

**Student Monitor Training  
Manual**

# Distribution Services Level 2 Monitor

Office of Safety & Risk Management  
Rosalie Sharpe Pavilion  
115 McCaul  
Room 2210

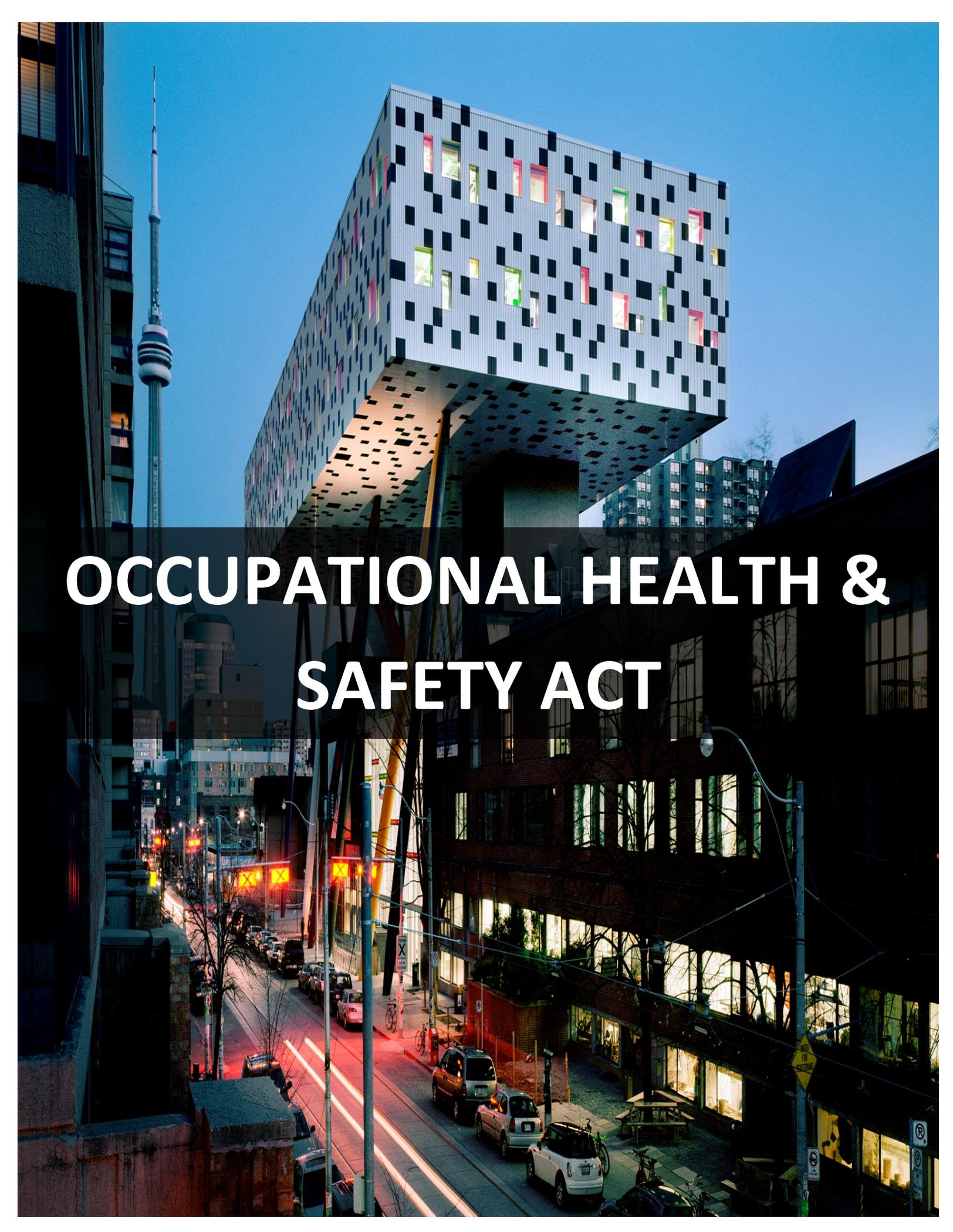




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A photograph of a modern building with a perforated facade and colorful windows, set against a city street at dusk with the CN Tower in the background. The building's facade is a grid of white panels with black perforations, and some windows are illuminated with vibrant colors like red, green, and yellow. The building is cantilevered over a street. In the background, the CN Tower is visible against a blue twilight sky. The street below has cars, streetlights, and a brick building with large windows.

# OCCUPATIONAL HEALTH & SAFETY ACT



## LEGISLATION

### Ontario Occupational Health & Safety Act

In Ontario, health and safety requirements are legislated under the Ontario Occupational Health & Safety Act (OHS Act). The Act outlines the roles and responsibilities of various workplace parties. You can find a copy of The Act located on the Health & Safety board at 100 McCaul's main floor.

OCAD University, as an employer, is responsible for ensuring compliance with the Act and regulations, and for taking every precaution reasonable for the protection of faculty, staff (Section 25(2) h of the OHS Act) and students.

As a Student Monitor, you are now considered a worker at OCAD University and you will have specific rights, roles and responsibilities that you will need to understand which we will discuss further in this section.

### Internal Responsibility System

The Occupational Health and Safety Act outlines the different roles of the employer, supervisor and worker, and how these parties work together to contribute to making their workplace safe. This is the Internal Responsibility System, or IRS.

Communication is a big part of the IRS in any workplace, and the ability to communicate effectively is an important skill. To communicate effectively, you need to be good at both listening and speaking.

If a worker sees a hazard or practice that goes against the OHS Act or workplace health and safety policies or procedures, that worker has a duty to tell their supervisor or employer. This should be done as soon as possible so that the hazard can be addressed. That's how employers, supervisors and workers come together to make the workplace safer. This is an example of the Internal Responsibility System in action.

You should inform the employer of any health and safety concern, even if you have the ability and authority to handle it yourself. Your employer may need to know about the problem in order to fulfill his or her duties.

## WORKER RIGHTS & RESPONSIBILITIES

### 1. WORKER RIGHTS:

The OHS Act gives workers three important rights:

- a) The **right to know** about workplace hazards and what to do about them
- b) The **right to participate** in solving workplace health and safety problems
- c) The **right to refuse** work that they believe is unsafe



## 1.1. The Right to Know

It's the employer's responsibility to inform the workers about any health or safety hazards and to show them how to work safely. This supports workers' right to know about hazards to which they might be exposed. For example, the law says workers have to receive information and training on the chemicals or hazardous materials that are used, handled or stored at work. This information is available either on warning labels or information sheets. Sometimes you may also have to give the worker written instructions on how to do the work. The employer supports the workers' right to know by making sure they get:

- Information about the hazards in the work they are doing
- Training to do the work in a healthy and safe way.
- Competent supervision to stay healthy and safe. That means the employer has made sure that you know how to do your job.

## 1.2. The Right to Participate

Supervisors support the workers' right to participate in health and safety by encouraging them to get involved. There are various ways to be involved in workplace health and safety such as asking questions, raising concerns and giving positive feedback. One of the most effective ways workers can participate in health and safety is by becoming or communicating with a **Joint Health and Safety Committee (JHSC)** member.

### **What is a Joint Health and Safety Committee (JHSC)?**

In Ontario, organizations that employ more than 20 employees must have a formal Joint Health and Safety Committee. The JHSC consists of worker (union employee) and management members.

Worker representatives are selected by the union and management members are appointed by the employer.

### **What do OCAD University JHSC Members do?**

- Act as an advisory body to OCADU in areas of health and safety
- Identify hazards and obtain information about them
- Assist in resolving work refusal cases
- Participate in accident investigations and workplace inspections that involved OCADU employees
- Recommend corrective actions required to resolve health and safety concerns
- Meet every month to discuss safety issues at OCADU
- Inspect the workplace (or at least some areas of the workplace) each month

### **Who are the JHSC Members?**

#### **Management Representatives:**

Nick Hooper (Studio Management) – Co-Chair  
Connie Arezes-Reis (Human Resources)  
Christine Wallace (Facilities and Planning)

#### **Contact:**

Ext. 2202  
Ext. 209  
Ext. 620

### **Worker Representatives:**

Eric Steenbergen (Printmaking) – Co-Chair	Ext. 268
Alvaro Araya (IT Services)	Ext. 240
Angela Del Buono (Photography)	Ext. 264
Ted Hunter (Faculty)	Ext. 313
Hugh Martin (Photography)	Ext. 264
Myly Pham (IT Services)	Ext. 3846
Justin Wentzell (Campus Security)	Ext. 627
Adam Wilkinson (Distribution Services)	Ext. 612

### **Where Can I find the JHSC’s Monthly Meeting Minutes and Inspection Sheets?**

Your JHSC’s monthly meeting minutes and inspection reports are posted on the Safety & Risk Management Bulletin Board located at the main floor at 100 McCaul.

### **1.3. The Right to Refuse.**

The third right of workers in the OHS Act is the right to refuse to do work that you have reason to believe is unsafe for yourself or another worker. The OHS Act prohibits the employer from reprimanding a worker for such things as complying with the OHS Act or seeking its enforcement.

Your supervisor will respect that right by taking “every precaution reasonable” in the circumstances to protect workers and by complying with the process for work refusals specified in the Act. When a worker is refusing to do particular work because it is likely to endanger him or herself, the supervisor must look into the worker’s concerns and do everything they can to help the employer address them. Most of the time, the employer or the supervisor will be able to solve the problem with the worker’s JHSC member. But if an agreement can’t be met on how to solve it and the worker still feels the work is unsafe, a Ministry of Labour inspector will be called in to investigate.

For details on how this process works, refer to our policy: 5004 - Work Refusal Procedures (*Attached: Appendix 4*).

## **2. DUTIES OF A WORKER**

The OHS Act gives workers certain duties, as a student monitor you must:

- a) Follow the law and the workplace health and safety policies and procedures.
- b) Always wear or use the protective equipment that the employer requires.
- c) Work and act in a way that won’t hurt them or any other worker.
- d) Report any hazard they find in the workplace to your supervisor.

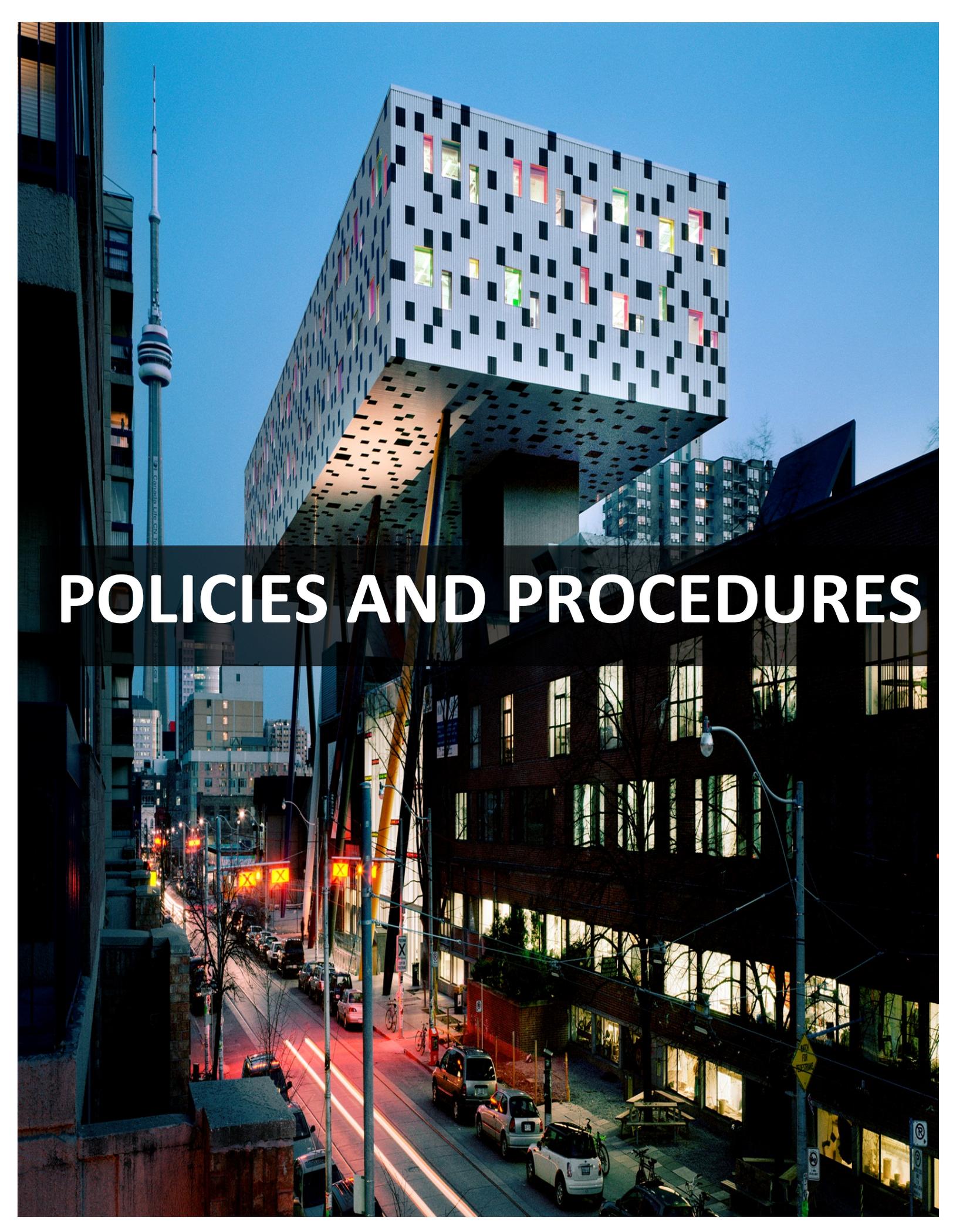


## SUPERVISOR RIGHTS & RESPONSIBILITIES

Every supervisor is also considered to be a worker and has the same workplace duties and rights as a worker. But if you are also supervising others, the OSHA also gives you specific duties related to your role as a supervisor, including:

- a) Telling workers about hazards and dangers and responding to their concerns
- b) Showing workers how to work safely and making sure they follow the law, and the workplace health and safety policies and procedures
- c) Making sure workers wear and use the right protective equipment
- d) Doing everything reasonable in the circumstances to protect workers from being hurt or getting a work related illness



A photograph of a modern building with a perforated facade and colorful windows, set against a city street at dusk with the CN Tower in the background. The building's facade is a grid of white panels with black perforations, and some windows are illuminated with vibrant colors like red, green, and yellow. The building is cantilevered over a street. In the background, the CN Tower is visible against a blue twilight sky. The foreground shows a city street with cars, streetlights, and a brick building with large windows.

# POLICIES AND PROCEDURES



## POLICIES

The policies relating to Safety and Risk Management can be downloaded at:  
[http://www.ocadu.ca/about\\_ocad/risk\\_management/policies.htm](http://www.ocadu.ca/about_ocad/risk_management/policies.htm). The policies that you will likely reference to are:

- **Health and Safety Policy** - This policy is mandated by law; outlines OCAD U's commitment to health and safety; updated annually and approved by the Board.
- **Fire & Flame Policy** - This policy prohibits incorporating fire or flame into artwork without obtaining a written Fire and Flame Permit. Smoke producing equipment are strictly prohibited.
- **Work Refusal Procedure** - This procedure outlines the process for work refusals, identifies the parties involved and the responsibilities and procedure to follow for work refusals.
- **Scented Products Guidelines** - Raises awareness of the effects of scented products on some individuals and provides "best practices" for the management of scent-related complaints
- **Temporary Installation of Student Art Work** - Facilitates the safe exhibition of artwork and applies to student artwork installed in OCAD U public spaces
- **Smoke Free Policy** - This policy protects the OCAD U community from unwanted exposure to tobacco smoke
- **Reporting and Resolving Health and Safety Concerns** - This procedure provides direction on how to report health & safety concerns that affect you and your colleagues.



# PROCEDURES

## 1) Dealing with Emergencies

In the event of an emergency wherein incidents or behaviours presenting immediate or imminent danger should be reported immediately to OCAD U Security:

- a) If you can do so safely, pick up a red emergency phone to connect to Security immediately. (Knocking a red emergency phone off the hook alerts Security of your location and sends assistance).
- b) Or, pick up a white courtesy phone or OCAD office phone and dial 511.
- c) If none of the above options are possible, use a mobile phone to dial 911



## 2) Injured person(s)

Campus Security personnel are certified in First Aid/CPR and will be the first responder for all medical emergency situations on campus. First Aid Kits (*Attached: Appendix 5*) and A.E.D.s are located throughout the campus and Campus Security is equipped with First Aid Response Bags. The Incident & Investigation Report Form (*Attached: Appendix 2*) should be filled out following any incident.

Non-injury incidents, near misses or “close calls” should also be reported on the Incident & Investigation Report Form. This will help us ensure that the situation is dealt with and other staff, faculty or students are not exposed to the hazard.

For incidents resulting as a critical injury, where the injury:

- a) Places life in jeopardy;
- b) Produces unconsciousness;
- c) Results in substantial loss of blood;
- d) Involves the fracture of a leg or arm but not a finger or toe;
- e) Involves the amputation of a leg, arm, hand or foot but not a finger or toe;
- f) Consists of burns to a major portion of the body; or
- g) Causes the loss of sight in an eye.

Please refer to Policy 5002 – Critical Injury Procedures (*Attached: Appendix 3*) or online:

[http://www.ocadu.ca/Assets/pdf\\_media/ocad/about/policies/administrative\\_policies\\_5002\\_critical\\_injury\\_procedures.pdf](http://www.ocadu.ca/Assets/pdf_media/ocad/about/policies/administrative_policies_5002_critical_injury_procedures.pdf)

### 3) Workplace Violence

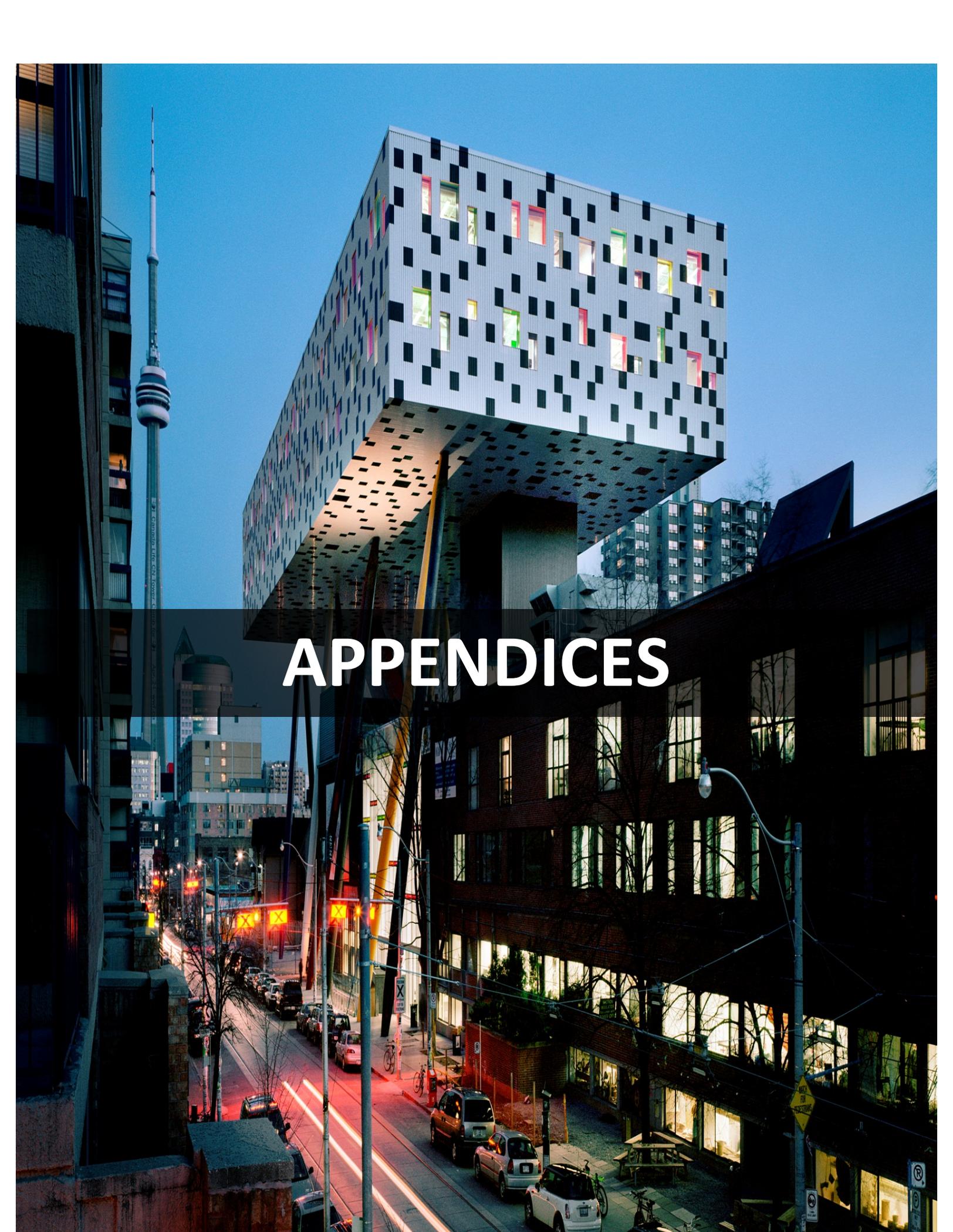
OCAD University expects that any incidents of violence or threatening behaviour in its work and learning environment will be investigated and dealt with promptly by all relevant parties in a fair, consistent, thorough, and confidential manner

Incidents of a potentially violent or threatening nature but not presenting immediate or imminent danger should be reported immediately to:

- a) For students – relevant Chair, Associate Dean or Associate VP, Students;
- b) For staff – relevant Supervising Manager or Director, Human Resources; or
- c) For faculty – relevant Chair, Associate Dean or Director, Human Resources.

For more information see Policy 5005 – Response to Violent or Threatening Behaviour:

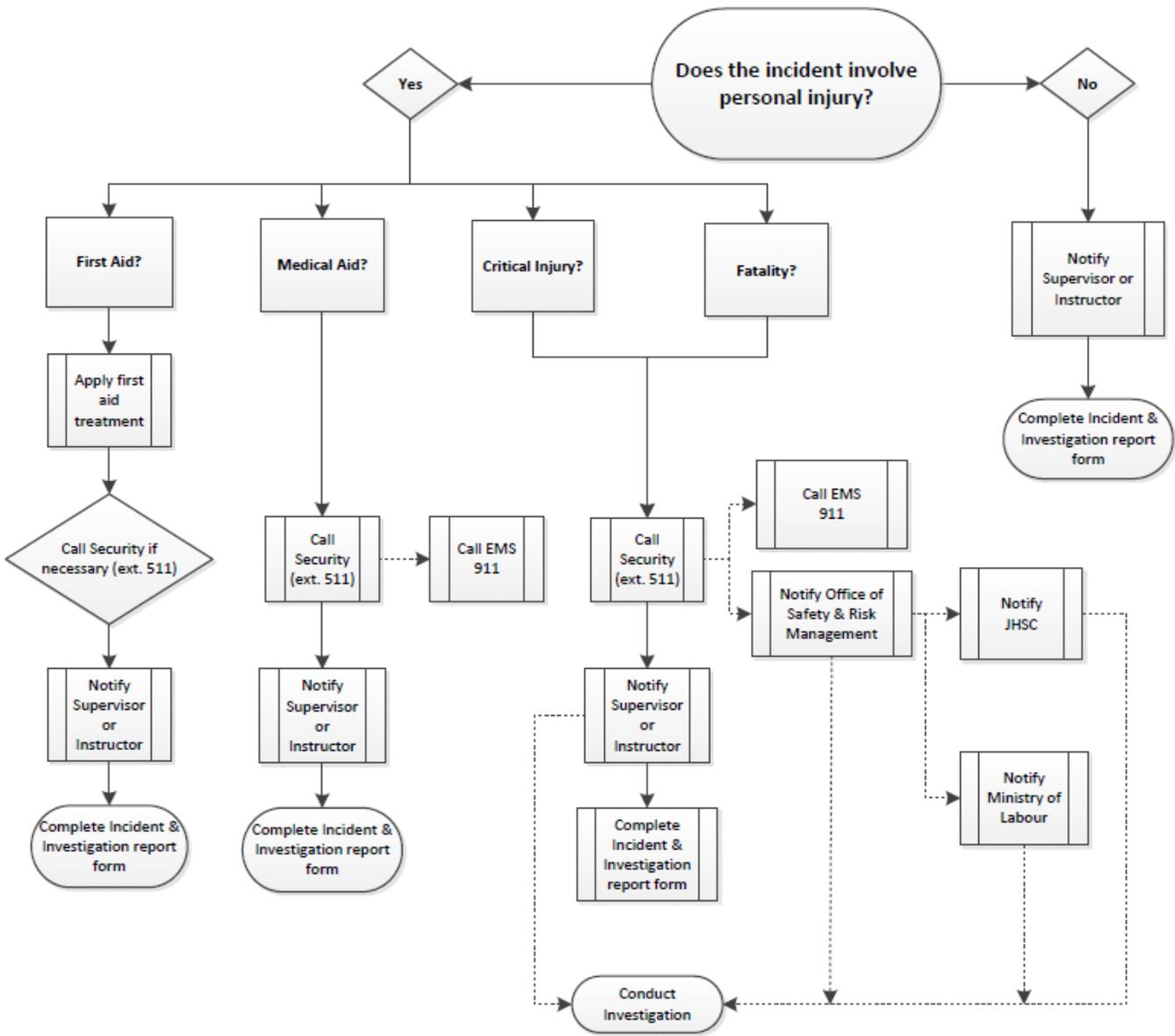
[http://www.ocadu.ca/Assets/pdf\\_media/ocad/about/policies/administrative\\_policies\\_5005\\_response\\_to\\_threatening\\_or\\_disturbing\\_behaviour\\_policy.pdf](http://www.ocadu.ca/Assets/pdf_media/ocad/about/policies/administrative_policies_5005_response_to_threatening_or_disturbing_behaviour_policy.pdf)



# APPENDICES



# Appendix 1: What To Do In Case Of An Incident



Appendix 2: Incident & Investigation Report Form



# OCAD UNIVERSITY INCIDENT & INVESTIGATION REPORT FORM

**Send to The Office of Safety & Risk Management within 24 hours of the incident – 115 McCaul r.2210**

**PERSON INVOLVED:**    Employee    Student    Contractor    Visitor

**I. INCIDENT TYPE**

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> First Aid (immediate care)              | <input type="checkbox"/> Medical Aid (hospital or physician)          | <input type="checkbox"/> Loss Time (medical aid, missed work) |
| <input type="checkbox"/> Near Miss (no injury, potential hazard) | <input type="checkbox"/> Occupational Illness (skin, respiratory etc) | <input type="checkbox"/> Property Damage                      |
| <input type="checkbox"/> Critical Injury                         | <input type="checkbox"/> Fatality                                     |   |

**II. PERSONAL INFORMATION (Bold – Mandatory)**

**Name:** \_\_\_\_\_  Male    Female  
**Telephone:** (\_\_\_\_) \_\_\_\_\_   **Age:** \_\_\_\_\_  
**Address:** \_\_\_\_\_

**III. EMPLOYEE SECTION**

**Position:** \_\_\_\_\_   **Department:** \_\_\_\_\_  
**Supervisor/Instructor:** \_\_\_\_\_

**IV. CONTRACTOR and VISITOR SECTION**

**OCAD U Contact:** \_\_\_\_\_   **Company name:** \_\_\_\_\_  
**Company address:** \_\_\_\_\_  
**Visitor reason for being at OCAD U:** \_\_\_\_\_

**V. INCIDENT DESCRIPTION (Please complete all)**

**Date (dd/mm/yy):** \_\_\_\_\_   **Time:** \_\_\_\_\_ a.m. / p.m.   **Date Reported (dd/mm/yy):** \_\_\_\_\_   **Time:** \_\_\_\_\_ a.m. / p.m.  
**Reported to:** \_\_\_\_\_   **Position:** \_\_\_\_\_   **Telephone:** (\_\_\_\_) \_\_\_\_\_  
**Witness:** \_\_\_\_\_   **Telephone:** (\_\_\_\_) \_\_\_\_\_  
**Location of Incident:** \_\_\_\_\_   **Room Number:** \_\_\_\_\_  
**Incident Description:** (what you were doing, what happened, what injuries occurred, equipment details, environmental conditions?)

**Type of Incident:**

- |   |  |   |   |
|---|--|---|---|
| <input type="checkbox"/> Cut                    | <input type="checkbox"/> Overexertion      | <input type="checkbox"/> Fall from heights  | <input type="checkbox"/> Assault        |
| <input type="checkbox"/> Slip/Trip              | <input type="checkbox"/> Repetitive Strain | <input type="checkbox"/> Harmful Substances | <input type="checkbox"/> Fire/Explosion |
| <input type="checkbox"/> Fall                   | <input type="checkbox"/> Caught/Struck by  | <input type="checkbox"/> Burn               | <input type="checkbox"/> Motor vehicle  |
| <input type="checkbox"/> Other (specify): _____ |  |   |   |

**Body Part(s) Affected:**

- |                                 |                                  |                                     |                                    |                                    |                                    |                                 |                              |                                |
|---------------------------------|----------------------------------|-------------------------------------|------------------------------------|------------------------------------|------------------------------------|---------------------------------|------------------------------|--------------------------------|
| <input type="checkbox"/> Head   | <input type="checkbox"/> Neck    | <input type="checkbox"/> Upper Back | Left   Right                       | <input type="checkbox"/> Shoulder  | <input type="checkbox"/> Wrist     | Left   Right                    | <input type="checkbox"/> Hip | <input type="checkbox"/> Ankle |
| <input type="checkbox"/> Face   | <input type="checkbox"/> Chest   | <input type="checkbox"/> Lower Back | <input type="checkbox"/> Upper Arm | <input type="checkbox"/> Hand      | <input type="checkbox"/> Upper Leg | <input type="checkbox"/> Foot   |                              |                                |
| <input type="checkbox"/> Eye(s) | <input type="checkbox"/> Abdomen |                                     | <input type="checkbox"/> Elbow     | <input type="checkbox"/> Finger(s) | <input type="checkbox"/> Knee      | <input type="checkbox"/> Toe(s) |                              |                                |
| <input type="checkbox"/> Ear(s) | <input type="checkbox"/> Pelvis  |                                     | <input type="checkbox"/> Lower arm |                                    | <input type="checkbox"/> Lower Leg |                                 |                              |                                |
| <input type="checkbox"/> Teeth  |                                  |                                     |                                    |                                    |                                    |                                 |                              |                                |

Has injury/problem occurred in the past?  Yes  No   If yes, explain:

**VI. TREATMENT INFORMATION**

Check all that apply:

- First Aid                       Ambulance                       Emergency Room                       Hospital  
 Physician's Office                       Health and Wellness                       Clinic

Name of Hospital/Provider: \_\_\_\_\_ Date Visited (dd/mm/yy): \_\_\_\_\_

**VII. PROPERTY DAMAGE**

Damaged property, equipment or material: \_\_\_\_\_

Describe Damage: (how, what happened?) \_\_\_\_\_

**VIII. SUPERVISOR'S ACTION PLAN**

**Root Cause Analysis:** (check all that apply)

**Unsafe Acts**

- Improper work technique
- Safety rule violation
- Improper PPE or PPE not used
- Operating without authority
- Failure to warn or secure
- Operating at improper speeds
- By-passing safety devices
- Guards not used
- Improper loading or placement
- Improper lifting
- Servicing machinery in motion
- Horseplay
- Drug or Alcohol use
- Unnecessary haste
- Unsafe act of others
- Other: \_\_\_\_\_

**Unsafe Conditions**

- Poor workstation design or layout
- Congested work area
- Hazardous substances
- Fire or explosion hazard
- Inadequate ventilation
- Improper material storage
- Improper tool or equipment
- Insufficient knowledge of job
- Slippery conditions
- Poor housekeeping
- Excessive noise
- Inadequate guarding of hazards
- Defective tools/equipment
- Insufficient lighting
- Inadequate fall protection
- Other: \_\_\_\_\_

**Management**

- Lack of written procedures or policies
- Safety rules not enforced
- Hazards not identified
- PPE unavailable
- Insufficient worker training
- Insufficient supervisor training
- Improper maintenance
- Inadequate supervision
- Inadequate job planning
- Inadequate hiring practices
- Inadequate workplace inspection
- Inadequate equipment
- Unsafe design or construction
- Unrealistic scheduling
- Poor process design
- Other: \_\_\_\_\_

Preventive Action (explain corrective measures and recommendations):

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

**IX. SIGNATURES** (Grey area for the Office of Safety & Risk Management)

Person Involved:	Supervisor/Instructor/OCAD U contact:	Date (dd/mm/yy):
Reviewed by:	Signature:	Date (dd/mm/yy):

**FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT, 1987**

The information on this form is collected under the legal authority of the Colleges and Universities Act, R.S.O. 1980, C.272, s5. R.R.O. 1980, Reg. 640, and the Occupational Health and Safety Act, R.S.O. 1990, C.O.1, S51, S52. R.R.O. 1990 Reg 851, S5. This information is used for the purpose of documenting and investigating incidents/accidents occurring on University property. For further information, please contact The Director, Risk Management, 100 McCaul, Toronto, Ontario M5T 1W1 (416)977-6000, ext. 2920

## Appendix 3: Critical Injury Procedures

### 1. Purpose

As per the “Occupational Health & Safety Act - Section 51.(1) Notice of death or injury – Where a person is killed or critically injured from any cause at a workplace, the constructor, if any and the employer shall notify an inspector, and the committee, health and safety representative and trade union, if any, immediately of the occurrence by telephone, telegram or other direct means...”. In the case of death or critical injury, OCAD is required to immediately report the incident to the Ministry of Labour.

Further, as per “Section 51.(2) Preservation of wreckage – Where a person is killed or is critically injured at a workplace, no person shall, except for the purpose of,

- a. saving life or relieving human suffering;
- b. maintaining an essential public utility service or a public transportation system; or
- c. preventing unnecessary damage to equipment or other property,

interfere with, disturb, destroy, alter or carry away any wreckage, article or thing at the scene of or connected with the occurrence until permission so to do has been given by an inspector.”

### 2. Scope

Following the requirements of OCAD’s Health & Safety Policy # 5001, these procedures apply to all incidents involving a faculty, staff, contractor, or student monitor while working on campus.

As per the “Occupational Health & Safety Act ONT. REG. 834 – CRITICAL INJURY – DEFINED

R.R. O. 1990, Reg. 834, as am. O. Reg., 351/91 (Fr.).

1. For the purposes of the Act and Regulations, ‘critically injured’ means an injury of a serious nature that,

- a) places life in jeopardy;
- b) produces unconsciousness;
- c) results in substantial loss of blood;
- d) involves the fracture of a leg or arm but not a finger or toe;
- e) involves the amputation of a leg, arm, hand or foot but not a finger or toe;
- f) consists of burns to a major portion of the body; or
- g) causes the loss of sight in an eye.”

### 3. Policy

The following procedures must be followed carefully:

- Notify Security immediately (x 511) so that the necessary emergency response measures can be taken, and the site secured
- Notify the Director Safety & Risk Management (x 2920) or via cell (647) 210-9611 so that they can:
  - Immediately notify the Ministry of Labour (MoL) with a brief report.  
Note: This is required even if the injury is deemed a “possible” critical injury
  - Attend the scene to begin investigations
  - Notify a Joint Health & Safety Committee worker representative to assist with the investigation
- The scene is to be photographed if at all possible
- Important - Never move anything at a critical injury site until the MoL Inspector has arrived, except to alleviate human suffering or to preserve property from further damage.

## Appendix 4: Work Refusal Policy

### 1. Purpose:

The purpose of this procedure is to describe the process to address work refusals should they occur; it identifies the various workplace parties involved in a work refusal and the process which must be followed to assure that the safety concern, which triggered the work refusal process, is adequately addressed.

It also ensures that the OCAD University ("OCAD U" or the "University" complies with the Occupational Health and Safety Act (OHSA), R.S.O. 1990, Section 43 ("The Act").

### 2. Scope:

This procedure applies to all employees, faculty, and students who are paid to do research, or carrying out any other work that takes place on or off-campus that is under the purview of OCAD U.

### 3. Definitions:

- a. **Certified member:** a Joint Health and safety Committee member who is certified in accordance with the OHSA.
- b. **Dangerous circumstance:** a situation in which a provision of the Act is contravened; the contravention poses a danger or a hazard to a worker and the danger or hazard is such that any delay in controlling it may seriously endanger a worker.
- c. **Safety hazard:** something that has the potential to cause physical harm to people or damage to property.

### 4. Procedure:

#### 4.1 *Application of OHSA Work Refusals*

- All OCAD U employees can exercise their right to refuse unsafe work when they believe a safety hazard or dangerous circumstance exists in the workplace.
- Supervisors and employees must distinguish this work refusal procedure from every day due diligence associated with the recognition, reporting and correcting of workplace safety hazards.

#### 4.2 *Initiating OHSA Work Refusals*

The worker shall:

- Notify his or her supervisor that he or she is refusing to perform unsafe work because he or she has reason to believe that performing the work may endanger themselves or another worker.
- Please be specific and explain in detail your reason for refusing work.
- Remain in a safe place near the workstation until the investigation takes place.

### 4.3 OHS Work Refusal Investigation

#### Step 1: Internal Resolution:

- a. Upon an employee reporting a work refusal, the Supervisor requests the employee to specifically explain why he or she is refusing work.
- b. If the work refusal is not safety related, the work refusal stops, and the employee returns to work, and addresses the concern using other appropriate venues.
- c. However, if the work refusal is safety related, the Supervisor must immediately contact:
  - JHSC worker member (preferably a certified member)
  - Director, Safety and Risk Management (or designate)
- d. Supervisor leads a joint investigation of the matter with the refusing employee, the JHSC worker member, and the Director Safety and Risk Management.
- e. If the employee feels that their safety is no longer threatened with the results and corrective measures implemented following the investigation, they may return to work.

#### Step 2: External Resolution:

- a. The employee may not be satisfied with the remedial action that is taken, and they may continue to refuse work if he or she has reasonable grounds to believe that the work is still likely to endanger someone at OCAD U.
- b. At this point, a Ministry of Labour inspector must be called in to investigate. The Director, Safety and Risk Management will contact the Ministry of Labour and report the work refusal.
- c. Pending the arrival of the Ministry of Labour inspector:
  - The refusing employee remains in a safe place near the workstation.
  - The refusing employee may be assigned reasonable alternate work.
  - The Supervisor may ask another employee to perform the work that was refused; however this employee must be advised of the other employee's refusal and of his reasons for the refusal in the presence of the JHSC worker member.
- d. Once the Ministry of Labour Inspector is onsite, a joint investigation will be carried out with the MOL inspector, the employee, the Supervisor, the JHSC member, and the Director, Safety and Risk Management.
- e. The MOL inspector will issue a directive, and this must be complied with, pending appeals (if necessary)
- f. The employee, Supervisor, JHSC member, and Director Safety and Risk Management must complete the "Work Refusal Report"

### 4.4 MOL Decision

- a. Following the investigation, the MOL will issue a decision.
- b. The decision must be complied with
- c. The decision can be appealed, pending which it must still be complied with

### 5. Related Documents

- Work Refusal Report
- Work Refusal Flow Chart

# Work Refusal Report Form

<b>SECTION A: WORKER INFORMATION (to be completed by employee)</b>	
Employee Name:	Employee #:
Department:	
Supervisor Reported to:	Date & Time Reported:
Location of work refusal:	Task Assigned:
Employee's reason for work refusal (please provide specific details):	
Employee's Signature:	Date:

<b>SECTION B: SUPERVISOR INFORMATION (to be completed by Supervisor)</b>	
Supervisor Name:	Date & Time Notified of Work Refusal:
Immediate action taken (if any):	
<b>INVESTIGATION DETAILS: (STEP 1 - INTERNAL RESOLUTION)</b>	
Date and Time of Investigation:	
JHSC Worker Member:	Office of Safety and Risk Mgmt:
Supervisor's observations of existing conditions and hazards during investigation (please provide specific details):	
Does Supervisor agree that hazardous conditions exist?	
<input type="checkbox"/> YES-Complete Section C Action Plan <input type="checkbox"/> NO-PROCEED TO SECTION D(2)	
Supervisor's Signature:	Date:

**SECTION C: RECOMMENDED ACTION PLAN TO RESOLVE CONCERN** (completed by Supervisor and Employee)

Action	Target Date	Completion Date
This Action Plan agreed upon by both the worker and Supervisor on (Date):		
Employee's Signature:	Supervisor's Signature:	
Once Action Items are complete, proceed to Section D1 below for signature. If this Action Plan is not agreed upon by Employee and Supervisor, proceed to Section D2.		

**SECTION D: RESOLUTION OF WORK REFUSAL** (completed by Safety and Risk Mgmt. and JHSC Worker Member)

D1) COMPLAINT RESOLVED - Employee is satisfied that the work is no longer hazardous	
Date:	Time:
Employee Signature:	JHSC Worker Member Signature:
Supervisor Signature:	Safety and Risk Mgmt. Signature:

**D2) COMPLAINT IS NOT RESOLVED – (STEP 2: EXTERNAL RESOLUTION)**

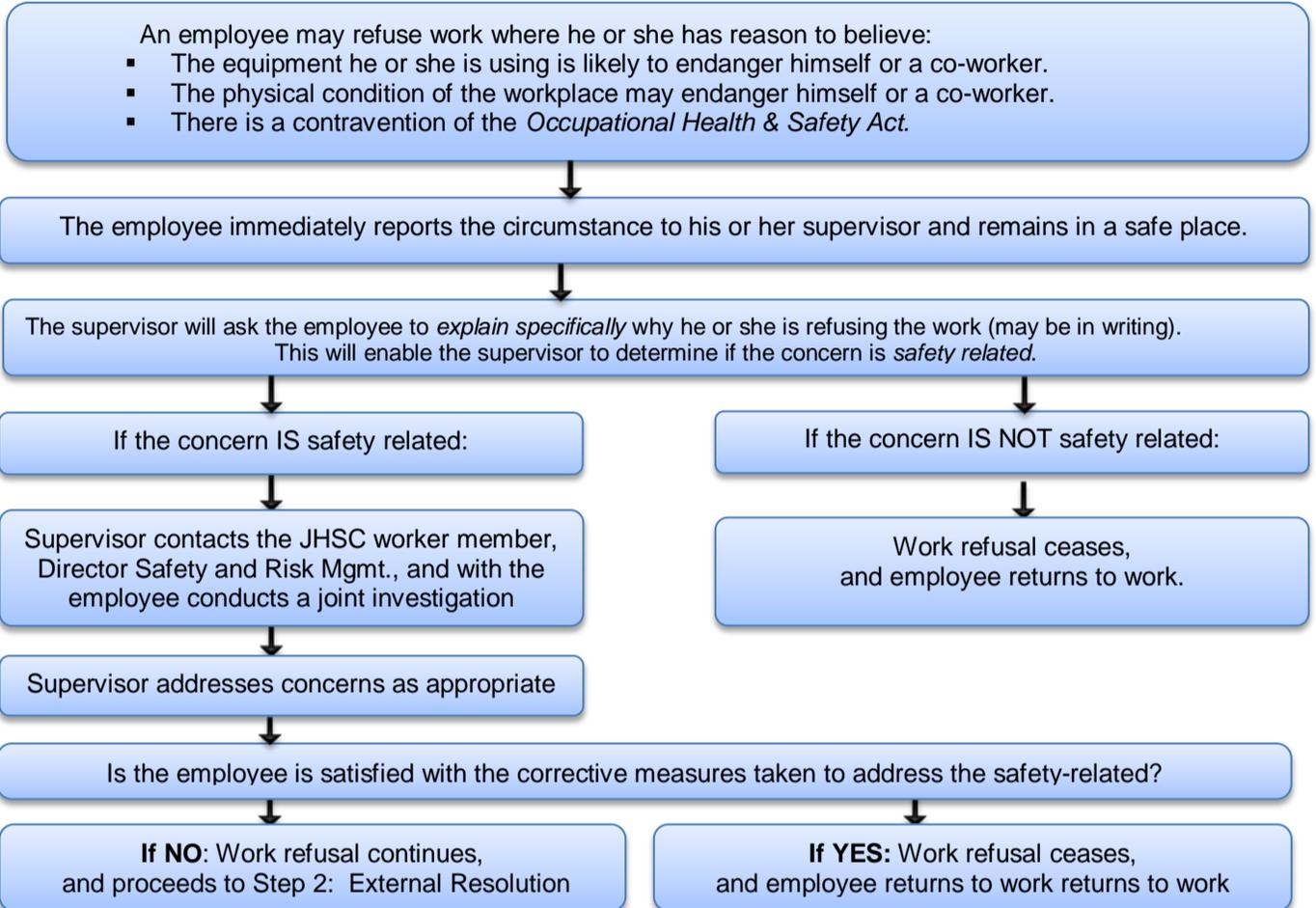
Explain why work refusal is not resolved:		
Date:	Time:	
Employee Signature:	JHSC Worker Member Signature:	
Supervisor Signature:	Safety and Risk Mgmt. Signature:	
<b>MINISTRY OF LABOUR INSPECTOR TO BE CONTACTED FOR INVESTIGATION &amp; DECISION 1-877-202-0008</b>		
Time MOL contacted:	Time MOL Inspector arrived:	Time MOL Inspector departed:
MOL Investigation Notes (Findings, Decision, Orders Written, etc.):		

# Work Refusal Flow-Chart

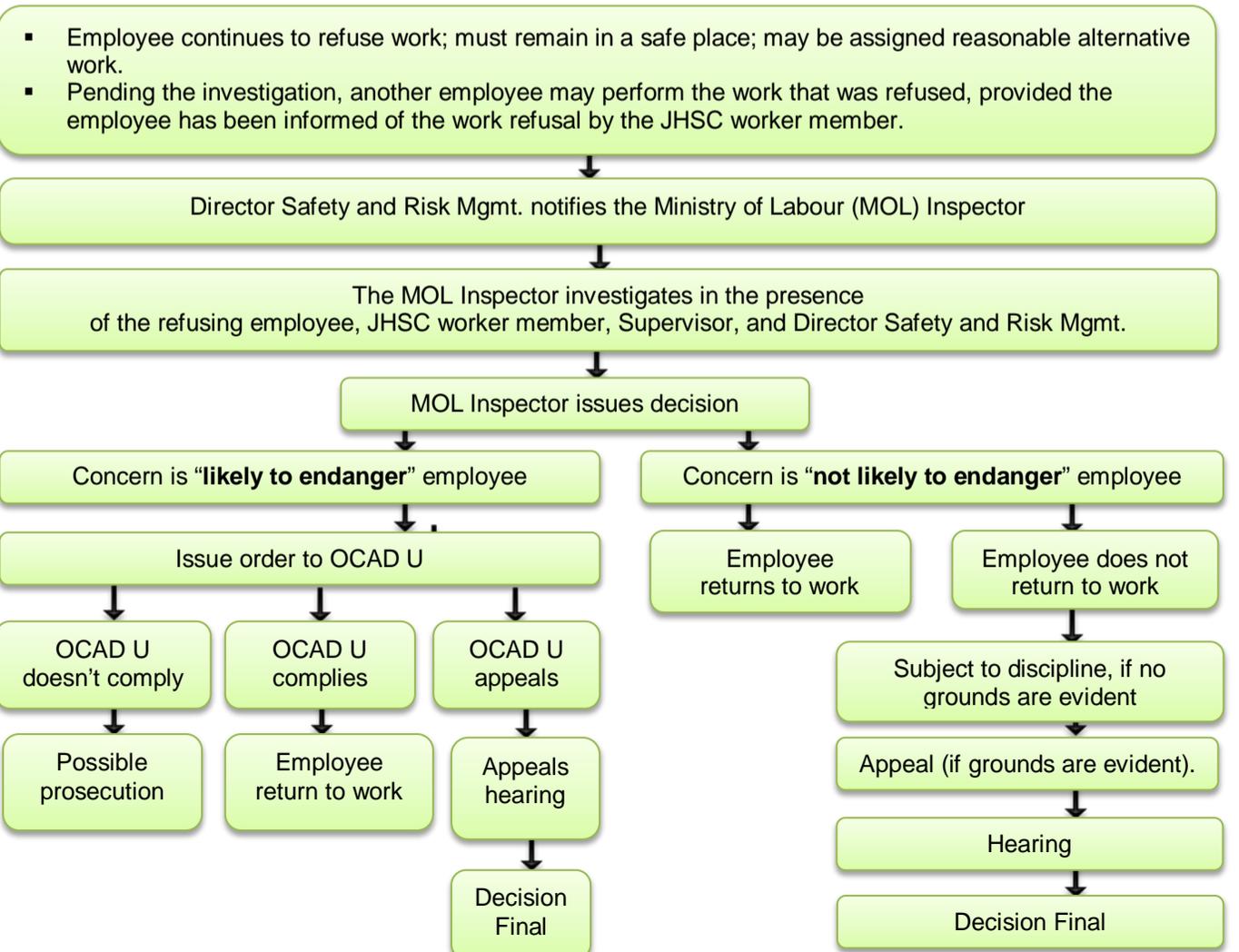
# Using your right to refuse unsafe work

The *Occupational Health and Safety Act*, Section 43, gives an employee the right to refuse unsafe work. The flowchart below outlines the procedure to follow when this right is exercised in the workplace.

## STEP 1: Internal Resolution



## STEP 2: External Resolution



## Appendix 5: First Aid Kit Locations

Location	Level	Room	Description
100 McCaul	1	-	Front desk lobby
		100	Security office
		108	Wood Shop
		117f	Plastics Shop
		122	Metal Shop
		130	Rapid Prototype
		152	Foundry/Mouldmaking Studio
		159	First year sculpture installation shop
	2	201	Fibre Studio
		217	Jewellery Studio
		225	Print Services
		239	Mail Room
		241	Central Storage
		253	Ceramics Studio
	3	315a	Faculty of liberal studies
		317a	IT Services Helpdesk
		341	AV loans
		352	Integrated Media
		375	Printmaking Studio - Intaglio/etching
		384	Printmaking Studio - Relief
		387	Printmaking Studio – Lithography
	389	Printmaking Studio - Screen printing	
	4	401	Faculty of Art offices
		417	Photography Studio
		466	Media and Colour studio
		475	Drawing & Painting studio
	5	500	Faculty of Design offices
		517	ED/ID shop
		540	ED/ID open space
	6	662	Open space
664		Mobile Computing Helpdesk	
49 McCaul	1	-	Kitchenette
51 McCaul	1	5120	Campus Life and Career Services
	2	5215	Centre for Students with Disabilities
52 McCaul	1	-	Kitchenette
	2	-	Open Studio Space
	3	-	Open Studio Space
60 McCaul	1	-	Kitchenette
		-	Drawing & Painting/Printmaking Studio
205 Richmond	LL	7000	4th year drawing & painting studio
	G	7110	CCP studio
	3	7314	Workspace
	4	7415	Assembly space
	5	7515	Photocopy room
	6	7620	IAMD studio
	6		DIGF/CADN studio
7	7701	DMRii office	

## Appendix 6: Emergency Eyewash and Shower Station Locations

Building	Department	Room	Bottle	Station	Shower
100 McCaul	Foundry	152		√	
	Mouldmaking	154	√		
	SCIN	170	√		
	Metal	123		√	
	Plastics	117e		√	
	Fibre	201	√		
	Ceramics	253	√		
	Jewellery	217		√	
	Jewellery	218		√	
	Integrated Media	358		√	
	Printmaking	375a		√	√
	Printmaking	387		√	
	Printmaking	389a		√	
	Printmaking	381a		√	
	Photography	417p		√	
	Photography	417g		√	
	Photography	417		√	
	Photography	Hallway		√	
	D&P	466		√	
D&P	475		√		
ED/ID	517		√		
60 McCaul	Kitchenette	-	√		
	Open Studio	-	√		
52 McCaul	2 <sup>nd</sup> floor	-	√		
	3 <sup>rd</sup> floor	-	√		
205 Richmond	Basement	-	√		

## Appendix 7: Spill Kit Locations

Location	Level	Room	Description
100 McCaul	1	108	Wood Shop
		117f	Plastics Shop
		122	Metal Shop
		130	Rapid Prototyping
		152	Foundry Studio
		154	Mouldmaking Studio
		159	First year sculpture installation shop
	2	201	Fibre Studio
		217	Jewellery Studio
		253	Ceramics Studio
	3	352	Integrated Media
		375	Printmaking Studio
	4	417	Photography Studio
			Drawing & Painting Studio
5	517	ED/ID shop	



**Equipment  
Safe Operating Procedures**



# Campus Operations

Office of Safety & Risk Management  
Rosalie Sharpe Pavilion  
115 McCaul  
Room 2210





# Angle Grinder



<b>Machine</b>	Angle Grinder
<b>Location</b>	Facilities Planning & Management
<b>Manufacturer</b>	Name: Dewalt Industrial Tool Co. Model: D28110 Address: 701 E. Joppa Road, Baltimore, MD 21286 Telephone: 1 800 433 9258
<b>Applicable Legislation</b>	Ontario Occupational Health & Safety Act
<b>Sources</b>	Manufacturer's Manual Safe Work BC, CCOHS, and IAPA resources Distribution Services Coordinator



**DO NOT USE THIS MACHINE UNLESS YOU ARE TRAINED IN ITS SAFE USE!**

**1.0 Personal Protective Equipment (PPE) Requirements**

PERSONAL PROTECTIVE EQUIPMENT (PPE)	REQUIRED	RECOMMENDED
Face Shield / Safety Glasses with side shields  	✓	
Dust Mask		✓
Respirator		
Ear Plugs / Ear Muffs	✓	
Gloves	✓	
Closed-Toe Foot Wear (no heels)	✓	
Lab Coat / Protective Apron  		✓
Other		



**ALWAYS WEAR THE REQUIRED PPE WHEN USING THIS MACHINE!**

## 2.0 Pre-use Inspection Checklist

	Check	Y	N	N/A
1	Is the work area well-lit?			
2	Has the debris/material from previous operations been removed?			
3	Are all tools/wrenches removed from the work area?			
4	Are flammable/combustible materials removed from the immediate work area?			
5	Is the work area free of slip/trip hazards?			
6	Is the work area free of wet conditions?			
7	Is the power cord free of frays and damage?			
8	If you are using an extension cord is it the appropriate kind? (i.e. outdoor) Is the extension cord free of frays and damage?			
9	Have you inspected for and removed all nails from the work piece?			
10	Do you know how to turn off the power tool?			
11	Is the wheel free of cracks or flaws?			
12	Are guards in place and in good working order?			
13	Check that the interior surfaces are clean of dust and grit.			
14	Check that the grinding wheel backing flange has a yellow rubber ring installed. Replace if missing, damaged or worn.			
15	Is the material you are grinding suitable for the grinder and blade being used?			
16	Is the side handle tightened securely?			
17	Ensure the switch is in the off position to prevent accidental starting before connecting to a power source.			
	<b>Comments/Corrective Action:</b>			

## 3.0 Safe Operating Procedure (SOP)

This procedure is outlined as follows:

- General Safety Guidelines
- Equipment Specific Safety Operating Procedure

### 3.1 General Safety Guidelines

Before using the machine, perform the following general safety checks:

- Make sure you understand all of the instructional material before operating this equipment. Failure to follow safety instruction and warnings may result in serious personal injury, fire or property damage.
- If you have any questions or uncertainties, please ask your supervisor before use.
- Long hair, scarves, loose clothing, jewelry and ties pose an entanglement hazard. Please make sure these are all constrained prior to operating the equipment.
- Do not abuse the cord. Never use the cord for carrying, pulling or unplugging the power tool. Keep power cord away from heat, oil, sharp edges or moving parts and ensure it does not pose a trip hazard.
- Do not conduct any maintenance or repairs on this equipment. In case of a defect, contact your manager. Any service or repair should be done by an authorized service center.
- Ensure you know how to turn off the power tool prior to use and within reach during operation.
- Do not remove or render machine guarding ineffective in any way.
- Do not use accessories not specified in this procedure.
- Do not overreach. Keep proper footing and balance at all times.
- Avoid body contact with earthed or grounded surfaces such as pipes, radiators, ranges and refrigerators.
- Never cut into an area that may contain electrical wiring or piping.
- Do not expose power tools to rain or wet conditions
- When operating a tool outdoors use an outdoor extension cord.
- Direct sparks away from operator, bystanders or flammable materials.
- Know the power tool. Read the operator's manual carefully. Learn its applications and limitations, as well as the specific potential hazards related to this power tool.
- Never operate under the influence of drugs, alcohol, or medication.

### 3.2 Equipment Specific Safe Operating Procedure (SOP)

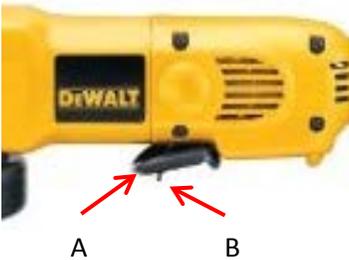
#### 1. Before using the Grinder



Picture 1

- a) Put on required PPE.
- b) Secure the work piece to a stable platform with clamps.
- c) Be sure to make all adjustments prior to plugging and starting the power tool.

#### 2. Check for wear and tear



Picture 2

- a) To turn the tool on, push the lock-off lever (B) toward the back of the tool, then depress the paddle switch (A). The tool will run while the switch is depressed. Turn the tool off by releasing the paddle switch.
- b) If starting the tool with a new or replacement wheel, hold the tool in a well-protected area, away from others and let it run for one minute. If the wheel has an undetected crack or flaw, it should break in less than one minute. Replace broken parts.
- c) When starting the tool with a new or replacement wire brush installed, hold the tool in a well-protected area away from others and let it run for one minute. If the wire brush has loose wires, they will be detected. Replace broken parts.

### 3. Grinding



Picture 3



Picture 4



Picture 5

- a) Ensure that the wheel is not in contact with the work when you start the grinder to prevent material being thrown towards the operator.
- b) Allow the tool to reach full speed before applying it to the work piece.
- c) Hold the tool by the insulated gripping surfaces when grinding (Picture 3) and always use the side handle to maintain control of the tool at all times (Picture 4).
- d) Direct the Dust Ejection System away from the operator and coworkers (Picture 5).
- e) Use as little pressure as possible on the material to complete the task. Too much pressure will burn the material and put the operator's hands and fingers at risk should the material get pulled from the grip of the operator.
- f) **NEVER** try to stop the grinder with your hands.
- g) When the wheel is binding, or interrupts a cut for any reason, release the trigger and hold the unit motionless in the material until the wheel comes to a complete stop. **Never** attempt to remove the unit from the work or pull the unit backward while the wheel is in motion or kickback may occur. Investigate and take corrective actions to eliminate the cause of wheel binding.
- h) Turn off the machine immediately if something unexpected occurs.

### 3. After using the Grinder

- a) Turn off the grinder when not in use.
- b) Wait until the wheel has come to a complete stop - Never leave the machine running unattended.
- c) Clean the grinder - **NEVER** clean while it is in motion.
- d) Use a brush or vacuum to remove debris.
- e) Sweep the floor surrounding the grinder.

## 4.0 Maintenance and Repair

### 4.2 Inspection Checklist

<b>DAILY</b>	✓
Ensure that the power cords are free of frays and damage.	
Ensure that guards are in place and in good working order.	
Ensure that debris/material from previous operations is removed.	
Check if the wheel is secured and free of cracks or flaws	
Ensure that the wheels move freely without obstruction.	
Check that the grinding wheel backing flange has a yellow rubber ring installed. Replace if missing, damaged or worn.	
<b>WEEKLY</b>	✓
Check that the interior surfaces are clean of dust and grit. Use clean, dry compressed air to blow the dust and grit out of the motor and actuator.	
<b>MONTHLY</b>	✓
Ensure that all nuts, bolts and other fixings are properly tightened-don't over tighten wheel nuts.	
<b>ANNUALLY</b>	✓
Inspect entire tool and perform maintenance as required.	

## 5.0 Document Control

Any changes or updates to this document must be recorded and maintained.

<b>Initially Created By:</b> The Office of Safety and Risk Management	Date:
<b>Consultation:</b> <ul style="list-style-type: none"><li>▪ Manager, Campus Operations</li><li>▪ Distribution Services Coordinator</li></ul>	Date:
<b>Approval By:</b> VPFA	Date:
<b>Review and Revisions Made By:</b>	Date Revised:
<b>Changes Made</b> ( <i>indicate sections</i> ):	
<b>Revisions Approved By:</b>	Date of Approval:



# Belt Sander



<b>Machine</b>	Belt Sander
<b>Location</b>	Facilities Planning & Management
<b>Manufacturer</b>	Name: Ridge Tool Company Model: R2740 Address: 400 Clark St, Elyria, OH 44035 Telephone: 1-800-4-RIGID
<b>Applicable Legislation</b>	Ontario Occupational Health & Safety Act
<b>Sources</b>	Manufacturer's Manual Safe Work BC, CCOHS, and IAPA resources Distribution Services Coordinator



**DO NOT USE THIS MACHINE UNLESS YOU ARE TRAINED IN ITS SAFE USE!**

**1.0 Personal Protective Equipment (PPE) Requirements**

PERSONAL PROTECTIVE EQUIPMENT (PPE)	REQUIRED	RECOMMENDED
Face Shield / Safety Glasses with side shields  	✓	
Dust Mask		✓
Respirator		
Ear Plugs / Ear Muffs		✓
Gloves	✓	
Closed-Toe Foot Wear (no heels)	✓	
Lab Coat / Protective Apron  		✓
Other		



**ALWAYS WEAR THE REQUIRED PPE WHEN USING THIS MACHINE!**

**2.0 Pre-use Inspection Checklist**

	<b>Check</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>
1	Is the work area well-lit?			
2	Has the debris/material from previous operations been removed?			
3	Are all tools/wrenches removed from the work area?			
4	Are flammable/combustible materials removed from the immediate work area?			
5	Is the work area free of slip/trip hazards?			
6	Is the work area free of wet conditions?			
7	Is the power cord free of frays and damage?			
8	If you are using an extension cord is it the appropriate kind? (i.e. outdoor) Is the extension cord free of frays and damage?			
9	Have you inspected for and removed all nails from the work piece.			
10	Is the sander in the Locked-On position?			
11	Are the sanding surfaces free of defects?			
12	Are lock knobs and handles tight so they do not loosen during operation (caused by vibrations)?			
13	Ensure dust collection bag is empty and installed.			
	<b>Comments/Corrective Action:</b>			

### 3.0 Safe Operating Procedure (SOP)

This procedure is outlined as follows:

- General Safety Guidelines
- Equipment Specific Safety Operating Procedure

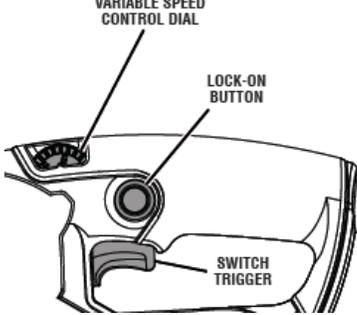
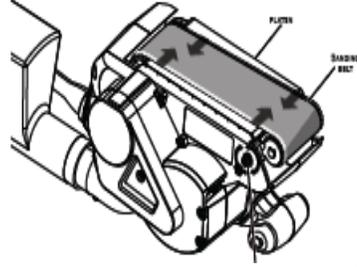
#### 3.1 General Safety Guidelines

Before using the machine, perform the following general safety checks:

- Make sure you understand all of the instructional material before operating this equipment. Failure to follow safety instruction and warnings may result in serious personal injury, fire or property damage. Read the operator's manual carefully. Learn its applications and limitations, as well as the specific potential hazards related to this power tool.
- If you have any questions or uncertainties, please ask your supervisor before use.
- Long hair, scarves, loose clothing, jewellery and ties pose an entanglement hazard. Please make sure these are all constrained prior to operating the equipment.
- Do not abuse the cord. Never use the cord for carrying, pulling or unplugging the power tool. Keep power cord away from heat, oil, sharp edges or moving parts. Ensure cord does not pose a trip hazard.
- Do not conduct any maintenance or repairs on this equipment. In case of a defect, contact your manager. Any service or repair should be done by an authorized service center.
- Ensure you know how to turn the sander off prior to use and within reach during operation.
- Avoid body contact with earthed or grounded surfaces such as pipes, radiators, ranges and refrigerators
- Do not expose power tools to rain or wet conditions
- When operating a tool outdoors use an outdoor extension cord.

### 3.2 Equipment Specific Safe Operating Procedure (SOP)

#### 1. Before sanding

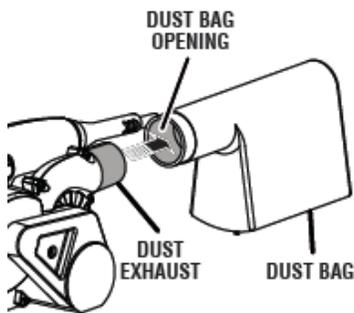
 <p>Dust Collection Bag      Belt</p>	<p>Picture 1</p>	<p>a) Put on your PPE.</p> <p>b) Ensure the dust collection bag is secure (Picture 1). <b>Do not</b> use the dust collection bag if sanding metal, this creates a fire hazard.</p> <p>c) If the belt needs replacing speak to your supervisor. Ensure that when installing the belt that the arrow inside the belt is pointing in the direction of the rotation, installing it backwards can create a hazardous condition. Ensure that the sander is not connected to a power supply during this procedure.</p> <p><b>Manual Adjustment of belt for edge sanding</b></p> <p>*Note that during this procedure the sander must be connected to the power supply</p> <p>a) Before connecting the sander to a power supply, make sure it is not in the Lock-On position (Picture 2).</p> <p>b) Set the variable speed control dial at the lowest setting (Picture 2). The sander must be positioned as shown in (Picture 3). Keep hands and fingers away from the moving sand belt.</p> <p>c) Plug in the machine and turn on the power by depressing the switch trigger, it will turn off when you release the trigger (Picture 2).</p> <p>d) Check that the belt and the belt cover (Picture 4) on the sander are secure. Never attempt to operate the sander without the belt or belt cover in place.</p> <p>e) After all adjustments set the desired speed using the Variable Speed Control Dial (picture 2).</p>
	<p>Picture 2</p>	
	<p>Picture 3</p>	
	<p>Picture 4</p>	

## 2. Belt Sanding



Picture 5

- a) Wait for the belt to reach full speed before sanding or polishing (the belt travels clockwise).
- b) Hold the sander by the insulated gripping surfaces which are on the front and rear handles when performing an operation (Picture 5).
- c) Keep hands and fingers clear of the moving sanding belt, front pulley, and drive roller assembly.
- d) Do not let your fingers rest over the front or right edge of the sander.
- e) Firmly hold and gently push the sander belt against the top of the work piece. Always keep the material moving in slow, even strokes.
- f) Do not force the sander on any work or rapidly apply a corner of a work piece against the belt.
- g) Do not overreach. Keep proper footing and balance at all times.
- h) Empty and clean the dust bag when no more than half full. Collected sand dust can self-ignite in the sander dust bag and cause fire (Picture 6). Ensure you turn off and unplug the sander before removing the dust bag.
- i) If anything unexpected occurs, immediately disable the equipment by switching off the equipment and/or removing the attachment plug.
- j) Disconnect the plug from the power source before making any adjustments or changing accessories.
- k) Never leave the sander running unattended.



Picture 6

## 3. After Sanding

- a) Turn off the power and disconnect the sander.
- b) Clean the workspace. **NEVER** clean the machine while it is in motion.
- c) Empty and thoroughly clean the dust bag. Never store or leave a sander without totally emptying the dust bag.
- d) Sweep the floor surrounding the sander.

## 4.0 Maintenance and Repair

### 4.2 Inspection Checklist

<b>DAILY</b>	✓
Sander belt is secure and balanced.	
Ensure that the debris/material from previous operations is removed.	
Ensure sanding surface is free of defects. Avoid using solvents when cleaning plastic parts.	
Make sure lock knobs and handles are tight.	
<b>WEEKLY</b>	✓
Ensure the belt is secured on the rolling drums.	
Examine the face of the belt; ensure it is not showing backing, curling, nicks or cuts on the surface or edge, or damage due to ceasing or poor handling, replace the belt if necessary, when installing a new belt always check the tracking. Refer to manual.	
<b>MONTHLY</b>	✓
Check for wear in timing belt, replace if necessary. Refer to manual for instructions.	
Inspect the wire and plug for any damage. Ensure there are no bends or crimps in the cord. Remove and repair damaged electrical equipment.	
<b>ANNUALLY</b>	✓
Check the motor to see if it is working properly.	
Clean accumulated dust from the tracking system, to prevent tracking problems. Use a vacuum to clean the motor.	
Inspect entire machine and perform maintenance as required.	
Check for wear on brush assemblies, replace if either has less than ¼ in. length of carbon remaining. Only do this when the tool is unplugged.	

## 5.0 Document Control

Any changes or updates to this document must be recorded and maintained.

<b>Initially Created By:</b> The Office of Safety and Risk Management	Date: February, 2014
<b>Consultation:</b> <ul style="list-style-type: none"> <li>▪ Manager, Campus Operations</li> <li>▪ Distribution Services Coordinator</li> </ul>	Date:
<b>Approval By:</b> VPFA	Date:
<b>Review and Revisions Made By:</b>	Date Revised:
<b>Changes Made</b> ( <i>indicate sections</i> ):	
<b>Revisions Approved By:</b>	Date of Approval:



# Circular Saw



<b>Machine</b>	Circular Saw	
<b>Location</b>	Facilities Planning & Management	
<b>Manufacturer</b>	Name: SKIL Model: 5400	Name: Robert Bosch Tool Corporation Address: 1800 W. Central Road Mt. Prospect, IL 60056-2230 Telephone: 722 279 2300
<b>Applicable Legislation</b>	Ontario Occupational Health & Safety Act	
<b>Sources</b>	Manufacturer's Manual Safe Work BC, CCOHS, and IAPA resources Distribution Services Coordinator	



**DO NOT USE THIS MACHINE UNLESS YOU ARE TRAINED IN ITS SAFE USE!**

**1.0 Personal Protective Equipment (PPE) Requirements**

PERSONAL PROTECTIVE EQUIPMENT (PPE)	REQUIRED	RECOMMENDED
Face Shield / Safety Glasses with side shields  	✓	
Dust Mask		✓
Respirator		
Ear Plugs / Ear Muffs	✓	
Gloves	✓	
Closed-Toe Foot Wear (no heels)	✓	
Lab Coat / Protective Apron  		✓
Other		



**ALWAYS WEAR THE REQUIRED PPE WHEN USING THIS MACHINE!**

## 2.0 Pre-use Inspection Checklist

	Check	Y	N	N/A
1	Is the work area well-lit?			
2	Has the debris/material from previous operations been removed?			
3	Are all tools/wrenches removed from the work area?			
4	Are flammable/combustible materials removed from the immediate work area?			
5	Is the work area free of slip/trip hazards?			
6	Is the work area free of wet conditions?			
7	Is the power cord free of frays and damage?			
8	If you are using an extension cord is it the appropriate kind? (i.e. outdoor) Is the extension cord free of frays and damage?			
9	Have you inspected for and removed all nails from the work piece.			
10	Do you know how to turn off the power tool?			
11	Check the lower guard for proper closing, it must move freely and close instantly. Never clamp or tie the lower guard into the open position			
12	Check the operation of the lower guard spring. Remove any deposits or buildup of debris.			
13	Always observe that the lower guard is covering the blade before placing the saw down on the bench or floor.			
14	Is the blade sharp and clean?			
15	Is the blade and its teeth free of defects?			
16	Is the blade centered / aligned? A misaligned blade can cause kickback.			
17	Are you using the proper size and type of blade? – (¼ - 1 ¼" blades).			
18	Does the work piece have a flat surface facing down, or a suitable support is being used?			
19	Are all adjusting and locking handles tight?			
	<b>Comments/Corrective Action:</b>			

## 3.0 Safe Operating Procedure (SOP)

This procedure is outlined as follows:

- General Safety Guidelines
- Equipment Specific Safety Operating Procedure

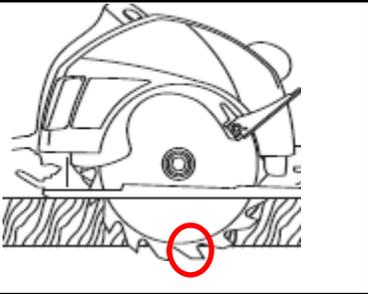
### 3.1 General Safety Guidelines

Before using the machine, perform the following general safety checks:

- Make sure you understand all of the instructional material before operating this equipment. Failure to follow safety instruction and warnings may result in serious personal injury, fire or property damage.
- If you have any questions or uncertainties, please ask your supervisor before use.
- Long hair, scarves, loose clothing, jewellery and ties pose an entanglement hazard. Please make sure these are all constrained prior to operating the equipment.
- Do not abuse the cord. Never use the cord for carrying, pulling or unplugging the power tool. Keep power cord away from heat, oil, sharp edges or moving parts and ensure it does not pose a trip hazard.
- Do not conduct any maintenance or repairs on this equipment. In case of a defect, contact your supervisor. Any service or repair should be done by an authorized service center.
- Ensure you know how to turn off the power tool prior to use and within reach during operation.
- Do not remove or render machine guarding ineffective in any way.
- Ensure the work area is both well-lit and organized.
- Avoid body contact with earthed or grounded surfaces such as pipes, radiators, ranges and refrigerators
- Do not expose power tools to rain or wet conditions
- When operating a tool outdoors use an outdoor extension cord.
- Know the power tool. Read the SOP and operator's manual carefully. Learn its applications and limitations, as well as the specific potential hazards related to this power tool.

### 3.2 Equipment Specific Safe Operating Procedure (SOP)

#### 1. Before sawing

	Picture 1	<p>a) Put on your PPE (Picture 1).</p> <p>b) Note the desired area(s) to be sawed; mark the area(s).</p> <p>c) Ensure base plate/foot of the saw is correctly positioned &amp; secured.</p> <p>d) Do not support your material by hand. Secure to a bench or supports.</p> <p>e) Adjust the blade to the desired depth setting. Note that not more than one tooth length of the blade should extend below the material to be cut, for minimum splintering (Picture 2).</p> <p><b>Caution:</b> Despite the presences of blade guards, the blades still pose a “residual risk”. Be cautious.</p> <p>f) Before plugging in the power tool ensure that all adjustments are made (i.e. cutting angle degree, bevel adjustment, line guide, etc.). Refer to manual.</p> <p>g) To avoid unintentional starting, be sure to check if the safety switch is not locked in the ON position (Picture 3).</p>
	Picture 2	
 <p>Lock-On Feature</p>	Picture 3	



Picture 4

- a) Plug in the power tool.
- b) Hold the saw by the insulated gripping surfaces, one hand holding the handle and the other on the auxiliary handle (Picture 4) to ensure either hand does not interfere with the free movement of the lower guard.
- c) To turn ON squeeze the trigger switch. To turn the tool OFF, release the trigger switch (Picture 5). Do not start the saw with blade touching the material. Allow the saw to reach full speed before starting to cut.
- d) Keep proper footing and balance. Do not have any part of your body in line with the path of the saw blade.
- e) Ease up on sawing pressure as the saw starts to break through the material. Never force the saw to cut faster than it is capable. Pushing it too fast can put the operator's hands and fingers at risk.
- f) **Never** reach around or over the saw when in operation.
- g) **Do not** stop or back out of a cut. If task requires the cut to be stopped within the material, release the switch, hold the saw securely & wait for the blade to stop before removing.
- h) Wait for the saw to stop completely when making partial cuts before withdrawing the material.
- i) After completing a cut and the trigger has been released, be aware of the necessary time it takes for the blade to come to a complete stop during coast down. Face the tool away from you during this time.
- j) If anything unexpected occurs, immediately disable the equipment by releasing the trigger switch and/or removing the attachment plug.
- k) If any adjustments need to be made to the saw, bring the machine to a complete standstill and disconnect plug from the power source.
- l) After the cut is finished return the saw back to its resting position.



Trigger

Picture 5

### 3. After sawing

- a) Turn off the circular saw and disconnect.
- b) The machine will continue to spin after being switched off-let the saw stop on its own accord after turning the power off. NEVER try to stop the saw with your hand.
- c) Remove the chips from the surrounding area with a brush, NEVER by hand.
- d) Clean the saw area upon completion of the task-use a rag to clean the blade -careful that the cloth does not hook on the teeth. NEVER clean the machine while it is in motion.
- e) Sweep the floor surrounding the Circular Saw.

## 4.0 Maintenance and Repair

### 4.1 Inspection Checklist

<b>DAILY</b>	✓
Ensure that the power cords are free of frays and damage.	
Ensure the guards are in place and secure.	
Ensure that the saw is secured.	
Ensure that the debris/material from previous operations is removed.	
Inspect the blade for any broken teeth and other damage-replace if necessary-use gloves.	
Ensure that the blade is properly tensioned and tracked. Don't over-tension the blade, which may result in blade breakage and injury mid-operation.	
<b>WEEKLY</b>	✓
Clean guards to assure a rapid return of lower guard.	
Clean and lubricate the saw.	
<b>MONTHLY</b>	✓
Remove the blade, clean the upper, lower guards and the hub area.	
<b>ANNUALLY</b>	✓
Inspect entire machine and perform maintenance as required.	

## 5.0 Document Control

Any changes or updates to this document must be recorded and maintained.

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<b>Changes Made</b> ( <i>indicate sections</i> ):	
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<b>Machine</b>	Dollies and Carts
<b>Location</b>	Mailroom
<b>Applicable Legislation</b>	Ontario Occupational Health & Safety Act
<b>Sources</b>	Manufacturer's Manual Safe Work BC, CCOHS, and IAPA resources Distributor Services Coordinator



**DO NOT USE THIS MACHINE UNLESS YOU ARE TRAINED IN ITS SAFE USE!**

**1.0 Personal Protective Equipment (PPE) Requirements**

PERSONAL PROTECTIVE EQUIPMENT (PPE)	REQUIRED	RECOMMENDED
Face Shield / Safety Glasses with side shields  		
Dust Mask 		
Respirator 		
Ear Plugs / Ear Muffs 		
Gloves 		
Closed-Toe Foot Wear (no heels) 		
Lab Coat / Protective Apron / Vest  		
Other		



**ALWAYS WEAR THE REQUIRED PPE WHEN USING THIS MACHINE!**

## 2.0 Pre-use Inspection Checklist

	Check	Y	N	N/A
1	Remove any items that may have been left on the equipment.			
2	Check for missing or loose shaft pins.			
3	Check the tires and casters for foreign material, cuts and tears.			
4	Is the area around where the equipment is going to be used free of slip/trip hazards?			
If your inspection reveals any problem or defect, do not use it. Mark the vehicle out of service and report the situation to your supervisor.				
	<b>Comments/Corrective Action:</b>			

## 3.0 Safe Operating Procedure (SOP)

This procedure is outlined as follows:

- General Safety Guidelines
- Equipment Specific Safety Operating Procedure

### 3.1 General Safety Guidelines

Before using the machine, perform the following general safety checks:

- Make sure you understand all of the instructional material before operating this equipment. Failure to follow safety instruction and warnings may result in serious personal injury, fire or property damage.
- If you have any questions or uncertainties, please ask your supervisor before use.
- Long hair, scarves, loose clothing, jewellery and ties pose an entanglement hazard. Please make sure these are all constrained prior to operating the equipment.
- Do not conduct any maintenance or repairs on this equipment. In case of a defect, contact your supervisor.
- Ensure the work area is both well-lit and organized.

### 3.2 Equipment Specific Safe Operating Procedure (SOP)

<b>1. Before using a Dollie or Cart</b>		
	Picture 1	<ul style="list-style-type: none"> <li>a) Put on your PPE</li> <li>b) Before loading your cart or dollie select the appropriate one for the type of job being done depending on the size of the load, weight, and floor surfaces.</li> <li>c) Before traveling with a load, make sure you know where you are going. Inspect your route for obstructions or hazards before proceeding.</li> <li>d) Make sure you have a guide with you to help look out for pedestrians and obstructions especially when approaching blind intersections.</li> <li>e) Give yourself time to stretch before loading the dollie or cart.</li> </ul>
<b>2. While using the Dollie or Cart</b>		
	Picture 2	<p>Practice safe lifting techniques when loading. Bend with your legs not with your back, and use 2 person lifts on heavy and awkward loads.</p> <ul style="list-style-type: none"> <li>a) Never overload your dollie or hand cart. Ensure you have a clear vision of the pathway.</li> <li>b) Distribute the load evenly. Only handle loads on flat surfaces.</li> <li>c) When using the type of dollie in Picture 2, make sure the item is up against the back support of the dollie and not at the edge and always ensure load is stable before moving to eliminate opportunity for load shift.</li> <li>d) Strap the material if necessary (Picture 2 and 3).</li> <li>e) Always look in direction of travel. Drive carefully and yield right-of-way to pedestrians. Avoid bumps, holes, slick spots and loose materials.</li> </ul>
	Picture 3	<ul style="list-style-type: none"> <li>f) When approaching intersections, blind corners or aisle ways, alert pedestrians and other vehicle operators of your presence.</li> <li>g) When operating on ramps travel slowly and do not angle or turn.</li> <li>h) Watch clearances both width and height, sometimes the items you are transporting can be very wide such as tall pieces of wood.</li> <li>i) Before entering an elevator park at least six feet away at an angle to the elevator doors while waiting. No one may be in elevator when you are entering or leaving with the equipment. Enter elevators with care with load end forward.</li> </ul>
<b>3. After using a Dollie or Cart</b>		
<ul style="list-style-type: none"> <li>a) Only store in approved areas, never in front of emergency equipment, in aisle ways or in front of exits.</li> </ul>		

#### 4.0 Inspection Checklist

<b>WEEKLY</b>	✓
Make sure that all warning labels are in place and legible.	
<b>MONTHLY</b>	✓
Inspect all pivot points. If required, lubricate all bearings and shafts.	
<b>ANNUALLY</b>	✓
Inspect entire machine and perform maintenance as required.	

#### 5.0 Document Control

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<b>Changes Made</b> ( <i>indicate sections</i> ):	
<b>Revisions Approved By:</b>	Date of Approval:



# Electric Pallet Truck



<b>Machine</b>	Electric Pallet Truck
<b>Location</b>	Distribution Services
<b>Manufacturer</b>	Name: Yale Industrial Trucks Ontario, Ltd. Model MPB 040-EN24T2748 Address: 160 McGovern Dr., Cambridge, ON Telephone: (519) 622-2900
<b>Applicable Legislation</b>	Ontario Occupational Health & Safety Act
<b>Sources</b>	Manufacturer's Manual Safe Work BC, CCOHS, and IAPA resources Distributor Services Coordinator



**DO NOT USE THIS MACHINE UNLESS YOU ARE TRAINED IN ITS SAFE USE!**

**1.0 Personal Protective Equipment (PPE) Requirements**

PERSONAL PROTECTIVE EQUIPMENT (PPE)	REQUIRED	RECOMMENDED
Face Shield / Safety Glasses with side shields  		
Dust Mask 		
Respirator 		
Ear Plugs / Ear Muffs 		
Gloves 		
Closed-Toe Foot Wear (no heels) 		
Safety Vest 		
Other		



**ALWAYS WEAR THE REQUIRED PPE WHEN USING THIS MACHINE!**

**2.0 Pre-use Inspection Checklist**

	<b>Check</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>
<b>CHECK THE FOLLOWING WITH THE KEY SWITCH OFF</b>				
1	Remove any items that may have been left on the pallet truck.			
2	Is the area around where the truck is going to be operated free of slip/trip hazards?			
3	Know the area where you will be travelling.			
4	Check for oil leaks and oil level in the hydraulic tank			
5	Check the condition of wheels and tires.			
6	Check if warning labels and Operating Manual are in place.			
7	Check if the battery is charged			
8	Check the electrical connections and condition of the battery case.			
9	Make sure that the load back rest extension and other safety devices are attached and in good working condition.			
10	Check for damaged or worn linkage bushings or shafts.			
11	Check for missing or loose shaft pins.			
12	Check the drive tire, caster and load wheels for foreign material, cuts and tears.			
<b>CHECK THE FOLLOWING WITH THE KEY SWITCH ON</b>				
13	Horn			
14	Brake			
15	Check that all controls operate: key switch, brake switch, speed/direction, lift and lower, traction reverse, steering, creep speed button			
If the truck needs repair, put a tag on the control handle stating DO NOT OPERATE. Remove the key. And report the situation to your supervisor.				
	<b>Comments/Corrective Action:</b>			

## 3.0 Safe Operating Procedure (SOP)

This procedure is outlined as follows:

- General Safety Guidelines
- Equipment Specific Safety Operating Procedure

### 3.1 General Safety Guidelines

Before operating this equipment, perform the following general safety checks:

- Make sure you understand all of the instructional material. Failure to follow safety instruction and warnings may result in serious personal injury, fire or property damage.
- If you have any questions or uncertainties, please ask your supervisor before use.
- Do not transport people on any portion of the truck. Allow no one on the truck, battery, forks, or load.
- Long hair, scarves, loose clothing, jewellery and ties pose an entanglement hazard. Please make sure these are all constrained prior to operating the equipment.
- Do not conduct any maintenance or repairs on this equipment. In case of a defect, contact your supervisor. Any service or repair should be done by an authorized service center.
- Ensure you know how to stop the equipment prior to use and within reach during operation.
- Ensure the work area is both well-lit and organized.
- Don't expose the electric pallet truck to rain or wet conditions.
- The acid in the electrolyte can cause injury. If the electrolyte is spilled, use water to flush the area and neutralize with a solution of soda and water.
  - Never allow pallet truck to "shock load" (ie. sudden and drastic increase of load by dropping from one level to another)
- Know the equipment. Read the operator's manual carefully. Learn its applications and limitations, as well as the specific potential hazards related to this equipment. The operating manual is located in the container on the drive unit cover.

### 3.2 Equipment Specific Safe Operating Procedure (SOP)

#### 1. Before using an Electric Pallet Truck



Picture 1

- a) Put on your PPE.
- b) Fill out the Lift Truck Equipment Log book.
- c) Check to see if battery is charged (Picture 1). Only charge battery in designated areas with adequate ventilation. When charging keep vent caps clear. Keep away from sparks or open flame.
- d) Before traveling with a load, make sure you know where you are going. Inspect your route for obstructions or hazards before proceeding with the pallet truck.
- e) Every operator must have a Spotter with them to help them look out for pedestrians and obstructions especially when approaching blind intersections.
- a) Check the weight of the load. Never overload your pallet truck. Stay within rated capacity (4000 lbs).

## 2. While using an Electric Pallet



Picture 2

- a) When picking up the load, distribute the load evenly on the forks to prevent tipping or falling of materials. Only handle loads on flat surfaces, not on inclines or declines.
- b) Keep the load against the battery compartment (Picture 2).
- c) Before moving always ensure load is stable, and the area is clear of personnel. Watch clearances, especially around forks. Always be aware that the forks can sometimes extend beyond the load, this may cause the operator to hit an object or lift another load.

**Always move the pallet truck only after listening to the instructions of your Spotter (Picture 3);**



Picture 3

- d) Travel with forks trailing when possible (Picture 4). (Exception: operate forks first when entering a confined area or elevator.) Always look in the direction of travel.
- e) When traveling in reverse (forks first) be aware of “tail swing”, this is when the lift truck will move to the side when turning.
- f) Keep hands and fingers inside the control handle guard to avoid injury from passing obstructions. Keep feet clear of the lift truck.



Picture 4

- g) **When approaching intersections, blind corners or aisle ways:**
  - Slow the truck before turning. Stop and sound your horn to alert pedestrians and other vehicle operators of your presence. Pedestrians have the right of way. Wait for spotters instructions.
  - Drive forward (control handle leading) for best visibility and easiest handling. As the forks clear a corner, turn the control handle sharply.

h) **On Ramps:**

When operating on ramps travel slowly and do not angle or turn. Operate with the forks downhill when travelling on an incline. The equipment is not designed to operate on grades greater than 10%.



Picture 5

i) **When using elevators:**

- While waiting for an elevator, park at least six feet away at an angle to the elevator doors to pedestrians can exit safely.
- No one may be in an elevator when the lift truck is entering or leaving.
- Enter elevators with care, know the combined weight of your lift truck and your load, and enter with load end forward (Picture 5).
- Turn off the power, set the parking brake and lower the load before operating the elevator

- j) When stopping, stop as gradually as possible. Rapid starting or starting with the control handle to one side or other results in tipping forces that may cause the control handle to jerk sideways.

### 3. After using an Electric Pallet

- a) To store pallet truck, fully lower lifting mechanism, shut-off power, remove key, and disconnect battery. Disengage coast control. If there is an incline block the wheels to prevent unwanted movement.
- b) Only park in approved areas, never in front of emergency equipment, in aisle ways or in front of exits

## 4.0 Inspection Checklist

<b>DAILY</b>	✓
Disconnect the battery, remove the hood. Check for any leaks and conditions that are not normal. Clean any oil spills.	
Check and fill hydraulic oil. Refer to Operator's Manual.	
Make sure the voltage of the battery is the same as specified on the nameplate.	
Check the electrolyte level and specific gravity of the battery.	
Ensure the vents in the battery caps are clean.	
Check for damaged wires or cables, and leakage or corrosion from the battery.	
<b>WEEKLY</b>	✓
Make sure that all warning labels are in place and legible.	
Check if the forks rise evenly at the tips, or the roller levers begin to drag on the floor. Make adjustments if required.	
<b>MONTHLY</b>	✓
Inspect all pivot points, only if required lubricate all bearings and shafts pointed out in the manual.	
<b>ANNUALLY</b>	✓
Inspect entire machine and perform maintenance as required.	

## 5.0 Document Control

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# Hammer and Hand Drill



<b>Power Tool</b>	Hammer and Hand Drill
<b>Location</b>	Facilities Planning & Management
<b>Manufacturer</b>	Name: Dewalt Industrial Tool Co. Model: DC725 Address: 701 E. Joppa Road, Baltimore, MD 21286 Telephone: 1 800 433 9258
<b>Applicable Legislation</b>	Ontario Occupational Health & Safety Act
<b>Sources</b>	Manufacturer's Manual Safe Work BC, CCOHS, and IAPA resources Distribution Services Coordinator



**DO NOT USE THIS MACHINE UNLESS YOU ARE TRAINED IN ITS SAFE USE!**

PERSONAL PROTECTIVE EQUIPMENT (PPE)	REQUIRED	RECOMMENDED
Face Shield / Safety Glasses with side shields  	✓	
Dust Mask		✓
Respirator		
Ear Plugs / Ear Muffs	✓	
Gloves	✓	
Closed-Toe Foot Wear (no heels)	✓	
Lab Coat / Protective Apron  		✓
Other		



**ALWAYS WEAR THE REQUIRED PPE WHEN USING THIS MACHINE!**

2.0 Pre-use Inspection Checklist

	Check	Y	N	N/A
1	Is the work area well-lit?			
2	Has the debris/material from previous operations been removed?			
3	Are all tools/wrenches removed from the work area?			
4	Are flammable/combustible materials removed from the immediate work area?			
5	Is the work area free of slip/trip hazards?			
6	Is the work area free of wet conditions?			
7	Is the drill secure with no loose parts?			
8	Is the battery free of leakage, cracks or damage?			
9	Are the drill, chuck and bit free from cracks and defects?			
10	Are all screws securely tightened?			
11	Check for misalignment or binding of moving parts, breakage of parts and any other condition that may affect the power tool's operation.			
12	Are all adjusting and locking handles tight?			
13	Is the work piece free from nails, wires or other foreign objects? (The drill may be thrown and hit someone or the tool can react dangerously, resulting in injury).			
14	Do you know how to stop the drill?			
15	Are you aware of the direction of rotation?			
16	Are you using the right drill bit for the type of work being done? Is the drill bit sharp?			
17	If using a hammer drill, have you selected the right 'action mode'? (To safely drill different types of materials). Refer to manual.			
	<b>Comments/Corrective Action:</b>			

## 3.0 Safe Operating Procedure (SOP)

This procedure is outlined as follows:

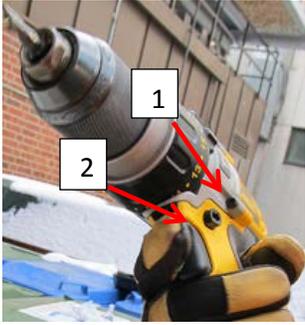
- General Safety Guidelines
- Equipment Specific Safety Operating Procedure

### 3.1 General Safety Guidelines

Before using the power tool, perform the following general safety checks:

- Make sure you understand all of the instructional material before operating this equipment. Failure to follow safety instruction and warnings may result in serious personal injury, fire or property damage.
- If you have any questions or uncertainties, please ask your manager before use.
- Long hair, scarves, loose clothing, jewelry and ties pose an entanglement hazard. Please make sure these are all constrained prior to operating the equipment.
- Ensure the work area is both well-lit and organized.
- Do not conduct any maintenance or repairs on this equipment. In case of a defect, contact your manager. Any service or repair should be done by an authorized service center.
- Ensure you know where the unlock switch is and how to stop the drill prior to use.
- Do not splash or immerse the battery pack in water or other liquids.
- Do not expose power tools to rain or wet conditions.
- Do not store or use the tool and battery pack in locations where the temperature may reach or exceed 105°F (40°C).
- Never attempt to open the battery pack.
- Know the power tool. Read the operator's manual carefully. Learn its applications and limitations, as well as the specific potential hazards related to this power tool.

### 3.2 Equipment Specific Safe Operating Procedure (SOP)

<b>1. Charging the battery</b>	
	<p>a) Recharge the battery only with the charger specified by the manufacturer.</p> <p>b) Never force battery pack into the charger.</p> <p>c) Do not use an extension cord for the charger. Never attempt to connect 2 chargers together</p> <p>d) Disconnect the charger after use. Pull by plug rather than cord when disconnecting.</p> <p>e) Do not use the power tool or charge the battery in explosive atmospheres such as in the presence of flammable liquids, gases or dust.</p> <p>f) Do not place any object on top of the charger or place the charger on a soft surface that might block the ventilation slots and result in excessive internal heat. Place the charger in a position away from any heat source.</p> <p>g) Do not operate charger if it has received a sharp blow, been dropped, or otherwise damaged in any way. Take it to an authorized service center.</p>
<b>2. Before drilling</b>	
	<p>Picture 1</p>
 <p>1. Lock Switch 2. Trigger</p>	<p>Picture 2</p>
	<p>Picture 3</p>
<p>a) Put on your PPE. (Picture 1)</p> <p>b) Ensure the work piece is secure and well supported. Use clamps if necessary.</p> <p>c) Lock the switch in the OFF position to prevent unintentional starting. (Picture 2)</p> <p>d) Install the bit as far into the chuck as possible. Ensure it is the right bit, either for screwing, drilling or hammering. (Picture 3)</p> <ul style="list-style-type: none"> <li>▪ For WOOD use the low speed setting and twist drill bits, spade bits, power auger bits, or hole saws</li> <li>▪ For METAL use the low speed setting and the steel twist drill bits or hole saws</li> <li>▪ For MASONRY such as brick, cement, cinder block etc. use carbide-tipped bits rated for percussion drilling. Use low speed for bits greater than 3/8"</li> </ul> <p>e) Tighten the chuck by hand.</p> <p>f) Select the direction of rotation using the reversing switch lever.</p> <p>g) Insert the battery and turn on the drill-<b>Do not point the drill</b> toward yourself or anyone else and keep hands away from the rotating bit, to prevent injury.</p> <p>h) Hold the drill by the insulated gripping surfaces when performing an operation.</p> <p>i) Do not place your hands on the work piece-keep them as far away from the rotating bit as possible to prevent an entanglement or other hazard.</p>	

### 3. Drilling



Picture 3

- a) If drilling a large diameter hole, hold the tool firmly with both hands.
- b) Place the tool firmly against the work piece.
- c) Pull the trigger (see picture 3) to drive the bit and drill a hole.
- d) Exert care when the drill starts to break through the work piece. Do not apply too much pressure on the tool - pressing excessively on the tool will not speed up drilling.
- e) For continuous drilling, use the lock button but ensure you are able to turn it off in case of an emergency.
- f) Keep the tool in position and prevent it from slipping from the hole, which could result in injury.
- g) If the drill stalls, it is usually because it is being over loaded or improperly used. Release trigger immediately, remove drill bit from work and determine cause of stalling. Do not click trigger on and off in an attempt to start a stalled drill.
- h) Disconnect the battery pack from the drill before making any adjustments or changing accessories.
- i) **NEVER** try to stop the drill with your hand.
- j) If the bit becomes jammed, disconnect the tool and set the reversing switch to reverse rotation to back it out. Hold it firmly while doing so, in case the tool backs out abruptly.

### 4. After drilling



Picture 4

- a) Release the trigger to turn off the drill and disconnect the battery for storage.
- b) Keep the battery pack away from other metal objects like paper clips, coins, keys, nails, screws or other small metal objects that can make a connection from one terminal to another.
- c) Battery storage and carrying caps are provided for use whenever the battery is out of the tool or charger (Picture 4). Secure cap and store battery in drill case.
- d) Remove the bit - turn the chuck key counterclockwise in just one hole and then loosen the chuck by hand.
- e) Loosen the clamp/vise and remove the work piece. Use 2 persons for assisted lifting if work piece is heavy or awkward shaped.
- f) Remove the chips from the area with a brush, **NEVER** by hand.
- g) Clean the drill-**NEVER** clean the tool while it is in motion.
- h) Clean the charger; ensure it is disconnected from the outlet.
- i) Sweep the floor surrounding the drill.
- j) Store the drill in a cool and dry place away from direct sunlight, excess heat or cold.

#### 4.1 Inspection Checklist

<b>DAILY</b>	✓
Ensure that the power cords are free of damage.	
Ensure that the drill is secure with no loose parts.	
Ensure that the drill, chuck and bit are free from cracks and defects.	
<b>WEEKLY</b>	✓
Blow dirt and dust out of all air vents with dry air.	
Remove dirt and grease from the exterior of the charger using a cloth or soft non-metallic brush, only do this when the charger is disconnected from the AC outlet. Do not use water or any cleaning solutions.	
<b>ANNUALLY</b>	✓
Inspect entire machine and perform maintenance as required.	
If the tool needs repair contact the manufacturer.	

#### 5.0 Document Control

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# Loading Dock



<b>Location</b>	100 McCaul
<b>Applicable Legislation</b>	Ontario Occupational Health & Safety Act
<b>Sources</b>	Ontario Ministry of Labour

**1.0 Personal Protective Equipment (PPE) Requirements**

PERSONAL PROTECTIVE EQUIPMENT (PPE)	REQUIRED	RECOMMENDED
Face Shield / Safety Glasses with side shields  		
Dust Mask		
Respirator		
Ear Plugs / Ear Muffs		
Gloves	✓	
Closed-Toe Foot Wear (no heels)	✓	
Safety Vest	✓	
Other		



**ALWAYS WEAR THE REQUIRED PPE WHEN USING THIS MACHINE!**

## 2.0 Pre-use Inspection Checklist

	Check	Y	N	N/A
1	Floors and dock plates should always be kept dry (from rain, snow, ice, equipment fluid/oils)			
2	Are there any spills? Clean up any spills immediately.			
3	Are there any damages to the surface? Report and repair immediately.			
4	Check the dock leveler for signs of wear, corrosion or failure of the materials or welds.			
	<b>Comments/Corrective Action:</b>			

## 3.0 Safe Operating Procedure (SOP)

This procedure is outlined as follows:

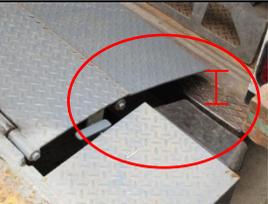
- General Safety Guidelines
- Equipment Specific Safety Operating Procedure

### 3.1 General Safety Guidelines

Before using the loading dock, perform the following general safety checks:

- Slips, trips and falls are one of the most common causes of injuries at loading docks and can be prevented by practicing good housekeeping in the loading dock area.
- Loading areas should be properly lit and free of obstructions.
- Walk, do not run while in the loading dock area.
- Be aware of and keep a safe distance from the loading dock edges.
- Do not jump onto or off the loading dock.
- Specific access to the loading dock area should be maintained at all times. No unauthorized access should be allowed.
- Personal protective equipment should be worn at all times.

### 3.2 Safe Operating Procedure (SOP)

		1. Truck arrives at loading dock
	Picture 1	<ol style="list-style-type: none"> <li>a) Put on PPE</li> <li>b) Ensure that,               <ul style="list-style-type: none"> <li>• There is a clear pathway from loading dock entrance to the truck. (no clutter, spills, and anything that could cause a slip, trip, or fall)</li> <li>• There are no pedestrians in the loading dock area.</li> </ul> </li> <li>c) Ensure that the truck is backed up all the way to the bumpers.</li> <li>d) Ensure the engine is shut off and engage the brake to make sure the vehicle does not move while loading and unloading. This also minimizes the exposure to vehicle emissions and noise.</li> <li>e) Chock both wheels (Picture 1) to prevent trailer creep. Periodically check to ensure they are still aligned in place.</li> <li>f) Check the shipment load capacity to ensure the leveler will support the combined weight of the load, the lifting device, and the person moving the load.</li> </ol>
		2. Using the dock leveler
	Picture 2	<ol style="list-style-type: none"> <li>a) Check the dock plate prior to use; inspect it for signs of wear, corrosion or failure of the materials or welds.</li> </ol>
	Picture 3	<ol style="list-style-type: none"> <li>b) Pull the lever to its highest position (Picture 2).</li> <li>c) Crank the lever towards the ground (Picture 3), keep your back as straight as possible, ask for assistance if the weight of the leveler is too heavy.</li> <li>d) When the leveler is at its highest position, carefully lower it onto the truck. Slide the plate into position overlapping the bed of the truck, do not drop it to prevent damage and injury (Picture 4).</li> </ol>
	Picture 4	<ol style="list-style-type: none"> <li>e) Check to see that the dock leveler is flushed with the surface and that there are no gaps (Picture 5). Do not continue until the leveler is in its desired position. Do not assume a plate is anchored; always check it before using</li> </ol>
	Picture 5	<ol style="list-style-type: none"> <li>f) Clean spills, oils, grease and moisture from the plate immediately</li> </ol>

### 3. Unloading merchandise from the truck



Picture 6

- a) Give yourself time to stretch before lifting. Ensure you are using safe lifting practices - bend with your knees not with the back.
- b) When opening the doors of the trailer, be careful of loads that may have shifted during transport. Falling freight can be a hazard when the doors are opened, so it is important to stand out of the way when opening the trailer.
- c) If the load is too heavy or is of awkward shape, call for assistance and use a 2-person lift.
- d) Load shipment onto equipment such as dollies and carts (Picture 6). **If using pallet truck, never lift skids and pallets alone. Refer to the Electric Pallet Truck and Manual Pump Truck SOP.**
- e) Do not lay materials on footpaths and do not block access or egress from the building site.
- f) After unloading, ensure all employees or material lifting devices are cleared, and leveler and wheel chocks are placed back in their original location before re-starting the vehicle engine and disengaging the brake.

## 4.0 Maintenance and Repair

### Inspection Checklist

<b>DAILY</b>	✓
Remove debris on and around loading dock	
Make sure that all warning labels are in place and legible	
Clean any slipping and tripping hazards (ice, spills, materials)	
<b>WEEKLY</b>	✓
Check that the leveler moves freely without obstruction	
Check for deficiencies on wheel chocks	
Check for damage to the dock. Damaged surfaces must be repaired.	
<b>MONTHLY</b>	✓
Inspect all elements of the loading dock and leveler (hinge, pins, lip crank, links, chains and shackles). Replace if worn.	
Lubricate the leveler with the proper lubricants.	
Inspect dock bumpers. Four inches of bumper protection is required. Worn, torn, loose or missing bumpers must be replaced.	
Check conditions of concrete. Repair if necessary.	
Inspect angles and welds of the dock and leveler	
<b>ANNUALLY</b>	✓
Verify load capacity on dock and dock plate by engineer	

## 5.0 Document Control

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<b>Changes Made</b> ( <i>indicate sections</i> ):	
<b>Revisions Approved By:</b>	Date of Approval:



# Manual Pump Truck



<b>Machine</b>	Manual Pump Truck
<b>Location</b>	Distribution Services
<b>Manufacturer</b>	Name: Relius Solutions Address: 35 Staples Avenue, Suite 110 Richmond Hill, ON, L4B 4W6 Telephone: 1-877-304-1270
<b>Applicable Legislation</b>	Ontario Occupational Health & Safety Act
<b>Sources</b>	Manufacturer's Manual Safe Work BC, CCOHS, and IAPA resources Distributor Services Coordinator



**DO NOT USE THIS MACHINE UNLESS YOU ARE TRAINED IN ITS SAFE USE!**

**1.0 Personal Protective Equipment (PPE) Requirements**

PERSONAL PROTECTIVE EQUIPMENT (PPE)	REQUIRED	RECOMMENDED
Face Shield / Safety Glasses with side shields  		
Dust Mask 		
Respirator 		
Ear Plugs / Ear Muffs 		
Gloves 		✓
Closed-Toe Foot Wear (no heels) 	✓	
Lab Coat / Protective Apron / Vest  		✓
Other		



**ALWAYS WEAR THE REQUIRED PPE WHEN USING THIS MACHINE!**

## 2.0 Pre-use Inspection Checklist

	Check	Y	N	N/A
1	Remove any items that may have been left on the pump truck.			
2	Is the area around where the Manual Pump Mover is going to be operated free of slip/trip hazards?			
3	Know the area where you will be travelling.			
4	Move the unit in different positions using the pump lever, to see whether the lifting, neutral position and lowering the pump truck operates properly.			
5	Check the condition of wheels and tires.			
6	Check if warning labels are in place.			
7	Make sure that the load back rest extension and other safety devices are attached and in good working condition.			
8	Check for damaged or worn linkage bushings or shafts.			
9	Check for missing or loose shaft pins.			
10	Check the tires, caster and load wheels for foreign material, cuts and tears.			
If your inspection reveals any problem or defect with the truck, do not use it. Mark the vehicle out of service and report the situation to your supervisor.				
	<b>Comments/Corrective Action:</b>			

## 3.0 Safe Operating Procedure (SOP)

This procedure is outlined as follows:

- General Safety Guidelines
- Equipment Specific Safety Operating Procedure

### 3.1 General Safety Guidelines

Before using the machine, perform the following general safety checks:

- Make sure you understand all of the instructional material before operating this equipment. Failure to follow safety instruction and warnings may result in serious personal injury, fire or property damage.
- If you have any questions or uncertainties, please ask your supervisor before use.
- Do not transport people on any portion of the truck. Allow no one on the truck, battery, forks, or load.
- Do not conduct any maintenance or repairs on this equipment. In case of a defect, contact your supervisor. Any service or repair should be done by an authorized service center.
- Long hair, scarves, loose clothing, jewellery and ties pose an entanglement hazard. Please make sure these are all constrained prior to operating the equipment.
- Ensure the work area is both well-lit and organized.
- Never pick up a load with only one fork or try to position the load with only the fork tips
- Never allow pump truck to “shock load” (ie. sudden and drastic increase of load by dropping from one level to another)

### 3.2 Equipment Specific Safe Operating Procedure (SOP)

#### 1. Before using the Manual Pump Truck



Picture 1

- a) Put on your PPE
- b) Before traveling with a load, make sure you know where you are going. Inspect your route for obstructions or hazards before proceeding with the pump truck.
- c) Never overload your pump truck. Stay within rated capacity (5500 lbs)
- d) Every operator must have a Spotter with them to help them look out for pedestrians and obstructions especially when approaching blind intersections.

## 2. While using the Manual Pump Truck



Picture 2

- a) When picking up the load, distribute the load evenly on the forks to prevent tipping or falling of materials. Only handle loads on flat surfaces, not on inclines or declines.
- b) Before moving always ensure load is stable and the area is clear of personnel.
- c) Watch clearances, especially around forks. Always be aware that the forks can sometimes extend beyond the load, this may cause the operator to hit an object or lift another load.
- d) Travel with forks trailing when possible. (Exception: operate forks first when entering a confined area or elevator.) Always look in the direction of travel, whether pushing the pump truck (Picture 2), or pulling (Picture 3).
- e) When traveling in reverse (forks first) be aware of "tail swing", this is when the lift truck will move to the side when turning.



Picture 3

**Always move the pump truck only after listening to the instructions of your Spotter;** this is especially important when turning corners.

- f) When approaching intersections, blind corners or aisle ways, slow the truck before turning. Wait for spotters instructions. Pedestrians have the right of way.
- g) Drive forward (control handle leading) for best visibility and easiest handling. As the forks clear a corner, turn the control handle sharply. Drive carefully, avoid bumps, holes, slick spots and loose materials.



Picture 4

- h) **On Ramps:**  
When operating on ramps travel slowly and do not angle or turn. Operate with the forks downhill when travelling on an incline. The equipment is not designed to operate on grades greater than 10%.
- i) **When using elevators:**
  - While waiting for an elevator, park at least six feet away at an angle to the elevator doors to pedestrians can exit safely.
  - No one may be in an elevator when the lift truck is entering or leaving.
  - Enter elevators with care, know the combined weight of your lift truck and your load, and enter with load end forward (Picture 4).
- j) Stop the pump truck as gradually as possible. Rapid starting or starting with the control handle to one side or other results in tipping forces that may cause the control handle to jerk sideways.

## 3. After using the Manual Pump Truck

- a) To store pump truck, fully lower lifting mechanism. Block wheels if truck is parked on an incline.
- b) Only park in approved areas, never in front of emergency equipment, in aisle ways or in front of exits

## 4.0 Inspection Checklist

<b>WEEKLY</b>	✓
Make sure that all warning labels are in place and legible.	
Check if the forks rise evenly at the tips, or the roller levers begin to drag on the floor. Make adjustments if required.	
Check the tires, caster and load wheels for foreign material, cuts and tears.	
<b>MONTHLY</b>	✓
Add motor oil to each rotating joint	
Ensure there are no broken or worn parts.	
<b>ANNUALLY</b>	✓
Inspect entire machine and perform maintenance as required.	

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# Reciprocating Saw



<b>Machine</b>	Reciprocating Saw
<b>Location</b>	Facilities Planning & Management
<b>Manufacturer</b>	Name: Milwaukee Electric Tool Ltd Model: 6509 Address: 755 Progress Avenue, Scarborough, ON, M1H 2W7 Telephone: 416 439 4181 Fax: 416 439 6210
<b>Applicable Legislation</b>	Ontario Occupational Health & Safety Act
<b>Sources</b>	Manufacturer's Manual Safe Work BC, CCOHS, and IAPA resources Distributor Services Coordinator
 <b>DO NOT USE THIS MACHINE UNLESS YOU ARE TRAINED IN ITS SAFE USE!</b>	

**1.0 Personal Protective Equipment (PPE) Requirements**

PERSONAL PROTECTIVE EQUIPMENT (PPE)	REQUIRED	RECOMMENDED
Face Shield / Safety Glasses with side shields  	✓	
Dust Mask 		✓
Respirator 		
Ear Plugs / Ear Muffs 	✓	
Gloves 	✓	
Closed-Toe Foot Wear (no heels) 	✓	
Lab Coat / Protective Apron  		✓
Other		



**ALWAYS WEAR THE REQUIRED PPE WHEN USING THIS MACHINE!**

## 2.0 Pre-use Inspection Checklist

	Check	Y	N	N/A
1	Is the power cord free of frays and damage?			
2	If you are using an extension cord is it the appropriate kind? (i.e. outdoor) Is the extension cord free of frays and damage?			
3	Do you know where the stop button is located?			
4	Is the guard in place and in good working order?			
5	Is the saw secure?			
6	Are there any loose screws, misalignment, binding of moving parts, improper mounting, broken parts and other conditions that may affects its safe operation.			
7	Is the area around the saw free of slip/trip hazards?			
8	Is the area around the saw free of an explosive atmosphere, such as the presence of flammable liquids, gases or dust?			
10	Has the debris/material from previous operations been removed?			
11.	Are all tools/wrenches removed from the table?			
12	Is the blade and its teeth free of defects?			
13	Are you using the proper size and type of blade?			
14	Is the blade sharp and clean?			
	Does the work piece have a flat surface facing down, or a suitable support is being used?			
	Are all adjusting and locking handles tight?			
	<b>Comments/Corrective Action:</b>			

## 3.0 Safe Operating Procedure (SOP)

This procedure is outlined as follows:

- General Safety Guidelines
- Equipment Specific Safety Operating Procedure

### 3.1 General Safety Guidelines

Before using the machine, perform the following general safety checks:

- Make sure you understand all of the instructional material before operating this equipment. Failure to follow safety instruction and warnings may result in serious personal injury, fire or property damage.
- If you have any questions or uncertainties, please ask your supervisor before use.
- Long hair, scarves, loose clothing, jewellery and ties pose an entanglement hazard. Please make sure these are all constrained prior to operating the equipment.
- Do not abuse the cord. Never use the cord for carrying, pulling or unplugging the power tool. Keep power cord away from heat, oil, sharp edges or moving parts and does not pose a trip hazard.
- Do not conduct any maintenance or repairs on this equipment. In case of a defect, contact your manager. Any service or repair should be done by an authorized service center.
- Ensure you know how to turn off the power tool prior to use and within reach during operation.
- Do not remove or render machine guarding ineffective in any way.
- Ensure the work area is both well-lit and organized.
- Avoid body contact with earthed or grounded surfaces such as pipes, radiators, ranges and refrigerators
- Do not expose power tools to rain or wet conditions
- When operating a tool outdoors use an outdoor extension cord.
- Know the power tool. Read the operator's manual carefully. Learn its applications and limitations, as well as the specific potential hazards related to this power tool.

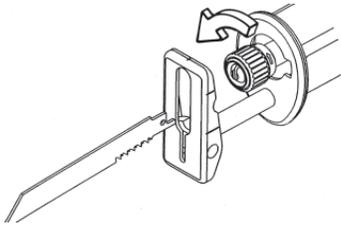
### 3.2 Equipment Specific Safe Operating Procedure (SOP)

#### 1. Before sawing



Picture 1

- a) Put on your PPE
- b) Mark the desired area(s) to be sawed.
- c) Ensure the work piece is secure and well supported. Use clamps if necessary.
- d) Insert the blade into the saw (only when the tool is unplugged). Ensure it is the right blade (general cutting, cutting metals, plunge cutting, refer to manual). Ensure blade is secure by tugging on it.
- e) Do not start cutting until all adjustments have been made.

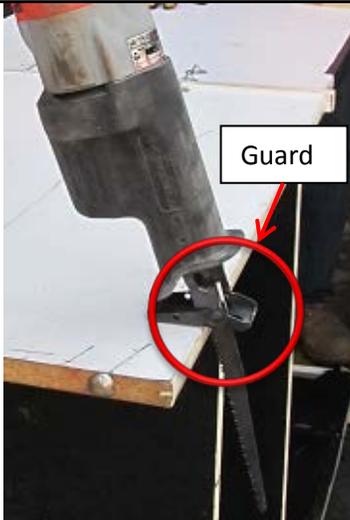


Picture 2

Extreme caution must be exercised to avoid cuts from the blade's sharp teeth.



Picture 3



Picture 5



- a) Place the work piece on the table. Keep hands clear of the blade.
- b) To start the tool, grasp the handle firmly and pull the trigger. To stop the tool, release the trigger.
- c) Hold the saw by the insulated grip surface when performing the operation (Picture 3).
- d) Allow it to gather speed before beginning the cut. Do not feed work until the blade has reached full speed.
- e) Use as little pressure as possible on the material to complete the task. Cut at a moderate speed. Too much pressure can put the operator's hands and fingers at risk.
- f) Ease up on sawing pressure as the saw starts to break through the material.
- g) **Do not** stop or back out of a cut. If the blade binds, release the switch immediately – free the blade and inspect for damage.
- h) **Never** reach around or over the saw when in operation.
- i) Disconnect the plug from the power source before making any adjustments to the power tool and changing blades or other accessories.
- j) If anything unexpected occurs, immediately disable the equipment and remove the attachment plug.

### 3. After sawing

- a) Turn off the reciprocating saw and disconnect.
- b) The machine will continue to spin after being switched off-let the saw stop on its own accord after turning the power off. **NEVER** try to stop the saw with your hand.
- c) Remove the chips from the work bench with a brush, **NEVER** by hand.
- d) Clean the saw upon completion of the task-use a rag to clean the blade -careful that the cloth does not hook on the teeth. **NEVER** clean the machine while it is in motion.
- e) Remove the blade and store it in the saw case.
- f) Sweep the floor surrounding the saw.

## 4.2 Inspection Checklist

<b>DAILY</b>	✓
Ensure that the power cords are free of damage.	
Ensure the guard is in place and in good working order.	
Ensure that the debris/material from previous operations is removed.	
Keep the tool handles clean, dry and free of oil or grease.	
Ensure that the blade and teeth are free of defects and dullness-replace if necessary - use gloves.	
<b>MONTHLY</b>	✓
Clean dust and debris from vents	
<b>ANNUALLY</b>	✓
Return your tool to the nearest MILWAUKEE service facility for the following:	
Lubrication	
Brush inspection and replacement.	
Mechanical inspection and cleaning (gears, spindles, bearings, housing, etc.)	
Electrical Inspection (switch, cord, armature, etc.)	
Testing to assure proper mechanical and electrical operation	

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