping. Maintenance involves keeping buildings, equipment and machinery in safe, efficient working order and in good repair. This includes maintaining sanitary facilities and regularly painting and cleaning walls. Broken windows, damaged doors, defective plumbing and broken floor surfaces can make a workplace look neglected; these conditions can cause accidents and affect work practices. So it is important to replace or fix broken or damaged items as quickly as possible. A good maintenance program provides for the inspection, maintenance, upkeep and repair of tools, equipment, machines and processes.

Waste Disposal

The regular collection, grading and sorting of scrap contribute to good housekeeping practices. It also makes it possible to separate materials that can be recycled from those going to waste disposal facilities.

Allowing material to build up on the floor wastes time and energy since additional time is required for cleaning it up. Placing scrap containers near where the waste is produced encourages orderly waste disposal and makes collection easier. All waste receptacles should be clearly labelled (e.g., recyclable glass, plastic, scrap metal, etc.).

Storage

Good organization of stored materials is essential for overcoming material storage problems whether on a temporary or permanent basis. There will also be fewer strain injuries if the amount of handling is reduced, especially if less manual materials handling is required. The location of the stockpiles should not interfere with work but they should still be readily available when required. Stored materials should allow at least one metre (or about three feet) of clear space under sprinkler heads.

Stacking cartons and drums on a firm foundation and cross tying them, where necessary, reduces the chance of their movement. Stored materials should not obstruct aisles, stairs, exits, fire equipment, emergency eyewash fountains, emergency showers, or first aid stations. All storage areas should be clearly marked.

Flammable, combustible, toxic and other hazardous materials should be stored in approved containers in designated areas that are appropriate for the different hazards that they pose. Storage of materials should meet all requirements specified in the fire codes and the regulations of environmental and occupational health and safety agencies in your jurisdiction.

NOTE:

- All PPE must be inspected prior to use.
- All equipment must be inspected prior to use.

***The information contained within this document does not take precedence over Occupational Health and Safety legislation. All employees should be familiar with the *Occupational Health and Safety Act* and the *Regulations*.**

DIVERSIFIED STAFFING SERVICES	Industry Type:	Warehouse
	Initial Issue Date:	October 20, 2017
	Revision No:	

Safe Work Practice – Space Heaters SWP-019

Preparation: Safety Specialist	Approval Authority: Senior Management	Issuing Dept: Safety

GENERAL:

To ensure that Diversified employees are protected from the hazards associated with space heaters.

PROTECTIVE MECHANISMS:

- Carbon Monoxide Detector
- Manufacturer Specifications
- Emergency Response Plan

SELECTION & USE:

- Manufacturer Specifications

GENERAL:

- Follow the manufacturer's instructions when using or installing the space heater
- Inspect heaters for cracked or broken plugs or loose connections before each use. If frayed, worn or damaged, do not use the heater.
- Place the heater where it cannot be knocked over, at least 1 metre (3 ft.) from furniture and flammable materials such as curtains and newspapers.
- Never leave the heater unattended. Turn it off when leaving the area.
- Ensure safe distance from heater as clothing could ignite if too close to the heat source.
- Install a smoke detector in the room with the space heater.
- Never hang wet material on or above the heater to dry. The dampness can cause a shock hazard and the clothing can catch fire.
- Keep the unit clean by dusting or vacuuming it regularly. Lint and dust can make the heater less efficient and can increase the risk of fire or explosion. When cleaning the unit and surrounding area, always turn the unit off first. Never use solvents or other flammable cleaners near a space heater that is turned on.
- Keep gasoline and other flammable liquids and vapours far away from the space heater.
- Plug space heaters directly into a wall outlet. Do not use an extension cord or power strip, which could overheat and result in a fire. Do not plug any other electrical devices into the same outlet as the heater.

Portable Electric Space Heaters

- Look for the CSA International certification mark. This shows that the heater complies with recognized safety standards.
- If possible, choose a model with a tip-over switch that will automatically turn the unit off if it tips over
- Make sure your unit has an element guard in place to prevent fingers or flammable objects from touching the hot elements
- Check the electrical cord for worn insulation and splices, and check the plug for loose or exposed parts. If the cord is damaged, replace the entire unit or have the cord replaced by a qualified repair person.
- Keep all electrical cords away from the heat. Never drape a cord over the hot surface of the space heater.
- Do not use an electric space heater in a bathroom unless the manufacturer's instructions specifically say it is okay to do so. The high humidity could create a shock hazard.

Fuel-Burning Space Heaters

- When selecting a gas-fired space heater, look for the CSA International Certification Star (in the U.S.) or

Certification Flame (in Canada)

- Install a carbon monoxide detector in rooms with a space heater
- Only use the heater in a well-ventilated area. Refer to the manufacturer's instructions.

Kerosene Space Heaters

- Check with your local municipal office or fire department to see if this type of heater is permitted in the community.
- Use the type of fuel recommended by the manufacturer. NEVER substitute gasoline or another fuel.

Natural Gas & Propane Heaters

- Use a qualified serviceperson to install and repair the unit
- Have the unit inspected by a qualified serviceperson at least once a year
- Keep the control compartments, burners and air passageways clean
- Only use the heater in a well-ventilated area. Refer to the manufacturer's instructions.

SUPERVISOR RESPONSIBILITY:

Worksite inspections
Selection of equipment

WORKER RESPONSIBILITY:

Visual inspection prior to use
Ensure space heater is appropriate for space (size, type)

***The information contained within this document does not take precedence over Occupational Health and Safety legislation. All employees should be familiar with the *Occupational Health and Safety Act* and the *Regulations*.**

DIVERSIFIED STAFFING SERVICES	Industry Type:	All
	Initial Issue Date:	May 4, 2018
	Revision No:	

Safe Work Practice – Defective Tools SWP-020

Preparation: Safety Specialist	Approval Authority: Senior Management	Issuing Dept: Safety

GENERAL:

Defective tools can cause serious and painful injuries. If a tool is defective in some way, DON'T USE IT.

PROTECTIVE MECHANISMS:

- Safe Work Practice (SWP)
- Personal Protective Equipment (PPE) - Part 18 OH&S Code
- As per manufacturer instructions
- Emergency Response Plan (ERP)

SELECTION AND USE:

N/A

SUPERVISOR RESPONSIBILITY:

- Notify Diversified Staffing if employee will be required to work with power tools
- Tag and remove defective tool from service
- Provide worker with replacement tool in good working condition
- To facilitate and/or provide proper instruction to their workers on protection requirements
- Required tools

WORKER RESPONSIBILITY:

- Do not use tools with mushroomed heads.
- Do not use split or cracked handles.
- Do not use drill bits that are chipped or broken.
- Do not use tools which are not complete, such as files without handles.
- Do double check all tools prior to use.
- Do ensure defective tools are repaired.
- Do not use power tools when they are defective in any way.
- Do inspect power tools for broken or inoperative guards.
- Do ensure all power tools are properly grounded.
- Do not use power tools with missing ground wires or grounding lug (on plug).
- Do check on/off switch is in good working order prior to use.
- Do not use tools with cracked or damaged blades or discs.
- Do not use grinders with incorrect wheels that are ill fitting or speeds not recommended by the manufacturer.
- Do refer to the manufacturer or organizations safe job procedures prior to use

NOTE:

- All PPE must be inspected prior to use.

***The information contained within this document does not take precedence over Occupational Health and Safety legislation. All employees should be familiar with the *Occupational Health and Safety Act* and the *Regulations*.**

DIVERSIFIED STAFFING SERVICES	Industry Type:	All
	Initial Issue Date:	July 10, 2018
	Revision No:	

Safe Work Practice – Explosive/Powder Actuated Fastening Tools SWP-021

Preparation: Safety Specialist	Approval Authority: Senior Management	Issuing Dept: Safety

GENERAL:

There are a number of tools that utilize an explosive charge in use throughout the construction industry. The manufacturers of these devices provide detailed instructions regarding their use and maintenance. These instructions, along with specific legislation shall be closely adhered to at all times.

PROTECTIVE MECHANISMS:

- Safe Work Practice (SWP)
- Personal Protective Equipment (PPE) - Part 18 OH&S Code
- As per manufacturer instructions
- Emergency Response Plan (ERP)
- Defective Tool Safe Work Practice (SWP-020)
- Hazard Assessment
- CSA Approved

SELECTION AND USE:

N/A

SUPERVISOR RESPONSIBILITY:

- Notify Diversified Staffing if employee will be required to work with power/fastening tools
- Tag and remove defective tool from service
- Provide worker with replacement tool in good working condition
- To facilitate and/or provide proper instruction to their workers on protection requirements
- Required tools
- Ensure worker is trained/certified

WORKER RESPONSIBILITY:

The following general recommendations apply to all explosive/powder actuated tools.

1. Only properly trained and qualified personnel are to use this type of tool.

2. The tool must be CSA-approved for “Explosive Actuated Fastening Tools”.

3. The tool should be loaded just prior to use with the correct charge for the job anticipated. Tools should never be loaded and left alone or moved to an alternate work site after being loaded.

4. The tool should never be pointed at anyone, whether loaded or unloaded. Hands should be kept clear of the muzzle at all times.

5. Explosive/powder actuated tools should always be stored in their proper lock boxes.

6. Explosive/powder actuated tools must never be used in an explosive atmosphere.

7. When used, the tool must be held firmly and at right angles to the surface being driven into.
8. Eye protection must be worn by the operator.
9. Where there is a danger of spalling, full face protection must be worn.
10. Appropriate hearing protection is to be worn.
11. To prevent free-flying studs, ensure that the material being driven into will not allow the stud to pass through it (glass block, hollow tile etc.).
12. Manufacturer's recommendations should be consulted and followed whenever there is a doubt about the material being driven into, maintenance procedures, or determining the charge to be used.
13. Always be aware of other workers. Where a hazard to other workers is created by this operation, properly sign and barricade the area.

**Never shoot into a surface unless you are certain it will *contain* the fastener. Take whatever time is necessary to examine both the surface and the opposite side, assuring your safety as well as the safety of others.

**Safe operation of powder-actuated tools demands knowledge and the operator's constant alertness. Too many innocent workers have been fatally injured when safety practices were disregarded. Therefore, before each use of a powder-actuated tool, a complete study of the job task should be assessed and total concentration should be on the job task to be performed.

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

NOTE:

- All PPE must be inspected prior to use.

***The information contained within this document does not take precedence over Occupational Health and Safety legislation. All employees should be familiar with the *Occupational Health and Safety Act* and the *Regulations*.**

DIVERSIFIED STAFFING SERVICES	Industry Type:	All
	Initial Issue Date:	August 23, 2018
	Revision No:	1

Safe Work Practice – Driving (Company Vehicles) SWP-022

Preparation: Safety Specialist	Approval Authority: Senior Management	Issuing Dept: Safety

GENERAL:

Diversified Staffing Services has established this Safe Driving program to ensure the health and safety of its employees and clients, by increasing awareness of the risks associated with driving and reducing the number of motor vehicle accidents.

Operation of motor vehicles must be performed according to all vehicle codes, traffic laws, company procedures, and manufacturer's recommended operating guidelines.

PROTECTIVE MECHANISMS:

- Alberta Traffic Safety Act
- Personal Protective Equipment (PPE) - Part 18 OH&S Code
- As per manufacturer instructions
- Emergency Response Plan (ERP)
- Hazard Assessment
- Driver Log
- Van Inspection Report
- Company Rules
- Van Safety Program

SELECTION AND USE:

N/A

SUPERVISOR RESPONSIBILITY:

- To facilitate and/or provide proper instruction to their workers on protection requirements
- Ensure worker is trained/certified
- Holds a valid Alberta Driver's license
- Compliance
- Enforcement

WORKER RESPONSIBILITY:

1. Ensure you have a valid operator's license.
2. Be conversant with traffic laws and regulations.
3. Drive defensively.
4. Do not speed.
5. Back in when practical.
6. Ensure the vehicle has an emergency road kit.
7. Ensure you are not under influence of alcohol or drugs.
8. Avoid driving when fatigued.
9. Ensure seatbelts are worn at all times when travelling.
10. Be familiar with vehicle and its capabilities.
11. Avoid offering rides to strangers or hitchhikers.
12. Perform a "walk around" prior to travelling.
13. Use good judgement and understand the basic recovery skills appropriate to the vehicle you are driving.

Winter Driving – All the above are applicable and should include the following:

14. Clear snow from all windows, lights and mirrors, when required.
15. Avoid using cruise control on icy roads.
16. Accelerate and brake gently to reduce skids or spinouts.
17. Ensure winter clothing does not restrict movement, vision or hearing.
18. Ensure fuel tank is full when possible.
19. Ensure you are familiar with the installation of snow chains, if applicable.
20. Monitor weather reports, road conditions.
21. Do not operate a cell phone while driving.

CELL PHONE USAGE:

1. When vehicle is in motion calls may not be answered by the driver and must be directed to voicemail or a passenger.
2. If an employee driving a vehicle must make a phone call, the vehicle must be parked and in a safe location.
3. If making an emergency call (911) the vehicle must be safely parked before making the call.
4. Ensure that cell phones are not utilized while fueling equipment or vehicles.

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

NOTE:

- All vehicles must be inspected prior to use.

***The information contained within this document does not take precedence over Alberta Traffic Safety Act, Occupational Health and Safety legislation. All employees operating company vehicles should be familiar with the Alberta Traffic Safety Act and the *Occupational Health and Safety Act* and the *Regulations*.**

DIVERSIFIED STAFFING SERVICES	Industry Type:	All
	Initial Issue Date:	August 23, 2018
	Revision No:	

Safe Work Practice – Driving (Company Vehicles) SWP-022

Preparation: Safety Specialist	Approval Authority: Senior Management	Issuing Dept: Safety

GENERAL:

Diversified Staffing Services has established this Safe Driving program to ensure the health and safety of its employees and clients, by increasing awareness of the risks associated with driving and reducing the number of motor vehicle accidents.

Operation of motor vehicles must be performed according to all vehicle codes, traffic laws, company procedures, and manufacturer's recommended operating guidelines.

PROTECTIVE MECHANISMS:

- Alberta Traffic Safety Act
- Personal Protective Equipment (PPE) - Part 18 OH&S Code
- As per manufacturer instructions
- Emergency Response Plan (ERP)
- Hazard Assessment
- Driver Log
- Van Inspection Report
- Company Rules
- SWP–Winter Driving
- SWP–Cell Phone Usage
- SWP–Refuelling
- SWP–Motor Vehicle Operation

SELECTION AND USE:

N/A

SUPERVISOR RESPONSIBILITY:

- To facilitate and/or provide proper instruction to their workers on protection requirements
- Ensure worker is trained/certified
- Holds a valid Alberta Driver's license
- Compliance
- Enforcement

WORKER RESPONSIBILITY:

1. Ensure you have a valid operator's license.
2. Be conversant with traffic laws and regulations.
3. Drive defensively.
4. Do not speed.
5. Back in when practical.
6. Ensure the vehicle has an emergency road kit.
7. Ensure you are not under influence of alcohol or drugs.
8. Avoid driving when fatigued.
9. Ensure seatbelts are worn at all times when travelling.
10. Be familiar with vehicle and its capabilities.
11. Avoid offering rides to strangers or hitchhikers.

12. Perform a “walk around” prior to travelling.
13. Use good judgement and understand the basic recovery skills appropriate to the vehicle you are driving.

Winter Driving – All the above are applicable and should include the following:

14. Clear snow from all windows, lights and mirrors, when required.
15. Avoid using cruise control on icy roads.
16. Accelerate and brake gently to reduce skids or spinouts.
17. Ensure winter clothing does not restrict movement, vision or hearing.
18. Ensure fuel tank is full when possible.
19. Ensure you are familiar with the installation of snow chains, if applicable.
20. Monitor weather reports, road conditions.
21. Do not operate a cell phone while driving.

CELL PHONE USAGE:

1. When vehicle is in motion calls may not be answered by the driver and must be directed to voicemail or a passenger.
2. If an employee driving a vehicle must make a phone call, the vehicle must be parked and in a safe location.
3. If making an emergency call (911) the vehicle must be safely parked before making the call.

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

NOTE:

- All vehicles must be inspected prior to use.

***The information contained within this document does not take precedence over Alberta Traffic Safety Act, Occupational Health and Safety legislation. All employees operating company vehicles should be familiar with the Alberta Traffic Safety Act and the *Occupational Health and Safety Act* and the *Regulations*.**

DIVERSIFIED STAFFING SERVICES	Industry Type:	All
	Initial Issue Date:	July 2, 2019
	Revision No:	

Safe Work Practice – Hammers & Bars SWP-023

Preparation: Safety Specialist	Approval Authority: Senior Management	Issuing Dept: Safety

GENERAL:

To ensure that Diversified Staffing employees are protected from the hazards associated when using hammers and bars.

Using hammers and bars can be hazardous any time, but the danger greatly increases when these tools are used near equipment, structures, or personnel. Since hammers and bars are often used in close or restricted quarters, extra care must be taken to prevent injury (i.e. being struck by the tools or caught in a pinch point).

PROTECTIVE MECHANISMS:

- Personal Protective Equipment (PPE) - Part 18 OH&S Code
- As per manufacturer instructions
- Emergency Response Plan (ERP)
- Hazard Assessment
- Company Rules

SELECTION AND USE:

N/A

SUPERVISOR RESPONSIBILITY:

- To facilitate and/or provide proper instruction to their workers on protection requirements
- Toolbox talk
- Compliance
- Enforcement

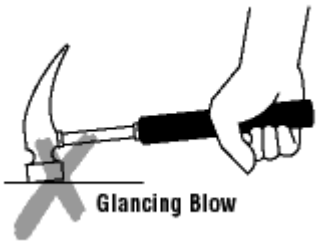
WORKER RESPONSIBILITY:

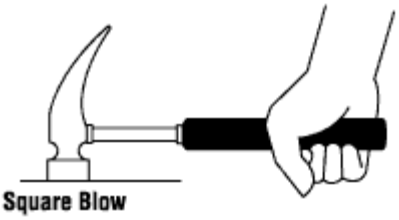
1. Thoroughly examine the work area. Determine how much room there is to work, including side and overhead clearances.
2. Clean-up spills in the area, particularly oil or grease that can cause slippery footing.
3. If the work is to be done in, or near power equipment, lock it out according to the company lockout/tagout policy.
4. Wear gloves and properly fitting safety glasses when using bars or hammers.
5. Use bars that are in good condition; bars that are not in good condition must be removed from service. If necessary, bars should be sharpened and properly shaped prior to use.
6. Do not stand on or jerk a bar to increase the force of leverage.
7. Do not straddle the bar.
8. Keep clear of the bar's potential path of travel to avoid being hit and injured.
9. Keep hands and other body parts clear of striking points when using a hammer.
10. Do not hammer on any part of another hammer or similar tool.
11. Use adequate lighting in the work area.
12. Return tools to their proper storage area when the job is complete.

SAFETY TIPS WHEN USING A HAMMER:

Hammers and other striking tools are widely used and often abused. Hammers are made for specific purposes in various types and sizes, and with striking surfaces of varying hardness. For example, hammers are used for general carpentry, framing, nail pulling, and cabinet making, assembling furniture, upholstering, finishing, riveting, bending or shaping metal, striking masonry drill and steel chisels, and so on. Hammers are designed according to the intended purpose.

- Select a hammer that is comfortable for you and that is the proper size and weight for the job. Misuse can cause the striking face to chip, possibly causing a serious injury.
- Choose a hammer with a striking face diameter approximately 12 mm (0.5 inches) larger than the face of the tool being struck (e.g., chisels, punches, wedges, etc.).
- Choose a hammer with a cushioned handle to protect you from vibration, impact, and squeezing pressure.
- Use hammers with electrically insulated handles for work on or around exposed energized parts.
- Ensure that the head of the hammer is firmly attached to the handle.
- Replace loose, cracked or splintered handles.
- Keep the work area clear of debris.
- Discard any hammer with mushroomed or chipped face or with cracks in the claw or eye sections.
- Wear safety glasses or goggles, or a face shield (with safety glasses or goggles).
- Strike a hammer blow squarely with the striking face parallel to the surface being struck. Always avoid glancing blows and over and under strikes. (Hammers with beveled faces are less likely to chip or spall.)

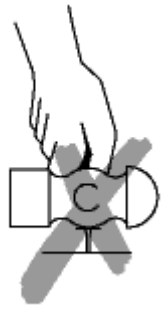




- Look behind and above you before swinging the hammer. Keep enough clearance from fellow workers.
- Maintain a secure footing and keep good balance while using a hammer.

AVOID DOING THE FOLLOWING:

- Do not use a hammer with a loose or damaged handle.
- Do not use handles that are rough, cracked, broken, splintered, sharp-edged or loosely attached to head.
- Do not use hammers with sharp edges as they can cut off circulation in your finger after long periods of use.
- Do not use any hammer head with dents, cracks, chips, mushrooming, or excessive wear.
- Do not use a hammer for any purpose for which it was not designed or intended.
- Do not use one hammer to strike another hammer, other hard metal objects, stones or concrete.
- Avoid awkward positions when using the hammer to prevent strains.
- Do not redress, grind, weld or reheat-treat a hammer head.
- Do not strike with the side or cheek of the hammer.



HOW TO HANDLE A HAMMER:

Where to hold the hammer. Hold the hammer like you're shaking hands with somebody. When you need more control over the hammer, like when you're starting a nail, grip the hammer closer to the hammer head. When you need power, grip the hammer near the handle's end.

Starting the nail. Place the nail where you want to drive it and hold it between the thumb and forefinger of your non-dominant hand. Place your fingers near the top of the nail when holding it. If you hold the nail near the bottom, a missed hammer swing will crush your fingers between the wood and the hammer. Grip the hammer near the middle of the handle. Tap the nail lightly until the nail has sunk into the wood enough that it can stand on its own.

If you're driving in nails that are too small to hold between your thumb and forefinger, use this handyman tip: Grab a piece of thin cardboard or thick paper and push the nail through it. Instead of holding onto the nail, you hold onto the cardboard. Remove the cardboard before you finish driving the nail.

For some hardwoods, it's a good idea to drill a pilot hole before you hammer in a nail. It makes the job easier and prevents the wood from splitting.

Preventing wood splitting. In addition to creating a pilot hole, lubricating the nail with beeswax and blunting the nail will also keep the wood from splitting. To blunt a nail, simply tap the nail point with your hammer. Also, avoid hammering a nail into the grain of the wood.

Swing from the elbow for power; swing from the wrist for control. For maximum power and efficiency, swing from

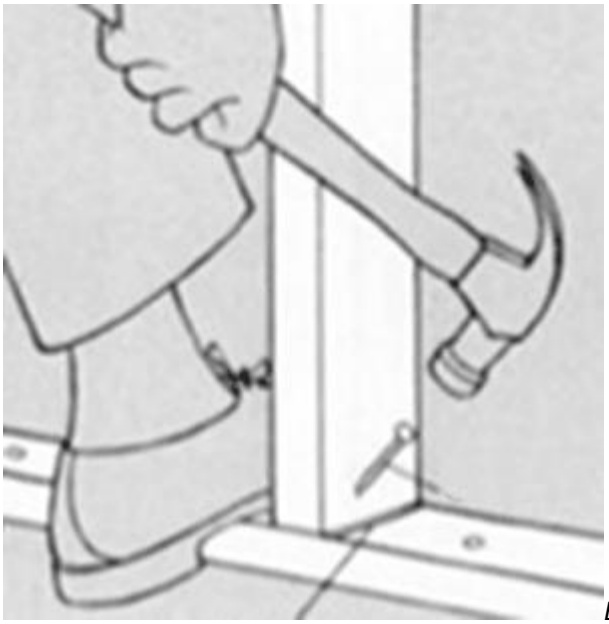
the elbow. When you need more control and finesse, swing from the wrist. Many hammer newbies try to hammer with just wrist action.

Focus on the nail, not the hammer. When hammering, you want to avoid sideways and glancing blows. To score a direct hit every time, focus on the nail head, not the hammer.

Let the weight of the hammer do the majority of the work. You don't need to use every ounce of strength in your body when hammering. That will only lead to wild swings and bent nails. The weight of the hammer head plus your smooth swing provides enough force to get the job done.

ADVANCED HAMMERING TECHNIQUES:

Clinching nails. Let's say you drive a nail through a 2X4. The nail is longer than the board is thick, so when you drive in the nail, the nail's point sticks through the board. You don't want to leave those points hanging out to snag people's clothing or scrape their skin. So you'll want to clinch the nail. Simply strike the tip of the nail at an angle and force it down flat into the board with light taps. Sink the tip below the surface of the board with a sharp rap. When you clinch a nail, always clinch with the grain. In addition to preventing ripped shirts, clinching also lends a nail greater strength and stability.

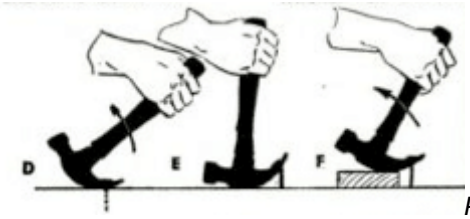


Example of toenailing

Toenailing. When you need to nail one board perpendicular to another, like in a framing job, bust out the toenail technique. Toenailing involves driving a nail at an angle through the end of the board to anchor it to another board. To toenail, place one end of the board perpendicular to the board you want to nail it to. Drive the nail in at a 60 degree angle. It can be tricky starting a nail at an angle, so begin by making a pilot hole by tapping the nail point straight into the board. Once you have a hole, tip the nail point to the correct angle to finish driving it in. Brace your foot behind the board as you hammer, so the board doesn't move from its spot. Toenail a second nail on the same side and two more nails on the opposite side.

REMOVING NAILS:

Claw hammers are designed to remove nails. Simply slide the claw underneath the nail head. Pull the hammer's handle towards you to extract the nail. Stop the first pull back before the hammer's poll touches the surface of the wood. Place a wood block under the hammer head to provide some leverage. Using the block puts less strain on the hammer's handle and allows you to lift the nail straight up without bending it.



Place a block under the hammer after the first pull back

NOTE:

- All PPE must be inspected prior to use.

***The information contained within this document does not take precedence over Occupational Health and Safety legislation. All employees should be familiar with the *Occupational Health and Safety Act* and the *Regulations*.**

SAFE FOOD HANDLING

From the time the food is delivered to the minute it is served to the customer, food safety should be at the top of the list. Food business operators in particular should bear in mind that they are required by law, to ensure that any of their staff who handle food receive appropriate training in hygiene matters that are in line with their work activity.

There is little margin for error in any stage of food handling, whether it is preparation, processing, packaging, storage, transportation or offering it for sale. Also, note that if you prepare high risk foods the standards required of you will be much stricter than if you only prepare low risk foods.

Safe handling of food:

- Protects people from getting sick.
- Protects your businesses reputation with customers.
- Protects your job.

All foods, if handled properly, can be safe. Most instances of food poisoning do not have to happen at all, and can be avoided by following simple guidelines. Handling food properly and safely is essential to preventing food borne illness.

The handling of food can take place during;

- Cooking
- Cooling
- Hot holding
- Preparation
- Purchase
- Receipt
- Re-heating
- Serving
- Storage

General safe food handling tips:

- Do not wipe your hands on your clothing as this can easily transfer microbes and bacteria.
- Use paper towels to clean up during food preparation and serving.
- Change gloves, utensils and dishes when changing functions. For instance use one pair of gloves for handling raw meat, and another pair handling fresh vegetables.
- Never run in food production or service areas
- Try to have just one person serve food that is about to be eaten.
- Prepare precooked frozen foods exactly as the directions/instructions on the packaging state.
- Have foods ready not any longer than necessary before serving time.
- Prepare and cook only as much food as you intend to use.
- Wash and sanitize flatware or other utensils, which fall to the floor.
- Do not taste foods with any utensil used either to mix or stir food.
- Pick up and hold all tableware by the handles.
- Store tableware away from dust.

- Be careful when lifting lids from hot food.
- Turn handles of saucepans away from the front of the stove when cooking.

Picking up ready to eat food

Whenever possible always try to handle any food items that are about to be eaten, with a utensil (i.e. tongs) rather than your bare hands.

Handwashing

Clean hands are essential for working in a kitchen environment. It's very easy for bacteria to spread from the food we touch to door handles, plates, cutlery and so on. Handwashing is one of the best ways to prevent the spread of germs between people.

When washing your hands try to;

- Use a soap dispenser rather than a bar of soap.
- Wash in a sink that has hot and cold running water.
- Wash in a sink that is separate from one that is used to wash foodstuff and utensils.
- Dry your hands with paper towels.

Wash your hands after;

- Starting work.
- Using the toilet.
- Handling raw and cooked foods.
- Taking breaks.
- Eating.
- Drinking.
- Smoking.
- Coughing, sneezing or blowing their nose
- Touching your hair
- Playing with pets or handling animals.
- Scratching.
- Handling refuse or waste materials.
- Handling cleaning chemicals.

Procedure to washing your hands properly:

1. Wet your hands.
2. Rub your hands and wrists with soap.
3. Lather the soap for 20 seconds.
4. Rinse thoroughly.
5. Dry with paper towels or a hot air dryer (remember that wet hands can carry and transfer more germs than dry ones).
6. Turn off the taps with your elbows (if possible) or use a paper towel to do so.

Hand basins and sinks

The sink you wash your hands in should be separate from ones where you prepare food or washing dishes. It should be in an accessible place, as this encourages people to use it and make it more likely to be used.

Gloves

Gloves are ideal for helping you to minimize bare hand contact with any cooked and ready-to-eat foods. They are there to protect both the food and the worker (i.e. they can be used to cover damaged skin or protect hands from risk of developing skin conditions).

Gloves must not be regarded as a “second skin”. They can become contaminated with bacteria in exactly the same way that hands can. They are not a substitute for good personal hygiene and hand washing.

- Replace gloves after each task.
- Wash and dry hands thoroughly before putting on any gloves.
- Always use single use fresh gloves.
- Throw away plastic gloves after one use.
- The improper use of gloves can increase rather than reduce food hygiene risks, for instance a punctured glove can lead to glove material ending up in food.
- Gloves must only be used for one particular task.

Change gloves;

- At least once every hour.
- If they become contaminated.
- If they tear.
- When switching between handling raw and ready-to-eat foods.
- When changing tasks.
- After mopping, taking rubbish out, sweeping and cleaning.

Handling dishes, crockery and cutlery:

- Try not to touch any part of a dish or plate which will come into contact with a person’s food or mouth.
- Pick up cups and mugs by their handles, your fingers should be outside cups.
- Place teaspoons so they protrude from a dish.
- Pull out disposable cups from the base of a tube. This prevents your fingers from going inside the cup.
- Do not use plates which have become cracked or chipped.

Clothes

Try to avoid wearing outdoor clothes in a food preparation area, instead wear clean, and where appropriate, washable protective clothing.

Wear:

- A clean apron.
- Gloves.
- Hairnet.
- Closed-in shoes to protect your feet, in case of hot spills or breakages.
- Shoes with slip-resistant soles, to stop you from slipping on hot spillages, etc.

Do not:

- Use your apron to wipe your hands on.
- Cook in loose fitting clothes.
- Work in the kitchen in soiled clothing.

Personal hygiene

Food service workers must maintain a high degree of personal cleanliness when receiving, storing, cooking, processing, packaging, transporting or disposing of food.
Here are some basic tips to follow;

- Keep fingers away from your face, mouth, hair, skin and other parts of the body.
- Don't brush or comb your hair when you are near food.
- Wash your hands frequently.
- Never smoke in food areas.
- Do not handle food with bare hands – use gloves instead.
- Do not eat or chew gum in food handling areas.
- Don't cough, sneeze, spit or smoke near food and avoid touching your nose, teeth, ears and hair, or scratching when handling food.
- Do not use fingers to sample food. Always use a clean spoon.

Using knives

Always handle knives and other sharp equipment with care. Accidents involving knives are common in the catering industry, and usually involve cuts to a person non-knife hand and fingers. When using a knife always:

- Cut away from yourself or downwards on a chopping board to avoid cutting yourself.
- Cut on a stable surface.
- Keep knives clean, sanitised and grease free, all of these will help you have a firmer grip.

Tips:

- Use a knife suitable for the task and for the food you are cutting.
- Keep knives sharp.
- Carry a knife with the blade pointing downwards.

Using a knife

When using a knife remember to focus on your:

- Stance or posture.
- Grip on the handle or blunt side of the knife.
- Guiding or free hand.

Do not:

- Leave sharp knives loose in a drawer.
- Put knives in the sink.
- Use a knife as a can opener.
- Carry knives while carrying other objects.
- Engage in horseplay with a knife.
- Carry a knife in your pocket.
- Run your fingers down the edge of a knife to test the sharpness.
- Attempt to catch a falling knife.
- Put in the dishwasher.

Washing knives

To prevent rusting and cross contamination, always wash and dry your knife immediately after you have finished using it. Do not let knives soak, especially if they have wood handles as the wood can expand when soaked in water.

Storing your knives

Store them in a special knife rack or wooden block. This way you can help keep the blades sharp by keeping the edges away from hard objects that can dull the blades.

Hot holding and cold holding food

If you are holding foods for service, such as on a buffet line or in a cafeteria, try to keep hot foods hot and cold foods cold. Hot holding equipment along with chafing dishes, slow cookers, and warming trays all help to keep ready to eat food out of the danger zone. All of this equipment is for hot holding only, and should not be used to reheat or cook food.

Tips:

- Preheat hot holding equipment before you put any food in it. If you don't then you'll be putting food into cold equipment which encourages bacteria growth.
- Limit the hot holding of food to a maximum of two hours.
- To distribute the heat evenly, make sure to stir the food at regular intervals.
- Keep the food covered, this not only retains the heat but also stops contaminates from falling into the food.
- Bring out the food as close as possible to the time of service.
- Keep platters refrigerated until it is time to warm them up for serving.

Pot handles

Turn pot handles away from the front of the stove. This stops children from grabbing them, and adults from accidentally bumping into them.

Perishable foods

After a delivery always unload perishable foods first and immediately refrigerate them.

Using kitchen appliances

- Make sure that all necessary guards are in place before operating any equipment.
- Do not distract a colleague who is operating dangerous kitchen appliances like mincers or mixers etc.
- Do not to operate any machinery or use any chemical until it has been assessed by a qualified person.
- Make sure you are properly trained to use any kitchen appliances.
- Wash and put away appliances that are not being used, do not leave them lying around.
- Return equipment to its correct storage place or location.
- Turn off all equipment and appliances at the end of each shift.

Work surfaces

Make sure that work surfaces and equipment are visually clean; this goes a long way towards ensuring that they are free from high levels of harmful bacteria.

Clean as you go

Train yourself to ‘clean as you go’. For instance cleaning up any spillages immediately.

Cans

Before opening a can of food always clean the top of it first. Remember that once the can is opened, any food which is not used immediately must be quickly stored in food grade containers and placed in a refrigerator.

Can openers

Food can be left on any can opener after it has been used, it’s therefore advisable to clean it after each use.

Plates

Never place cooked food on a unwashed plate that had previously held raw meat, poultry, or seafood.

Food labels

Take the time to read product labels very carefully, and look for advisory statements like ‘may contain ingredient X’.

Ovens

Close oven doors straight after removing or adding food items.

Meat and poultry

Keep meat and poultry in its packaging until just before using.

Towels and sponges

- Replace and wash dish towels and sponges often to prevent the spread of harmful bacteria throughout the kitchen.
- Do not use damp cloths when lifting hot items of equipment.

Uncovered food

Try not to leave food unattended or uncovered for long periods.

Cutting boards

Use separate cutting boards, dishes, utensils and cooking equipment for vegetables, raw meat and cooked meats.

Plates

When handling plates and trays do not touch eating surfaces with fingers.

Unused sauces

Keep unused condiments, marinades and sauces separate from leftover ones.

Storing food in the fridge

Store raw meat, poultry and seafood by tightly wrapping it and then placing it on the bottom shelf of a refrigerator. This basically prevents the raw juices from dripping on other food.

- Refrigerate or freeze perishables, prepared food and leftovers within 2 hours.

Jewelry

Do not wear any watches, rings, bracelets or other jewelry when working with food. Germs can hide under them or just as worse they could accidentally fall off into the food.

Mitts

Use oven mitts when taking hot dishes from an oven or microwave. Do not use a wet oven mitt, as it can present a scald danger if the moisture in the mitt is heated.

NOTE:

- All PPE must be inspected prior to use.
  All equipment must be inspected prior to use

***The information contained within this document does not take precedence over Occupational Health and Safety legislation. All employees should be familiar with the *Occupational Health and Safety Act* and the *Regulations*.**

DIVERSIFIED STAFFING SERVICES	Industry Type:	All
	Initial Issue Date:	January, 2020
	Revision No:	

Safe Work Practice – Knife Safety SWP-025

Preparation: Safety Specialist	Approval Authority: Senior Management	Issuing Dept: Safety

GENERAL:

To ensure that Diversified Staffing employees are protected from the hazards associated when working with or around knives.

PROTECTIVE MECHANISMS:

- Personal Protective Equipment (PPE) - Part 18 OH&S Code
- As per manufacturer instructions
- Emergency Response Plan (ERP)
- First Aid

SELECTION AND USE:

- Follow manufacturers safe job procedures
- Manufacturers specifications
- OH&S Legislation

SUPERVISOR RESPONSIBILITY:

- To facilitate and/or provide proper instruction to their workers on protection requirements
- Selection of Equipment
- Hazard Assessment
- Work Site Inspection

SAFETY TIPS FOR PREVENTING CUTS:

- Use the right knife for the job and make sure it's sharp. A dull knife requires more pressure to cut, so you are more likely to cut yourself.
- Handle knives and other sharp utensils with care. Dry your hands before using a knife.
- Use a cutting board or flat surface. Put a damp cloth under cutting boards to prevent it from sliding.
- Wear cut-resistant gloves where possible.
- Curl your fingers and cut away from your body when trimming or deboning.
- If you are interrupted when using a knife, place the knife down, do not continue cutting while distracted.
- Don't use knives for other purposes i.e. to open bags, boxes, cans, etc.
- When carrying a knife, keep it to your side with the point down and cutting edge away from you.
- When passing a knife to someone, put the knife down on a clean work surface and let them pick it up.
- Don't try to catch a knife if it falls.
- Don't leave knives near the edges of tables.
- Store knives securely, blade down, in designated areas.

CARE AROUND THE SINK:

Do not drop knives into dishwater in the sink. Hand wash knives immediately after use, or place in a container labeled "knives only" near the sink to ensure that another person washing dishes does not accidentally get cut. Do not run knives through the dishwasher – it can ruin the blade, loosen rivets, and cause cracks in the handles.

NOTE:

- All PPE must be inspected prior to use.
- All equipment must be inspected prior to use.

***The information contained within this document does not take precedence over Occupational Health and Safety legislation. All employees should be familiar with the *Occupational Health and Safety Act* and the *Regulations*.**

Section 4:

SAFE JOB PROCEDURES

Purpose

A Safe Job Procedure (SJP) is a written, specific step-by-step description of how to complete a job safely and efficiently from start to finish. It is a means of mitigating hazards once they have been identified. SJP's are developed using the job hazard analysis process. Implementation and training will be provided for high priority hazards that have been identified through the hazard identification process.

Each employee should know, understand and follow all of the SJP that pertain to his specific work tasks. Training should be performed in any area that the supervisor and/or employee deems appropriate to ensure competency. A formal review of all SJP's, related to the employee's work tasks, and should be performed on-going as needed.

***The safety information in this policy does not take precedence over Occupational Health and Safety legislation. All employees should be familiar with the *Occupational Health and Safety Act* and the *Regulations*.**

DIVERSIFIED STAFFING SERVICES	Industry Type:	Warehouse, Construction
	Initial Issue Date:	June 30, 2017
	Revision No:	

Safe Job Procedure – Operating a Forklift SJP-001

Preparation: Safety Specialist	Approval Authority: Senior Management	Issuing Dept: Safety

DO NOT use this machine unless you have been trained in its safe use and operation.

Description of Work:	Using a Forklift

Potential Hazards:

Exposed moving parts with the potential to cause harm through entanglement, impact and cutting, shearing, electricity, ergonomics, noise, vibration, slips, trips or falls and fire and explosion.

Personal Protective Equipment (PPE) Required

Gloves	Face Masks	Eye Protection	Welding Mask	Appropriate Footwear	Hearing Protection	Protective Clothing
☐	☐	☐	☐	☒	☐	☒

GENERAL:

To ensure that Diversified Staffing employees are protected from the hazards associated when operating a forklift.

PROTECTIVE MECHANISMS:

- Personal Protective Equipment (PPE) - Part 18 OH&S Code
- Training & Certification
- Manufacturers Specifications
- Emergency Response Plan (ERP)

SELECTION AND USE:

- As per the job requirement
- OH&S Legislation – Part 19 (Powered Mobile Equipment), Sections 283-288

SUPERVISOR RESPONSIBILITY:

- To facilitate and/or provide proper instruction to their workers on protection requirements
- Selection of Equipment
- Hazard Assessment
- Work Site Inspection

DIVERSIFIED STAFFING SERVICES	Industry Type:	Warehouse, Construction
	Initial Issue Date:	June 30, 2017
	Revision No:	

Safe Job Procedure – Operating a Forklift SJP-001

Preparation: Safety Specialist	Approval Authority: Senior Management	Issuing Dept: Safety

Safe Work Procedure Checklist:

1. PRE-Operation:

- Ensure operator is licensed to operate the specific type of equipment.
- Perform Pre Start Hazard Assessment Checklist.
- Report any faults to your supervisor. Do not operate forklift if any faults are found and isolate forklift by using a Lock-Out/Tag-Out system.
- Ensure that the area of operation is clear of debris and the surface is stable and even.
- Enter the forklift ensuring the operator maintains three points of contact at all times.
- Fasten the seatbelt if equipped.

2. Operation:

- Tines must be down if the forklift is not carrying a load
- Avoid excessive speed.
- Drive smoothly, refraining from excessively rapid acceleration and quick stops.
- Ensure the load is balanced and can be safely lifted.
- DO NOT exceed the carrying capacity of the forklift.
- When moving, the load should not be raised more than necessary to maintain reasonable clearance from the ground.
- Ensure that the operator has a clear line of sight either by driving in reverse or having a spotter.
- Restrict pedestrian movement in the work area during operation.
- If working outside operator should ensure his/her eyes adjust to the different light levels when moving inside.
- NEVER carry passengers.

3. POST-Operation:

Lower the load or tines stop the vehicle and apply the park brake (if applicable) and turn off power/ignition.

NOTE:

- All PPE must be inspected prior to use.
- All equipment must be inspected prior to use.

***The information contained within this document does not take precedence over Occupational Health and Safety legislation. All employees should be familiar with the *Occupational Health and Safety Act* and the *Regulations*.**

DIVERSIFIED STAFFING SERVICES	Industry Type:	All
	Initial Issue Date:	June 30, 2017
	Revision No:	

Safe Job Procedure – Shovelling Snow SJP-002

Preparation: Safety Specialist	Approval Authority: Senior Management	Issuing Dept: Safety

Description of Work:	Snow Removal

Potential Hazards:

- Awkward postures – twisting, reaching
- Forceful exertions – lifting, pushing of snow
- Extreme temperatures
- Slips and trips due to icy conditions
- Working alone
- Heart strain
- Dehydration
- Exposure to traffic

Personal Protective Equipment (PPE) Required

Gloves	Face Masks	Eye Protection	Welding Mask	Appropriate Footwear	Hearing Protection	Protective Clothing
☒	☐	☐	☐	☒	☐	☒

GENERAL:

To ensure that Diversified Staffing employees are protected from the hazards associated when shovelling snow.

PROTECTIVE MECHANISMS:

- Personal Protective Equipment (PPE) - Part 18 OH&S Code
- Training
- Hazard Assessment
- Manufacturers Specifications
- Emergency Response Plan (ERP)
- Lifting and Handling Loads – Part 14 OH&S Code
- Tools, Equipment and Machinery – Part 25 OH&S

SELECTION AND USE:

- As per the job requirement

SUPERVISOR RESPONSIBILITY:

- To facilitate and/or provide proper instruction to their workers on protection requirements
- Selection of Equipment
- Hazard Assessment
- Worksite Inspection

Safe Work Procedure Checklist:

1. PRE-Operation:

- Inspect required PPE and replace if required.
- Faulty equipment must not be used. Immediately remove from service and report to you site supervisor.
- Locate and ensure you are familiar with the operation of the snow removal equipment.
- Do not modify the equipment in any way.
- Dress in layers where possible.
- Stretch your muscles focusing on your upper body.
- Select the proper shovel. Ideally the shovel should come up to your chest. A shovel with a curved handle is best.

Note: Remember that a push shovel is not intended for lifting.

2. Procedure:

1. Inspect and don all PPE and warm winter clothing.
2. If possible, use the snow blower to remove all snow from the entrance ways, sidewalks and paths first.
3. Use light weight shovel, appropriate to the task, ensuring handle is long enough so you don't over stretch.
4. Push the snow with appropriate shovel designed for this if practical, rather than lifting snow.
5. If needed to throw snow, push close to area. Take smaller amounts that you can easily lift and turn your feet to the direction you're throwing – don't twist at the waist.
6. Try to use safety body mechanics. For shovelling, these include:
    - A wide stance, a wide grip on the shovel, and trying to keep your back straight and upright;
    - Bending the knees and hips when lifting rather than rounding your back forward;
    - Take small steps to turn to avoid twisting your back especially when carrying loads;
    - Forcefully twisting with a load greatly increases the stress on your back and shoulders.
7. Alternate your hands periodically to break up the same movement.
8. Be extremely cautious throughout this procedure, it is very easy to slip on the snow and ice. Take small steps and walk slowly.
9. Pace yourself. Take frequent micro breaks to stretch your back if you are shovelling for long periods.

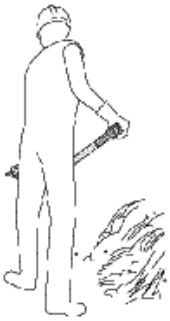
    Caution: DO NOT shovel for several hours straight. Stop every 30-60 minutes to stretch and warm up. The colder the weather the more breaks that are required. Shovelling for long periods of time can cause back injuries, muscle strains, frost bite and hypothermia.
10. Take breaks as required and replace fluids lost due to dehydration, maintain an easy pace in order not to become fatigued and experience energy loss.
11. Once snow has been cleared, use a small container and sprinkle sand or other de-icing agent on the area, where appropriate.

Guidelines for Shovelling:

Keep feet wide apart. Place front foot close to shovel.

Put weight on front foot. Use leg to push shovel.

Shift weight to rear foot. Keep load close to body.



Turn feet in direction of throw.

NOTE:

- All PPE must be inspected prior to use.
- All equipment must be inspected prior to use.

***The information contained within this document does not take precedence over Occupational Health and Safety legislation. All employees should be familiar with the *Occupational Health and Safety Act* and the *Regulations*.**

SNOW REMOVAL – Safe Work Practice

Potential Hazards:

- Awkward postures – twisting, reaching
- Forceful exertions – lifting, pushing of snow
- Extreme temperatures
- Slips and trips due to icy conditions
- Working alone
- Heart strain
- Dehydration
- Exposure to traffic

Personal Protective Equipment (PPE) Required:

Guidelines for Shovelling Snow:

- Inspect required PPE and replace if required.
- Faulty equipment must not be used. Immediately remove from service and report to you site supervisor.
- Locate and ensure you are familiar with the operation of the snow removal equipment.
- Do not modify the equipment in any way.
- Dress in layers where possible.
- Stretch your muscles focusing on your upper body.
- Select the proper shovel. Ideally the shovel should come up to your chest. A shovel with a curved handle is best.

Note:

- **Remember that a push shovel is not intended for lifting**.

SNOW REMOVAL – Safe Work Practice

Potential Hazards:

- Awkward postures – twisting, reaching
- Forceful exertions – lifting, pushing of snow
- Extreme temperatures
- Slips and trips due to icy conditions
- Working alone
- Heart strain
- Dehydration
- Exposure to traffic

Personal Protective Equipment (PPE) Required:

Guidelines for Shovelling Snow:

- Inspect required PPE and replace if required.
- Faulty equipment must not be used. Immediately remove from service and report to you site supervisor.
- Locate and ensure you are familiar with the operation of the snow removal equipment.
- Do not modify the equipment in any way.
- Dress in layers where possible.
- Stretch your muscles focusing on your upper body.
- Select the proper shovel. Ideally the shovel should come up to your chest. A shovel with a curved handle is best.

Note:

- **Remember that a push shovel is not intended for lifting.**

DIVERSIFIED STAFFING SERVICES	Industry Type:	All
	Initial Issue Date:	June 30, 2017
	Revision No:	

Safe Job Procedure – Vacuuming SJP-003

Preparation: Safety Specialist	Approval Authority: Senior Management	Issuing Dept: Safety

Description of Work:	Using a Vacuum Cleaner

Potential Hazards:

Exposure to hazards associated with electricity, ergonomics, slip, trips and inhalation of dust.

Personal Protective Equipment (PPE) Required

Gloves	Face Masks	Eye Protection	Welding Mask	Appropriate Footwear	Hearing Protection	Protective Clothing
☐	☐	☐	☐	☒	☐	☐

GENERAL:

To ensure that Diversified Staffing employees are protected from the hazards associated when vacuuming.

PROTECTIVE MECHANISMS:

- Personal Protective Equipment (PPE) - Part 18 OH&S Code
- Training & Certification
- Manufacturers Specifications
- Emergency Response Plan (ERP)

SELECTION AND USE:

- As per the job requirement
- OH&S Legislation – Part 19 (Powered Mobile Equipment)

SUPERVISOR RESPONSIBILITY:

- To facilitate and/or provide proper instruction to their workers on protection requirements
- Selection of Equipment
- Hazard Assessment
- Work Site Inspection

Safe Work Procedure Checklist:

1. PRE-Operation:
   - Unwind and inspect electrical cord completely.
   - Use only attachments supplied or approved by the manufacturer.
2. Operation:
   - Exercise caution in relation to electrical lead.
   - Stand upright ensuring all operations with this equipment are undertaken with the intention of maintaining the back's natural curves.
   - Ensure equipment is used in accordance with manufacturer's instructions.
   - Operate during times of low pedestrian traffic.
   - Do not attempt to suck up water and avoid working in wet areas.
   - Never attempt to pick up flammable materials or combustible liquids.
   - Switch off the machine, switch off at the power point and disconnect lead from power source when moving from one area to another.
3. POST-Operation:
   - Switch off vacuum cleaner and disconnect the lead from the power after each use.
   - Hoses and electrical leads should be coiled and tied for protection against damage and for ease of storing.
   - Dispose of disposable dust bag when full.
   - Wear appropriate dust mask when cleaning dust bags to prevent inhalation of fine dust.
   - Ensure equipment is returned to storage area after use.

NOTE:

- All PPE must be inspected prior to use.
- All equipment must be inspected prior to use.

***The information contained within this document does not take precedence over Occupational Health and Safety legislation. All employees should be familiar with the *Occupational Health and Safety Act* and the *Regulations*.**

DIVERSIFIED STAFFING SERVICES	Industry Type:	All
	Initial Issue Date:	July 4, 2017
	Revision No:	

Safe Job Procedure – Sharps — SJP-004

Preparation: Safety Specialist	Approval Authority: Senior Management	Issuing Dept: Safety

Description of Work:	Handling & Disposing Sharps

Examples of Sharps:

- Needles
- Scalpel blades
- Suture material with needles
- Glass vials/broken glass
- Any other sharp objects that may have been in contact with blood or body fluids

Personal Protective Equipment (PPE) Required

Gloves	Face Masks	Eye Protection	Welding Mask	Appropriate Footwear	Hearing Protection	Protective Clothing
☒	☐	☒	☐	☒	☐	☒

GENERAL:

To ensure that Diversified Staffing employees are protected from the hazards associated when handling and disposing sharps.

PROTECTIVE MECHANISMS:

- Personal Protective Equipment (PPE) - Part 18 OH&S Code
- Training
- Manufacturers Specifications
- Emergency Response Plan (ERP)

SELECTION AND USE:

- As per the job requirement

SUPERVISOR RESPONSIBILITY:

- To facilitate and/or provide proper instruction to their workers on protection requirements
- Selection of Equipment
- Hazard Assessment
- Work Site Inspection

Safe Work Procedure Checklist:

Principles:

1. ***Always*** have hand washing facilities available – sink/soap/hand sanitizer
2. ***Never*** recap needles
3. ***Do not*** separate needles and syringes – discard as a single unit
4. ***Do not*** purposefully bend, break or remove a needle from the syringe
5. If needle and syringe are inadvertently separated, use forceps to dispose of needle
6. ***Never*** dispose of sharps in the regular garbage
7. ***Do not*** attempt to open a sharps container that has been locked closed

Handling and Disposing of Sharps:

1. Ensure you have a sharps container within easy reach.
2. Always have sharps pointed away from you to avoid an accidental injury.
3. Ensure that no one is between you and the sharps container.
4. Discard all used syringes as a single unit.
5. Using forceps, remove the blade from a non-disposable scalpel handle without breaking the blade.
6. Place used sharps in the sharps container with the sharp end pointed away from you.
7. Do not insert fingers into the opening of the sharps container.
8. When finished, wash hands with soap and water or clean hands with a hand sanitizer.
9. Before leaving the work space, ensure that all sharps are disposed of correctly.
10. Before leaving the work space, ensure that all spills are appropriately cleaned.

Needles and Syringes

Dispose of it safely - participating pharmacies

- Many pharmacies provide safe disposal for needles, syringes, diabetic lancets and other sharps. Contact your pharmacy to see if they participate in sharps disposal.
- Needles must be properly packaged to prevent injuries. Many pharmacies offer sharps containers at their locations.

Dispose of it safely - Black Cart

- Properly packaged needles can be placed in your black cart. Put needles into a puncture-resistant, non- breakable, sealed container (i.e. plastic bleach bottle, milk container or pop bottle).
- Label the bottle as "sharps" with a permanent marker.
- Do not use cardboard boxes for packaging as they can break open or rip.

NOTE:

- All PPE must be inspected prior to use
- All equipment must be inspected prior to use

***The information contained within this document does not take precedence over Occupational Health and Safety legislation. All employees should be familiar with the *Occupational Health and Safety Act* and the *Regulations*.**

DIVERSIFIED STAFFING SERVICES	Industry Type:	All
	Initial Issue Date:	July 4, 2017
	Revision No:	

Safe Job Procedure – Hantavirus — SJP-005

Preparation: Safety Specialist	Approval Authority: Senior Management	Issuing Dept: Safety

Description of Work:	Clean-up of Mouse Droppings, Nests, or Dead Mice

Hantavirus is a severe, potentially fatal, illness. Humans can be exposed to Hantavirus when the urine or feces of an infected rodent become airborne.

This means that anyone who disturbs areas of mice or mice droppings, such as when cleaning, can be at risk. Reduce your risk of illness by following these seven simple – but essential – steps, when dealing with rodent clean-up.

Personal Protective Equipment (PPE) Required

 Gloves	 Face Masks	 Eye Protection	 Welding Mask	 Appropriate Footwear	 Hearing Protection	 Protective Clothing
☒	☒	☒	☐	☒	☐	☒

GENERAL:

To ensure that Diversified Staffing employees are protected from the hazards associated when exposed to Hantavirus.

PROTECTIVE MECHANISMS:

- Personal Protective Equipment (PPE) - Part 18 OH&S Code
- Training
- Manufacturers Specifications
- Emergency Response Plan (ERP)
- OH&S Workplace Health and Safety Bulletin - Hantavirus

SELECTION AND USE:

- As per the job requirement

SUPERVISOR RESPONSIBILITY:

- To facilitate and/or provide proper instruction to their workers on protection requirements
- Selection of Equipment
- Hazard Assessment
- Work Site Inspection

Safe Work Procedure Checklist:

1. Open doors and windows and allow the area to ventilate for at least 30 minutes prior to starting your clean-up.
2. Keep out of the area while you let it ventilate.
3. Wearing rubber gloves, thoroughly soak droppings, nests and dead mice with a bleach/water solution (one part bleach to nine parts water) or a household disinfectant.
4. Let the bleach water solution sit on the droppings/nests/mice, for five minutes.
5. Do NOT disturb any droppings, nests or dead mice, prior to soaking with this bleach solution (for the full five minutes).
6. Mop up bleach-soaked droppings, nests and/or dead mice, or pick up with paper towels, placing immediately into a plastic bag.
7. Seal the plastic bag completely.
8. Put sealed plastic bag directly into a garbage container with a tight fitting lid.
9. Wash your gloves before removing, and then wash your hands thoroughly (with warm soap and water).

NOTES:

- Never vacuum or sweep droppings, nests or dead mice. This can create dust that can be inhaled. The dust may contain Hantavirus.
- Albertans dealing with significant mouse infestations, and/or mouse infestations in enclosed, poorly ventilated, spaces, should contact Health Link Alberta (1.866.408.5465), to discuss necessary special precautions.
- Individuals infected with Hantavirus generally show symptoms one or two weeks after exposure, however symptoms have been known to appear up to five weeks after exposure. Symptoms resemble severe influenza, including fever, body aches, chills, and severe breathing problems.
- If you have recently been in an area contaminated by mice, and have developed severe influenzalike symptoms (including difficulty breathing), it is important that you see a doctor immediately.
- All PPE must be inspected prior to use.
- All equipment must be inspected prior to use.

***The information contained within this document does not take precedence over Occupational Health and Safety legislation. All employees should be familiar with the *Occupational Health and Safety Act* and the *Regulations*.**

DIVERSIFIED STAFFING SERVICES	Industry Type:	All
	Initial Issue Date:	July 10, 2018
	Revision No:	

Safe Job Procedure – Nail Gun – Staple Gun – Portable Hand Held Powered Tools — SJP-006

Preparation: Safety Specialist	Approval Authority: Senior Management	Issuing Dept: Safety

DO NOT use this machine or perform this process unless a supervisor / teacher instructed you in safe procedures / operation and have given you authorization to perform associated tasks.
Always use tools and equipment for their intended purposes only.
Always take out of service and report damaged equipment to your supervisor / teacher without delay.

Description of Work:	Using a Nail Gun, Staple Gun, Portable Hand held powered tool

Potential Hazards:
Exposed moving parts with the potential to cause harm through entanglement, impact and cutting, shearing, electricity, ergonomics, noise, vibration, slips, trips or falls and fire and explosion.

Personal Protective Equipment (PPE) Required

Gloves	Face Masks	Eye Protection	Welding Mask	Appropriate Footwear	Hearing Protection	Protective Clothing
☒	☐	☒	☐	☒	☒	☒

GENERAL:

To ensure that Diversified Staffing employees are protected from the hazards associated when operating a nail gun, staple gun or portable hand held tool/equipment.

PROTECTIVE MECHANISMS:

- Personal Protective Equipment (PPE) - Part 18 OH&S Code
- Training & Certification
- Manufacturers Specifications
- Emergency Response Plan (ERP)

SELECTION AND USE:

- As per the job requirement
- OH&S Legislation – Part 19 (Powered Mobile Equipment), Sections 283-288

SUPERVISOR RESPONSIBILITY:

- To facilitate and/or provide proper instruction to their workers on protection requirements
- Selection of Equipment
- Hazard Assessment
- Work Site Inspection

Safe Work Procedure Checklist:

Pre-Job Safety:

1) Inspect nail/staple gun for obvious damage.
2) Inspect electrical cord for frays or damage or ensure air power equipment is in good working order. If damaged do not use nail gun, notify instructor.
3) If unsure of any of these points, consult your supervisor prior to attempting work.
4) Read and follow the manufacturer's instructions and warning labels.
5) Always operate the compressor, if applicable in a well-ventilated area that is free of combustible materials.
6) Always use the appropriate tool attachments for the work at hand
7) Use caution when connecting tools to the compressed air supply. When unplugging electrical equipment pull on the plug, not on the cord. Keep hoses and power cords away from heat, water and oil. Only use extension cords that are in good condition with proper grounding. Ensure the work area is clear of debris.
8) Do not use tape or any other means to bypass the safety interlock.
9) Do not modify or alter a pneumatic tool.
10) Do not blow compressed air at anyone as it may cause soft-tissue damage to exposed skin and can propel dirt, loose particles, etc. at high speed.
11) Do not use compressed air for general purpose cleaning. Do not use compressed air to clean yourself or others.
12) Do not drive a fastener on top of another fastener.
13) Do not drive a fastener at too steep an angle.
14) Do not drive a fastener too close to the edge of the work piece.
15) Never carry the nail/staple gun with your finger on the trigger.
16) Never point the nail/staple gun at yourself or another person.

Set Up: (Air components as applicable)

- Wear appropriate personal protective equipment.
- Disconnect the nail/staple gun from the air supply hose before inspecting, adjusting, cleaning or repairing it.
- Disconnect the compressor from the power source and safely release the pressure before inspecting, adjusting, cleaning or repairing it. Inspect the tool, hose and compressor for any damage prior to each use.
- Check the hose for cuts, bulges and abrasions.
- Ensure the nail/staple guns safety mechanism is functioning properly and all screws and cylinder caps are securely tightened.
- Load the recommended fasteners while the tool is disconnected from power source. Ensure the hose connections are fitting and functioning properly.
- Always point the air hose away from your body when connecting and disconnecting the tool. Ensure the compressor is at least 12 inches from a wall or obstruction.

Operate / Perform Process:

- Set the recommended operating air pressure on the compressor for the tool as identified by the manufacturer.
- Avoid tripping hazards created by the hose.
- Check the stock to be fastened for defects such as knots and foreign objects such as nails, staples or screws.

- Do not overreach while using the tool; keep proper footing and balance at all times.
- Hold the stock firmly with your hand. Keep your hand/fingers a safe distance away from the tool's nose piece.
- Only depress the trigger when the tool's nose piece is contacting a safe work surface.
- Remove your finger from the trigger when you are not driving fasteners.
- Disconnect the tool from the air supply hose before adjusting it, clearing a jammed fastener, leaving the work area, moving the tool to another location or handing the tool to another person.
- Drain the air tank daily after use

Post Job Procedure:

- Clean up any debris with a broom and dust pan.
- Clean off nail gun and put back in storage area. If nail gun is damaged, give to the instructor to lock out.
- Report any hazardous situations to your supervisor / instructor immediately.

Lockout:

1. Disconnect gun from power source
2. Apply energy isolating lockout device to power source connector
3. Apply locks and tags as per established lockout procedure.

NOTE:

- All PPE must be inspected prior to use.
- All equipment must be inspected prior to use.

***The information contained within this document does not take precedence over Occupational Health and Safety legislation. All employees should be familiar with the *Occupational Health and Safety Act* and the *Regulations*.**

.

DIVERSIFIED STAFFING SERVICES	Industry Type:	All
	Initial Issue Date:	August 3, 2018
	Revision No:	

Safe Job Procedure – Overdose Prevention – Injectable Naloxone — SJP-007

Preparation: Safety Specialist	Approval Authority: Senior Management	Issuing Dept: Safety

Injectable naloxone comes packaged in several different forms- a multi dose 10 mL vial and single dose 1mL flip-top vials with a pop off top. With all formulations of naloxone, it is important to check the expiration date and make sure to keep it from light if it is not stored in a box.

Description of Work:	Overdose Prevention – Injectable Naloxone

Potential Hazards:

- physical: violence, sharps, confined space, debris, heat;
- chemical: fentanyl (inhalation, ingestions, skin contact), airborne particulates and fumes;
- biological: blood and bodily fluids; and
- psychological: workplace stress, violence, extended hours and working alone.

Personal Protective Equipment (PPE) Required

Gloves	Face Masks	Eye Protection	Welding Mask	Appropriate Footwear	Hearing Protection	Protective Clothing
☒	☒	☒	☐	☐	☐	☒

GENERAL:

To ensure that Diversified Staffing employees are protected from the hazards when administering injectable naloxone.

PROTECTIVE MECHANISMS:

- Personal Protective Equipment (PPE) - Part 18 OH&S Code
- Training
- Manufacturers Specifications
- Alberta Health Services – Take Home Naloxone Kit Training
- Naloxone in the workplace – Information for workers and employers
- Emergency Response Plan (ERP)
- Hazard Assessment

SUPERVISOR RESPONSIBILITY:

- To facilitate and/or provide proper instruction to their workers on protection requirements
- Selection of Equipment
- Hazard Assessment
- Work Site Inspection

Safe Work Procedure Checklist:

Injectable Naloxone:

Injectable naloxone comes packaged in several different forms- a multi dose 10 mL vial and single dose 1mL flip-top vials with a pop off top. With all formulations of naloxone, it is important to check the expiration date and make sure to keep it from light if it is not stored in a box. If someone has an injectable formulation of naloxone, all of the steps in recognizing and responding to an overdose are the same except how to give the naloxone. To use injectable naloxone:

1. Do rescue breathing for a few quick breaths if the person is not breathing.
2. Use a long needle: 1 – 1 ½ inch (called an IM or intramuscular needle)- needle exchange programs and pharmacies have these needles.
3. Pop off the orange top vial
4. Draw up 1cc of naloxone into the syringe 1cc=1mL=100u.
5. Inject into a muscle – thighs, upper, outer quadrant of the butt, or shoulder are best.
6. Inject straight in to make sure to hit the muscle.
7. If there isn't a big needle, a smaller needle is OK and inject under the skin, but if possible it is better to inject into a muscle.
8. After injection, continue rescue breathing 2-3 minutes.
9. If there is no change in 2-3 minutes, administer another dose of naloxone and continue to breathe for them. If the second dose of naloxone does not revive them, something else may be wrong—either it has been too long and the heart has already stopped, there are no opioids in their system, or the opioids are unusually strong and require more naloxone (can happen with Fentanyl, for example).

Once naloxone has been delivered and if the person is not breathing, continued rescue breathing is important until help arrives.

Naloxone only lasts between 30 – 90 minutes, while the effects of the opioids may last much longer. It is possible that after the naloxone wears off the overdose could recur. It is very important that someone stay with the person and wait out the risk period just in case another dose of naloxone is necessary. Also, naloxone can cause uncomfortable withdrawal feelings since it blocks the action of opioids in the brain. Sometimes people want to use again immediately to stop the withdrawal feelings. This could result in another overdose. Try to support the person during this time period and encourage him or her not to use for a couple of hours.

IMPORTANT!

If a victim is not responsive to stimulation, not breathing, and has no pulse after receiving naloxone and rescue breathing, then the victim needs cardiopulmonary resuscitation (CPR) via a trained bystander and the emergency medical system. ***Call 911!***

If the person must be left unattended at any time, out them in the recovery position. The 911 operator may advise you to start CPR and talk you through it.

Safe Job Procedure – Overdose Prevention – Injectable Naloxone

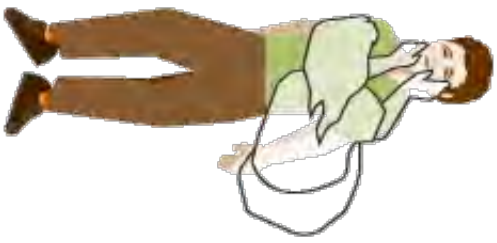
SJP-007

Preparation: Safety Specialist	Approval Authority: Senior Management	Issuing Dept: Safety

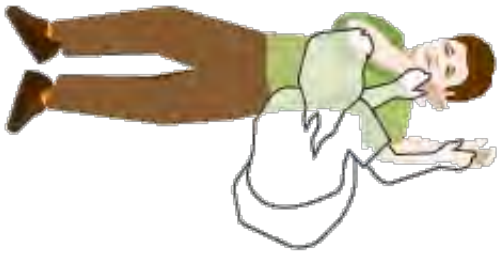
The Recovery Position

Keep the Airway Clear

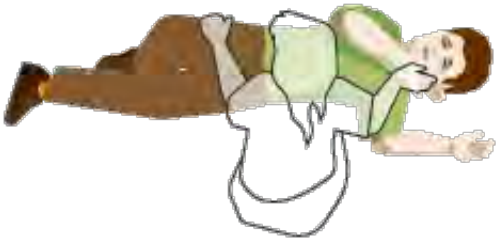
Stay with person. If you must leave them alone at any point, or if they are unconscious, put them in this position to keep airway clear and prevent choking.



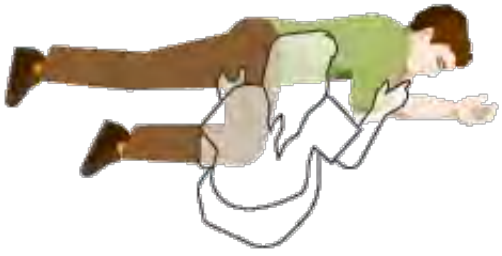
1 Tilt head backwards, ensure clear airway and straighten head and neck



2 Place arm at side and other arm across chest with hand against cheek



3 Bring far knee up to a 90° angle



4 Roll person over towards you with knee at angle and ensure head is supported

NOTE:

- All PPE must be inspected prior to use.
- All equipment must be inspected prior to use.
- **If your Naloxone expires, or is used, return your kit to the agency you got it from or your local pharmacy to get a replacement or call Health Link at 811.**

***The information contained within this document does not take precedence over Occupational Health and Safety legislation. All employees should be familiar with the *Occupational Health and Safety Act* and the *Regulations*.**

Alberta Health Services

Take Home Naloxone Kit Training

OPIOIDS (downers), including Fentanyl, are nervous system depressants that result in decreased heart rate, drowsiness, slow/slurred speech, constricted pupils and a decreased breathing rate which can lead to an **OVERDOSE**

FACTORS THAT CAN INCREASE YOUR RISK OF OPIOID OVERDOSE

Mixing drugs	Tolerance
Quantity and potency	Individual health status
Other medications	Routes of administration

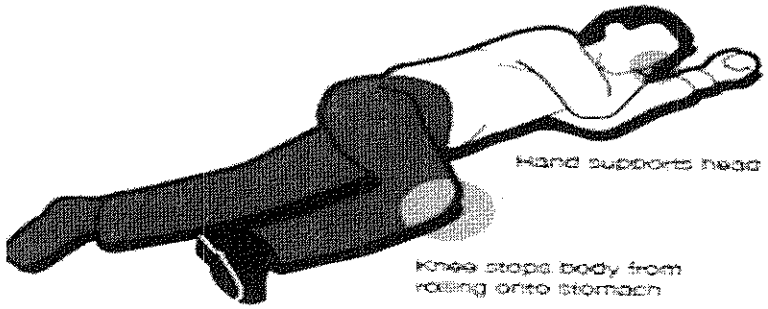
SYMPTOMS OF AN OPIOID OVERDOSE

- UNRESPONSIVE to stimulus
- Breathing is slow (less than 12 breaths/min), erratic or there are no breaths at all
- Body is very limp
- Fingernails and lips are blue
- Skin is cold and/or clammy
- Pupils are tiny
- Vomiting
- Choking or snore-like gurgling noises
- Heartbeat is slow, erratic or not there at all
- Seizure
- Loss of consciousness

OVERDOSE PREVENTION

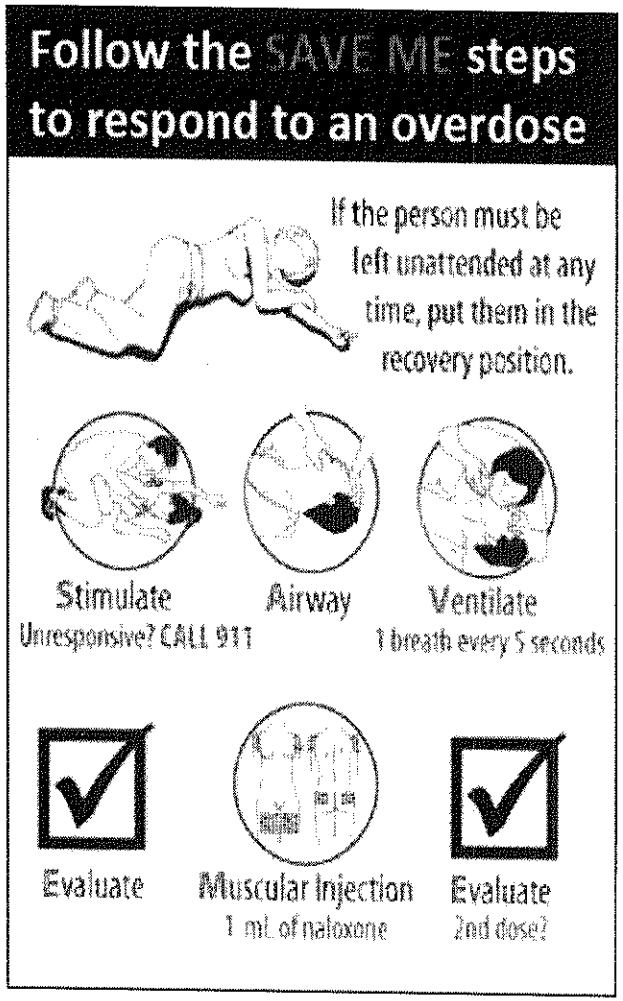
- Do not use alone
- Use safer routes
- Do a test hit first
- Know the signs and symptoms of an OD
- Do not mix drugs
- Carry Naloxone
- Know where to find community support & resources

If you ever have to leave someone alone that you think might be overdosing, put them in the recovery position



Alberta Health Services

Take Home Naloxone Kit Training



Stimulate: Sternal rub, if unresponsive **call 911**

Airway: Are they breathing? No -> open airway, begin rescue breathing

Ventilation: 1 breath every 5 seconds for 2 min, chest should rise with each breath

Evaluate: Are there any changes after 2 min? Are they responsive or adequately breathing?
No -> inject naloxone

Muscular injection:

- Expose thigh as much as possible, divide into thirds, plan to inject into the middle section
- Clean injection area with alcohol swab
- Take cap off vial, clean vial with alcohol swab
- Connect needle to syringe and draw up entire vial (1 mL of liquid)
- Remove air bubbles in syringe
- Hold needle like a dart and insert into middle of the thigh at 90°
- Push down on the plunger slowly and steadily
- Remove needle at 90° and dispose safely (back into kit container)

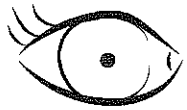
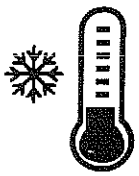
Evaluate again

- Naloxone will take 2 – 5 min to kick in
- Continue rescue breathing for another 2 min, if no change or person still not responsive draw up and inject 2nd naloxone dose
- Continue rescue breathing after 2nd injection until person breathes on their own or help arrives
- If the individual starts to breathe on their own, place in the recovery position

If you need to replace the kit, please call Health Link at 811

OPIOID OVERDOSE SIGNS AND SYMPTOMS

Call 911 if one or more signs are present.

	
SLOW OR NO BREATHING	BLUE LIPS AND NAILS
	
NO MOVEMENT (CANNOT WAKE THEM)	CHOKING OR THROWING UP
	
GURGLING OR SNORING SOUNDS	PUPILS ARE TINY
	
COLD AND CLAMMY SKIN	SEIZURE

If you're going to use, don't use when alone. And, get Naloxone.

Naloxone kits are free. For information on where to get a kit, visit www.drugsfool.ca or call Health Link at 811.

Alberta Health Services

For more information and to find an addiction services office near you, please call Health Link at 811.

Adapted from OHRP Ontario Harm Reduction Distribution Program

Naloxone in the workplace

OHS information for workers and employers

KEY INFORMATION

- **Naloxone is a drug that can temporarily reverse an opioid overdose (such as from fentanyl)**
- **Naloxone is only one element in the care and treatment for opioid/fentanyl overdose**
- **A worker should apply their knowledge, training and competency to respond to an emergency situation**
- **First aiders should not administer naloxone unless specifically trained in hazard assessment and treatment for opioid overdoses.**

This document provides guidance to Alberta employers to help ensure the protection of workers in an emergency when naloxone is used in the workplace. Workers should also be aware of naloxone and the health and safety factors when used in the workplace.

THE HAZARDS: What are the hazards of naloxone administration?

Employers should be aware of health and safety factors when they choose to provide naloxone kits to workers who act in response to fentanyl or other opioid poisoning/overdose in the workplace.

Naloxone administration includes not only the drug but the equipment required to carry out that action:

- **physical**: violence, sharps, strains/sprains;
- **chemical**: opioids eg. fentanyl (inhalation, ingestion, skin contact);
- **biological**: blood and bodily fluids;
- **psychological**: workplace stress, violence.

Can and should workers give naloxone?

Employers should consider the following when deciding whether to provide naloxone at the worksite and train workers on its use:

- are workers likely to be in contact with individuals are using illicit opioids including fentanyl or have them in their possession?
- are workers required to go into environments where opioids including fentanyl contamination are likely to be on the premises?

alberta.ca
August 2017 CH076 ISBN 978-1-4601-3584-6

Alberta Government

Naloxone in the workplace

OHS information for workers and employers

KEY INFORMATION

- **Health care professionals must adhere to their scope of practice under the Health Professions Act (HPA), professional license, and competencies**
- **Employers are responsible for the hazard assessment and management associated with storage, access, and expiry dates of naloxone kits**
- **If naloxone kits are provided, employers should determine the number of doses required and available in the event the worker administering the dose may also become exposed while responding**
- **Legal implications when administering a medication (prescription and non-prescription)**

- are workers acting in the capacity of remediation of fentanyl labs?
- what circumstances are workers likely to respond to where naloxone would be required as a rescue treatment?
- what first aid measures should be taken to address the life threatening factors assessed by the designated first aider?
- what actions should be considered if the worker could be exposed to opioids?

Factors to consider include:

- competency of the worker;
- employer liability;
- medication administration must be in accordance with the law, legislation, training and competency and if naloxone kits are implemented in the workplace for worker use, employers need to understand and develop policies, procedures and training.

The employer should consider the level of activity of the worker is engaged in and the appropriate training, competency, and liability.

THE CONTROLS: How do you protect workers who may be required to give naloxone in the workplace?

The Alberta Occupational Health and Safety (OHS) Act, Regulation and Code applies to most employers and workers in Alberta. The employer has an overall obligation to protect the health and safety of all their workers.

If the employer decides to provide naloxone in the workplace, the employer must:

- conduct a hazard assessment and ensure that the appropriate controls are available and in place to protect workers who may be

Alberta Government

involved with the administration of naloxone.

- develop safe work procedures and provide training to workers regarding the procedures and competencies required for naloxone administration.
- ensure that all equipment used at the work site is in proper working condition and used in accordance with the manufacturer specifications**. This includes the appropriate maintenance, inventory, and storage of naloxone kits.**
- assess the risk of worker exposure to hazards related to administration of naloxone.
- Identify controls to reduce the risk of exposure to hazards in the workplace: elimination, engineering, administrative and personal protective equipment (PPE).

The worker must:

- participate in training provided by the employer.
- be competent to perform the duties associated with naloxone administration activities.
- be aware of the hazards associated with naloxone administration activities.
- Ensure he/she is familiar with and complies with the employer's emergency response procedures when responding to an opioid overdose (such as fentanyl).
- Ensure that he/she is familiar with measures to protect him/herself from inadvertent exposure to opioids while giving naloxone to another individual if this is expected of the worker in her/her job duties. Depending on the nature of the work or changes in work environments the OHS legislation may have additional requirements that must be followed.

Employers are responsible for their workers and should perform their own assessment and identify whether they should carry naloxone kits. Employers that create programs surrounding the use of naloxone kits by their workers, must ensure that the Alberta Occupational Health and Safety Act, Regulations and Code are followed and applicable to the work environment. Employers should anticipate that there may be laws and legislation associated with medication administration that is separate from OHS legislation.

Naloxone in the workplace

OHS information for workers and employers

Contact Us

OHS Contact Centre

Edmonton & Surrounding area
- 780-415-8690

Throughout Alberta
- 1-866-415-8690

Deaf or hearing impaired:
- 780-427-9999 (Edmonton)
- 1-800-232-7215 (Alberta)

Website
work.alberta.ca/ohs

Get Copies of OHS Act, Regulation and Code

Alberta Queen's Printer
www.qp.gov.ab.ca

Occupational Health and Safety
work.alberta.ca/ohs-legislation

FOR MORE INFORMATION:

- NIOSH; Fentanyl: Preventing Occupational Exposure to Emergency Responders
  http://www.cdc.gov/niosh.topics/fentanyl/risk.html
- Workplace First Aiders and Legal Requirements
  http://work.alberta.ca/documents/OHS-bulletin-fa011.pdf
- Hazard Assessment handbook:
  http://work.alberta.ca/documents/ohs-best-practices-BP018.pdf
- Medication in First Aid Kits OHS information for employers:
  http://work.alberta.ca/documents/OHS-bulletin-fa014.pdf

Alberta Government

DIVERSIFIED STAFFING SERVICES	Industry Type:	All
	Initial Issue Date:	August 3, 2018
	Revision No:	

Safe Job Procedure – Portable Ladders SJP-008

Preparation: Safety Specialist	Approval Authority: Senior Management	Issuing Dept: Safety

Description of Work:	Use of portable ladders



Potential Hazards:

- Fall from >2m
- Manual handling.

Personal Protective Equipment (PPE) Required

Gloves	Face Masks	Eye Protection	Welding Mask	Appropriate Footwear	Hearing Protection	Protective Clothing
☐	☐	☐	☐	☒	☐	☐

GENERAL:

To ensure that Diversified Staffing employees are protected from the hazards when working with/around ladders.

PROTECTIVE MECHANISMS:

- Personal Protective Equipment (PPE) - Part 18 OHS Code
- OHS Legislation: Section 2(d) Act
  - ➢ to ensure that all workers have
    - (i) the right to be informed of work site hazards and the means to eliminate or control those hazards,
    - (ii) the right to meaningful participation in health and safety activities pertaining to their work and work site, including the ability to express health and safety concerns,
    - (iii) the right to refuse dangerous work
- Training
- Manufacturers Specifications
- Emergency Response Plan (ERP)
- Hazard Assessment

SUPERVISOR RESPONSIBILITY:

- To facilitate and/or provide proper instruction to their workers on protection requirements
- Selection of Equipment
- Equipment Set-up
- Hazard Assessment
- Work Site Inspection

Safe Work Procedure Checklist:

1. **Pre-operation:**
   - Ladder is rated as 'industrial' with a load rating of at least 120kg
   - Ladder is fit for the task i.e use of fibre glass ladder for electrical work
   - Establish an exclusion zone beneath the area where overhead work is to be undertaken
   - Ladder is free from defects or damage before use
   - Consider whether a second person is needed to assist in securing the ladder
   - Ladder is positioned on a firm, level and non-slip surface
   - Ladder should be in the fully opened position with spreader fully engaged
   - The ladder must be firmly and evenly supported at the top (e.g. lashed, ladder support device)
2. **Operation:**
   - Check for overhead hazard prior to ascending ladder
   - Maintain three points of contact on the ladder whilst undertaking work
   - Always have two free hands to ascend and descend the ladder
   - "Highest rung on the ladder that you can stand on is clearly labelled. If the rung is not labelled, feet should be no higher than the second rung from the top plate
   - "A" frame ladders are not to be used to access the roof
   - Undertake work facing the ladder
   - Do not use any power tools designed to be operated with two hands
   - Work within an arm's reach to avoid falling sideways
   - Do not leave ladder unattended
3. **Post-operation:**
   - Store ladder on hooks at waist height

USE:

- Prior to using a ladder, the employer or volunteer must ensure they do not exceed the weight capacity of the ladder.
- Ladders must be of sufficient height to perform the work. Standing on the step second top step, or higher, of a step ladder to perform a task is prohibited. Keep your centre of gravity between the side rails. Keep both feet on the ladder and/or step stool.
- Ladders must be of sufficient height to perform the work; standing on the second top step or higher of a step ladder to perform a task is prohibited. Keep your centre of gravity between the side rails. Keep both feet on the ladder and/or step stool.
- Ensure appropriate footwear and that footwear is free of anything slippery. Appropriate footwear for ladder safety includes a closed shoe (toe and heel), with no to low heel that D.55 provides good stability. - To climb a ladder, face the ladder and use both hands when going up or down, and maintain a firm grip. Always keep a three (3) point contact (two (2) hands and a foot, or two (2) feet and a hand) on the ladder when climbing. Keep your body near the middle of the step and don't over-reach upwards or sideways when on the ladder.
- Place a step ladder at right angles to the work, with either the front or back of the steps facing the work. Do not move a ladder horizontally while workers are on it.
- Ensure to dismount the ladder before moving it. Dismount a ladder from the bottom rung; don't jump from a step ladder or slide down a step ladder.

LADDER MAINTENANCE:

- Aluminium, fiberglass and metal ladders should be cleaned with soap and water, as needed.
- Wooden ladders should be cleaned with a mild soap and water, and then dried.

Note: Wooden ladders that have been painted shall be removed from service.

STORAGE AND MOVING LADDERS:

- Step ladders must always be secured to a wall or affixed structure, whether they are stored horizontally or vertically. Horizontal storage either on the floor or hung on the wall must be supported at 4 to 5 foot intervals; this is the same requirement for vertical storage. Step stools may be collapsed when not in use.
- Ladders should not be stored in areas where there is excessive heat or dampness. Also, it is best to store ladders away from high traffic areas - people.
- When moving a ladder, collapse the ladder, hold the middle side rail and tip slightly forward, watching for overhead hazards and hazards at both ends.

LADDER PRECAUTIONS:

To avoid accidents with portable ladders:

- Select the right ladder for the job situation; use the ladder as it was designed to be used; do not overload a ladder (ie. do not put more weight on a ladder than it is designed to hold)
- Step ladders cannot be used as straight ladders
- Step ladders are designed for one person only
- Before use, inspect the condition of the ladder; do not use a ladder with damaged parts that affect the strength of the ladder; do not alter the structure of the ladder
- Before use, inspect the job-site for overhead wires and obstructions
- Before use ensure the stability of the base of the ladder; base to be placed on a level, non-slippery solid surface. Remove material and debris away from the base of the ladder
- Wooden ladders should not be painted
- Avoid pushing or pulling step ladders from the side
- Do not overload a ladder beyond its weight capacity
- Do not leave ladders that are set-up unattended
- Do not climb the back of a step ladder
- Clean the soles of your footwear before climbing the ladder
- Do not work on ladders when feeling weak, sick, or dizzy or when taking medication that may cause drowsiness
- Do not work on ladders covered with snow, ice, or other slippery materials
- Do not work on ladders in bad weather or high winds
- Do not use ladders, boxes, barrels, or other makeshift materials to raise your work height
- Step ladders must be tall enough to perform the necessary work

NOTE:

- All PPE must be inspected prior to use.
- All equipment must be inspected prior to use.

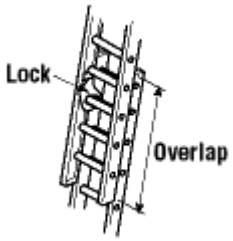
***The information contained within this document does not take precedence over Occupational Health and Safety legislation. All employees should be familiar with the *Occupational Health and Safety Act* and the *Regulations*.**

EXTENSION LADDERS:

Extension ladders usually have two sections that operate in brackets or guides that allow for the ladder to be used at adjustable lengths. Extension ladders are not self-supporting and require a stable structure that can withstand the intended load.

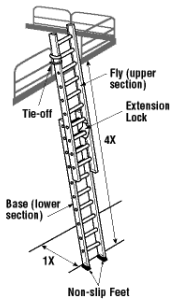
What should you do to safely secure extension ladders?

- Place ladders on a firm, level surface and ensure the footing is secure.
- Erect extension ladders so that the upper section rests on (e.g., in front of) the bottom section. This placement means the bottom section "faces" a wall or other supporting surface (see figures below).
- Place the ladder feet so that the horizontal distance between the feet and the top support is 1/4 of the working length of the ladder. The ladder will be leaning at a 75 degree angle from the ground.



- Raise and lower ladders from the ground. Ensure that locking ladder hooks are secure before climbing.
- For access to an elevated work surface, erect ladders so that a minimum of 1 m (3 ft) extends above a landing platform. Tie the top at support points.
- Use care when getting on and or off the ladder at the top or bottom in order to avoid tipping the ladder over sideways or causing the ladder base to slide.
- Brace or tie off the ladder near the base. If there is no structure to tie off to, use a stake in the ground.
- Leave all tie-off devices in place until they must be removed before taking the ladder down.
- Maintain the minimum overlap of sections as shown on a ladder label. Refer to safety regulations.
- Set up barricades and warning signs when using a ladder in a doorway or passageway.

Note: When working 3 metres (10 feet) or more above ground, wear a safety belt or harness with the lanyard tied appropriately to the structure. Make sure that you follow working at heights training that includes how to use fall protection devices safely.



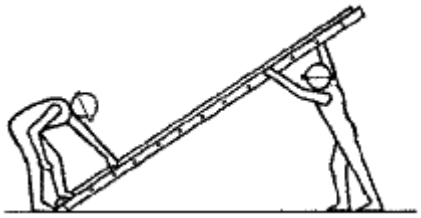
What should you avoid when using extension ladders?

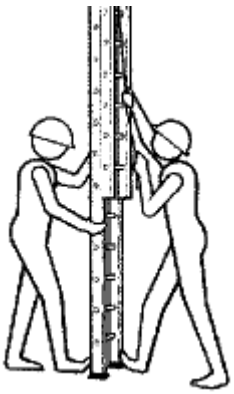
- Do not use ladders near power lines. Keep ladders and other tools at least 10 feet away from power lines.
- Do not use ladders unless they have been inspected by a trained or competent person.
- Do not set up or take a ladder down when it is extended.
- Do not overextend. Maintain minimum overlap of sections.
- Do not climb higher than the fourth rung from the top of a ladder.
- Do not use ladders on ice, snow or other slippery surfaces without securing ladders' feet.
- Do not extend top section of a ladder from above or by "bouncing" on a ladder.
- Do not leave ladders unattended.

What should you do to avoid overexertion while setting up an extension ladder?

When setting up an extension ladder, use the following method to avoid straining muscles or losing control of a ladder. With ladders weighing more than 25 kg (55 lb), or where conditions complicate the task, have two persons set up a ladder, step by step, as follows:

- Lay a ladder on the ground close to intended location.
- Brace ladder base using helpers' feet.
- Grasp the top rung with both hands, raise the top end over your head and walk toward the base of a ladder. Grasp the centre of the rungs to maintain stability.
- Move the erect ladder to the desired location. Lean it forward against the resting point.





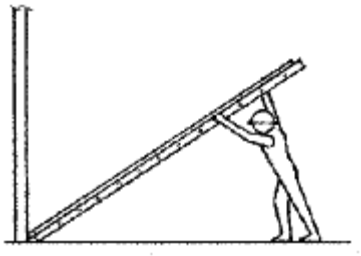
One person can erect a short ladder, step by step as follows:

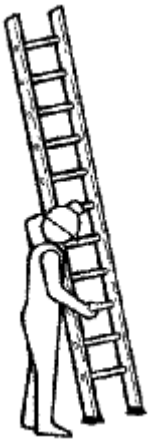
- Place the bottom of a ladder firmly against the base of a building or stationary object.
- Lift the top of ladder, and pull upwards to raise a ladder to a vertical position.

- Transfer a ladder to its required position when it is erect.
- Keep a ladder upright and close to the body with a firm grip.

One person can erect a short ladder, step by step as follows:

- Place the bottom of a ladder firmly against the base of a building or stationary object.
- Lift the top of ladder, and pull upwards to raise a ladder to a vertical position.
- Transfer a ladder to its required position when it is erect.
- Keep a ladder upright and close to the body with a firm grip.





The method for lowering any ladder is the reverse procedure of erecting it.

STEP LADDERS:

What should you do when using a stepladder?

- Check the load rating that is marked on the stepladder. The rating should cover the person's weight and the weight of tools that will be used.
- Use a stepladder that is about 1 m (3 ft) shorter than the highest point you have to reach. This gives a wider, more stable base and places shelf at a convenient working height.
- Do not use a ladder that has cracks, lose or corroded rivets, defective braces, or parts (including the slip resistant feet) that are in poor condition. Make sure it is free of grease or oil or other slippery substances.
- Open the stepladder spreaders and shelf fully and lock the braces.
- Check stability. Ensure that all ladder feet are on a firm, level and non-slippery surface.
- Place a stepladder at right angles to the work, with either the front or back of the steps facing the work.
- Keep the stepladder close to the work.

- Avoid pushing or pulling stepladders from the side. Repeated sideways movement can make ladders wobbly since they are weaker or less stable in those directions.
- Face the stepladder when climbing up or down. Keep your body centered between side rails. You have climbed too high if your knees are above top of the stepladder or if you cannot maintain a handhold on the ladder.
- Maintain a firm grip. Use both hands when climbing.

What are step ladder ratings, and is there a maximum length for a step ladder?

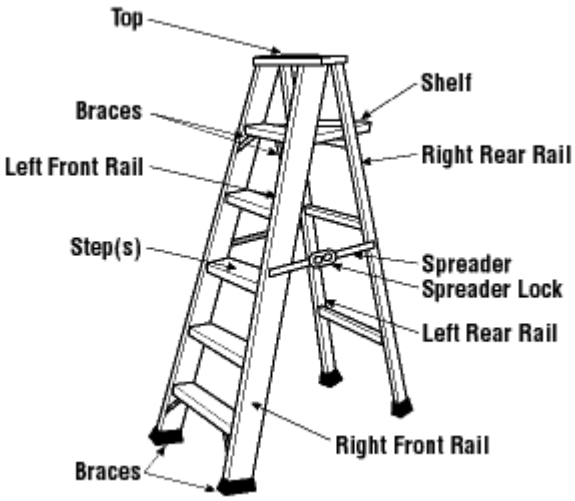
The Canadian Standards Association (CSA) Standard Z11-12 recommends different lengths for different rating (or grades) of step ladders.

Grade	Description of Grade	Maximum Length
1AA	Construction and industrial use; special duty with load rating of 170 kg (375 lbs)	3.6 m (12 ft)
1A	Construction and industrial use; extra heavy duty with load rating of 136 kg (300 lbs)	6 m (20 ft)
1	Construction and industrial use; heavy duty with load rating of 113 kg (250 lbs)	6 m (20 ft)
2	Tradesmen and farm; medium duty with a load rating of 102 kg (225 lbs)	3.6 m (12 ft)
3	Household; light duty with load rating of 91 kg (200 lbs)	2 m (6.5 ft)

What should you avoid when using a stepladder?

- Do not overreach. Move a stepladder when needed.
- Do not "shift" or "walk" a stepladder when standing on it.
- Do not stand, climb, or sit on the stepladder top or pail shelf.
- Do not stand on or above the top two rungs or steps of the stepladder.
- Do not overload. Stepladders are meant for one person.
- Do not use a stepladder as a brace or as a support for a work platform or plank.

- Do not climb a stepladder that is leaning against a wall. Use a straight ladder instead.
- Do not use stepladders on slippery surfaces
- Do not use stepladders on soft ground where one leg may sink farther into the ground than others.
- Do not place stepladders on boxes, barrels, unstable bases, or on scaffolds to gain additional height.
- Do not climb the back of a stepladder.
- Do not push or pull stepladders sideways.
- Do not use ladders in passageways, doorways, driveways or other locations where a person or vehicle can hit it. Set up suitable barriers or lock doors shut.



DIVERSIFIED STAFFING SERVICES	Industry Type:	All
	Initial Issue Date:	May 22, 2020
	Revision No:	

Safe Job Procedure – Disinfection of Touchpoints SJP-009

Preparation: Safety Specialist	Approval Authority: Senior Management	Issuing Dept: Safety

Description of Work:	Disinfecting common touchpoints throughout the office and work areas.

Potential Hazards:

Exposure to biological hazards including viruses, bacteria, insects, animals, etc.

Personal Protective Equipment (PPE) Required

Gloves	Face Masks	Eye Protection	Welding Mask	Appropriate Footwear	Hearing Protection	Protective Clothing
☒	☒	☒	☐	☐	☐	☐

GENERAL:

To ensure that Diversified Staffing employees are protected from biological hazards when working in the office. This document provides guidance on cleaning and disinfecting of public settings and high touchpoint areas in the workplace.

PROTECTIVE MECHANISMS:

- Disposable gloves
- Disinfectant
- Personal Protective Equipment (PPE) - Part 18 OH&S Code
- Training
- Safety Tip Sheets
- Emergency Response Plan (ERP)

SELECTION AND USE:

- 2-3 Hours

SUPERVISOR RESPONSIBILITY:

- To facilitate and/or provide proper instruction to their workers on protection requirements
- Personal Protective Equipment (PPE)
- Disinfectant
- Hazard Assessment
- Work Site Inspection

DIVERSIFIED STAFFING SERVICES	Industry Type:	All
	Initial Issue Date:	May 22, 2020
	Revision No:	

Safe Job Procedure – Disinfection of Touchpoints SJP-009

Preparation: Safety Specialist	Approval Authority: Senior Management	Issuing Dept: Safety

Safe Work Procedure:

1. Disinfection of common touchpoint surfaces:

- Touchpoints can include, but not limited to, items such as;
  - Door handles
  - Sink faucet handles
  - Paper towel dispensers
  - Counter tops
  - Wheelchair access buttons
  - Microwave and refrigerator handles
  - Elevator buttons
  - Vending machines
  - Printers/Photocopiers
  - Coffee makers
- Each office is to establish a frequency of disinfection for the items listed in #1. All identified touchpoint surfaces must be treated at minimum every 2-3 hours.
- Use a checklist to record compliance and to create a daily record of disinfection.

2. Conducting Disinfection of Common Areas using selected disinfectant(s):

- Wear approved personal protective equipment (PPE) (i.e. latex or nitrile gloves).
- Make sure the surface area to be disinfected is visibly clean. Do not disinfect a visibly soiled surface.
- Apply the selected disinfectant to a clean dry cloth. Ensure the cloth is saturated with disinfectant before treating the touchpoints identified is #1. Reapply the disinfectant to the cloth as needed.
- Apply the selected disinfectant on the surface to leave a visible film.
- Allow surface to air dry. This will ensure the contact time needed (1 minute) for the disinfectant to be effective.
- Reapply the selected disinfectant to keep the cloth damp between surfaces.
- Cloths must be changed/cleaned daily or when cloths become visibly soiled.
- Change and dispose your gloves after each task or exposure.
- Wash your hands thoroughly with water and soap (for at least 20 seconds) after removing your gloves.

NOTE:

- All PPE must be inspected prior to use.
- All equipment must be inspected prior to use.

***The information contained within this document does not take precedence over Occupational Health and Safety legislation. All employees should be familiar with the *Occupational Health and Safety Act* and the *Regulations*.**

Section 5:

COMPANY RULES

Company Rules

Mandatory Requirements

1. Wear a hard hat, safety boots and safety glasses at all times in all work areas.
2. Report to your supervisor all unsafe acts, unsafe conditions and close call incidents.
3. Report all injury or damage immediately.
4. Perform all work using safe work practices and job procedures in accordance with your supervisor's direction.
5. Maintain good housekeeping in your work area.
6. Operate all vehicles and mobile equipment in accordance with site rules and applicable highway legislation.
7. If you ever feel unsafe immediately stop what you are doing and notify your supervisor.
8. Always be aware of your surroundings, taking note of all potential hazards and machinery.
9. Immediately report to your supervisor and Diversified Representative any equipment that is unsafe or not functioning properly.
10. Do not perform work you are not competent or qualified to perform.
11. Always maintain correct posture when lifting or carrying weight. Do not lift any objects over 50lb on your own.
12. Participate in and apply training provided by the employer regarding safe operation of equipment or harmful substances you may be exposed to.
13. Be aware of the specific PPE required for the assignment and ensure the correct PPE is worn at all times while on the job site
14. It is everyone's responsibility to protect the health and safety of themselves and other workers while performing their duties.

Grounds for Dismissal

The following are prohibited at all times on all company property and all company job sites:

1. Possession or consumption of alcohol or illegal drugs.
2. Arriving for work or remaining at work when ability to perform the job safely is impaired.
3. Possession of firearms.
4. Fighting, horseplay and practical jokes.
5. Theft and vandalism.
6. Damaging, disabling or interfering with safety, fire-fighting or first aid equipment.

***The safety information in this policy does not take precedence over Occupational Health and Safety legislation. All employees should be familiar with the *Occupational Health and Safety Act* and the *Regulations*.**

Section 6:

PERSONAL PROTECTIVE EQUIPMENT (PPE)

PERSONAL PROTECTIVE EQUIPMENT POLICY

Purpose

This Personal Protective Equipment procedure provides direction to managers, supervisors and workers about their responsibilities in the selection, use, care, disposal and safe work procedures related to personal protective equipment in Alberta. It is the policy of this company that all Diversified Staffing employees shall use proper Personal Protective Equipment (PPE) when and where required and to ensure compliance in accordance with Alberta OHS Code, Part 18.

- All employees, guests and visitors will wear CSA approved safety glasses, CSA Grade 1 safety boots, long trousers, long sleeved shirts; CSA approved hard hats and any other specialty PPE required for the job site.
- Company-issued PPE will be inspected at the time of issue and before each use by the worker using the PPE.
- All PPE used shall be in good condition and maintained according to manufacturer's instructions.
- All PPE used by this company will be within the requirements of OH&S legislation and applicable standards.
- All PPE that has been removed from service due to condition/quality will need to be immediately replaced with a new item.
- The company will maintain appropriate inspection and service logs/records for specialty PPE.
- No piece of PPE will be modified or changed contrary to its manufacturer's instructions or specifications or OH&S legislation.

Scope

This program is applicable to all employees in Alberta.

When work is performed on a non-owned or operated site, the client's program shall take precedence and shall be abided by. However, this document covers DSS employees and contractors and shall be used when a client's program doesn't exist or is less stringent.

Key Responsibilities

Safety Specialist

- Assists in the selection of appropriate PPE.
- Where it is not reasonably practicable to protect the health and safety of workers by design of facility and work processes, suitable work practices, engineering or administrative controls DSS shall ensure that every worker wears or uses suitable and adequate personal protective equipment.
- The Safety Specialist assists all employees to identify and select PPE suitable for the specific task performed, conditions present, and frequency and duration of exposure. Workers need to provide feedback about the fit, comfort, and suitability of the PPE being selected.
- Assists in assuring all PPE obtained meets regulatory and this procedure's requirements.
- Performs Worksite Hazard Assessments - Initially and as needed to assess the need for PPE. Sources of hazards include, but are not limited to: hazards from impact/motion, high/low temperatures, chemicals, materials, radiation, falling objects, sharp objects, rolling or pinching objects, electrical hazards, and workplace layout.

- If the hazard assessment indicates the need for personal protective equipment, DSS must ensure that workers wear personal protective equipment that is correct for the hazard and protects workers. Workers must properly use and wear the personal protective equipment and the personal protective equipment must be in a condition to perform the function for which it was designed.
- DSS must ensure that:
  - PPE is correct for the hazard and protects the workers, be selected and is used in accordance with recognized standards.
  - The PPE is in a condition to perform the function for which it was designed and is at the worksite before work begins.
  - Be compatible, so that one item of personal protective equipment does not make another item ineffective.
  - Ensure that the use of PPE does not in itself create a hazard to or endanger the worker.
  - Be maintained in good working order and in a sanitary condition.

Recruiters & Support Staff

- Shall regularly monitor workers for correct use and care of PPE, and obtain follow-up training if required to ensure each worker has adequate skill, knowledge, and ability to use PPE.
- Shall enforce PPE safety rules.

Workers

- Workers must wear the required PPE. The worker shall wear or use, as the case may be, the individual or collective protective means and equipment. Wearing of required PPE is a condition of employment.
- Inspect the equipment before use.
- Complete a worksite hazard assessment card before starting work
- Recording and reporting defective equipment or malfunction to the supervisor or DSS.
- Reporting changes in exposure to hazardous conditions that might require a follow-up assessment of the task for PPE.
- Take reasonable steps to prevent damage to the PPE.

Procedure

Worksite Hazard Assessment

During a hazard assessment DSS looks for the following sample hazard sources:

- High or low temperatures; Chemical exposures (use MSDS/SDS for guidance)
- Flying particles, molten metal or other eye, face, or skin hazards
- Falling objects or potential for dropping objects
- Employee falling from a height of 6’ or more
- Sharp objects; Rolling or pinching that could crush the hands or feet; Electrical hazards

Where these hazards could cause injury to workers, personal protective equipment must be selected to substantially eliminate the injury potential. A worksite hazard assessment form should be used to identify potential workplace hazards.

Provisioning

Workers are responsible for providing clothing needed for protection against the natural elements and appropriate footwear including CSA approved safety footwear.

DSS is responsible for providing, at no cost to the worker dust masks and hearing protection. All other items of personal protective equipment required by local regulatory requirements, such as work gloves, eye protection, safety vest, etc. can be purchased at cost from Diversified. Workers must have their own CSA steel toe foot wear appropriate to the worksite.

DSS must ensure that PPE is stored in a location that is clean, secure, and readily accessible by the worker, immediately repaired or replaced if it is rendered ineffective to provide protection it was indeed for, contaminated or defective with clean or decontaminated equipment.

Where PPE provided to a worker becomes defective or otherwise fails to provide the protection it was intended for, the worker shall return the PPE to DSS and inform of the defect or other reason why the PPE does not provide the protection that it was intended to provide. DSS shall immediately replace any PPE returned as required.

General

Where there is danger of contact with moving parts of machinery the clothing of the worker shall fit closely about the body. Dangling neckwear, bracelets, wristwatches, rings or like articles shall not be worn and head and facial hair shall be completely confined or cut short so as not to extend to the shirt collar.

Selection of PPE

Eye and Face Protection: Workers exposed to eye hazards must wear eye protection. If a worker's eyes may be injured or irritated at a work site, DSS must ensure that the worker wears properly fitting eye protection equipment that is approved to CSA Standard Z94.3-07, Eye and Face Protectors (or current version). Prescription safety eyewear having glass lenses must not be used if there is danger of impact unless it is worn behind safety glasses that meet the standard.

Head Protection: Workers exposed to head hazards must wear protective headgear. If there is a foreseeable danger of injury to a worker's head at a work site, DSS must ensure that the worker wears industrial protective headwear that is appropriate to the hazards and meets the requirements of CSA Standard Z94.1-05, Industrial Protective Headwear (or current version).

Foot Protection: Workers exposed to foot hazards must wear foot protection. DSS must ensure that a worker uses footwear that is appropriate to the hazards associated with the work being performed and the work site. If the hazard assessment identifies that protective footwear needs to have toe protection, a puncture resistant sole, metatarsal protection, electrical protection, chainsaw protection, or any combination of these, DSS must ensure that the worker wears protective footwear that is approved to CSA Standard Z195-02, Protective Footwear (or current version).

Hand Protection: All workers must use gloves when handling objects that could injure the hands. If there is a danger that a worker's hand may be injured, DSS must ensure that the worker wears properly fitting hand protective equipment that is appropriate to the work, the work site and the hazards identified.

Fall Protection: Fall protection must be provided when workers are exposed to a vertical fall of six feet or more over a lower level (1.83 meters). Fall protection must comply with CAN/CSA Z259.10-M90 (R1998), Full Body Harnesses.

Skin Protection: Workers exposed to skin hazards must wear protective equipment. DSS must ensure that a worker's skin is protected from a harmful substance that may injure the skin on contact or may adversely affect a worker's health if it is absorbed through the skin.

Respiratory Protection: The use of respirators is not allowed unless approved by a qualified and competent individual who will insure all legally required respiratory protection procedures are completed.

Caustics: Workers handling or using acids, caustics and other harmful substances shall use personal protective equipment, or other means shall be adopted that will provide equivalent protection against these hazards.

Hazardous Substances: Where workers are routinely exposed to a hazardous material or substance DSS shall provide and require workers to use, protective clothing, gloves and eyewear or face shields that are adequate to prevent exposure of a worker's skin and mucous membranes to the hazardous material or substances.

Visibility Protection: A worker exposed to the danger of moving vehicles traveling at speeds in excess of 30 km/h (20 mph) must wear high visibility apparel.

Hearing Protection: All hearing protective equipment must conform to CSA standard Z94.2-94, "Hearing Protectors" (or current version).

Flame Resistant Clothing: Flame resistant clothing is worn by workers if they may be exposed to a flash fire or electrical equipment flashover. If a worker may be exposed to a flash fire or electrical equipment flashover, DSS must ensure that the worker wears flame resistant outerwear and uses other protective equipment appropriate to the hazard.

Training

Workers are trained on the selection, use and care of PPE. DSS must ensure that workers are trained in the correct use, care, limitations and assigned maintenance of the personal protective equipment. Each worker must be trained to know at least the following:

- When and why personal protective equipment is necessary
- What personal protective equipment is necessary
- How to properly inspect before use, adjust and wear personal protective equipment
- Refrain from wearing protective equipment outside of the work area where it is required if to do so would constitute a hazard,
- Report any equipment malfunction to the site supervisor and DSS
- The limitations of the personal protective equipment
- Proper wearing of flame resistant clothing if used
- The proper use, care, cleaning, storage, assigned maintenance duties, useful life and disposal of the personal protective equipment to be used, and
- To not use any PPE unable to perform the function for which it is designed.

Each worker shall demonstrate an understanding of the training and the ability to use personal protective equipment properly before being allowed to perform work requiring the use of PPE. When DSS has reason to believe that any affected worker who has already been trained does not have the understanding and skill required to use PPE DSS shall retrain the worker.

Monitoring

Supervisors monitor worksite tasks for changes in, or the introduction of new hazards. If new hazards are discovered, they advise the Safety Specialist who then conducts a hazard assessment for appropriate PPE. The Safety Specialist monitors the effectiveness of the PPE Procedure and makes recommendations to management to improve the procedure.

Section 6.1:

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Code of Practice for Respiratory Protective Equipment

CODE OF PRACTICE FOR RESPIRATORY PROTECTIVE EQUIPMENT

Introduction

Respirators are used to protect employees from inhaling hazardous chemicals or particulate in the air. The device covers the worker's nose and mouth or the entire face and head to keep contaminants out of the worker's respiratory system and provide a safe air supply. These hazards can be in the form of gases, vapors, mists or dust.

To provide proper protection, respirators must be the right type, must be worn correctly at all times, and must be maintained properly. They are prone to leakage, depend on the correct behavior of individual employees and may require much maintenance and management oversight. This is why they are considered as a last resort to protect employees from airborne hazards.

It often more protective, less trouble, and even cheaper to eliminate or reduce the respiratory hazard through various ways like exhaust ventilation, changes in process, or enclosure of the process. Sometimes the use of a hazardous chemical itself can be eliminated.

Respirators are typically used in three different situations – routine or regular exposure to processes or activities involving airborne hazards, infrequent, but predictable occasions where there is airborne hazard exposure, or emergencies where there is a chemical leak or spill.

Key Responsibilities

Employer

The employer is responsible for:

- Implementing and maintaining a written respirator program and designating a respirator program administrator
- Ensuring that the worksite is evaluated for breathing hazards
- Eliminating or minimizing all breathing hazards
- Providing and maintaining respirators needed for any airborne hazard present at the worksite
- Providing time and materials for workers to clean their respirators
- Providing supervisors with the education and training necessary to ensure that workers use respirators safely
- Providing workers with the education, training and supervision necessary for safe use of respirators
- Developing emergency evacuation procedures and ensuring that supervisors and workers receive appropriate training in any workplace where workers may need to be rescued or evacuated because of breathing hazards
- Ensuring that all illness or injuries resulting from breathing hazards and requiring medical aid are reported and recorded
- Requiring a medical assessment if there is a concern about a worker's ability to wear a respirator

Program Administrator

The program administrator (Safety Specialist) is responsible for:

- Assessing the type and amount of exposure
- Selecting the appropriate respirators
- Implementing training and instruction programs
- Administrating the overall program, including the maintenance of records
- Reviewing the program on an annual basis

Supervisors

Supervisors are responsible for ensuring that:

- Workers are aware of breathing hazards on the worksite(s)
- Respirators are available when required
- Workers use respirators correctly as required
- Workers are clean-shaven
- Respirators are properly cleaned, inspected, maintained, and stored
- Workers are aware of any equipment or clothing that may interfere with respirator use
- Working conditions are monitored in order to alert supervisors of exposure to higher concentrations of a contaminant or new contaminant
- Workers are aware of potential issues that may develop during respirator use, such as discomfort, skin irritation, or breathing difficulty
- The program administrator is notified of concerns or conditions that might affect worker's respiratory protection.

Workers

Workers are responsible for:

- Understanding and following safe work procedures
- Using their respirators as instructed
- Understanding the limitations of their respirators and following the manufacturer' instructions
- Inspecting their respirators before use
- Immediately reporting any equipment problems to their supervisors
- Properly cleaning and storing their respirators

Respiratory Protection Program for Diversified Staffing

Our respirator program administrator is the Safety Specialist.

Our administrator's duties are to oversee the development of the respiratory program and, make sure it is carried out at the workplace. The administrator will also evaluate the program regularly to make sure procedures are followed, respirator use is monitored and respirators continue to provide adequate protection when job conditions change.

Medical Evaluations

Every employee of this company who must wear a respirator will be provided with a medical evaluation/fit test before they are allowed to use the respirator. A medical questionnaire and fit-test will be complete by a qualified medical physician.

Additional medical evaluations will be done in the following situations:

- our medical provider recommends it,
- our respirator program administrator decides it is needed,
- an employee shows signs of breathing difficulty,
- changes in work conditions that increase employee physical stress (such as high temperatures or greater physical exertion).

Respirator Fit-testing

All employees who wear tight-fitting respirators will be fit-tested before using their respirator or given a new one. Fit-testing will be repeated annually. Fit-testing will also be done when a different respirator facepiece is chosen, when there is a physical change in an employee's face that would affect fit, or when our employees or medical provider notify us that the fit is unacceptable. No beards are allowed on wearers of tight-fitting respirators. Respirators are chosen for fit-testing following the CAN/CSA-Z94.4-11 (R2016) standards. All respirators will be checked for proper sealing by the user whenever the respirator is used.

Respirator Storage, Cleaning, Maintenance and Repair

Respirators will be checked; cleaned and sanitized each week whenever they are visibly dirty (does not apply to paper dust masks which are disposed daily). Respirators will be cleaned according to the manufacturers' instructions.

All respirators will be inspected before and after every use and during cleaning.

Respirators will be inspected for damage, deterioration or improper functioning and repaired or replaced as needed. Supplied air respirators will be checked for proper functioning of regulator and warning devices and amount of air in tanks where used.

When supplied air respirators are used, any needed repairs or adjustments will be done by the manufacturer or technician trained by the manufacturer. On respirators with vapor or gas cartridges, the cartridges will be regularly replaced as needed. It is recommended to check with the respirator vendor for recommended replacement schedule for each brand and type of respirator.

Respirator Use

The Program Administrator will monitor the work area in order to be aware of changing conditions where employees are using respirators.

Employees will not be allowed to wear respirators with tight-fitting facepieces if they have facial hair (e.g., stubble, bangs) absence of normally worn dentures, facial deformities (e.g., scars, deep skin creases, prominent cheekbones), or other facial features that interfere with the facepiece seal or valve function.

Jewelry or headgear that projects under the facepiece seal is also not allowed.

If corrective glasses or other personal protective equipment is worn, it will not interfere with the seal of the facepiece to the face.

Note: Full-facepiece respirators can be provided with corrective glasses since corrective lenses can be mounted inside a full-facepiece respirator. Contact lenses can also be used with full facepiece respirators if they do not cause any problems for the employee.

A seal check will be performed every time a tight-fitting respirator is put on.

The program administrator will make sure that the NIOSH labels and color-coding on respirator filters and cartridges remain readable and intact during use.

Employees will leave the area where respirators are required for any of the following reasons:

- to replace filters or cartridges,
- when they smell or taste a chemical inside the respirator,
- when they notice a change in breathing resistance
- to adjust their respirator,
- to wash their faces or respirator,
- if they become ill,
- if they experience dizziness, nausea, weakness, breathing difficulty, coughing, sneezing vomiting, fever or chills.

Respirator Training

All employees required to use a respirator for work will be trained by a qualified and competent individual before wearing their respirator for the first time and annually thereafter as long as they wear respirators.

Additional training will also be done when an employee uses a different type of respirator or workplace conditions affecting respiratory hazards or respirator use have changed.

Training will cover the following topics:

- Why the respirator is necessary,
- The respirator's capabilities and limitations,
- How improper fit, use or maintenance can make the respirator ineffective,
- How to properly inspect, put on, seal check, use, and remove the respirator,
- How to clean, repair and store the respirator or get it done by someone else,
- How to use a respirator in an emergency situation or when it fails,
- Medical symptoms that may limit or prevent respirator use,
- Our obligations under the Respirators Rule.

Respiratory Program Evaluation

We evaluate our respiratory program for effectiveness by doing the following steps:

1. Checking results of fit-test results and health provider evaluations.
2. Talking with employees who wear respirators about their respirators – how they fit, do they feel they are adequately protecting them, do they notice any difficulties in breathing while wearing them, do they notice any odors while wearing them, etc.
3. Periodically checking employee job duties for changes in chemical exposure.
4. Periodically checking maintenance and storage of respirators.
5. Periodically checking how employees use their respirators.

Recordkeeping

The following records will be kept:

- A copy of this completed respirator program
- Employees' latest fit-testing results
- Employee training records
- Written recommendations from our medical provider

The records will be kept at the Diversified Staffing Head Office as outlined in Diversified Staffing Services Class and Retention of Document policy. Employees will have access to these records and can request a copy if needed.

How to Evaluate your Workplace for Employee Exposure to Chemicals

Respirators are required when employees are exposed (can inhale) chemicals or dust in the air that are at harmful levels. These can include vapors from handling solvents, spray-painting, and dust from grinding or sanding, or welding fumes.

Just about every chemical has its toxic amount or level that will make person sick. Even too much table salt can be harmful. On the other hand, highly toxic chemicals can be used without harm to employees if handled properly. Most commonly used chemicals have safe limits or "permissible exposure limits" in the air that if exceeded will cause harm. If these limits are exceeded, you are required to take steps to protect your employees from that air exposure. If the levels cannot be reduced below the permissible exposure limits by ventilation, changes in the process or reduction in the length of time of exposure, than you must provide respirators to exposed employees.

The best way to accurately determine the levels of chemicals or dust in the air is to do some type of air sampling. There are a variety of instruments and devices for measuring air contaminants. Some are simple and cheap, most are quite expensive. The methods for doing the air sampling accurately are usually fairly complicated and should not be done by a layperson, but by a certified individual/company.

Putting on your Respirator

When fitting a new respirator, try on several brands and sizes. Different brands will fit slightly differently on your face. Respirator manufacturers usually have small, medium, and large facepieces available. Adjust the straps so that the respirator fits tightly but does not dig into your face or leave red marks on your skin. The respirator should feel snug but comfortable. Straps should be placed under a hard hat or hood.

Procedure for putting on a filtering facepiece respirator

Position the straps correctly-one above the ears and over the crown of the head, and the other below the ears and around the neck. If the respirator has adjustable straps, you can tighten or loosen them without removing the respirator. If there is a metal nosepiece, mould it around your nose to obtain a proper seal.

How to Select the Correct Respirator

The type and brands of respirators vary widely ranging from simple dust masks to supplied air respirators like the kind firemen wear. Following is description of the main types of respirators.

Dust Masks (filtering facepieces)

These simple, two-strap disposable dust masks are designed only for dusts. They are not as protective as other respirators, but do an adequate job in many cases, unless the dust is really toxic or copious. Diversified Staffing does not allow the use of one strap dust masks, where a dust mask is required the minimum standard is a two strap mask.

Half-Face Air-Purifying Respirator

These respirators are sometimes called “half-face” or “half-mask” respirators since they cover just the nose and mouth. They have removable cartridges that filter out either dust, chemicals or both. Selecting the correct cartridges is essential since they are designed for particular types of chemicals or dust. A

reputable respirator vendor can assist you in selecting the correct cartridges. These cartridges are typically removable and sometimes interchangeable. Cartridges are available for solvents, ammonia, chlorine, acids and other chemicals. The cartridges must be changed out or replaced periodically, especially for chemicals, since they can absorb only so much contaminant before breakthrough occurs. A few cartridges are equipped with end-of-service indicators that show when a cartridge should be replaced. Most cartridges don't have this indicator and you must develop a change-out schedule to prevent breakthrough. The change-out schedule is based on the chemical concentration, physical work effort, temperature and humidity. Many respirator manufacturers have cartridge change schedule calculators available on the Internet.

Full-Face Air-Purifying Respirator

In some situations, you may need or want to use full-face respirators. This type of respirator is used when the air contaminant irritates the eyes. They also provide somewhat higher protection to the lungs since they tend to fit tighter and are less prone to leaking. These respirators also have replaceable cartridges that must be changed on a regular basis as described above for half-face respirators.

Requirements for Selecting Air-purifying Respirators

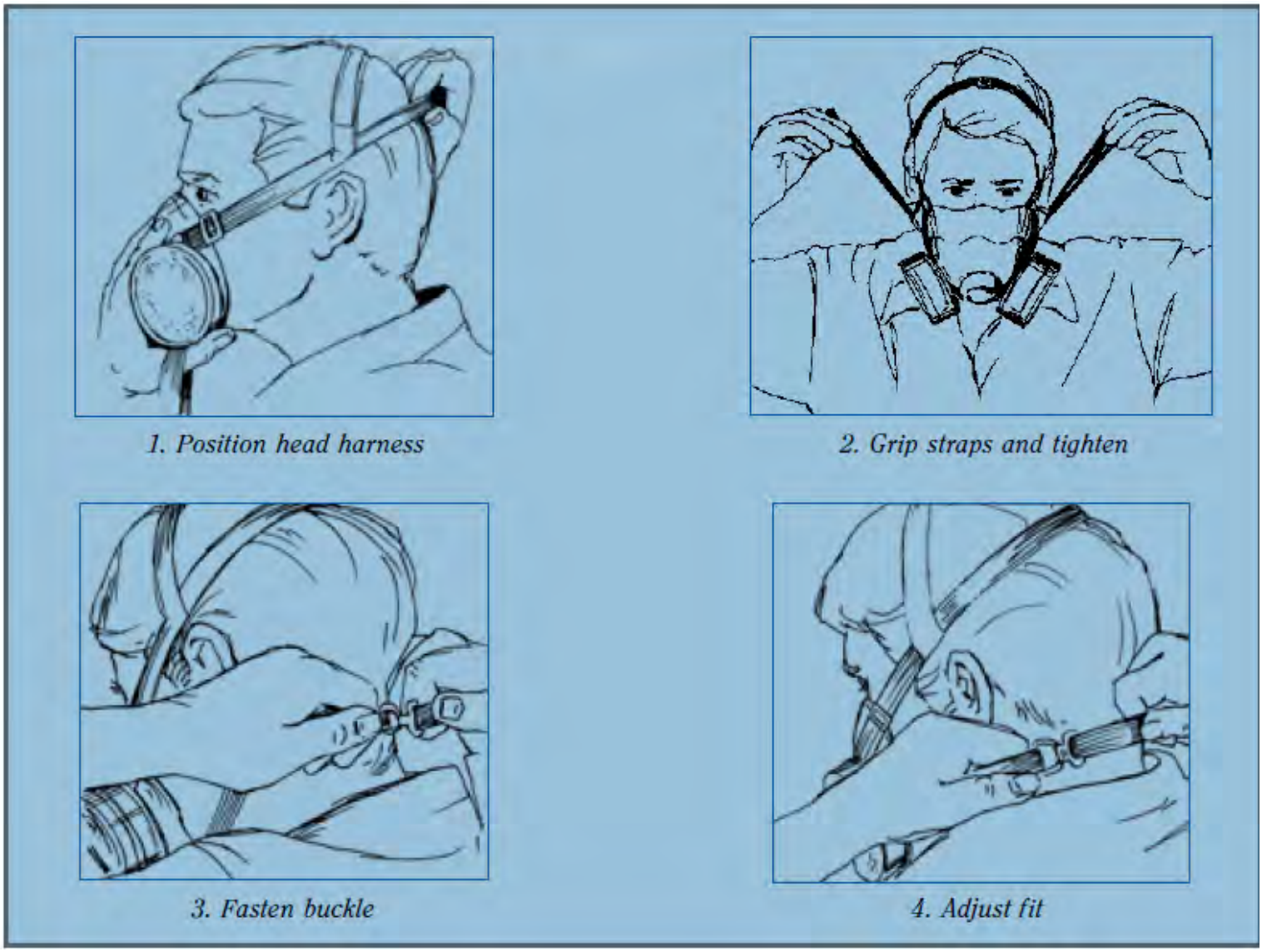
Use Table 6 below to select air-purifying respirators for particle, vapor, or gas contaminants.

Table 6
Requirements for Selecting Air-purifying Respirators

If the contaminant is a:	Then
Gas or vapor 	Provide a respirator with canisters or cartridges equipped with a NIOSH-certified, end-of-service-life indicator (ESLI) (note: there just a few of these) **or** If a canister or cartridge with an ESLI is **not** available, develop a cartridge change schedule to make sure the canisters or cartridges are replaced before they are no longer effective (note: most cartridge respirators fit in this category) **or** Select an air-supplying respirator
Particle, such as a dust, spray, mist, fog, fume, or aerosol 	Select respirators with filters certified to be at least 95% efficient by NIOSH. For example, N95s, R99s, P100s, or High Efficiency Particulate Air filters (HEPA) **or** You may select respirators NIOSH certified as “dust and mist,” “dust, fume, or mist,” or “pesticides.” You can only use these respirators if particles primarily have a mass median aerodynamic diameter of at least 2 micrometers Note: These latter respirators are no longer sold for occupational use, but some employers may still be using them.

Procedure for putting on an elastomeric half-facepiece respirator

The respirator should fit tightly, but it should not be comfortable or leave red marks on your face.



Seal Check Procedures (from Respirators Rule)

Table 21
User Seal Check Procedure

Important Information for Employees:

- You need to conduct a seal check each time you put your respirator on before you enter the respirator use area. The purpose of a seal check is to make sure your respirator (which has been previously fit tested by your employer) is properly positioned on your face to prevent leakage during use and to detect functional problems.
- The procedure below has 2 parts; a positive pressure check and a negative pressure check. You must complete both parts each time. It should only take a few seconds to perform, once you learn it.
  - If you can't pass both parts, your respirator is not functioning properly, see your supervisor for further instruction.

Positive Pressure Check:

1. Remove exhalation valve cover, if removable.
2. Cover the exhalation valve completely with the palm of your hand while exhaling gently to inflate the facepiece slightly.
3. The respirator facepiece should remain inflated (indicating a build-up of positive pressure and no outward leakage).
   - If you detect no leakage, replace the exhalation valve cover (if removed), and proceed to conduct the negative pressure check .
   - If you detect evidence of leakage, reposition the respirator (after removing and inspecting it), and try the positive pressure check again.

Negative Pressure Check:

4. Completely cover the inhalation opening(s) on the cartridges or canister with the palm(s) of your hands while inhaling gently to collapse the facepiece slightly.
   - If you can't use the palm(s) of your hands to effectively cover the inhalation openings on cartridges or canisters, you may use:
     - Filter seal(s) (if available)

       or

     - Thin rubber gloves
5. Once the facepiece is collapsed, hold your breath for 10 seconds while keeping the inhalation openings covered.
6. The facepiece should remain slightly collapsed (indicating negative pressure and no inward leakage).
   - If you detect no evidence of leakage, the tightness of the facepiece is considered adequate, the procedure is completed, and you may now use the respirator.
   - If you detect leakage, reposition the respirator (after removing and inspecting it) and repeat both the positive and negative fit checks.

Respirator Cleaning Procedures (from Respirators Rule)

Table 20
Respirator Cleaning Procedure

Step	Task
1.	Remove filters, cartridges, canisters, speaking diaphragms, demand and pressure valve assemblies, hoses, or any components recommended by the manufacturer. • Discard or repair any defective parts.
2.	Wash components in warm (43°C [110°F] maximum) water with a mild detergent or with a cleaner recommended by the manufacturer. • A stiff bristle (not wire) brush may be used to help remove the dirt. • If the detergent or cleaner doesn't contain a disinfecting agent, respirator components should be immersed for 2 minutes in one of the following: - A bleach solution (concentration of 50 parts per million of chlorine). Make this by adding approximately one milliliter of laundry bleach to one liter of water at 43°C (110°F) - A solution of iodine (50 parts per million iodine). Make this in 2 steps: • First, make a tincture of iodine by adding 6-8 grams of solid ammonium iodide and/or potassium iodide to 100 cc of 45% alcohol approximately. • Second, add 0.8 milliliters of the tincture to one liter of water at 43°C (110°F) to get the final solution. - Other commercially available cleansers of equivalent disinfectant quality when used as directed, if their use is recommended or approved by the respirator manufacturer
3.	Rinse components thoroughly in clean, warm (43°C [110°F] maximum), preferably, running water. Note: The importance of thorough rinsing can't be overemphasized. Detergents or disinfectants that dry on facepieces could cause dermatitis. In addition, some disinfectants may cause deterioration of rubber or corrosion of metal parts, if not completely removed.
4.	Drain components.
5.	Air-dry components or hand dry components with a clean, lint-free cloth.
6.	Reassemble the facepiece components. • Replace filters, cartridges, and canisters, if necessary (for testing)
7.	Test the respirator to make sure all components work properly.

***The safety information in this policy does not take precedence over Occupational Health and Safety legislation. All employees should be familiar with the *Occupational Health and Safety Act* and the *Regulations*.**

Head Office

805 – 5 Avenue SW
Calgary, AB T2P 0N6
Ph: 403-237-5577
Fax: 403-705-2347

DIVERSIFIED STAFFING SERVICES

January 2020

Preventative Maintenance Policy

It is the policy of this company to maintain all tools, equipment (including PPE) and company vehicles in a condition that will maximize the safety of all personnel.

To accomplish this, our Preventative Maintenance Program shall include the following components:

- Adherence to applicable legislation, regulations, standards and manufacturer's specifications.
- DSS complies with the Alberta Transportation Commercial Vehicle Inspection Program. Vans that are designed to carry 10 passengers or more, including the driver must be inspected semi-annually. Vans designed to carry less than 10 passengers must be inspected annually.
- Inspections and maintenance services will only be performed by competent personnel.
- Inspections and maintenance services will be completed as per the company's Maintenance Schedule.
- Daily and Weekly vehicle inspections are completed by a DSS employee.
- All maintenance work will be documented and retained on file.

The supervisor shall be responsible for the application of the program in his/her area of responsibility.

The information in this policy does not take precedence over applicable government legislation, with which all workers should be familiar.

Sincerely,

Trevor Katelnikoff
Chief Operating Officer

Signature: Trevor Katelnikoff

Date: January 23, 2020

Section 8:

TRAINING AND COMMUNICATION

Purpose

The purpose of this policy is to provide for general and specialized safety and related training throughout all levels of the organization.

Policy

Diversified Staffing Services will provide all safety and related training that is necessary to minimize worker injuries, WCB claims, property damage and losses of human and physical resources of the company. Employees will participate in this training.

This training will include, but not be limited to:

- Safety orientation;
- New hire safety orientations;
- Safety training for workers, supervisors and management;
- Task and trade-specific training and certification;
- Workplace Hazardous Materials Information System (WHMIS 2015) certification (Certified Train-the-Trainer, Jacqueline Winston, Safety Specialist);
- Flagging/Traffic control;
- Fall Protection training;
- Hazard Identification and Assessment;
- Injury Reporting;
- Emergency Response Training, Fire Extinguisher operation, Fire Drill testing and evacuation planning;
- Safe work practices and job procedures, as applicable; and
- The proper fitting, safe use, cleaning and maintenance of respiratory protective equipment, as applicable.

In addition, safety meetings will be held on a monthly basis or as determined by Diversified Staffing Services. Safety tip sheets and other forms of safety communication will be posted on the office safety boards.

SJP's and SWP's will be attached to job orders and emailed to the employees assigned to the job.

A copy of the DSS safety manual is available electronically to all employees or a hard copy upon request.

***The safety information in this policy does not take precedence over Occupational Health and Safety legislation. All employees should be familiar with the *Occupational Health and Safety Act* and the *Regulations*.**

Section 9:

INSPECTIONS

Workplace inspections are regular examinations of the workplace conducted to ensure a healthy and safe work environment.

An informal inspection is a practiced awareness that identifies potential hazards of daily processes, conditions and activities in the workplace.

Formal inspections are regularly scheduled examinations of the workplace completed with the aid of a checklist and inspection report.

Workplace inspections are intended to:

- Identify existing and potential hazards
- Determine the underlying cause of hazards
- Recommend corrective actions
- Monitor effectiveness of hazard controls
- Provide an opportunity for the employer and workers to communicate
- Maintain a safe and healthy workplace
- The employer is responsible for ensuring the workplace is regularly inspected.

Inspection Categories

There are several types of workplace inspections that are a part of internal responsibility system and due diligence.

- Daily or walkabout inspections are performed by employees to check for obvious hazards.
- Spot inspections are performed by supervisors to ensure safe work practices.
- Specialized inspections include pre-operational checks and critical parts inspections in equipment.
- Quarterly/bi-annual planned inspections are comprehensive inspections performed by health and safety committee members assigned to inspect a specific area.

Written inspection reports should be completed for all inspections and be kept as proof of due diligence on behalf of Diversified Staffing Services. All inspections shall be maintained by the Safety Department.

Planned Monthly Inspections:

Inspections are conducted every three (3) months for construction sites and six (6) months for all other sites unless otherwise stipulated. If this is not practical, then the workplace shall be inspected yearly.

Inspections shall include a management member whenever possible. An area supervisor should be invited to participate in the inspection process.

All safety concerns must be noted on the check list and prioritized according to severity of hazards. Situations which may cause danger to life or health must be corrected immediately, isolated or work should be stopped. Training on proper ways of conducting workplace inspections will be provided to all applicable managers & employees and scheduled as required.

After inspections are completed, the appropriate Manager shall review the inspection reports and the actions recommended.

Hazard Mitigation

Upon completion of your formal workplace inspection, determine the appropriate controls to overcome the hazards. The following control methods, often known as the "hierarchy of controls," should be considered in the order they are presented:

Elimination - eliminate the hazards where possible. Is it possible to discontinue the use of this product/process/machine/chemical?

Substitution - substitute one process for a safer process (i.e. substitute the use of one product for a safer product). Is there another product/process/machine or chemical that we can use that does the same job that has lower levels of risk?

Isolation - isolate the hazard from the employees. Can the object/area/process be surrounded in such a way so it cannot impact on any employee? Can the employee be placed in a control booth? Can the object/area be controlled from a remote location without increasing the risk?

Engineering Controls - methods built into the design of a workplace, equipment or process to minimize the hazard. Is there a way to modify the object/process/ machine so that the exposure is minimized?

Administration Controls - safe job procedures and safe work practices. Can information, instruction and training be provided to help minimize the risk? Can shift roster arrangements limit the exposure?

PPE - provide information, training and personal protective equipment (PPE) where it is not possible to eliminate or control the hazards. PPE should be a last resort as it relies on human compliance, which can be unreliable unless monitored.

***The safety information in this policy does not take precedence over Occupational Health and Safety legislation. All employees should be familiar with the *Occupational Health and Safety Act* and the *Regulations*.**

Section 10:

INVESTIGATIONS AND REPORTING

Purpose

To investigate reported incidents so that causes can be determined and corrective actions can be implemented to prevent recurrence.

Policy

The following types of reported incidents shall be fully investigated:

1. incidents that result in injuries requiring medical aid
2. incidents that cause property damage or interrupt operations with potential loss
3. incidents that have the potential to result in (1) or (2) above

All reported incidents that fall within legislative requirements must be reported to the appropriate authority (OH&S, WCB, law enforcement, CANUTEC, Alberta Environment, etc.)

Responsibilities

1. All workers shall report all incidents as soon as possible to their immediate supervisor and their DSS recruitment team. Workers will assist in the investigation when requested.
2. All incidents/complaints will be investigated. To the extent possible, all complaints will be handled in a confidential manner. Information concerning a complaint, or action taken as a result of the investigation, will not be released to anyone who is not involved with the investigation.
3. DSS shall conduct initial investigations and submit their report(s) to management promptly.
4. The investigation process shall involve interviews of the complainant, the respondent, and any witnesses named by either. The accused employee will be given the opportunity to respond to the allegations. Upon completion of the investigation, the Investigator will prepare a written report along with recommendations based on the investigation findings. Employees reporting incidents of harassment, violence or threats of violence will be encouraged to seek medical / professional assistance.
5. DSS shall determine the need for, and if necessary shall direct, detailed investigations. They shall also determine causes, recommend corrective action and report to the management team.
6. The manager shall review all incident reports, determine the corrective action to be taken and ensure that such action is implemented.

Corrective Action:

1. Anyone who engages in violence or harassment will be subject to disciplinary action up to and including dismissal for just cause.
2. Anyone who taunts, retaliates against, or threatens anyone for exercising his or her rights under this policy will be subject to disciplinary action up to and including dismissal.
3. Anyone who brings a complaint in good faith will not be subject to any form of discipline, regardless of the investigation outcome. Anyone who brings a claim maliciously or in bad faith is subject to disciplinary action, up to and including dismissal.

***The safety information in this policy does not take precedence over Occupational Health and Safety legislation. All employees should be familiar with the *Occupational Health and Safety Act* and the *Regulations*.**

Section 11:

EMERGENCY PREPAREDNESS

***Always follow the Worksite Emergency Response Plan. If the worksite does not have an ERP DSS workers should use the following**:

Emergency Incident Evaluation

Every emergency and incident is unique however there are basic questions that aid in triaging an emergency.

1. Is there an immediate threat to Human Life? (Yes Call 911)
2. Was there a 911 call made previously?
3. Is it safe within the building where the incident took place? (If not issue an immediate evacuation order)
4. Is the incident contained to PEO/DSS (or the building)?
5. Is there any news on-line or within Social Media around the incident to gain further information?
6. Is there a loss of connectivity to business critical systems?
7. Is there any loss of communication mediums (telephones)?
8. Have all stakeholders and team members affected by the incident received communication?
9. Is a move to an off-site facility required?
10. Can the incident be resolved in a time frame concurrent to current business requirements?
11. Notify the site supervisor and the Diversified Staffing recruitment team at (403) 237-5577

Power Outage

In the event of a power outage please remain calm and wait for further instructions. If the power outage is to be maintained an evacuation order may be given, see section “Evacuation Plan”, and the building will be cleared by the Fire Marshals. Do not use the elevator in the event of a power outage.

Fire Emergency

- CALL THE FIRE DEPARTMENT at 911.
- Give the building name, address, floor of the alarm and any other pertinent information.
- Ensure your personal safety and assist those around you within your comfort and abilities
- Operate the nearest fire alarm pull station.
- Do not attempt to fight a fire unless it is contained in an ashtray or wastebasket.
- Leave the building in an orderly manner, closing doors behind you.
- Notify the site supervisor and the Diversified Staffing recruitment team at (403) 237-5577

Medical Emergency

- CALL AN AMBULANCE at 911.
- Give the operator your name, building name and address, floor and location of the emergency, and any other details requested.
- Do not move the person, unless you or they are in immediate danger. Try to make them comfortable.
- Notify the site supervisor and the Diversified Staffing recruitment team at (403) 237-5577

Violence/Harassment

- CALL POLICE at 911.
- Give your name, building address, location of problem and answer any questions from the operator.
- Contact your Team Lead following the Telephone Tree on Page 3.
- REMAIN CALM AND TRY TO DEAL WITH THE SITUATION AS BEST AS YOU CAN UNTIL POLICE ARRIVE.
- Notify the site supervisor and the Diversified Staffing recruitment team at (403) 237-5577

Natural Disasters

Tornado Warning

- When a tornado watch has been issued, the site supervisor will keep all workers updated as the situation develops. All parties are also encouraged to listen to the media for bulletins.
- When a tornado warning is issued workers should move away from windows and doors and be prepared to relocate to the basement or lowest point within the site. No one should leave the building.
- If there is a sighting in the area workers will be directed to move in an orderly fashion to the basement by designated Fire Wardens.

Flooding – External

- Flood warnings are issued in stages relative to the status of floodwaters.
- The Site Supervisor will keep workers informed on an ongoing basis as to the warnings being issued.
- All parties are encouraged to listen to local media for bulletins as well.

Winter Storm/Extreme Cold

These warnings are also given in stages by authorities:

- *Winter storm watch* – severe weather possible
- *Winter storm warning* – heavy snow, sleet, or freezing rain expected
- *Blizzard warning* – heavy snow, winds 55 km/h or higher expected
- *Severe blizzard warning* – very heavy snow, winds greater than 70 km/h expected. Temperatures below -24°C, low visibility.

Summer/Extreme Heat

- Heat warnings are issued when very high temperature or humidity conditions are expected to pose an elevated risk of heat illnesses, such as heat stroke or heat exhaustion.
- Continue to monitor alerts and forecasts issued by Environment Canada.

Evacuation Plan

Emergency Exit Plan

1. Know the locations of your fire exits.
2. Know who your Fire Wardens are and follow their instructions.
3. Leave the building in an orderly manner, closing doors behind you – ***do not use elevator.***

4. Keep conversation to a minimum while in stairwells.
5. Do not congregate at the front of the building – go to the muster points described by the Fire Wardens.
6. Practice fire prevention at all times.
7. Handicapped persons are to report to designated areas and await assistance from the Fire Wardens or persons designated to aid.
8. Follow the wishes of handicapped persons as long as their safety and yours is not in jeopardy.
9. ***Use stairways – do not use elevators.***
10. Fire Department – 911 (If you are calling 911 you must provide the operator with the site address
11. Building Fire Marshals will check all spaces of the building to ensure all personnel have evacuated.
12. Meet at the allocated Muster Point.

Best Practices for Coping with an Active Shooter

- Be aware of your environment and any possible dangers.
- Take note of the two nearest exits at the worksite.
- If you are in an office, stay there and secure the door.
- If you are in a hallway, get into a room and secure the door.
- Call 911 immediately.

Bomb Threat

1. Listen to the caller.
2. Be calm and courteous.
3. Do not attempt to interrupt the caller.
4. Document what the caller says.
5. Obtain as much information as possible.
6. Try to let someone else know you are receiving a bomb threat, so they may initiate 911 procedures.
7. Questions to ask the caller:
8. Where will it explode?
9. What does it look like?
10. Why did you place the bomb?

Record Data:

Date:	**Time:**	**Duration of call:**
Exact wording of threat:	**Identifying characteristics:**	**Sex:**
Age (approx.):	**Accent:**	**Caller familiar with area**:
Voice (loud, soft, deep):	**Diction (good, nasal, lisp):**	**Manner (vulgar, calm):**
Background noises:	**Other Information:**	

1. Immediately call 911 after caller hangs up, if they are not already on another line. Relay as much information as possible.
2. Notify the site supervisor and the Diversified Staffing recruitment team at (403) 237-5577 and give as much information as possible.
3. **REMAIN CALM – FOLLOW INSTRUCTIONS FROM POLICE AS THEY ASCERTAIN THE THREAT POTENTIAL.**
4. If a written threat is received avoid unnecessary handling of any objects involved with the note.
5. Call 911 and follow the same procedure as in a telephone threat.

Guidelines

- Observe your immediate area, ***DO NOT TOUCH ANYTHING!!***
- Report any misplaced or suspect objects to supervisor.
- Unlock drawers, file cabinets, or cupboards – ***DO NOT OPEN ANYTHING!!***
- Do not assume there is only one bomb.

Evacuation Guidelines

- **REMAIN CALM** – follow site supervisor's instructions.
- Remove only personal property; lunch containers, brief cases, purses, etc.
- Proceed to the Muster Point

Head Office
805 – 5 Avenue SW
Calgary, AB T2P 0N6
Ph: 403-237-5577
Fax: 403-705-2347

DIVERSIFIED STAFFING SERVICES

January 2020

EMERGENCY RESPONSE POLICY

It is the policy of Diversified Staffing Services to ensure that emergency response plans are in place, and that the appropriate resources are available to handle emergency situations at the workplace.

The Safety Specialist is responsible to implement the emergency response plan, confirm that all personnel are familiar with the plan, and test the plan to assess effectiveness.

The Safety Specialist will gather pertinent emergency information such as the location of the nearest hospital, fire station, first aid station, etc. to minimize travel time to treatment for all employees.

Diversified Staffing will ensure that all workers are to be aware of the action required in the emergency response plans, but in the event of an emergency, they should follow the instructions of the manager/supervisor.

It is company policy that all emergency response plans must be tested a minimum of once annually. Identified deficiencies in the emergency response plans will be rectified immediately upon discovery.

The safety information in this policy does not take precedence over Occupational Health and Safety legislation. All employees should be familiar with the *Occupational Health and Safety Act* and the *Regulations

Sincerely,

Trevor Katelnikoff
Chief Operating Officer

Signature: Date:

Trevor Katelnikoff — Jan 7, 2020

Head Office

805 – 5 Avenue SW
Calgary, AB T2P 0N6
Ph: 403-237-5577
Fax: 403-705-2347

DIVERSIFIED STAFFING SERVICES

January 2018

SUBSTANCE ABUSE CONTROL POLICY

Substance abuse is a danger to the health and safety of Diversified Staffing Services employees, our clients and the public. The purpose of this policy is to ensure that this hazard is removed from the workplace.

The Substance Abuse Control Policy applies to all of Diversified Staffing Services employees. Diversified Staffing Services has zero tolerance for any employee not following the policy outlined below.

1. You may not misuse alcohol or illegal drugs on Diversified or client property.
2. If you report to work under the influence of alcohol or drugs, or you use alcohol or illegal drugs during working hours, you will be immediately sent home and will not be allowed to work the rest of your shift. We may also require you to submit to appropriate testing.
3. Your supervisor and the client Human Resources Manager will investigate and document any suspected substance abuse and will determine what disciplinary action is required.
4. Upon your request, we will provide information on alcohol and substance abuse, and referrals to organizations and agencies that can help you
5. If you must be absent from work for substance abuse treatment, we will make arrangements with you on an individual basis.
6. If you are not willing to correct your problem and repeated incidents of substance abuse occur, you may be terminated from your employment without notice.
7. If you are undergoing a prescribed medical treatment with drugs that could impair your performance, report this treatment to your recruitment team. The use of such drugs as part of a prescribed medical treatment is not grounds for disciplinary action. However, we expect you to report such a situation and accept your manager's assessment of your ability to continue to safely perform your duties.
8. The use, sale or possession of illegal drugs while on the job or on company property is just cause for immediate dismissal. Any illegal substance will be turned over to the appropriate law enforcement agency.

The following list of agencies may be consulted for further assistance:

- AADAC Help Line (24 hours) 866-332-2322 (province wide)
- Crisis Help Line (24 hours) 403-266-1605(Cal) 780-482-4357(Ed) 403-340-1124(RD)
- Alcoholics Anonymous Calgary 403-777-1212(Cal) 780-424-5900(Ed) 403-347-8650(RD)

Sincerely,

Trevor Katelnikoff
Chief Operating Officer

Signature: Date:

Trevor Katelnikoff January 23, 2018

Appendix 1:

CONFINED SPACE CODE OF PRACTICE

CONFINED SPACES ENTRY CODE OF PRACTICE

1. CONFINED SPACE ENTRY CODE OF PRACTICE

1. Scope

This Confined Spaces Entry Code of Practice applies to all employees of DSS working for Diversified Staffing in Alberta. When work is performed on a non-owned or operated site, the operator's program shall take precedence, however, this document covers Diversified employees and shall be used when an operator's program doesn't exist or is less stringent.

1.2. Purpose

Certain operations at worksites and facilities require workers to enter and work in tight areas which are known as confined and restricted spaces. Doing a job inside a confined space makes the job **150 times more dangerous**. Fatalities and serious injuries are a risk to not only the workers working inside the confined or restricted space but to potential rescuers sent in to help them in an emergency.

Diversified Staffing Services has adopted this Confined Space Entry Code of Practice (Code) to protect its employees from injury in connection with confined and restricted spaces work and to comply with the requirements of the Alberta *Occupational Health and Safety Code*, the relevant regulations and industry standards. Specifically, the purposes of this Code include, but aren't limited to helping you:

- Recognize what a confined and restricted space is;
- Recognize what spaces in your workplace are confined or restricted spaces;
- Understand the systems, engineering controls, work procedures and other measures that have been taken to keep you safe from the hazards of working in confined and restricted spaces;
- Understand and follow the safe work practices and procedures necessary to ensure your safety when entering and working in confined and restricted spaces; and

1.3. Definitions

This Code uses some technical terms that you need to understand to carry out your responsibilities for confined space safety, including:

"Confined Space" means a restricted space which may become hazardous to a worker entering it because of:

i. An atmosphere that is or may be injurious by reason of oxygen deficiency or enrichment, flammability, explosivity, or toxicity; or

ii. A condition or changing set of circumstances within the space that presents a potential for injury or illness; or

iii. The potential or inherent characteristics of an activity which can produce adverse or harmful consequences within the space.

Examples of Confined Spaces:

- Crawlspaces;
- Ducts;
- Excavations;
- Exchangers;
- Pipelines;
- Piping Systems;
- Sewers;
- Some components of major equipment;
- Tanks;
- Utility manholes;
- Vessels.

"Entering a Confined Space" means that the person's breathing zone crosses the plane of the confined space.

"Restricted Space" means a space that:

i. Is enclosed or partially enclosed; and

ii. Is not designed or intended for continuous human occupancy; and

iii. Has a restricted, limited or impeded means of entry or exit because of its construction.

"Entering a Restricted Space" means a person's whole body crosses the plane of the restricted space.

"Lower Explosive Limits" (LELs) means the lower value of the range of concentrations of a substance, in a mixture with air, at which the substance may ignite.

"Prime Contractor" means the employer or company in charge of overall safety of the project or work when the work is done by workers of more than one employer.

1.4. Who & What This Code Covers

This Code, including but not limited to the confined space entry permit requirements it sets out, will apply to all work done by Diversified Staffing employees if a worksite does not have a Confined Space Code of Practice in place.

2. RESPONSIBILITIES OF PERSONNEL FOR CONFINED SPACE SAFETY

Diversified Staffing Services management, supervisors and workers as well as people who don't work for DSS have a role to play in ensuring the safety of confined and restricted space work, including:

2.1. All DSS employees must be familiar with the contents of this plan, competent in the work and its operations and appropriately trained in Restricted/Confined Space Entry. The recruitment team is

responsible for ensuring that all employees are competent to complete the task in accordance with this Code and to monitor employee compliance with this program.

2.2. Diversified Employees must:

i. Refrain from entering confined or restricted spaces without proper authorization and training; and

ii. Properly use, inspect and maintain required PPE; and

iii. Attend and apply all confined space training sessions; and

iv. Follow all safe work practices and procedures; and

v. Report any hazards to their site supervisor and the DSS recruitment team.

2.6. Tending Workers: Tending Workers must:

i. Remain stationed at or near the entrance to the confined space at all times during entry if:
- The oxygen content inside the space is less than 19.5% or greater than 23%; or;
- There's a substance inside the space with a concentration level greater than 50% above its occupational exposure limit listed in the Alberta *OH&S Code* inside the space is greater than 50% of; or
- Any other hazard identified by the hazard assessment can't be eliminated or effectively controlled; and

ii. Remain in constant communication with workers in the space; and
iii. Keep track of how many workers are in the space; and
iv. Ensure there's a system to call for help; and
v. Remain at their station until all workers leave the space or a new Tending Worker takes over.

2.7. Visitors must:

i. Refrain from entering confined or restricted spaces without proper authorization and training; and

ii. Properly use any PPE they're asked to use; and

iii. Follow all safe work practices and procedures while on the worksite.

3. HAZARD ASSESSMENT & IDENTIFICATION OF CONFINED SPACES

3.1. Pre-Job Confined Space Hazard Identification

Before work on any project or operation begins, a competent person, i.e., one who is trained and experienced in the work, its dangers and how to carry it out safely, shall inspect the workplace and identify whether any hazards exist. Hazard identification means considering the tasks to be performed and the risks associated with each.

As part of the pre-job hazard identification, the competent person will identify any tasks that involve entry into a confined or restricted space and, if so, how the hazards posed by entering in the space can be minimized. First and foremost, the competent person will consider whether the task can be completed from outside the space without the need to enter it, e.g., using a remote camera to conduct inspections inside a confined space.

3.2. Hazards to Address

Hazard assessments must address the following kinds of hazards:

A. Atmospheric Hazards, including:

i. Oxygen deficiency, i.e., where the air in the space contains below 19.5% oxygen by volume;

ii. Oxygen enriched atmosphere, i.e., above 23% oxygen by volume;

iii. Presence of toxic, flammable or explosive substance above 10% of their LEL;

B. Entry/Exit Hazards, including:

i. Small or narrow openings;

ii. Steep openings;

iii. Entry at a height;

iv. Exit a height;

- Angled openings
- Exits into traffic or machinery

C. Hazards Related to Type of Work Performed, including hazards related to:

i. Hot work;

ii. Sandblasting;

iii. Bonding operations;

iv. Grinding;

v. Cutting;

vi. Use of solvents, corrosive chemicals or cleaners;

vii. Use of paint/paint spray;

D. Human Risk Factors, including the size, characteristics, health—mental and physical—of the workers that enter the confined space. Examples:

i. The worker's physical fitness;
ii. Any medical condition that could increase the danger of working in the space;
iii. Alcohol/drug impairment;
iv. Claustrophobia;
v. Fatigue—physical and mental;

E. Other Hazards, including:

i. Engulfment;
ii. Noise;
iii. Vibration;
iv. Radiation;
v. Machinery or mechanical equipment;
vi. Falling objects;
vii. Temperature extremes;
viii. Humidity;
ix. Lack of visibility;
x. Physical obstacles;
xi. Electricity;
xii. Piping & distribution systems;
xiii. Pressure systems

3.3. Other Occasions When Hazard Identification Will Be Completed

Confined space hazard identification will also be completed:

i. When new work processes are introduced; and

ii. When work processes or operations change; and

iii. When new technology is introduced affecting work in the space; and

iv. When construction is undertaken or alterations are made to the space.

4. CONFINED SPACES ENTRY PROCEDURES

4.1. Safe Work Procedures

Diversified Staffing Services will develop written safe work practices and safe job procedures to eliminate or minimize the hazards and potential hazards inside the space, including:

a. How confined spaces are to be identified; and

b. The issuance of entry permits; and

c. Lockout and isolation; and

d. Verification and testing; and

e. Cleaning, venting, purging or inerting the air inside the space; and

f. Ventilation; and

g. Tending workers; and
h. Emergency response and rescue; and

i. PPE and other precautions; and

j. Coordination of work activities; and

k. Other

4.2. Review of Entry Procedure

DSS shall review the entry procedure at least once a year. Review will also take place:

i. Any time new work processes in or near the confined space or class of confined spaces covered in the hazard assessment are introduced; and

ii. Any time significant changes to the work processes or operations in or near the confined space covered in the hazard assessment are made; and

iii. Any time significant new technology is introduced affecting work in or near the confined space; and

iv. Any time construction is undertaken or alterations are made to the space;

v. Any time an injury, illness or incident occurs in the space.

5. CONTROL OF HAZARDOUS ENERGY

5.1. Lockout

The following measures will be taken to control the release of hazardous energy in the confined space in accordance with OHS requirements, including *Alberta OHS Code,* Part 15.

5.2. Verification of Lockout

Before a worker enters a confined space all of the systems that are part of the confined space are disconnected from the power source and remain locked out to prevent accidental start-up.

6. CONTROL OF HAZARDOUS SUBSTANCES

6.1. Isolation and Control of Hazardous Substances Inside Confined Spaces

Before a worker enters a confined space, a person competent to perform isolation operations will ensure that all hazardous substance controls have been properly implemented.

6.2. Hot Work

Measures will be taken to control ignition, explosion and other hazards when hot work is to be conducted within the confined space in accordance with hot work Safety procedures and Part 10 of the Alberta OHS Code.

7. CONTROL OF ENGULFMENT HAZARDS

7.1. Engulfment Hazard Controls

Before a worker enters a confined space to conduct hot work, a competent person will ensure that all engulfment prevention controls have been properly implemented.

8. CONTROL OF ATMOSPHERIC HAZARDS

8.1. Pre-Entry Testing

Before workers enter a confined space that the hazard assessment identifies as having an actual or potential atmospheric hazard, a pre-entry atmospheric test of the confined space to:

(a) Verify that the oxygen content is between 19.5% and 23.0% by volume; and

(b) Determine the amount of toxic, flammable or explosive substance that may be present and ensure that such amount is no more than 10% of its LEL as listed in Table 2 Schedule 1 of the Alberta OHS Code.

8.2. Post-Entry Testing

After pre-entry atmospheric testing is conducted and workers enter the confined space, tests will be performed on-going of the atmosphere inside the space.

(a) Verify that the oxygen content remains between 19.5% and 23.0% by volume; and

(b) Determine the amount of toxic, flammable or explosive substances that may be present and verify that any such amount remains no more than 10% of the LEL for that substance listed in Table 2 Schedule 1 of the Alberta OHS Code; and;

(c) Check for any new atmospheric hazards not identified in the initial pre-entry tests.

8.3. Testing Procedures

Atmospheric testing will test all vertical levels of the space, i.e., the top, middle and bottom. Contaminants that are heavier than air, such as hydrogen sulphide, may stratify and settle near the bottom of the space. Accordingly, testing will check as much of the space's horizontal area as possible.

Testing performed with single gas monitors must be completed in the following order:

(a) Testing for oxygen deficiency/enrichment; then

(b) Testing for the presence and amount of flammable and combustibles (since monitoring equipment for flammables may not work in an oxygen deficient atmosphere); then

(c) Testing for toxics such as Carbon Monoxide (CO), Hydrogen Sulphide (H2S) or other toxin identified in the hazard assessment.

8.4. Testing Equipment

Atmospheric testing will be conducted using calibrated test instruments appropriate for the atmosphere being tested including the following equipment and instruments.

Testing equipment and instruments must be used in accordance with the manufacturer's specifications.

Testing equipment must be bump tested, i.e., exposed to a known quantity of test gas, daily or prior to use, to ensure that it's functioning properly.

8.5. Controls of Identified Atmospheric Hazards

If atmospheric testing identifies that a hazardous atmosphere is present or is likely to be present, the confined space must be ventilated, purged or both before a worker enters. If ventilating or purging is impractical or does not eliminate the atmospheric hazards, workers must wear appropriate PPE.

Exception: PPE is *not* an acceptable method of protection from flammable or explosive atmospheres.

8.6. Ventilation and Purging

1) If the atmospheric testing identifies that a hazardous atmosphere exists or is likely to exist in a confined space, an employer must ensure that the confined space is ventilated, purged or both before a worker enters the confined space.

2) If ventilating or purging a confined space is impractical or ineffective in eliminating a hazardous atmosphere, the employer must ensure that a worker who enters the confined space uses personal protective equipment appropriate for the conditions within the confined space.

3) If mechanical ventilation is needed to maintain a safe atmosphere in a confined space during the work process, an employer must ensure it is provided and operated as needed.

4) If mechanical ventilation is required to maintain a safe atmosphere in the confined space, the employer must ensure that:

a) The ventilation system incorporates a method of alerting workers to a failure of the system so that workers have sufficient time to safely leave the confined space, and

b) All workers must evacuate a confined space or use an alternative means of protection if a ventilation system fails.

8.8. Inerting

Inerting involves the introduction of an inert (un- reactive) gas such as nitrogen or carbon dioxide into a confined space to completely displace all oxygen. If there's an explosive or combustible atmosphere in a confined space and it's not reasonably practicable to eliminate it in any other way, the hazard will be controlled via inerting.

Although it controls the risk of fire and explosion by removing its source of oxygen, inerting is dangerous because it creates an oxygen deficient atmosphere. Accordingly, when inerting is done, the following safety precautions must be followed:

(a) Workers who enter a confined space that has been inerted must be properly trained and equipped with Self Contained Breathing Apparatus (SCBA), self-contained oxygen generating apparatus or Supplied Air Breathing Apparatus (SABA) with an emergency escape bottle; and

(b) Steps will be taken to ensure that the atmosphere within the space remains inerted at all time while workers are inside; and

(c) All ignition sources must be controlled so that they cannot trigger a fire or explosion in accordance with Part 10 (Fire and Explosion Hazards) of the Alberta *OHS Code*.

9. CONTROL OF ENTRY, EXIT & TRAFFIC HAZARDS

9.1. Restrictions on Entering Confined Spaces

Only workers and rescue personnel who have received appropriate training and authorization may enter a confined space. **It is absolutely prohibited for workers to enter a confined space without safety training and a valid confined space entry permit!**

The following controls will be used to prevent unauthorized entry into confined spaces:

(a) Implementation of the confined space entry permit system;

(b) Other restrictions/barriers used

9.2. Safe Means of Entry and Exit

The following measures will be used to ensure workers and rescue personnel a safe means to enter and exit confined and restricted spaces.

9.3. Traffic Hazards

All personnel must be aware of and take steps to guard against hazards posed by vehicular and pedestrian traffic to entries into confined spaces (and *vice versa*). Common traffic hazards include exhaust, fumes from idling vehicles entering the space and heavy moving trucks in close proximity to the confined space affecting ground stability such as a trench.

10. CONFINED SPACES SAFETY TRAINING

10.1. Workers Who Must Be Trained

Confined and restricted space safety training will be provided by a competent person to:

(a) All workers who enter and work inside confined and restricted spaces; and

(b) Workers responsible for carrying out rescue operations within confined and restricted spaces; and

(c) Personnel who serve as Tending Workers.

10.2. What Safety Training Covers

Confined and restricted spaces training will address, at a minimum:

(a) Review of Part 5 of the Alberta *OHS Code* (Confined Space requirements); and

(b) Identifying confined and restricted space hazards; and

(c) Confined and restricted space control methods and safe work procedures for entering and working in confined spaces; and

(d) Equipment selection and use; and

(e) How and why to do a pre-use inspection; and

(f) Rescue training, including simple rescue methods and the hierarchy of rescue (for personnel with rescue responsibilities); and

(g) Inspecting common confined space equipment and components; and

(h) Inspecting, fitting and adjusting harnesses (for workers expected to use such equipment); and

(i) Entering into and moving about in a confined or restricted space under varied conditions in a controlled environment;

(j) Site-specific training that describes the hazards and circumstances particular to that work site and the steps taken to eliminate or control hazards at the site.

10.3. Training Records

DSS will keep records documenting the confined and restricted spaces safety training provided and retain those records for as long as the worker is performing work in the confined or restricted space or carrying out Tending Worker duties. Such training records will include:

Steps will be taken to verify that workers have understood their training and are actually applying it while working inside confined and restricted spaces.

10.4. Retention of Training Records

Confined and restricted spaces safety training records will be retained as per the DSS retention of records policy.

10.5. Additional Qualifications

Training on its own does not ensure that a worker is competent to work safely in a confined or restricted space. Workers must also be adequately qualified and experienced to work safely in confined and restricted spaces. Workers who are new to the job and don't have sufficient experience to work safely in confined and restricted spaces will be teamed up with, and work under the direct supervision of a competent worker.

11. SUPERVISION & INSTRUCTION

11.1. Supervision of Confined Space Entry

Responsibility for the entry must be assigned to a supervisor or site person in charge of safety who's adequately trained.

11.2. The Supervisor or Site Person in Charge of Safety: The supervisor or site person in charge of safety for the entry must be familiar with the requirements of this Code of Practice and OHS laws, be competent in the Entry Procedures outlined in the Code, ensure that each confined space entry is performed in accordance with the entry permit and ensure that all entrants have proof of valid confined space entry training.

12. ENTRY PERMITS

12.1. Permit Required for Entry

No person shall enter a confined space without first getting a confined space entry permit that meets the following requirements.

A permit is not required for a worker to enter a restricted space. However, all of the other safety requirements spelled out in this Code apply to entry and work in restricted spaces.

12.2. Permit Issuance

A confined space entry permit shall be prepared by a competent person who understands and has experience with the work and its hazards. The permit will function as a safety checklist to ensure that the hazards are assessed before the work is done and that nothing is overlooked.

12.3. Contents of Permit

The confined space entry permit will include information about the work to be done and the precautions to be taken and list at least the following:

(a) Name of each worker who enters the confined space; and
(b) Reason for entering into the confined space; and
(c) Name of the Tending Worker; and
(d) Location of the confined space; and
(e) Time period for which the permit is valid; and
(f) Safety precautions to be taken inside the confined space; and
(g) Any other requirements for entering, being in and leaving the confined space; and
(h) Other

12.4. Posting of Permit

The confined space entry permit must be readily available and posted at the work site. If multiple entry locations are involved, a copy of the permit must be posted at each entry point.

12.5. Duration of Permit

The maximum time for which a permit may remain will be determined on a case-by-case scenario.

12.6. Events that Cause Entry Permit to Expire

A permit will be considered expired *before* the expiry time listed on the permit if any of the following event(s) occur(s):

(a) The confined space is returned to service; or
(b) The continuity of responsible supervision for the confined space is broken; or
(c) The task or project is interrupted for a significant time because of an emergency that affects the confined space, e.g., an incident, rescue or breakdown of engineering control equipment.

12.7. Re-Issuance of Permit after Expiration

Once a permit expires, a new one must be completed before further entries into the space are allowed. If there's any evidence that a permit may no longer be valid, a new permit must be completed. Evidence casting doubt on the continuing validity of a permit requiring issuance of a new permit may include but not be limited to:

(a) Change in the scope of the work to which the permit pertains; and/or
(b) Change to conditions of the work to which the permit pertains; and/or
(c) The presence or potential presence of a hazard not listed in the original permit.

12.8. Single Permit for Identical Spaces

If a hazard assessment of a representative sample of identical confined spaces is performed, a single entry permit may be used for these and additional identical confined spaces. However, the permit must be revised to include the location(s) of the spaces being entered, as well as the period the permit will be valid for.

13. PPE & EQUIPMENT IN CONFINED SPACE

13.1. Mandatory Equipment

No person shall enter a confined or restricted space unless without PPE, that meets the requirements of the Alberta *OHS Code* and any other relevant standards. Required PPE and protective equipment will be listed on the entry permit.

13.2. Self-Contained Breathing Equipment & Air Line Respirators

(a) Self-contained breathing apparatuses or air line respirators containing at least 30 minutes of respirable air (or more if the hazard assessment indicates that a longer supply is or may be needed) are required where breathing conditions in the space:

i. Are or may become immediately dangerous to life or health;
ii. Are not and cannot become immediately dangerous to life or health but where the oxygen content of the space is or may be less than 19.5% by volume; or

iii. Are not and cannot become immediately dangerous to life or health but which contain or may contain airborne concentrations above the level specified by the manufacturer for air purifying respiratory equipment.

(b) Air in a self-contained breathing apparatus or air line respirator must meet Table, CSA Z180.1-00 (R2005), *Compressed Breathing Air & Systems*, and may not contain a substance above 10% of its OEL.

(c) Respiratory protective equipment that depends on an effective facial seal must be correctly fit tested and tested in accordance with CSA Z94.4-02, *Selection, Use & Care of Respirators.*

(e) Self-contained breathing apparatus or air line respirators must:

- Be of a type that will maintain positive pressure in the face piece
- Have a capacity of at least 30 minutes or more if the assessment indicates a longer period is required
- Provide full face protection
- Be fitted with auxiliary supply of enough breathable air to allow for escape (air line respirators)
- Have an alarm warning of low pressure (self-contained breathing apparatus)

13.3. Air Purifying Equipment

Workers may wear air purifying respiratory protective equipment if:

i. The oxygen content of the air inside the space is and will remain at at least 19.5%; and
ii. The air purifying equipment used is designed to provide protection against the specific airborne contaminant or combination of contaminants present in the space; and
iii. The concentration of contaminant(s) doesn't exceed the maximum concentration specified by the manufacturer for that type of air purifying equipment, taking into consideration the duration of the equipment's use.

13.4. Emergency Escape Equipment

If normal operating conditions within the space don't require wearing of respiratory protective but emergency conditions could arise making it necessary for then worker to escape the space, the worker may wear:

i. A mouth bit and nose-clamp respirator that's designed to protect the worker from the specific airborne contaminants present, provided that the oxygen content of the atmosphere *during the escape* is at least 19.5%; or
ii. Alternative respiratory equipment that can be proven to give the worker same or greater protection as the above equipment, i.e., mouth bit and nose-clamp respirator.

13.5. Other Personal Protective Equipment

Other PPE that may be required depending on the hazards posed by the confined space include:

a. Other Respiratory Protective Equipment:

b. Full Body Harness with a Lifeline:

c. Protective Clothing:

d. Protective Footwear:

e. Protective Headwear:

f. Hearing Protection:

g. Eye Protection:

h. Face Protection:

i. Protective Gloves:

j. Life Jackets and Personal Flotation Devices:

k. High Visibility Apparel:

l. Limb and Body Protection:

m. Skin Protection:

13.6. Communications & Other Equipment

Radio, signalling and other communication equipment that enables workers inside the space to communicate with each other and the Tending Worker outside and that enables the Tending Worker to call for help any time must be used for confined spaces work.

13.7. Inspection, Care, Maintenance & Use of Equipment

Before a worker enters the confined or restricted space, a competent person knowledgeable of the manufacturer's requirements and trained to inspect the equipment, must inspect the equipment to ensure that it's in good working order. Equipment found to be defective, damaged or questionable shall be immediately taken out of service and shall not be used again until certified as safe for re-use by the manufacturer.

All PPE and equipment used for work and/or rescue in confined and restricted spaces must be used, cleaned and maintained in accordance with the manufacturer's recommendations.

14. TENDING WORKER

14.1. Need for a Tending Worker

Before any entry into a restricted or confined space, a competent worker trained and experienced in evacuation procedures must be designated as the Tending Worker for the entry.

14.2. General Duties of Tending Worker

The Tending Worker must remain in constant communication with the workers inside, if possible through use of a hard-line full duplex system that allows for hands-free communication between the Tending Worker and the workers inside. The Tending Worker must be in constant communication with workers in the space and have a system for calling for help and activating the emergency response plan if necessary.

The Tending Worker must keep track of the number of workers inside the space and may be assigned no additional duties while serving as Tending Worker for the entry so he/she can concentrate fully on carrying out his/her Tending Worker duties.

The Tending Worker must remain at his/her post until all the workers exit the space or another Tending Worker takes his/her place. The Tending Worker must be familiar with the evacuation and rescue procedures and put those procedures into effect if:

(a) The ventilation system fails; or
(b) Communication with the workers inside the space is lost; or
(c) The space monitoring alarm sounds; or
(d) There's any other indication of a hazardous atmosphere in the space; or

14.3. Tending Workers that Need to Be Present

The Tending Worker must be stationed at or near the entrance to the confined space at all times during entry when the following conditions are present:

(a) The oxygen content of the atmosphere inside the space is less than 19.5% by volume; or;

(b) The oxygen content of the atmosphere inside the space is greater than 23.0% by volume, or;

(c) The concentration of a substance listed in Table 2 of Schedule 1 of the Alberta *OH&S Code* inside the space is greater than 50% of its occupational exposure limit; or

(d) Any other hazard is identified by the hazard assessment and the hazard cannot be eliminated or effectively controlled.

Where any of the above conditions exist, the Tending Worker must remain at or near the entry of the space at all times and not leave the area until all the workers have left the space or another Tending Worker is in place to take over his/her Tending Worker duties.

14.4. Tending Workers that Don't Need to Be Present

Where none of the conditions listed in (a) to (d) immediately above exist, the Tending Worker need not be at or near the entrance in all cases but must still maintain constant communication, at a maximum of 15 minute intervals, with the workers inside the space.

The Tending Worker may not break off communications with workers inside the space until all the workers have left the space or another Tending Worker is in place to take over his/her Tending Worker duties.

15. COORDINATION

15.1. Coordination of Safety Measures

When work involves entry into confined spaces by workers of more than one employer, before any entry occurs, the Prime Contractor shall create a coordination document to ensure that all parties involved are aware of the hazards and that the safety measures in place to control them, e.g., hazard assessments and entry permits, are sync with each other and not duplicative or working at cross purposes. Before work begins, the Prime Contractor shall provide a copy of the coordination document to each employer at the site whose workers are to enter confined spaces.

16. CONFINED SPACE ENTRY RECORDS

16.1. Records to Retain

Diversified Staffing Services shall keep and retain the following records for each entry into a confined space:

(a) Entry permit issued; and

(b) Initial atmospheric testing data; and

(c) Air monitoring data; and

(d) Equipment inspection logs; and

16.2. Retention of Confined Space Entry Records

Diversified Staffing Services will retain the above records for:

(a) One year if no incident or unplanned event occurred during the entry; or

(b) Two years if an incident or unplanned event occurred during the entry.

17. EMERGENCY RESPONSE & RESCUE

17.1. Need for Emergency Response & Rescue Provisions Before Entry

No worker may enter or remain in a confined or restricted space unless an effective rescue can be carried out. Simply calling 911 and waiting for rescuers to arrive isn't enough. DSS shall ensure that there is at least some level of on-site rescue capability in case rescue personnel are delayed or can't make it to the scene.

17.2. Emergency Response Plan

As required by Section 115 of the Alberta *OHS Code*, DSS has established an Emergency Response Plan (the ERP) for responding to an emergency that may require rescue or evacuation, including emergencies that occur within confined and restricted spaces. The ERP:

(a) Identifies the potential emergencies that may occur;
(b) Lists procedures for dealing with each potential emergency;
(c) Identifies the emergency equipment, where it's kept and the operational procedures for using it;

(d) Lists emergency response training requirements;
(e) Lists the location and use of emergency facilities;
(f) Sets out fire protection requirements;
(g) Lists the alarm and emergency communication requirements;
(h) Describes first aid services required;
(i) Describes rescue and evacuation procedures;
(j) Lists the names of designated rescue and evacuation workers.

17.3. Evacuation Procedures

The Tending Worker for the entry must be familiar with the procedures set out in the ERP to be followed if there's an accident or other emergency, including the procedures to evacuate the confined or restricted space immediately if:

(a) An alarm is activated; or

(b) The concentration of oxygen inside the space drops below 19.5% or exceeds 23.0% by volume; or

(c) There's a significant change in the amount of hazardous substances inside the space.

17.4. Rescue & Emergency Personnel

Rescue and emergency response operations are to be carried out only by workers trained in emergency response appropriate to the worksite in accordance with Section 117 (Rescue and Evacuation Workers) of the Alberta *OHS Code*.

15.4. Rescue Equipment

The confined spaces entry permit will list the emergency equipment required for rescue in regard to that particular entry. Rescue workers and workers will be provided and must use the appropriate equipment and PPE.

Before a worker enters the confined or restricted space, a competent person knowledgeable of the manufacturer's requirements and trained to inspect equipment, must inspect the rescue equipment to ensure that it's in good working order. Equipment found to be defective, damaged or questionable shall be immediately taken out of service and shall not be used again until certified as safe for re-use by the manufacturer.

Appendix 2:

FALL PROTECTION CODE OF PRACTICE

FALL PROTECTION CODE OF PRACTICE

Purpose

The purpose of this Code of Practice (COP) is to ensure that all Diversified Staffing Services employees engaged in working at and may fall at vertical distances of:

a) above 3 metres (10 ft),
b) less than 3 metres if there is an unusual possibility of injury
c) into or onto a hazardous substance or object, or through an opening in a work surface,

thoroughly understand how to protect themselves and others present at the worksite where working at heights is required. The focus of this COP is on training and equipping employees with the tools necessary to eliminate or control the hazards associated with working at heights.

Scope

This program is applicable to all employees in Alberta.

When work is performed on a non-owned or operated site, the client's program shall take precedence and shall be abided by. However, this document covers DSS employees and contractors and shall be used when a client's program doesn't exist or is less stringent.

Identified Hazards

Sites may vary in what hazards and may include the following:

a) Flat roofs, edge and control zones and roof access doors
b) Sloped roofs
c) Pits and tanks
d) Arial lifting devices
e) Work from Scaffolding and ladders
f) Mezzanine openings
g) Construction sites, openings in floors, hazardous objects or surfaces
h) Classroom construction projects working at heights or surfaces and objects that could injure.

Risks of injury

a) Minor injury
b) Severe injury
c) Death

Training

DSS employees must be adequately trained in fall protection prior to working at heights. Fall protection training must include general information about the hazards associated with working at heights and specific information regarding control methods available to control these known hazards.

Suggested courses are: a) Fall Protection Awareness b) Fall Protection End User

All workers must be trained under careful and competent supervision before using any fall protection products. Live hands-on training for all users is essential to help understand the capabilities and limitations of their personal protective equipment. Training promotes confidence and should be conducted as an initial introduction and repeated periodically for review and additional practice. Manufacturer's user instructions, warnings, cautions and equipment limitations should be reviewed and understood by the employees. Training should be site-specific and may need to cover more topics than are listed here.

Workers must be able to:

- Identify potential fall hazards
- Determine which products to use in specific work environments
- Demonstrate proper anchoring procedures Inspect and maintain fall protection equipment
- Demonstrate procedures and the proper wearing of fall protection equipment

The following is a suggested list of training objectives:

- Recognize fall hazards, and eliminate the hazard where possible.
- Know the three parts of a fall arrest system: Anchorage, Body Support, and Connection.
- Select the proper equipment for each application.
- Consider environmental and other workplace factors.
- Avoid incompatible connections to prevent snap hook roll-out and/or burst-out.
- Determine and reduce free fall distances. Understand how to lower the maximum arresting force.
- Properly fit a harness.
- Select an appropriate anchor point.
- Implement a pre-determined rescue plan.
- Inspect and maintain equipment.
- Understand the limitations and requirements of the equipment.
- Understand the consequences of not following, or understanding manufacturer’s instructions

Fall Protection Inspection, Maintenance and Storage

Prior to the use of any component, a pre-use inspection must be conducted on each work shift by the worker using them as required by the manufacturer. Training required prior to being given this responsibility must ensure that this inspection requirement is effectively communicated to all workers having to perform inspections and that workers are adequately trained on proper inspection methods. Items to check for during inspections include:

a) Mildew, wear or damage;
b) Cuts, tears, or abrasions;
c) Stretching and loose or damaged stitching;
d) Loose or damaged mountings;
e) Cracked, broken and deformed D rings or snap-hooks;
f) Contact with fire, acids or other corrosives;
g) Distorted hooks or faulty hook springs;
h) Tongues ill-fitted to the shoulder of buckles;
i) Ropes that show wear or internal deterioration;
j) Damaged mechanical operating components;
and k) Any other item specified by the manufacturer.

This inspection should be repeated at the end of each use to determine if the component sustained any damage during work activities. If the component is found to have any deficiencies, it must be removed from service immediately and tagged “Unstable” or destroyed.

Maintenance

When needed, wash the fall protection equipment in warm water using a mild detergent. Rinse thoroughly in clean warm water and allow drying at room temperature. Never use high pressure washers on equipment components, which may drive contaminates deeper into fabric materials. Besides regularly scheduled inspections, many components used as part of fall protection systems will require defined manufacturer inspections. When in doubt, check with the manufacturer recommendations or specifications.

Storage

All fall protection components should be stored in a clean area away from strong sunlight and extreme temperatures which could degrade materials. Check manufacturer’s recommendations or specification for specific storage requirements.

Fall Protection System Types and Components

While there are multiple types of systems and applications, fall protection is most easily classified as belonging to 1 of 2 groups, passive or active.

Passive Systems

a) There are two kinds of passive systems; control zones and safety nets. Both of these are intended to protect workers by keeping them away from the falling edge, catching them in the event of a fall, or preventing contact with lower surfaces below.
b) These passive systems allow workers the ability to perform their work unencumbered by the wearing of fall protection equipment. When properly designed and constructed these systems will protect workers 100% of the time.

Active Systems

These systems are personal fall arrest systems that stop a worker in a fall from a working height. While these systems limit the workers’ freedom of movement while performing their jobs, these systems are also designed to limit both the distance fallen and the amount of injury incurred.

These systems are generally referred to as belonging to one of three types:
1) Horizontal Systems
2) Restraint Systems
3) Vertical Systems

Temporary and permanent horizontal lifeline systems are engineered systems which allow workers mobility along a working surface. These systems must be designed, installed and used in accordance with the manufacturers or professional engineers' specifications. These instructions will indicate the intended application, operation, use, training and inspection requirements.

Restraint systems prevent workers from travelling to an edge or position where a fall could occur. These systems can be anchored using anchor plates or may be used in conjunction with horizontal systems to limit horizontal movement to a given distance.

Vertical systems are typically assembled by the end-user. Accessory component selection for vertical systems may remain similar to that of horizontal systems; however, component selection for vertical systems must be determined in conjunction with total fall distance and fall clearance requirements.

This determination is entirely the responsibility of the end-user. End-users must also remain aware of methods by which they might reduce those forces, primarily by limiting their falling distance and/or by selecting a higher anchor point. Regardless of the active system type selected, end users should remain aware of the forces applied to their bodies in the event of a fall.

Selection/Care/Use

Equipment for Fall Protection Systems must be selected and used according to the OH&S Code, relevant CSA, ANSI/ASSE or CEN Standards. As per manufacturers' recommendations and legislated requirements, shall be inspected prior to use by the worker using the equipment and at least annually by a competent person. It is imperative that workers follow the manufacturer's guidelines in the use, care and maintenance of the specific equipment used.

A Personal Fall Arrest System must ensure:

1) A worker cannot hit the ground or an object or level below the work area.
2) Limits the maximum arresting force on a worker to 6 kilonewtons unless the worker is using an E6 shock absorber in accordance with the manufacturer's specifications in which case the maximum arresting force must not exceed 8 kilonewtons.
3) Limit the vertical distance of a fall by selecting the shortest length lanyard that will still permit unimpeded performance of the worker's duties, and securing the lanyard to an anchorage connector no lower than the worker's shoulder height.
4) That a life safety rope is installed and used in a manner that minimizes the hazards of swinging and limits the swing drop distance to 1.2 meters if a worker falls.
5) If a shoulder height anchorage connector required by subsection (3) (b) is not available, a worker must secure the lanyard to an anchor point that is as high as reasonably practicable.
6) If it is not reasonably practicable to attach to an anchorage connector above the level of a worker's feet, the worker must ensure that the clearance and maximum arresting force requirements of subsections (1) and (2) are met.

Hazard Assessment Process

Pre-work hazard assessments are required by regulatory bodies and Diversified safety standards. Workers must conduct hazard assessments to identify existing or potential hazards before starting work on any worksite. A thorough and documented worksite hazard assessment must be completed where working at heights is required. All workers should be involved in the assessment process whenever possible. Once this hazard assessment is complete then appropriate controls must be employed, chosen on the merit of their effectiveness, to eliminate or control the hazard(s) identified. These controls are commonly referred to as the hierarchy of hazard control, meaning there is a best or first choice as well as a last resort choice.

The following list gives control methods in order of preference.

1) Engineering: These controls change the environment to reduce or eliminate the hazard.
2) Administrative: These controls communicate hazards and/or change the way in which the work is performed.
3) Personal Protective Equipment (PPE): These controls apply changes to the worker, but do nothing to reduce the hazard.
4) Active fall protection systems (PPE) are systems that are used as a last resort when engineering controls are not viable or practicable.

Fall Protection Planning

Fall protection planning starts with competent training. Workers must be adequately qualified and informed as to the fall protection systems and components available to them when working at heights. Competent training, including the use of a comprehensive approach to system and component selection, will ensure that all DSS personnel complete a fall protection plan prior to the start of any work where the uses of fall protection systems and/or components are required. When having to use fall protection systems in a working alone environment, the fall protection planning must ensure that another worker is on site to perform a rescue if required, before the work activities are started. The components within the fall protection plan must include, at a minimum, the following items:

1) Hazard Identification
2) Fall Protection System
3) Fall Protection Components
4) Rescue/Response Plan • Refer to “Fall Protection Plan Template

General Rescue Procedures

In the event of an injury, or in the event that an employee performing works at heights greater than 3 metres requires assistance, the following emergency rescue procedures will be used:

1) Have someone notify emergency rescue personnel immediately BY DIALING 911 OR OTHER

EMERGENCY NUMBER DESIGNATED AT THE FACILITY.

2) Commence rescue activities. 3) After rescue is affected, move the employee away from the space, and administer First Aid / CPR, as appropriate and wait for Emergency Services.

Note: Specific rescue procedures may have to be developed for each activity or task requiring the use of fall protection systems.

The safety information in this policy does not take precedence over Occupational Health and Safety legislation. All employees should be familiar with the *Occupational Health and Safety Act* and the *Regulations*.

Head Office

805 – 5 Avenue SW
Calgary, AB T2P 0N6
Ph: 403-237-5577
Fax: 403-705-2347

PEO CANADA EMPLOYEE MANAGEMENT | DIVERSIFIED STAFFING SERVICES

March 9th, 2020

Coronavirus Update

Diversified Staffing is committed to a strong health and safety program that protects our employees. This commitment is fulfilled by providing a thorough safety orientation, proper training and equipment, training policies, practices and procedures. You may have heard through the news or social media about Coronavirus (COVID-19) which is raising health concerns across the globe. Although a small number of confirmed or presumptive cases of the virus have been identified in Canada, Health Canada, Alberta Health Services and other Canadian agencies have stated that the risk to Canadians remains low as hospitals have a strong system to prevent and control infections. This outbreak is being closely monitored by all relevant agencies in our province and federally. Should this issue escalate in our community, Diversified Staffing Services is ready to respond in alignment with the information and guidance from Alberta Health and supporting agencies. Diversified Staffing Services has plans in place which outline the necessary steps both in prevention (e.g. hygiene and housekeeping practices), preparedness, and our response in the event of an outbreak.

Here at the Diversified Staffing Services we are:

- Encouraging frequent hand washing
- Encouraging cough and sneeze etiquette
- Cleaning common areas more frequently and deepening our efforts in cleaning and disinfecting surfaces
- Stay at home if you are feeling ill

To help protect you and your family against all respiratory illnesses, including flu and COVID-19, you should:

- Wash your hands often and well
- Avoid touching your face, nose, or mouth with unwashed hands.
- Avoid close contact with people who are sick
- Clean and disinfect surfaces that are frequently touched
- Stay at home and away from others if you are feeling ill
- When sick, cover your cough and sneezes and then wash your hands

If you would like more information on the Coronavirus, please refer to the Government of Alberta website at https://www.albertahealthservices.ca/topics/Page16944.asp

I trust that all of you will join us to make health and safety a way of life.

***The information contained within this document does not take precedence over Occupational Health and *Regulations*.**

Sincerely,

Trevor Katelnikoff
Chief Executive Officer

DIVERSIFIED STAFFING SERVICES

Overview

Diversified Staffing Services (DSS) is committed to a strong health and safety program that protects our employees. This commitment is fulfilled by providing a thorough safety orientation, proper training and equipment, training policies, and practices and procedures. All employees are required to perform jobs in accordance with these policies. In fulfilling this commitment to protect both people and property, management will provide and maintain a healthy and safe work environment in accordance with industry standards and in compliance with legislative requirements. DSS will strive to eliminate any foreseeable health and/or safety hazards which may result in property damage, incidents, or personal injury/illness. All employees have the right to a safe work environment.

If you are in a situation where you are asked to perform duties that you do not normally face in your job, or are around dangerous conditions that you would not normally work under, *do not* attempt to perform the work. You must make your onsite supervisor aware of any hazard(s) that could affect yourself or other workers. If your concerns are not addressed, immediately call Diversified Staffing Services:

Calgary	**Edmonton**	**Red Deer**
100, 805 5th Ave SW	10304 Jasper Ave, Main Floor	4957 49 St. SE
Calgary, AB T2P 0N6	Edmonton, AB T5J 1Y7	Red Deer, AB T4N 1V1
T: 403.237.5741	T: 780.424.8051	T: 403.343.8161
F: 403.705.2347	F: 780.425.7419	F: 403.343.3899

Diversified Staffing Services Safety Manual

Our complete safety manual is sent to all employees during the onboarding process and can also be found at:

https://www.diversifiedstaffing.com/why-dss/health-safety/safety-manual/

COVID-19

The spread of COVID-19, also known as coronavirus, is cause for worldwide concern and preparedness. Diversified Staffing is committed to a health and safety program that protects our employees, their families and the general public. Your health and safety, and that of our team members/workers, is important to us. We have new proactive precautionary measures in place to enhance your safety and prevent the spread of COVID-19.

We encourage all staff to be up to date on all current health and governmental provided information via the below resources:

For more information on COVID-19, please visit the Alberta Health Services website: (https://www.alberta.ca/covid19).

If you have any concerns about your health, please contact Alberta Health Link at 811.
If you have no symptoms or exposure concerns, but have questions about COVID-19 or novel coronavirus, please visit the following resources:

- Alberta.ca/COVID19 – Learn about COVID-19 and actions being taken to protect the health of Albertans (https://www.alberta.ca/coronavirus-info-for-albertans.aspx)

- AHS COVID-19 Response - Information for Albertans and Health Professionals (https://www.albertahealthservices.ca/topics/Page16997.aspx)
- Frequently Asked Questions (https://www.albertahealthservices.ca/assets/info/ppih/if-ppih-ncov-2019-public-faq.pdf)

This is a challenging time for everyone. Through this situation, our teams are incredibly committed to you and your success. We will continue to keep you updated on any new developments.

COVID-19 Pre-Access Site Questionnaire

Prior to assignment you will be asked to complete a questionnaire related to your current health, travel, exposure to confirmed or possible cases of COVID-19, as well as current working conditions. A completed pre-access site questionnaire is to be submitted to DSS prior to starting the assignment.

COVID-19 Daily Self-Assessment

In addition, all candidates must complete a daily self-assessment answering the below questions

1.	Do you have any of the below symptoms:		
	• Fever (37.8°C or higher)*	YES	NO
	• Any **new** or **worsening** respiratory symptoms:		
	○ Cough	YES	NO
	○ Shortness of Breath / Difficulty Breathing	YES	NO
	○ Runny Nose or sneezing*	YES	NO
	○ Nasal congestion*	YES	NO
	○ Hoarse voice*	YES	NO
	○ Sore throat	YES	NO
	○ Difficulty swallowing*	YES	NO
	• Any **new onset** atypical symptoms including but not limited to*:		
	○ Chills*	YES	NO
	○ Muscle Aches*	YES	NO
	○ Nausea*/Vomiting/Diarrhea	YES	NO
	○ Feeling unwell* / Fatigued* / Malaise*	YES	NO
	○ Headache*	YES	NO

Source: CMOH Order 10-2020

If the answer is 'yes' to any self-assessment questions, please do not go to your assignment and contact DSS.

Worksite Specific

As a DSS employee, you may be placed at different worksites, each with their own policies and safety requirements which you must adhere to. DSS will endeavor to pre-advise candidates of the on-site procedures and personal protective equipment required; however, if ever you have questions please contact DSS immediately.

Care Facilities:

When working within care facilities, DSS employees are expected to abide to current governmental regulations, available here (https://www.alberta.ca/protecting-residents-at-congregate-care-facilities.aspx) including, but not limited to:

- Working within one single health care facility to prevent the spread of illness between facilities. **(DSS will only place you at one care facility).**
- **All Diversified Staffing Services employees will receive the same training and support as any onsite employee to include the following:**
    - Pre-work training on the tasks they are to perform
    - Who they are reporting to
    - The same PPE our team are supplied
    - They can expect to receive the same support as any onsite employee
- Twice daily self-checks (self-assessments) and advising DSS if feeling unwell
- Wear a surgical/procedure mask continuously, at all times and in all areas of the workplace when you cannot maintain adequate physical distancing (2 meters+) from residents and/or co-workers.

When assigned to work in a Care Facility, you will:

- Confirm that you understand what work you are being asked to complete – ask for clarification if you are unsure
- Be advised if there are any COVID-19 confirmed cases at the site
- You may be assigned to work in the COVID-19-specific isolated areas
    - Be advised, tenants may also be suffering from other health issues such as gastrointestinal infections, respiratory infections, or residents in isolation for non-COVID-19 reasons within the areas of the facility that you will be working.
- Be advised who you are reporting to when onsite
- Staff will be trained on any activity before they are asked to perform
- Follow additional safety guidelines implemented by immediate supervisors
- Be supplied with the same PPE as onsite employees
- Receive the same support from your supervisor as all employees onsite
- Not be permitted to utilize your cell phone during work. Phones may be utilized during designated breaks

While on site, you may see:

- Different types of residents with mobility and/or cognitive limitations or behavioral issues.
    - Dementia – aggression, potentially in your personal space as they tend to wander
    - Young Adult – mobility limitations, demanding or vocal, potentially in your personal space
    - LTC – elderly and frail residents, potentially palliative (end of life)
- Outbreak / Isolation Rooms – very common to see and can be for many reasons – you will need to enter these using the correct PPE
    - Infection Control Practices / Signage for PPE
- There is constant noise / smells / congestion of space
    - Call bells
    - Resident(s) calling out for assistance
    - Congregation in lounge or dining rooms
    - Carts/ lifts/ wheelchairs in hallways
    - Smells, due to soiled linen, laundry hampers in hallways
    - People working in full PPE
    - People working under stress or moving quickly through the facility

DIVERSIFIED STAFFING SERVICES

Personal Protective Equipment (PPE)

Upon arriving onsite, you will be provided with the following PPE:

- Gloves
- Mask
- Additional PPE, such as gowns and uniforms may be provided (site specific)

If, for any reason, you are not provided this PPE please contact DSS immediately.

When putting on PPE, the following sequence of steps is required:

1. Screen for symptoms
2. Perform hand hygiene
3. Cover body (i.e. gown)
4. Apply facial protection (i.e. mask, visor, eye protection)
5. Put on gloves

When taking off PPE, the following sequence of steps is required:

1. Remove gloves
2. Perform hand hygiene
3. Remove body coverings (i.e. gown)
4. Perform hand hygiene
5. Remove facial protection
6. Perform hand hygiene

Job Descriptions

Housekeeping Aides are primarily responsible for assigned cleaning duties in accordance with established work schedules and policies and procedures. These can include:

- Dust and/or damp wipe all furniture and fixtures at established frequencies
- Polish furniture at established frequencies
- Empty and clean ash trays/urns, smooth and replace as necessary
- Empty trash receptacles, replace liners as necessary. Remove trash less than 30lbs to designated area.
- Spot-clean walls, partitions, light switches and doors
- Wash metal and painted surfaces or desks and filing cabinets
- Clean partition-glass within arms reach
- Clean and disinfect all washroom fixtures
- Dust baseboards and low air-vents
- Vacuum cloth furniture at established frequencies
- Vacuum all carpeted areas at established frequencies
- Clean and disinfect telephones at established frequencies
- Dust, mop and damp mop small-hard-surface floor areas
- Restock all dispensers containing soap, towels, toilet tissue and sanitary napkins or other supplies as necessary

Environmental Cleaning is required – you will be required to:

- Clean blood and bodily fluids
- Public washrooms
- Garbage collection
- Collect soiled linen
- **Note: Tasks will vary based on location.**

DIVERSIFIED STAFFING SERVICES

Food Service/Dietary Aides are primarily responsible for performing a variety of routine tasks associated with basic food preparation in accordance with established work schedules and policies and procedures. These can include:

- Meal-time plating and portioning of all menu items to residents
- Maintenance of unit-specific product inventory levels, clearing, cleaning and sanitizing of resident dining and service areas, sanitation of food delivery tools and equipment with an astute focus on resident satisfaction
- Performance of resident meal portioning and plating with the support of the care services team, in accordance with established policies and procedures
- Inventory and replenishment of unit-specific supplies, attentive care and consideration of resident, staff, and visitor requests
- Other related duties as required

Note: Tasks will vary based on location.

Cooks are responsible for performing a variety of preparation and cooking duties in a traditional institutional kitchen in accordance with production schedules, standardized recipes and standards in accordance with accepted safety and food handling policies and procedures with an overall focus towards implementing quality and quantity food standards and controls as established for the Food Services Department. Duties include:

- Assist in the food preparation of Catering function
- Supplementary baking of nourishment snack
- Participate in menu development
- Monitor food-waste and assist in changing production levels
- Display polite, spirit-of-service attitude towards customers and co-workers
- Maintain friendly, efficient and responsive attitude toward client and client's customers/patients while performing job duties.
- Maintains established facility policies, procedures and objectives for quality assurance and safety
- Other related duties as required

WHMIS 2015 Awareness

AN AWARENESS PROGRAM ON THE UPDATED
Workplace Hazardous Materials Information System

WHMIS 1988 & WHMIS 2015

DIVERSIFIED
STAFFING SERVICES

WHMIS Overview

WHMIS Overview

WHMIS first came into effect on October 31, 1988. It was created to address the rights of Canadian workers, to know about health and safety hazards associated with chemicals that they use or may come in contact with in the workplace.

- In February 2015, Canada aligned WHMIS with the Globally Harmonized System of Classification and Labeling of Chemicals.
- GHS was developed as an international initiative to bring global standardization to chemical hazard classification and communication.
- While the adoption of GHS has resulted in some changes to the Workplace Hazardous Materials Information System, it offers the same, if not additional protection to workers.

DIVERSIFIED STAFFING SERVICES

What is GHS?

GHS is an international initiative to standard chemical hazard classification and communication globally. GHS has been adopted by many of Canada's trading partners; including the USA.

WHMIS is a national hazard communication system that provides information on the safe use of hazardous products in Canadian workplaces. GHS has not replaced WHMIS. WHMIS has incorporated GHS elements, resulting in NEW standardized:

- Classification Criteria
- Label Requirements
- Safety Data Sheets (SDS) requirements (formerly known as MSDS)

LEGISLATION

DIVERSIFIED STAFFING SERVICES

Federal and Provincial Law

Legislation

- The main purpose of the federal WHMIS legislation is to require the suppliers of hazardous materials used in the workplace to provide health and safety information about their products as a condition of sale.

- The main purpose of the provincial WHMIS legislation is to require employers to obtain health and safety information about hazardous materials in the workplace and to pass this information on to workers.

Health Effects

Adverse Health Effects

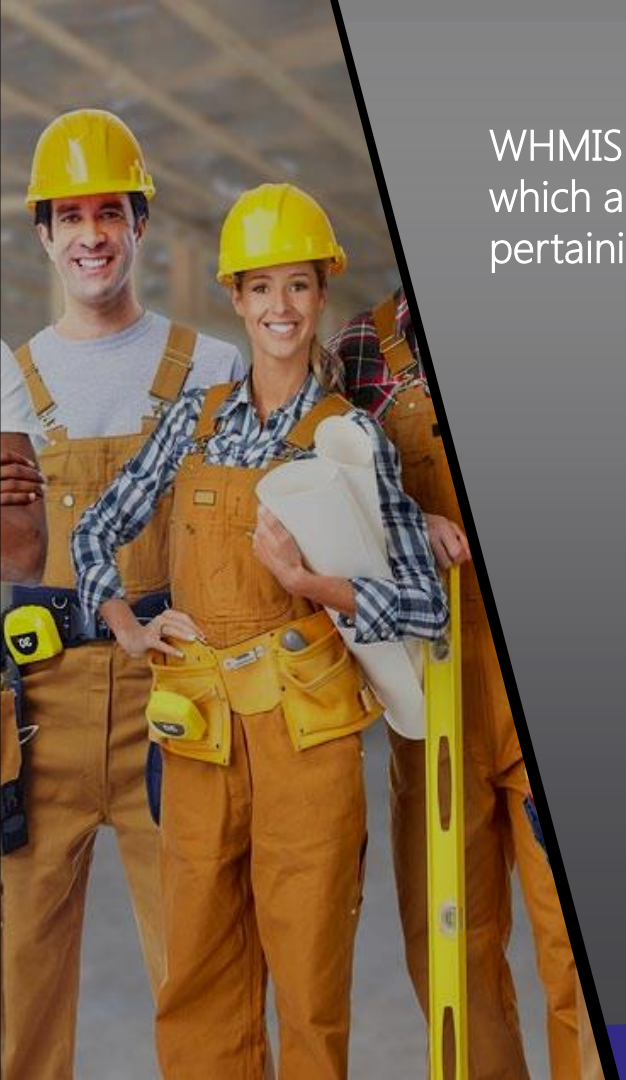
The potential for hazardous products to be present in the workplace and cause or contribute to adverse health effects is a real concern.

Adverse effects can range from minor reversible effects to severe effects which are irreversible.

- Acute Health Effects happen quickly, usually a short time after exposure
- Chronic Health Effects happen slowly over time

Rights & Responsibilities

DIVERSIFIED STAFFING SERVICES



Duties

WHMIS legislation defines that there are typically three primary parties which are required to adhere to particular duties & responsibilities pertaining to WHMIS.

- The Supplier
- The Buyer
- The Workers

Rights and Responsibilities

Supplier Duties	Employer Duties	Worker Duties
✓ Provide labels and Safety Data Sheets for all hazardous products that they import or manufacture	✓ Make sure that Safety Data Sheets are easy for workers to find and read ✓ Make sure that containers in the workplace are labeled ✓ Provide WHMIS training	✓ Participate in WHMIS Training ✓ Use their knowledge of WHMIS to work as safely as possible

Additionally, workers have the right to refuse work that they believe is dangerous, know about the hazardous products that they work with and consult with the JHSC or the Health and Safety Representative.

Routes of Entry

DIVERSIFIED STAFFING SERVICES

Inhalation

In order for a chemical to become hazardous to a person's health, it must first contact or enter the body, and the chemical must have some biological effect on the body. There are four primary *Routes of Entry.*

Inhalation

Inhalation may be the most common way in which hazardous materials can enter your body.

Dust, mist, fumes and vapors can be inhaled in through your nose or mouth and travel into your lungs where they can begin to cause damage and even enter into your blood stream.

Ingestion

Chemicals can easily be absorbed through your digestive system.

This can occur if you have hazardous materials on your hands while eating or smoking.

It's also possible to swallow chemicals if food is left uncovered in areas where there is a risk of exposure to the chemicals.

Absorption

Some hazardous materials can also enter your body by passing through your skin.

The severity of the harm also varies drastically depending on what type of chemical has contacted you.

Some hazardous materials will cause your skin to become very sensitive, while others may pass directly through the skin and into the blood stream.

Injection

Chemicals can enter the body and particularly the bloodstream through lacerations, punctures or syringe needles.

Hazard Classification, Symbols & Pictograms

DIVERSIFIED STAFFING SERVICES

HAZARD GROUPS

Physical Hazards

Classified according to their physical or chemical properties such as reactivity, flammability, compressed gases or corrosiveness.

Health Hazards

Classified in this group based on their ability to cause adverse health effects such as toxicity, respiratory sensitization, eye irritation or carcinogenicity.

Environmental Hazards

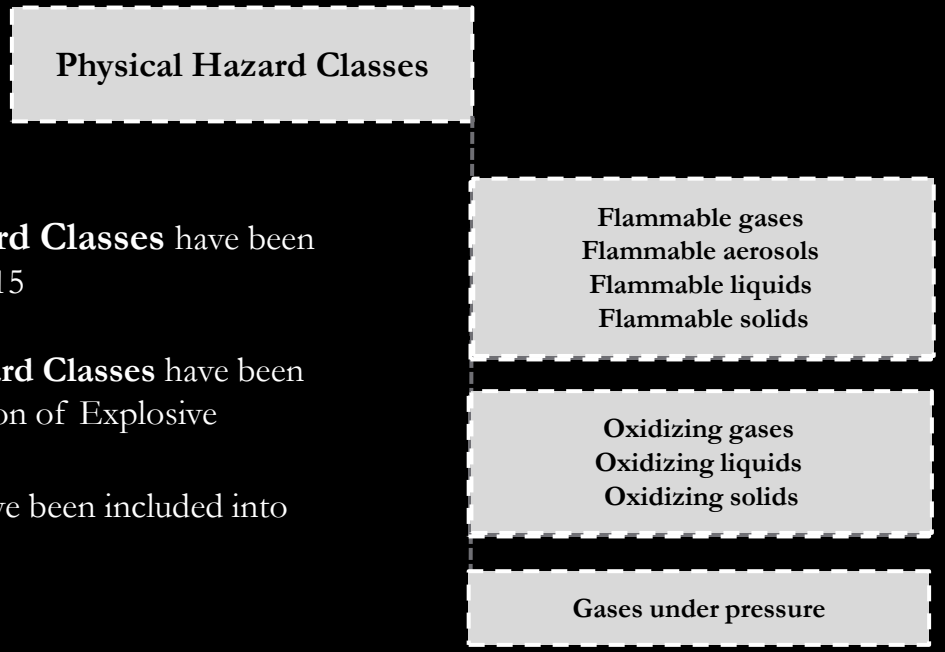
Exists in the GHS but has not been adopted into WHMIS 2015

PHYSICAL HAZARD CLASSES

Hazard Classification and Symbols/Pictograms

(19 Physical Hazard Classes)

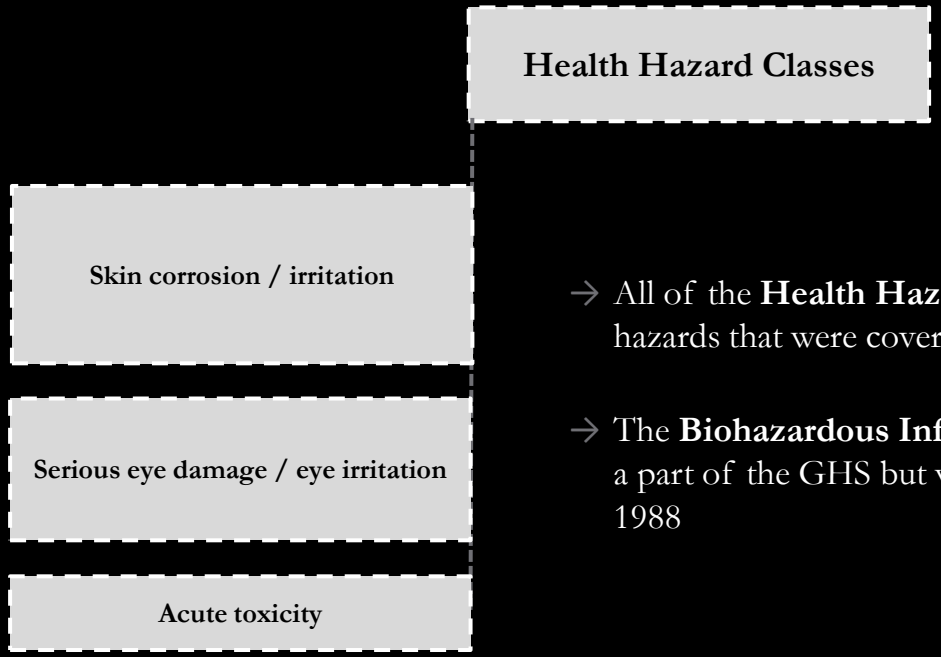
- All WHMIS 1988 **Hazard Classes** have been addressed in WHMIS 2015
- All **GHS Physical Hazard Classes** have been adopted with the exception of Explosive
- New Hazards Classes have been included into WHMIS 2015



HEALTH HAZARD CLASSES

Hazard Classification and Symbols/Pictograms

(12 Health Hazard Classes)



→ All of the **Health Hazard Classes** address the hazards that were covered in WHMIS 1988

→ The **Biohazardous Infectious Materials** Class is not a part of the GHS but was carried over from WHMIS 1988

Symbols & Pictograms

Even if you are just entering into the workforce, it's very likely that you have already seen some of the images displayed within symbols and pictograms.

These images can sometimes be found on household products that you buy often, and possibly use on a regular basis.

WHMIS 1988 Has Six Hazard Classes

WHMIS 2015 Pictograms

Hazard Classification and Symbols/Pictograms

Gas Cylinder

Flame

Flame Over Circle

Corrosion

Skull & Crossbones

Exclamation Mark

Health Hazard

Exploding Bomb

Environmental Hazard

Biohazardous Infectious Material

DIVERSIFIED STAFFING SERVICES

KNOW THE WHMIS 2015 SYMBOLS

Biohazardous Infectious materials
For organisms or toxins that can cause diseases in people or animals

Harmful or fatal,
even in small quantities

May cause fire
or enhance the combustion of other materials

Flammable
Catches fire spontaneously if exposed to air or water

Health Hazard
May cause allergic reaction, cancer, birth defects, damage organs or harm fertility or unborn children

Harmful to environment
and/or aquatic life with long-lasting effects

Harmful
to skin, eyes, or respiratory system; fatal in large quantities

Gas under pressure
may explode if heated, punctured or dropped

Causes severe skin burns and eye damage
maybe corrosive to metal

Explosion Hazard
Risk due to fire, shock, friction, heat or puncture

DIVERSIFIED STAFFING SERVICES

1988 SYMBOLS VS 2015 PICTOGRAMS

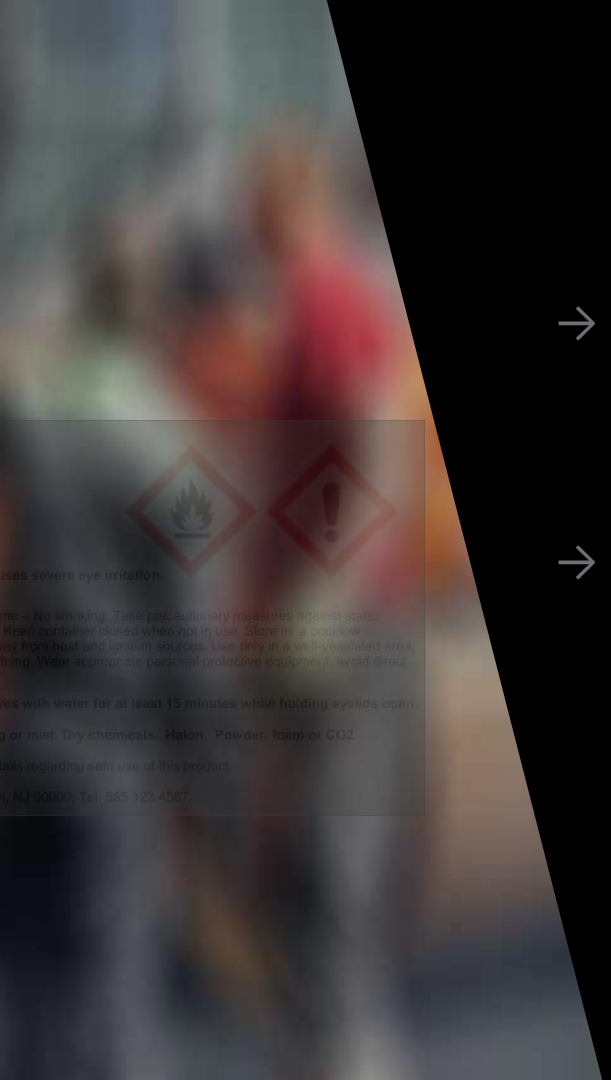
- WHMIS pictograms are denoted by symbols inside red “diamond” shaped borders
- Some WHMIS 1988 symbols have been fully replaced and are non-existent in the new system
- The red borders of WHMIS 2015 over the black images are more prominent
- Pictograms are more specific
- WHMIS 2015 pictograms are universally accepted

Labels

DIVERSIFIED STAFFING SERVICES

The Importance of Labels

Labels



- WHMIS Labels are extremely important because they are typically the first indication to an individual that there may be certain risks when working with a hazardous product

- WHMIS Labels also indicate what precautions need to be taken in order for a worker to protect themselves from illness or injury while working with a particular chemical

DIVERSIFIED STAFFING SERVICES

Who Applies Labels?

Manufacturers / Suppliers

Must add labels to their products prior to providing them to buyers

Employers

Must ensure that products that are being received into the workplace contain labels

Information Required on WHMIS 2015 Labels

Labels

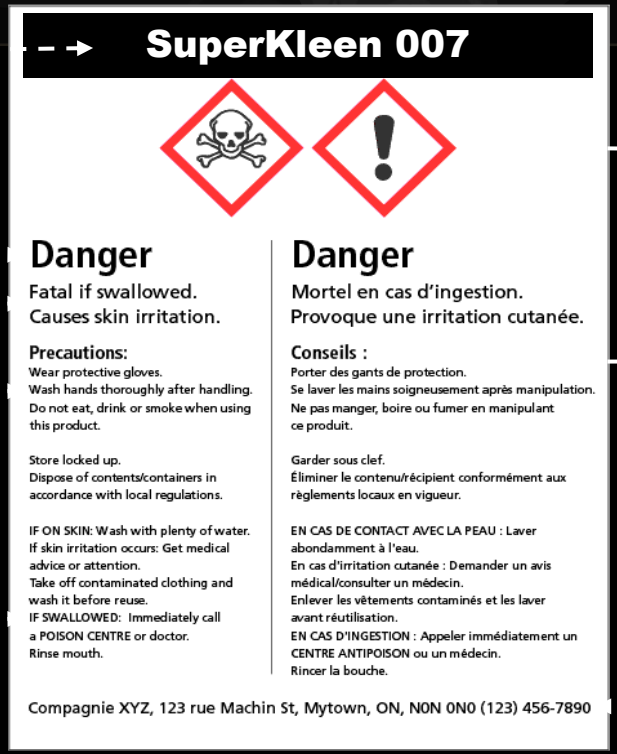
Product Identifier

Signal Word

Hazard Statement

Precautionary Statement

Supplementary Information



Pictograms

Bilingual

Initial Supplier Identification

Supplier labels must be written in English and French. They may be bilingual (as one label), or available as two labels (one each in English and French)

Workplace Labels

Labels

Workplace labels will be used when:

- The product is produced in a workplace and used in that workplace
- The contents of the container were transferred from the original container to another container
- The supplier label is missing or illegible

Workplace label requirements fall under provincial or territorial jurisdiction, or under the Canada Labour Code in a federally regulated workplace. Additional information may be required to be displayed on a workplace label other than the information above.

Workplace Labels

Labels

The following information must be displayed on a workplace label:

- → Product Name (matching the SDS)
- → Safe Handling Precautions
- → A Reference to the Safety Data Sheets

Workplace label requirements fall under provincial or territorial jurisdiction, or under the Canada Labour Code in a federally regulated workplace. Additional information may be required to be displayed on a workplace label other than the information above.

Safety Data Sheets

DIVERSIFIED STAFFING SERVICES

INFORMATION CONTAINED IN THE SECTIONS OF A SAFETY DATA SHEET 1 OF 2

1. Identification

Identifies the chemical on the SDS as well as it's recommended uses. It also provides the essential contact information of the supplier.

2. Hazard Identification

Identifies the hazards of the chemical presented on the SDS and the appropriate warning information associated with those hazards.

3. Information/Composition on Ingredients

Identifies the ingredient(s) contained in the product indicated on the SDS, including impurities and stabilizing additives.

4. First Aid Measures

Describes the initial care that should be given by untrained responders to an individual who has been exposed to the chemical.

5. Fire Fighting Measures

Provides recommendations for fighting a fire caused by the chemical.

6. Accidental Release Measures

Provides recommendations on the appropriate response to spills, leaks, or releases, including containment and cleanup practices to prevent or minimize exposure.

7. Handling and Storage

Provides guidance on the safe handling practices and conditions for safe storage of chemicals.

8. Exposure Controls / Personal Protection

Indicates the exposure limits, engineering controls, and personal protective measures that can be used to minimize worker exposure.

Every product that is classified as a "hazardous product" under WHMIS, that is intended for use, handling or storage in a workplace in Canada, must have an SDS.

INFORMATION CONTAINED IN THE SECTIONS OF A SAFETY DATA SHEET 2 OF 2

9. Physical and Chemical Properties

Identifies physical and chemical properties associated with the substance or mixture.

10. Stability and Reactivity

Describes the reactivity hazards of the chemical and the chemical stability information. This section is broken into three parts: reactivity, chemical stability, and other.

11. Toxicological Information

Identifies toxicological and health effects information or indicates that such data are not available.

12. Ecological Information

Provides information to evaluate the environmental impact of the chemical(s) if it were released to the environment.

13. Disposal Considerations

Provides guidance on proper disposal practices, recycling or reclamation of the chemical(s) or its container, and safe handling practices.

14. Transport Information

Provides guidance on classification information for shipping and transporting of hazardous chemical(s) by road, air, rail, or sea.

15. Regulatory Information

Identifies the safety, health, and environmental regulations specific for the product that is not indicated anywhere else on the SDS.

16. Other Information

Indicates when the SDS was prepared or when the last known revision was made. The SDS may also state where the changes have been made to the previous version. You may wish to contact the supplier for an explanation of the changes.

Every product that is classified as a “hazardous product” under WHMIS, that is intended for use, handling or storage in a workplace in Canada, must have an SDS.

Education & Training

DIVERSIFIED STAFFING SERVICES

Education & Training

- Adequate Education and Training is fundamental in ensuring that WHMIS works
- Any employer who has hazardous products in their workplace, must ensure that workers who may be exposed to those products are adequately trained
- There are two types of WHMIS training that must be satisfied

DIVERSIFIED STAFFING SERVICES

General / Education

- What WHMIS is
- Duties and responsibilities
- How chemicals enter the body
- Adverse health effects
- Labels and what their required to display
- Pictograms
- How to read MSDS / SDS
- General safety guidelines

Workplace Specific

- Specific safety precautions
- Emergency procedures
- Handling and use requirements
- Required PPE, where to find and how it's used
- Specialized policies and procedures
- The meaning of all signal words and hazard statements on labels and SDS's in the workplace

Sometimes General WHMIS Training is referred to as WHMIS Education.

Protective Measures

DIVERSIFIED STAFFING SERVICES

Protective Measures

The Hierarchy of Safeguarding Controls

Hierarchy of Safeguarding Controls is a system used in industry to minimize or eliminate exposure to hazards; in this case, chemical hazards. The hazard controls in the hierarchy are, in order of decreasing effectiveness.

- → Elimination/Substitution
- → Engineering
- → Administration
- → Personal Protective Equipment
- → Hygiene

Hygiene is not typically considered a separate category on a general hierarchy, but has been added under the circumstances because it's directly applicable to chemical hazards.

Protective Measures & Safety Guidelines

Elimination or Substitution	Engineering	Administration	Hygiene	PPE (Personal Protective Equipment)
If a process that uses a hazardous chemical can be eliminated entirely, then the hazard will effectively no longer exist. This can be done using several methods including automating a process, thereby eliminating the need for an employee to come in contact a hazardous product. Similarly, if substitutions can be made, which mitigate the hazard entirely, the control is equally as effective as elimination.	Engineering controls are used to remove a hazard or place a "barrier" between the worker and the hazard. Well-designed engineering controls can be highly effective in protecting workers and will typically be independent of worker interactions to provide this high level of protection. Engineered ventilation systems can provide exceptional protection from certain chemical exposure.	Administrative Controls include work practices, policies, procedures, training and other guidelines that individuals must follow. While these may be less effective than eliminating the hazard altogether, they are an extremely important element in reducing the likelihood of an incident occurring. Several specific prevention techniques that are considered administrative controls are discussed throughout this training program.	Practicing good personal hygiene reduces the probability of toxic materials entering the body and even carrying the substance outside of the workplace. You should always wash thoroughly after being in situations where a possibility of exposure exists. PPE should not be worn outside of your work area to reduce the likelihood of transferring any harmful substance into other environments.	Personal protective equipment (PPE) can be considered a “last line of defense” in protecting oneself from the hazards associated with exposure to harmful chemicals. PPE includes important items such as safety glasses, respirators, gloves, face shields, coveralls and safety boots. Personal Protective Equipment should fit properly, be maintained regularly, and all employees should be trained in its proper storage, maintenance and use.

Quiz Time

Let's have some fun!

DIVERSIFIED
STAFFING SERVICES

WHMIS 2015

Overview of WHMIS

The Workplace Hazardous Materials Information System (WHMIS) provides Canadian workers with information about hazardous products used in the workplace. Under WHMIS, workers have the right to receive information about each hazardous product they use — for example, its identity, hazards, and safety precautions. The goal of WHMIS is to reduce injury and disease by communicating specific health and safety information about hazardous products to workers. Workers can use this information to reduce their exposure to hazardous products.

WHMIS gets an Update

WHMIS first came into effect in 1988 through a series of complementary federal, provincial, and territorial laws and regulations. It was updated in early 2015 to reflect elements of a new initiative called the Globally Harmonized System of Classification and Labelling of Chemicals (GHS). Developed by the United Nations, the GHS:
Defines and classifies the hazards of chemical products, provides health and safety information on labels and safety data sheets, or SDSs (previously called material safety data sheets or MSDSs in WHMIS).

The goal is that the same set of rules for classifying hazards, and the same format and content for labels and SDSs, will be adopted and used around the world.
Currently, many countries have different systems for classifying and labelling chemical products. Several different systems can exist even within the same country. This situation has been confusing for workers who need to understand the hazards of chemicals in order to work safely. It's also been costly for companies who have to comply with many different systems. And it's been expensive for governments to regulate and enforce.

GHS has not replaced WHMIS. Instead, WHMIS has been aligned with GHS. This will result in many benefits, such as:

- Providing improved, consistent hazard information
- Encouraging the safe handling and use of chemicals
- Promoting better emergency response to chemical incidents
- Making it easier and less expensive for companies to comply
- Making trade easier
- Reducing the costs of regulation and enforcement

For the sake of clarity, the original WHMIS is now referred to as WHMIS 1988. The updated version is called WHMIS 2015.

Key elements of WHMIS 2015

WHMIS 2015 divides hazardous products into two major hazard groups:
- Physical hazards
- Health hazards

GHS also defines an environmental hazards group. This group (and its classes) was not adopted in WHMIS 2015 since it is beyond the direct scope of WHMIS legislation (i.e., workplaces).
The physical and health hazard groups are split up into a number of classes. Some of the classes are divided even further into categories. The classes are depicted by pictograms (symbols surrounded by red, diamond-shaped borders) that identify their specific hazards. (For more information on classification, see page 16.) After a hazardous product has been classified, the following three WHMIS elements are used to communicate health and safety information:

WHMIS labels
Labels on hazardous products alert workers to the identities of the products, their hazards, and precautions to be taken. Under WHMIS 2015, these labels must display some elements in a certain order. The wording of the hazards has been standardized.

Safety data sheets (SDSs)
These technical bulletins provide detailed hazard and precautionary information. Under WHMIS 2015, SDSs use a 16-section format. The information required in each section has been standardized.

WHMIS education and training programs
Employers provide education and training for workers so that they can work safely with and near hazardous products. Workers need to know how WHMIS works, the hazards of hazardous products in their workplaces, and the safe work procedures they must follow.

Key changes from WHMIS 1988 to WHMIS 2015 include the following:
- Hazard classification criteria are more comprehensive. This improves the ability to indicate the severity of hazards.
- New hazard classes are included (for example, “Aspiration hazard”).
- Physical hazard criteria are consistent with the Transportation of Dangerous Goods (TDG) Regulations.
- The language has been standardized.
- Supplier labels have a few new requirements (for example, the use of prescribed signal words, hazard statements, pictograms, and precautionary statements).
- SDSs follow a standard 16-section format with specific information requirements.

Know the WHMIS 2015 Symbols

Biohazardous Infectious materials
For organisms or toxins that can cause diseases in people or animals

Harmful or fatal,
even in small quantities

May cause fire
or enhance the combustion of other materials

Flammable
Catches fire spontaneously if exposed to air or water

Health Hazard
May cause allergic reaction, cancer, birth defects, damage organs or harm fertility or unborn children

Harmful to environment
and/or aquatic life with long-lasting effects

Harmful
to skin, eyes, or respiratory system; fatal in large quantities

Gas under pressure
may explode if heated, punctured or dropped

Causes severe skin burns and eye damage
maybe corrosive to metal

Explosion Hazard
Risk due to fire, shock, friction, heat or puncture

WHMIS 2015

Workplace Hazardous Materials Information System

fact sheets

These Fact Sheets summarize key requirements of WHMIS 2015 which incorporates the Globally Harmonized System of Classification and Labelling of Chemicals (GHS) for Canadian Workplaces. See **WHMIS.org** for more information.

WHMIS 2015 – An Overview

What is GHS?

GHS is an international initiative to standardize chemical hazard classification and communication globall . GHS has been adopted by many of Canada's trading partners, including the United States.

WHMIS is a national hazard communication system that provides information on the safe use of hazardous products in Canadian workplaces. GHS has not replaced WHMIS. WHMIS has incorporated GHS elements, resulting in new **standardized**:

- Classification criteri
- Label requirements
- Safety data sheet (SDS) requirements (formerly material safety data sheet)

Classification

Classification criteria have changed for WHMIS 2015. WHMIS retains the same level of protection it previously offered, and incorporates some new hazard classes, e.g. Aspiration Hazard. See the *WHMIS 2015 Hazard Classes* Fact Sheet for more information.

Supplier Labels

Supplier labels have a few new requirements. Most of the label elements are standardized. Most hazard classes and categories have a prescribed signal word, hazard statements, pictogram(s), and precautionary statement(s). Supplier labels continue to be required in both English and French. See the *WHMIS 2015 Supplier Labels* Fact Sheet for more information.

Hazard communication is more standardized with prescribed hazard statements, signal words, pictograms and precautionary statements.

Safety Data Sheets (SDSs)

SDSs follow a standard 16-section format with specific information requirements.

SDSs continue to be required in both English and French.

The SDSs must be accurate at the time of sale or import, for each sale or import. For further information, see the *WHMIS 2015 Safety Data Sheets* Fact Sheet.

Confidential Business Information – Trade Secrets

There are no significant changes to the trade secrets rules

Roles, Responsibilities and Duties

The current roles and responsibilities for suppliers, employers and workers remain unchanged in WHMIS 2015.

Suppliers still provide labels and SDSs to customers. See the *WHMIS 2015 Information for Suppliers and Importers* Fact Sheet for more information.

Employers still ensure that all hazardous products are properly labelled and make up-to-date SDSs readily available to workers. Employers also provide worker education and training and ensure appropriate control measures to protect the health and safety of workers. See the *WHMIS 2015 Information for Employers* Fact Sheet for more information.

Workers still participate in WHMIS training programs, take necessary steps to protect themselves and their co-workers, and participate in identifying and controlling hazards.

Transition

To allow time for suppliers, employers and workers to adjust to the new system, WHMIS 2015 implementation will take place over a multi-year transition period.

Visit whmis.gc.ca **or** WHMIS.org **for more information.**

CCOHS
Canadian Centre for Occupational Health and Safety

WHMIS 2015

Workplace Hazardous Materials Information System

fact sheets

These Fact Sheets summarize key requirements of WHMIS 2015 which incorporates the Globally Harmonized System of Classification and Labelling of Chemicals (GHS) for Canadian Workplaces. See **WHMIS.org** for more information.

Information for Suppliers and Importers

The implementation of GHS in WHMIS will help Canada's hazard communication system to be more aligned with those of other countries. The benefits include a globally standardized approach for hazard classification and hazard communication (supplier labels and Safety Data Sheets (SDSs)).

Supplier and Importer Responsibilities

Under WHMIS 2015, suppliers will continue to:

- Ensure the appropriate classification of hazardous products
- Provide labels
- Provide SDSs (formerly MSDSs)

Classification

WHMIS 2015 has many hazard classes. WHMIS 2015 incorporates physical and health hazard classes from the GHS and retains the Biohazardous Infectious Materials hazard class. WHMIS 2015 also introduces hazard classes for Pyrophoric Gases, Simple Asphyxiants, and Combustible Dusts, which are not covered in the GHS. The hazard classes contain "categories" or "types" which reflect varying degrees of hazard. See the *WHMIS 2015 Hazard Classes* Fact Sheet for more information on hazard classes.

To prepare to classify a product, suppliers should:

1. Obtain a copy of the criteria.
2. Identify the relevant hazard data for products.
3. Review the data in light of the classification criteria to determine the appropriate hazard classes and categories. Note that there is specific guidance for classifying mixtures for health hazards.
4. Document the rationale and information for future reference.

Classification must be determined based on comparison of all available hazard data to the criteria in the regulations. The data used must be scientifically sound and valid

Hazard Communication

Supplier Labels and Safety Data Sheets

Hazard communication is more standardized with prescribed pictograms, signal words, hazard statements, and precautionary statements.

Supplier Labels

Most of the label elements will be standardized. Most hazard classes and categories have a prescribed signal word, hazard statement, precautionary statements and pictogram. English and French continue to be required. See the *WHMIS 2015 Supplier Labels* Fact Sheet for further information.

Safety Data Sheets

SDSs will use a standard 16-section format. There are some new information requirements. For example, the WHMIS classification, hazard statements and other label elements are required in Section 2.

The SDSs must be accurate at the time of sale or import, for each sale or import. For further information, see the *WHMIS 2015 Safety Data Sheets* Fact Sheet.

Confidential Business Information – Trade Secrets

There are no significant changes to the trade secrets rules

WHMIS 2015 is based on the 5th revised edition of the GHS. Visit whmis.gc.ca or WHMIS.org for more information.

WHMIS 2015 Transition

As of February 11, 2015 suppliers must fully comply with either the WHMIS 1988 or WHMIS 2015 requirements for a specific controlled or hazardous product. The classification, label and (M)SDS must comply fully with the specific regulation chosen by the supplier, and not be a combination of the two. Suppliers choosing to use WHMIS 1988 must also follow requirements such as updating MSDSs every three years or when information has changed.

CCOHS
Canadian Centre for Occupational Health and Safety

WHMIS 2015

Workplace Hazardous Materials Information System

fact sheets

These Fact Sheets summarize key requirements of WHMIS 2015 which incorporates the Globally Harmonized System of Classification and Labelling of Chemicals (GHS) for Canadian Workplaces. See **WHMIS.org** for more information.

Information for Employers

The implementation of GHS in WHMIS will help Canada's hazard communication system to be more aligned with those of other countries. The benefits include a globally standardized approach for hazard classification and hazard communication (labels and Safety Data Sheets (SDSs)).

Employers' Duties

Under WHMIS 2015, employers must continue to:

- Educate and train workers on the hazards and safe use of products.
- Ensure that hazardous products are properly labelled.
- Prepare workplace labels and SDSs as necessary.
- Provide access for workers to up-to-date SDSs.
- Review the education and training provided to employees annually or whenever work conditions or hazard information changes.

Worker Education and Training

Employers are required to educate and train workers about WHMIS 2015. Revised education and training programs, developed in consultation with the health and safety committee, will include:

- New hazard pictograms.
- New hazard classes.
- New labels and their required elements such as signal words.
- The meaning of **all** signal words and hazard statements found on labels and SDSs in the workplace, such as *Danger - May cause cancer*.
- The new SDS format and how to locate information needed to work safely with a product.
- Worksite-specific training on measures to work safely with hazardous products.

See related WHMIS 2015 Fact Sheets for information on these topics.

With WHMIS 2015, SDSs and labels for products originating within and outside of Canada will share common elements. This will simplify education and training.

Supplier Labels

New requirements for supplier labels include signal words, and standardized hazard statements and precautionary statements.

Most hazard classes and categories have a prescribed signal word, hazard statement and pictogram. Supplier labels continue to be required in both English and French. See the *WHMIS 2015 Supplier Labels* Fact Sheet for further information.

The preparation of workplace labels is still required.

Safety Data Sheets (SDSs)

SDSs must follow a standard 16-section format. There are some new information requirements, for example, inclusion of the WHMIS classification, hazard statements and other label elements in Section 2. For further information, see the WHMIS 2015 Safety Data Sheets Fact Sheet.

SDSs will be updated when significant new data become available.

Worker access to SDSs is a continuing requirement. Ensure that updated SDSs are obtained for all hazardous products used in the workplace.

Confidential Business Information – Trade Secrets

There are no significant changes to the trade secrets rules

For more information on the WHMIS requirements in your jurisdiction visit WHMIS.org**.**

WHMIS 2015 Transition

Employers are required to educate and train workers about WHMIS 2015 as new labels and SDSs will appear in their workplaces. During the transition period, employers may continue to have WHMIS 1988 labels and MSDSs in the workplace - if so, they must also continue to educate workers about WHMIS 1988. Employers must review and comply with the WHMIS requirements of their OSH jurisdiction.

TIP – SDSs now provide hazard classifications for hazardous products in your workplace, which will support workplace education and training.

CCOHS
Canadian Centre for Occupational Health and Safety

WHMIS 2015

Workplace Hazardous Materials Information System

fact sheets

These Fact Sheets summarize key requirements of WHMIS 2015 which incorporates the Globally Harmonized System of Classification and Labelling of Chemicals (GHS) for Canadian Workplaces. See **WHMIS.org** for more information.

Pictograms and Their Hazards

WHMIS 2015	Types of Hazards
	**Gases under pressure**
	**Flammables** (gases, aerosols, liquids, solids), **Pyrophoric** (liquids, solids, gases), **Self-reactive substances and mixtures**, **Self-heating substances and mixtures**, **Substances and mixtures which, in contact with water, emit flammable gases**, **Organic peroxides**
	**Oxidizing** (liquids, solids, gases)
	**Acute toxicity** (fatal or toxic)
	**Carcinogenicity, Germ cell mutagenicity, Respiratory sensitization, Reproductive toxicity, Specific target organ toxicity - single exposure, Specific target organ toxicity - repeated exposure, Aspiration hazard**
	**Acute toxicity** (harmful), **Skin irritation, Eye irritation, Skin sensitization, Specific target organ toxicity - single exposure** (respiratory irritation or drowsiness or dizziness)
	**Corrosive to metals, Skin corrosion, Serious eye damage**
	**Self-reactive substances and mixtures, Organic peroxides**
	**Biohazardous infectious materials**

WHMIS 2015 does not incorporate the GHS Explosives and Environmental Hazard Classes.

	**Explosives**
	**Hazardous to the aquatic environment**
	**Hazardous to the ozone layer**

The requirements for pictograms are based on the severity of the hazard. In some cases no pictogram is required.
For Physical and Health Hazards Not Otherwise Classified, the supplier must use a WHMIS 2015 pictogram appropriate for the hazard.

CCOHS
Canadian Centre for Occupational Health and Safety

WHMIS 2015

Workplace Hazardous Materials Information System

fact sheets

These Fact Sheets summarize key requirements of WHMIS 2015 which incorporates the Globally Harmonized System of Classification and Labelling of Chemicals (GHS) for Canadian Workplaces. See **WHMIS.org** for more information.

Hazard Classes

Physical Hazard Classes

Combustible Dusts
Corrosive to Metals
Flammable Aerosols
Flammable Gases
Flammable Liquids
Flammable Solids
Gases Under Pressure
Organic Peroxides
Oxidizing Gases
Oxidizing Liquids
Oxidizing Solids
Pyrophoric Gases
Pyrophoric Liquids
Pyrophoric Solids
Self-Heating Substances and Mixtures
Self-Reactive Substances and Mixtures
Simple Asphyxiants
Substances and Mixtures Which, in Contact with Water, Emit Flammable Gases
Physical Hazards Not Otherwise Classified

Health Hazard Classes

Acute Toxicity
Aspiration Hazard
Biohazardous Infectious Materials
Carcinogenicity
Germ Cell Mutagenicity
Reproductive Toxicity
Respiratory or Skin Sensitization
Serious Eye Damage/Eye Irritation
Skin Corrosion/Irritation
Specific Target Organ Toxicity - Repeated Exposure
Specific Target Organ Toxicity - Single Exposure
Health Hazards Not Otherwise Classified

WHMIS 2015 is based on the 5th revised edition of the GHS. See WHMIS.org for more information.

WHMIS 2015 does not incorporate the GHS Explosives and Environmental Hazard Classes.

Explosives

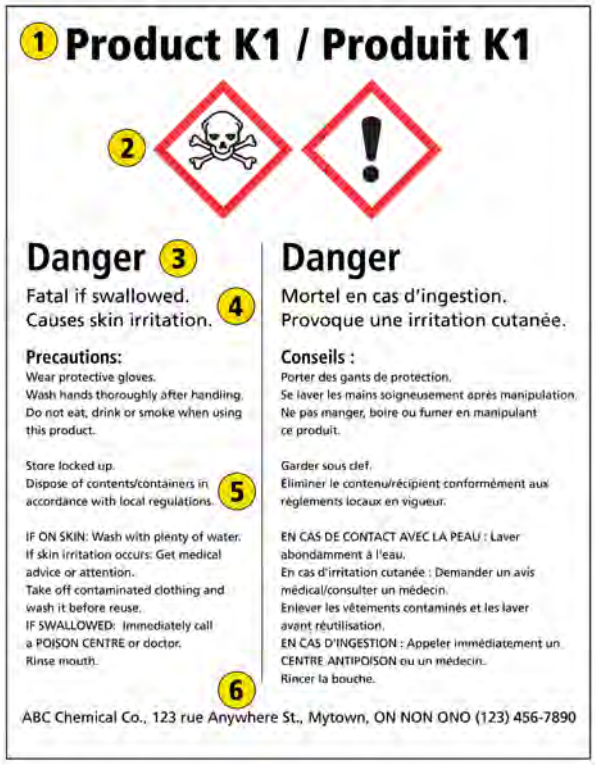
Hazardous to the aquatic environment
Hazardous to the ozone layer

CCOHS
Canadian Centre for Occupational Health and Safety

These Fact Sheets summarize key requirements of WHMIS 2015 which incorporates the Globally Harmonized System of Classification and Labelling of Chemicals (GHS) for Canadian Workplaces. See **WHMIS.org** for more information.

Supplier Labels

The product label is the worker's first source of information about the hazards of a product and how to use it safely. In WHMIS 2015, supplier labels for hazardous workplace products must display the information elements shown below.



Note: General labelling requirements

Supplier labels must be bilingual (English/French), easy to read, and durable. If the label is lost, damaged, or no longer readable, the product must be relabelled.

The pictogram(s), signal word and hazard statement(s) must be grouped together on a label.

1. Product Identifier

The product name exactly as it appears on the container and on the Safety Data Sheet (SDS).

2. Hazard Pictograms

Hazard pictograms, determined by the hazard classification of the product. In some cases, no pictogram is required.

3. Signal Word (NEW)

"Danger" or "Warning" is used to emphasize hazards and indicate the severity of the hazard.

4. Hazard Statements

Brief standardized statements of all hazards based on the hazard classification of the product

5. Precautionary Statements

These statements describe recommended measures to minimize or prevent adverse effects from exposure to the product, including protective equipment and emergency measures. First aid is included in precautionary information.

6. Supplier Identifier

The company which made, packaged, sold or imported the product, and is responsible for the label and SDS. Contact the supplier for additional product information.

Note: Hazardous ingredients

Disclosure of hazardous ingredients on a label is not required under WHMIS 2015. However, the supplier may choose to include them on the label. For a hazardous product that is a substance, the chemical name of the substance must be listed on the SDS. For a hazardous product that is a mixture, the chemical names of the hazardous ingredients that present health hazards must be listed on the SDS.

WHMIS 2015 is based on the 5th revised edition of the GHS. See WHMIS.org for more information.

CCOHS
Canadian Centre for Occupational Health and Safety

WHMIS 2015

Workplace Hazardous Materials Information System

fact sheets

These Fact Sheets summarize key requirements of WHMIS 2015 which incorporates the Globally Harmonized System of Classification and Labelling of Chemicals (GHS) for Canadian Workplaces. See **WHMIS.org** for more information.

Safety Data Sheets

Safety Data Sheets (SDSs) are an essential component of WHMIS 2015. Employers and workers use the information on an SDS to protect themselves from hazards and for safe handling and use.

	SDS Section	Information Requirements (partial list)
1	**Identification**	Product identifier, recommended use and restrictions on use, supplier contact information, emergency phone number.
2	**Hazard identification**	Classification (hazard class and category), label elements (including hazard pictogram, signal word, hazard statement and precautionary statements) and other hazards (e.g. thermal hazards).
3	**Composition/information on ingredients**	For a hazardous product that is a substance: the chemical name, synonyms, CAS No. and the chemical name of impurities, stabilizing solvents and stabilizing additives where classified and that contribute to the classification of the product. For a hazardous product that is a mixture: for ingredients that present a health hazard, the chemical name, synonyms, CAS No. and concentration. Note: Confidential Business Information Rules may apply.
4	**First-aid measures**	First-aid measures by route of exposure as well as most important symptoms/effects.
5	**Fire-fighting measures**	Suitable (and unsuitable) extinguishing media, specific hazards, special equipment and precautions for fire fighters.
6	**Accidental release measures**	Protective equipment, emergency procedures, methods and materials for containment and clean up.
7	**Handling and storage**	Precautions for safe handling, conditions for storage, including any incompatibilities.
8	**Exposure controls/ personal protection**	Exposure limits, engineering controls, personal protective equipment.
9	**Physical and chemical properties**	Appearance, odour, odour threshold, pH, melting/freezing point, boiling point and range, flash point, upper and lower flammable or explosive limits.
10	**Stability and reactivity**	Reactivity, chemical stability, possible hazardous reactions, conditions to avoid, incompatible materials, hazardous decomposition products.
11	**Toxicological information**	Description of various toxic effects by route of entry, including effects of acute or chronic exposure, carcinogenicity, reproductive effects, respiratory sensitization.
12	**Ecological information***	Aquatic and terrestrial toxicity (if available), persistence and degradability, bioaccumulative potential, mobility in soil.
13	**Disposal considerations***	Safe handling and methods of disposal, including contaminated packaging.
14	**Transport information***	UN number and proper shipping name, hazard classes, packing group.
15	**Regulatory information***	Safety, health and environmental regulations specific to the product.
16	**Other information**	Other information, including date of the latest revision of the SDS.

The SDSs must be accurate at the time of sale or import, for each sale or import. SDSs must be updated when significant new data become available. Suppliers must provide this new information at the time of sale.

* Sections 12 to 15 require the headings to be present. The supplier has the option to not provide information in these sections.

WHMIS 2015 is based on the 5th revised edition of the GHS. See WHMIS.org for more information.

CCOHS

Canadian Centre for Occupational Health and Safety

These Fact Sheets summarize key requirements of WHMIS 2015 which incorporates the Globally Harmonized System of Classification and Labelling of Chemicals (GHS) for Canadian Workplaces. See **WHMIS.org** for more information.

Variances

Health Canada and United States (U.S.) Occupational Safety and Health Administration have worked collaboratively to align the implementation of the GHS in the two countries. However, variances are sometimes necessary in order to maintain the current level of protection for workers or due to the requirements of the respective legislative frameworks. A key objective of the GHS is to create a system that will allow Canadian and U.S. requirements to be met through the use of a single label and safety data sheet (SDS) for each hazardous product.

A "variance" is defined as a di ference between the *Hazardous Products Regulations* (HPR) and the *U.S. Hazard Communication Standard* (HCS 2012) that would result in a different classification or di ferent labelling, SDS or other information requirements for a hazardous product in Canada versus the U.S.

The table below highlights some of the key variances between the HPR and the U.S. HCS 2012

Variance	Requirements	
	Canada	**United States**
Bilingual labels and SDSs	Labels and SDSs must be in both English and French. This information may appear either on a single bilingual SDS or on two separate unilingual documents that constitute one bilingual SDS. The same applies to labels.	Labels and SDSs must be in English.
Supplier Identifier	A Canadian supplier identifier must appear on the label and SDS. A Canadian distributor may omit the name of the initial supplier if they list their own identity (name, address and telephone number) instead. A Canadian importer may retain the name of the foreign supplier instead of replacing it with their own identity only if the hazardous product is imported for use in their own workplace.	The name, address and telephone number of the U.S. manufacturer, importer, or other responsible party must appear on the label and SDS.
Mixture containing a Category 2 carcinogen at a concentration between 0.1 – 1.0%	All mixtures containing a carcinogenic ingredient (whether Category 1 or 2) at a concentration of 0.1% or more are required to have a label and an SDS.	All mixtures containing a carcinogenic ingredient (whether Category 1 or 2) at a concentration of 0.1% or more are required to have an SDS. All mixtures containing a Category 1 carcinogen at a concentration of 0.1% or more, or a Category 2 carcinogen at concentration of 1% or more must have a label. Mixtures containing a Category 2 carcinogen at a concentration between 0.1% and 1% are not required to have a label, that is, a label warning is optional for such mixtures.
Physical Hazards Not Otherwise Classified (PHNOC)/ Health Hazards Not Otherwise Classified (HHNOC) vs. Hazards Not Otherwise Classified (HNOC)	Label elements are required for PHNOC and HHNOC. For mixtures that contain an HHNOC ingredient at a concentration of 1% or more, information relating to the HHNOC ingredient, including its chemical name and concentration or concentration range, must be disclosed on the SDS.	No label elements required for HNOC. For a mixture that contains an HNOC ingredient at a concentration of 1% or more, there is no requirement to disclose the chemical name or concentration of the HNOC ingredient on the SDS.

CCOHS
Canadian Centre for Occupational Health and Safety

These Fact Sheets summarize key requirements of WHMIS 2015 which incorporates the Globally Harmonized System of Classification and Labelling of Chemicals (GHS) for Canadian Workplaces. See **WHMIS.org** for more information.

Variances *(cont'd)*

The table below highlights some of the key variances between the HPR and the U.S. HCS 2012

Variance	Requirements	
	Canada	**United States**
Biohazardous Infectious Materials (BIM)	A hazard class for BIM is included and products that meet the criteria for this hazards class must be appropriately labelled. Also, besides the standard SDS, there is a requirement for an appendix that provides information specific to the BIM.	There is no hazard class for biohazardous infectious materials since these materials in the workplace are not regulated by U.S. HCS 2012.
Water-Activated Toxicants	A supplemental statement is required on the label and SDS indicating that, in contact with water, the product releases gases which are fatal/toxic/harmful if inhaled. Water-activated toxicants are included in the Acute Toxicity hazard class.	A supplemental hazard statement is required on the SDS if substances which, upon contact with water, release a toxic gas are present in the workplace in such a manner that employees may be exposed under normal conditions of use or in a foreseeable emergency.
Updating of SDS and label information	Suppliers and importers are allowed a period of 90 days to update SDSs with new data and 180 days to update labels. If a hazardous product is sold or imported within 90 days after significant new data became available, the new data is not required to be included on the SDS so long as a written notice providing the new data and the date upon which it became available is transmitted to the purchaser of the product, or obtained or prepared where the product is imported. The same applies also to labels, except that the corresponding period of time is 180 days.	Chemical manufacturers, importers, distributors, and employers are allowed a period of 3 months to update SDSs with new information and 6 months to update labels. There is no requirement for a written notice providing the significant new information for importation or sale occurring within the 3 month or 6 month period.
Labels on multi-container shipments	For a hazardous product that is packaged in more than one container, each container must be fully labelled, unless: (a) the small capacity container (≤ 100 mL) exemption applies; or (b) an outer container exemption applies.	Only the innermost container is required to be labelled. The outer container does not need to be labelled.
Labels on kit outer containers	Outer container of a kit (containing at least two different hazardous products) must be labelled. There is an exemption which allows reduced information on the outer container label, as long as a special statement referring the user to the individual product labels for signal words, hazard statements and precautionary statements is provided on the outer container label.	Only the inner containers are required to be labelled. The outer container of a kit does not need to be labelled.

CCOHS
Canadian Centre for Occupational Health and Safety

These Fact Sheets summarize key requirements of WHMIS 2015 which implements the Globally Harmonized System of Classification and Labelling of Chemicals (GHS) for Canadian workplaces. See **WHMIS.org** for more information.

Exemptions for Suppliers and Importers

The *Hazardous Products Regulations* (HPR) allow suppliers and importers to be exempted from certain label or SDS requirements. There are conditions under which these exemptions can be used – some examples are highlighted below:

Outer Container:

For hazardous products packaged in multi-containers, the outer container does not require a WHMIS label if:

1) the inner container label is visible and legible through the outer container, or
2) the outer container has a label that complies with the *Transportation of Dangerous Goods Regulations* (TDG regulations).

Small Capacity Containers (100 ml or less):

Small volume containers are not required to have precautionary or hazard statements on the label.

Small Capacity Containers (3 ml or less):

Hazardous products packaged in a container of 3 ml or less where the label interferes with the normal use of the product are required to have a label that remains durable and legible only while in transport and storage.

Bulk Shipment and Unpackaged Hazardous Products:

The bulk shipment exemption includes hazardous products sold without packaging of any sort (such as bulk oil) regardless of whether they are shipped or picked up at the supplier's location. These products are not required to have a label. All label information will be provided within sections 1 and 2 of the safety data sheet (SDS), which will allow the purchaser to create a label.

Complex Mixtures - Ingredients:

For hazardous products that are complex mixtures or that contain an ingredient that is a complex mixture, a supplier may disclose the commonly known generic name of the complex mixture, along with its concentration if the complex mixture is an ingredient of the hazardous product.

Repetition of Symbol on Label:

Products that show a TDG regulations symbol on the label do not require a GHS pictogram for the same hazard.

In Transit Products:

Hazardous products that are being transported through Canada, after being imported and before being exported, when the place of initial loading and the final destination are outside of Canada, are not required to have an SDS or label.

Importation to Bring into Compliance:

A supplier is allowed to import a product that does not comply with HPR labelling requirements, if they intend to bring the label into compliance prior to the product being re-sold in Canada or being used in a Canadian workplace.

Note: The exemptions are found in Part 5, Exceptions, of the HPR. Visit whmis.gc.ca for more information.

CCOHS
Canadian Centre for Occupational Health and Safety

These Fact Sheets summarize key requirements of WHMIS 2015 which implements the Globally Harmonized System of Classification and Labelling of Chemicals (GHS) for Canadian workplaces. See **WHMIS.org** for more information.

CBI - Confidential Business Information

WHMIS requires that suppliers provide employers with the necessary information to facilitate the safe use of hazardous products in Canadian workplaces. If a product is considered hazardous but certain information is considered confidential or a trade secret, then a claim may be filed to protect this Confidential Business Information (CBI) under th *Hazardous Materials Information Review Act* (HMIRA). CBI protection in Canada remains largely the same under WHMIS 2015 as it was under WHMIS 1988.

What is Protection of CBI?

The protection of CBI is a process that allows certain information, such as the chemical identity of one or more trade secret hazardous ingredients in a WHMIS-regulated product, to not be disclosed on the safety data sheet (SDS) and/or label for the hazardous product.

A supplier or employer who wants to protect CBI must file a claim for exemption with Health Canada. The CBI process includes a Health Canada review of the SDS and/or label to verify that the hazard and safe use information complies with WHMIS 2015 requirements.

This mechanism balances workers' right-to-know with industry's need to protect trade secrets.

What information can be claimed for CBI protection?

The following information can be claimed for exemption by suppliers or employers:

- chemical identity of an ingredient, substance or material (including impurities and stabilizing solvents)
- concentration or concentration range of an ingredient, substance or material
- the name of any toxicological study that identifies the ingredient, substance or material

Employers may also claim:

- product identifier (chemical name, trade name and/or other means of identification information)
- information that could be used to identify the supplier

If a claim has been filed to protect the chemical identity and/or true concentration (or true concentration range) of an ingredient, this information must be replaced in the SDS by a reference to the HMIRA claim for exemption information (e.g. an asterisk linking to the HMIRA Registry Number (RN)). The chemical name of the trade secret ingredient must be replaced with a generic chemical name, for example, 'Alcohol'. Additionally, the CAS No. may be replaced with a word such as 'Proprietary' and the true concentration (or true concentration range) may be replaced with a word such as 'Proprietary' and/or a replacement concentration range. Note that if a replacement concentration range is used it must include the true concentration or true concentration range.

Substance	CAS No.	% (w/w)
Alcohol*	Propriety*	Propriety (15-30%)*
Trichloroisocyanuric Acid	87-90-1	0.1%

* HMIRA RN: 3333 – Decision Granted Date January 1, 2021

How do I know if a CBI claim is valid?

The supplier or employer that is claiming a trade secret must replace the CBI with the HMIRA RN and the date of filing or the date the claim was granted, or a link to this information on the product SDS and/or label.

Health Canada provides a list of Active Claims for Exemptions that shows:

- Claimant Name
- Registry Number (RN or Reg #)
- Product Name
- Notice of Filing (NoF) Date
- Notice of Decision (NoD) Date or a Decision Pending notation
- Expiry Date for the CBI claim

There are links to the official *Canada Gazette* publication notice regarding the filing of the claim and the decision made on the claim. The NoD date also links to any additional information about the CBI claim validity.

To verify that the SDS and/or label has an active CBI claim, the HMIRA RN and date shown on the SDS/label should match the information on this web page, and the link to the NoD will provide confirmation that the claim was determined to be valid

Visit the Health Canada CBI page for the list of Active Claims for Exemptions

CCOHS
Canadian Centre for Occupational Health and Safety

These Fact Sheets summarize key requirements of WHMIS 2015 which implements the Globally Harmonized System of Classification and Labelling of Chemicals (GHS) for Canadian workplaces. See **WHMIS.org** for more information.

CBI - Confidential Business Information

What is required in a complete application package?

Table 1 – Complete CBI Application Package Checklist*

CBI Application Package Checklist	
	Copy of SDS and/or label.
	100% composition of product, including all CAS numbers, chemical identities and actual concentrations and/or concentration ranges.
	All ingredients disclosed on the SDS are also disclosed on the product's 100% composition document.
	Payment information (credit card) or cheque/money order.
	Consistent use of product identifier and generic chemical names between the application form and the SDS/label.
	Consistent subject of the claim for exemption throughout the forms and the SDS.
	French translation of generic chemical name(s).
	Provision of all mandatory information on forms.
	Declaration of confidentiality signed by the individual with signing authority for the claimant.

* Using the Health Canada Application form is not a mandatory requirement of the HMIRA; however, the information communicated regarding a claim for exemption must clearly and consistently convey what is being claimed as CBI and address the requirements addressed in the HMIRA and the *Hazardous Materials Information Review Regulations* (HMIRR) (subsections 11(3)(4) of the HMIRA and sections 3, 4, 5, 6, 7 and 8 of the HMIRR).

Transition to WHMIS 2015

As of June 1, 2016, all claims for exemption submitted by suppliers will be assessed according to WHMIS 2015 criteria.

Employers have until December 1, 2017 to submit claims for exemption using either WHMIS 2015 SDSs and labels, or using WHMIS 1988 MSDSs and labels. After this date, all submissions will be processed according to WHMIS 2015 criteria.

Additional Information

For additional information, please contact Health Canada at WHMIS-SIMDUT.conf@hc-sc.gc.ca

What are the steps in the CBI process?

Process Steps
1. The claimant applies for the HMIRA Claim for Exemption – which involves completing an application package and providing all the information specified to Health Canada (HC).
2. HC does a preliminary review of the claim package. If the package is incomplete, the claimant is notified and it is put on hold until the missing information is provided.
3. If the package is complete, HC issues a HMIRA RN and a Date of Filing to the claimant. The claimant can then sell, import or use the product in Canada and must cite the HMIRA RN and the Date of Filing on the SDS and/or label in place of the CBI, as well as meet other requirements of the *Hazardous Products Regulations* (HPR) section 5.7.
4. HC proceeds with a full assessment of the claim to check: a) for the validity of the trade secret claim, and b) whether the SDS and/or label are fully compliant, verifying the classification and that WHMIS regulatory requirements are met.
5. HC may provide a Consultation Document (CD) to the claimant that outlines findings on claim validity and SDS and/or label compliance.
6. The claimant may respond to the CD with amendments to the claim and/or comments on findings of non-compliances, if appropriate.
7. HC reviews any claim amendments (if applicable) and issues a decision to the claimant. If the claim is found not to be fully valid, HC may issue orders for corrective measures relating to the validity of the claim. See additional steps below for non-compliant SDS and/or label.
8. Non-compliant SDS and/or label – Resolution: a. If HC finds the SDS and/or label to be non-compliant, a Statement of Decisions (SoD) will detail the corrective measures. b. Claimants receiving a SoD must resolve issues and submit a revised SDS and/or label with a signed **compliance undertaking declaration**. c. HC reviews the response and, if compliant, will issue a **confirmation of compliance undertaking** letter to the claimant. d. If voluntary compliance is not achieved within the allowed timeframe, HC will issue orders under the HMIRA.
9. HC publishes a NoD in the *Canada Gazette*.

CCOHS
Canadian Centre for Occupational Health and Safety

Occupational Health and Safety Bulletin

Changes to WHMIS Legislation

This document is intended to provide Alberta employers and workers with an update on changes to WHMIS legislation. It is important for employers and workers to be aware of the changes that are coming as they will have a significant impact on WHMIS in the workplace.

WHMIS is the system in Canada used for classifying and labelling hazardous workplace chemicals ("controlled products"). This system is being updated to align with the Globally Harmonized System for Classifying and Labelling Chemicals (GHS). Countries around the world are adopting a consistent system to enable a single international system for chemical classification and labelling. Both the European Union and the United States are well on their way to implementing changes consistent with GHS and Canada is doing the same. Once updated, the system will continue to be called WHMIS in Canada (WHMIS 2015).

WHMIS is enabled by both federal and provincial legislation. Federally, the *Hazardous Products Act* (*HPA*) and Controlled Products Regulations cover suppliers of hazardous chemicals in Canada. In Alberta, the Occupational Health and Safety (OHS) Code; Part 29 contains the requirements for employers and workers.

Health Canada, the federal government department responsible for WHMIS, has amended the current federal WHMIS legislation to align with GHS. The amended legislation will go into force in February 2015. Alberta is in the process of amending Part 29 of the OHS Code to be consistent with the federal legislation; however, it may take up to a year for these changes to occur. As a result, there will be a period of time before the OHS Code requirements will be in step with the federal law

There have been significant changes to the federal WHMIS legislation:

- "Controlled Products" will be called "Hazardous Products"
- Different hazard classes and more of them.
- Different classification criteria
- New supplier labels
- New pictograms
- New 16-section product safety data sheets (SDSs)
- No requirement to update SDSs every three years

Changes to labels will be the most visible change in workplaces. More information on how label content compares between WHMIS 1988 and WHMIS 2015 is included in Appendix A.

Once the federal law is in-force, there will be approximately a **three-year transition** period during which suppliers can provide (material) safety data sheets and labels that comply with either system. The provinces and territories are currently working on harmonizing with the federal transition plan to enable a seamless update to the new WHMIS in the workplace. Proposed amendments to Alberta's OHS Code, Part 29 will allow employers to comply with either (or both) systems during the transition period.

For more information:

Health Canada website: http://www.hc-sc.gc.ca/ewh-semt/occup-travail/whmis-simdut/ghs-sgh/index-eng.php

National WHMIS Information Webpage: www.whmis.org

Appendix A: Comparison of Old and New Label Content

WHMIS Label Content

WHMIS 1988	WHMIS 2015
Product Identifier	Product Identifier
Supplier Identifier	Supplier Identifier
Pictogram	Pictogram
Risk Phrases	Hazard Statement
NA	Signal Word
Precautionary Measures	Precautionary Statements
First Aid Statement	Part of Precautionary Statement
Hatched Border	No

WHMIS Pictograms

WHMIS 1988 Hazard Class	WHMIS 1988 Symbols	WHMIS 2015 Symbol(s)	WHMIS 2015 Hazard Class
A			Gases Under Pressure
B1 to B6			Flammables, Self-Heating, Emit Flammable Gases, Pyrophoric Gases, Liquids & Solids Organic Peroxides
C			Oxidizing Gases, Liquids, Solids
D1			Acute Toxicity - Oral, Dermal, Inhalation
D2			Eye Irritation, Skin Irritation Skin/Respiratory Sensitization, Carcinogenicity Mutagenicity Reproductive Hazards
D3			Biohazardous Infectious Materials
E			Skin/Eye Corrosion Corrosive to Metals
F			Self-Reactive Substances Organic Peroxides
N/A	N/A		Explosive Substances (Explosives are still covered under WHMIS exclusions for now)
N/A	N/A		Aspiration, STOT (Single Exposure, Repeated Exposure)
N/A	N/A	N/A	Combustible Dusts
N/A	N/A	N/A	Simple Asphyxiants
N/A	N/A	Use appropriate symbol	Physical Hazards Not Otherwise Classified, Health Hazards Not Otherwise Classified

Contact us:

Province-Wide Contact Centre

Edmonton
780-415-8690

Other locations
1-866-415-8690
(Toll Free)

Deaf or hearing impaired
- Edmonton 780-427-9999
- Other locations 1-800-232-7215
(Toll Free)

Web Site

www.work.alberta.ca

Getting copies of *OHS Act*, Regulation & Code:

Queen's Printer

www.qp.alberta.ca

Edmonton 780-427-4952

Occupational Health and Safety

http://work.alberta.ca/occupational-health-safety/295.html

Call any Government of Alberta office toll-free
Dial 310-0000, then the area code and telephone number you want to reach

DIVERSIFIED STAFFING SERVICES

Incident/Near Miss Report

Internal Completion:

Employee Name:			
Occupation/Job Description:			
Customer Name:			
Worksite Address:			
Date of Incident/Near Miss:		Time of Incident/Near Miss:	AM □ PM □
Hours worked on date of incident:	Start of Shift AM□ PM□	End of Shift	AM□ PM□

Type of Incident/Near Miss (Select all that Apply):				
Medical Aid □	Slips/Trips/Falls □	Property Damage □	Vehicle Accident □	Fire/Flood □
Other □ (please provide details):				

Employee Completion - Description of Incident/Near Miss (please ensure you provide as much detail as possible):

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Employee Completion - Diagram of Incident/Near Miss

Please draw a sketch/diagram or attach photos of the incident scene showing where you were, in relation to the incident location.

Other Information:

Witness(es):	Name:	Phone #:	Witness Statement(s) Attached: Yes ☐ No ☐
Incident Reported to Police Yes ☐ No ☐		File Number:	Police Report Attached: Yes ☐ No ☐
WCB Workers Report Attached: Yes ☐ No ☐		Other:	

Sign-Off:

Employee Name:	Date:	Signature:
Employer Name:	Date:	Signature:
Senior Management:	Date:	Signature

Internal Completion - Investigation:

Name:			
Occupation/Job Description:			
Customer Name:			
Worksite Address:			
Date of Incident:		Time of Incident:	AM □ PM □
Hours worked on date of incident:	Start of Shift AM□ PM□	End of Shift AM□ PM□	

Type of Incident/Near Miss (Select all that Apply):				
Medical Aid □	Slips/Trips/Falls □	Property Damage □	Vehicle Accident □	Fire/Flood □
Other □ (please provide details):				

Immediate Cause:			
Root Cause:			
Corrective Action Plan: _____ _____ _____ _____ _____ _____ _____			
Date of Immplementation:	Completed By:	Reviewed By:	Date of Review:

DIVERSIFIED
STAFFING SERVICES

January 2023

Company Health & Safety Policy

Diversified Staffing is committed to a strong health and safety program that protects our employees. This commitment is fulfilled by providing a thorough safety orientation, proper training and equipment, training policies, practices and procedures. All employees are required to perform jobs in accordance with these polices. Active participation by everyone, every day, in every job is necessary for the health and safety excellence that this company expects. Health and safety excellence which includes the promotion and maintenance of the highest degree of physical, psychological, and social well-being of all employees. In fulfilling this commitment to protect both people and property, management will provide and maintain a healthy and safe work environment in accordance with industry standards and in compliance with legislative requirements. DSS will strive to eliminate any foreseeable health and/or safety hazards which may result in property damage, incidents or personal injury/illness. All Team Members have three (3) basic rights in Canada with regards to safety; right to know what hazards are present in the workplace, right to participate in keeping your workplace health and safe, and the right to refuse work that you believe to be dangerous to yourself or your co-workers.

Workers at every level (management, supervisors, and temporary employees) will be equally responsible for minimizing incidents. Safe work practices and procedures will be clearly defined in the Company Health and Safety Manual for all workers to follow. The company recognizes that workers are required to travel to and from the work site and should abide by the applicable legislation as it applies to the safe operation of motor vehicles. Complete and active participation by everyone, every day and in every job, is necessary to ensure a safe work environment. By working together, Diversified Staffing will maintain a safe and healthy work environment which follows legislative requirements and exceeds industry standards.

In addition, employers, supervisors and workers will:

- Cooperate with any person exercising a duty imposed by the OHS Act, Regulation, or Code, and
- Comply with the OHS Act, Regulation, and Code and any site policies, procedures, and codes of practice.

Other workers (e.g. contracted employers, suppliers, or service providers) will comply with the OHS Act, Regulation and Code and work site polices. Workers at every level must be familiar with the requirements of the Alberta OHS Legislation as it relates to their work.

Incidental loss can be controlled through good management in combination with active worker involvement. Safety is the direct responsibility of all managers, supervisors and workers. The ultimate goal of our Safety Program is an injury and incident-free workplace.

All management activities will comply with company health and safety requirements as they relate to the planning, operation and maintenance of facilities and equipment. All workers will perform their jobs properly in accordance with established procedures and safe work practices.

I trust that all of you will join us to make health and safety a way of life.

Sincerely,

Trevor Katelnikoff
Chief Executive Officer

Signature: Trevor Katelnikoff Date: January 5th, 2023