

Supplement

This chapter covers specific programs that Physical Plant has implemented. The Supplement provides information related to the Certificate of Recognition (COR).

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For a more comprehensive explanation, contact your supervisor or the Training and Safety Coordinator.

Asbestos Management Program

The Asbestos Management Program provides information, procedures and work practices relevant to management and control of asbestos-containing building materials known to be present throughout various buildings, which fall under the control, occupancy or administration of the University. It has been developed in part, to fulfill the University's obligations under Manitoba Regulation 53/88 and to provide the means from which future exposures to asbestos may be prevented.

All construction, maintenance, repair and renovation of University premises shall be conducted in accordance with the latest edition of the AMP and associated Appendices as published by the Environmental Health and Safety Office.

The AMP shall be maintained by the Environmental Health and Safety Office, in consultation with Physical Plant and the University Workplace Health and Safety Advisory Committees. Updates to the Program shall be made on a regular and required basis, in consultation with the Asbestos Management Program Committee. This committee shall have representation from the various bargaining units on campus.

Reference: U of M "Asbestos Management Program Procedure"

Certificate of Recognition (COR) Program

The Certificate of Recognition (COR) Program is an occupational health and safety certification program.

Designed to assist organizations in the development and maintenance of a safety program, the COR Certification is the highest distinction available in the industry - nationally recognized as the ultimate distinction for construction organizations.

The Construction Safety Association of Manitoba (CSAM) is the authority having jurisdiction to grant COR Certification in the province of Manitoba. In achieving this national safety program accreditation in Manitoba, CSAM practices the utmost diligence to ensure that the COR standards are upheld.

(Reference: Construction Safety Association of Manitoba Website)

Confined Space

The Physical Plant has a Safe Work Practice (SWP) "Confined/Limited Space Entry" (Chapter 3 of the Safety Manual). The Safe Job Procedure (SJP) can be located in the individual shop SJP binder. The term "confined space" is defined as "work areas which are not intended for continuous worker occupancy, have limited or restricted entry and exit and may contain hazardous atmosphere." The term "limited space" is a space where risk assessment was conducted and the definition of a confined space was not established. This SWP outlines the supervisor, worker, and standby worker's role. Supervisors train their workers on the required equipment and how to conduct a risk assessment. Prior to entering a confined space, an Entry Permit is completed by the supervisor. Gas monitoring and the recording of readings take place while the worker is in the confined space.

Duties of prime contractor

The prime contractor for a construction project shall

- 1 ensure, so far as is reasonably practicable, that every person involved in work on the project complies with this Act and the regulations;
- 2 co-ordinate, organize and oversee the performance of all work at the construction project site and conduct his or her own activities in such a way as to ensure, so far as is reasonably practicable, that no person is exposed to risks to his or her safety or health arising out of, or in connection with activities at the construction project site;
- 3 co-operate with any other person exercising a duty imposed by this Act or the regulations; and
- 4 comply with this Act and the regulations.

Reference: Workplace Safety and Health Act Section 7(3)

Fire Alarms, Explosions and other Emergencies

University policy requires that whenever a fire alarm sounds, all persons must immediately evacuate the building using the nearest exit. Fire alarms are monitored by Security Services.

If a call is received by Physical Plant regarding fire alarms, explosions and other emergencies, Security Services will be immediately called to report it and start the proper reporting sequence; i.e, informing the Assistant Engineer on shift. Security Services will escort the Fire Department on campus, and will provide crowd control and restrict people from re-entering the affected building areas.

It is very important that all Physical Plant staff take the necessary precautions at all times to ensure their safety.

General Physical Plant (Safety) Orientations

Physical Plant conducts three types of safety orientations.

1. New hire orientation; normally provided within the first 48 hours of employment is a one hour workshop. The briefing is in two parts: 1) an overview of the U of M and the Physical Plant by Work Unit; and 2) Training and Safety in the Physical Plant.
2. Work Unit specific orientation; provided soon after arrival into the Work Unit.

Hearing Conservation Program

The Physical Plant follows the Hearing Conservation Program administered by the EHSO. This comprehensive program has been developed to prevent hearing loss to staff and meet requirements of Workplace Health and Safety. Education, training and annual hearing testing is conducted for all staff exposed to noise greater than 80dB. Noise monitoring is conducted and areas requiring hearing protection are identified for posting with signage. Follow-up and medical referrals are made as per the WSH Regulations, including an annual report that is forwarded to the Chief Occupational Medical Officer at the WSH Division.

Health and Safety Committees

The University's Workplace Health and Safety Advisory Committee (WHSAC) and Local Area Health and Safety Committees (LAHSC) play a significant and vital role in the University safety and health program. The University Safety Committee system has been established for making recommendations to the Executive Director of Human Resources on environmental and safety and health matters, as well as allowing for effective discussion, consultation and resolution of issues.

Workplace Health and Safety Advisory Committee (WHSAC)

The Workplace Health and Safety Advisory Committee (WHSAC) is the recognized Committee required under provincial legislation and meets on a regular basis. It has representatives from all bargaining units, plus the student union (UMSU), excluded staff and key administrative departments. The terms of reference for the WHSAC are posted on the EHSO website and minutes of meetings are also circulated and posted after the meetings take place. Copies are forwarded to WSH Division. WHSAC members are advised of the educational leave provisions and are able to attend training and information sessions.

Local Area Safety and Health Committees

Physical Plant has two active Local Area Safety and Health (LASH); Physical Plant Bannatyne Campus and the Fort Garry Campus. one for each campus. The LASH Committees play an important role in identifying and dealing with safety and health issues at the Departmental and Area level. Due to the makeup of each committee and the local nature of their issues, they are able to solve many of their own problems. They are very involved in localized safety and health issues related to specific work activities.

Lock out / Tag out

The Physical Plant has a Safe Work Practice (SWP) "Lock out / Tag out" (Chapter 3 of the Safety Manual). The Safe Job Procedure (SJP) can be located in the individual shop binders (SJP binder). Physical Plant Department Lock out / Tag out document is developed to ensure the safety of Employees, Contractors and public in general, in relation to the potential accidental release of energy from equipment or machinery while it is being serviced or repaired on campus. The intent of the protocol is to provide specific guidelines relating to actions taken by Physical Plant Employees and Supervisors when working on devices requiring lockouts or when performing this function for an outside Contractor or Agency.

Safety Coordinator

The Physical Plant has on staff a Training and Safety Coordinator.

Being responsive to the Director, Physical Plant, and being responsible to the Assistant Director, the incumbent acts as the sole departmental coordinator for all training and occupational safety and health activities and issues. Principally, this means championing, upholding and practicing the credo of Safety First, at all times in meetings, negotiations, planning, assessment, evaluation, and training. This includes the development, scheduling and implementing of ongoing technical training for all staff including but not exclusive to occupational safety and health. This also includes administering needs assessment; collaborating with managers (and acting managers) and employees; the departmental Workplace Hazardous Management Information System program; and liaison with the University's Environmental Health and Safety Office.

Working In Isolation

The Physical Plant has a Safe Work Practice "Working In Isolation" (Chapter 3 of the Safety Manual. In it the terms "working alone" and "working in isolation" are defined as supervision and assistance is not readily available to the employee. Each Work Unit has specific step-by-step Safe Job Procedure (SJP) for employees in that Unit. Supervisor train their employees on the instructions and post the SJP on the bulletin board.

Workplace Hazardous Material Information System (WHMIS)

In meeting compliance with the Workplace Safety and Health Act, the Physical Plant ensures that a controlled product is not used, stored, produced or handled in a workplace unless all the applicable requirements of this Part in respect of labels, identifiers, material safety data sheets and worker education have been satisfied (WS&H Regulation Part 35.2(1)).

All of us need to understand how the federal, provincial, university, and their co-workers work together to create a safe working environment. A safe work place means having a practical understanding about the current legislation, the responsibilities of the supplier, the employer, and employee. More specifically, our WHMIS workshop—mandatory for all employees—looks into:

- 1 necessity for WHMIS;
- 2 WHMIS at the University of Manitoba;
- 3 supplier, employer, and employee responsibilities;
- 4 controlled product classification system;
- 5 supplier label;
- 6 record keeping (inventory) requirements; and
- 7 Material Safety Data Sheet.

Hazard Classification symbols, workplace labels and Material Safety Data Sheet are explained on the WHMIS chart provided in this chapter.

A more comprehensive understanding of WHMIS is obtained by taking the mandatory WHMIS course.