Faculty of Kinesiology and Recreation Management

SAFE Work Documentation Package

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Overview

This package includes all possible SAFE Work documents. Not all documents need to be completed, only the forms that pertain to the work done within a given lab.

It is the responsibility of the *supervisor* to keep track of SAFE Work documents and ensure that their staff and students understand how to minimize risk within their lab. Supervisors should email a signed copy of all documentation to the Lab Coordinator fkrmlab@umanitoba.ca so there can be central location for all documents, however supervisors MUST keep a copy for themselves as well.

Note: electronic signatures are preferred

SAFE Work Document Checklist

Check All that Apply	SAFE Work Document
☐	SAFE Work Task #001: Repetitive and Awkward Tasks
☑	SAFE Work Task #002: Working Alone
☐	SAFE Work Task #003: Working in Cold Temperatures
☐	SAFE Work Task #004: Working in Extreme Heat
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*All checked documents must be filled out and signed by the student/staff and supervisor. Email this package back to the Lab Coordinator using the email listed above. SAFE Work Task #002: Working Alone is required by all staff/students.

SAFE Work Task #001: Repetitive and Awkward Tasks

Date: 9/27/2019 **Approved by LASHC-UMB3 and Associate Dean (Research)**

Task Description

This document pertains to any staff member or individual (undergraduate or graduate student, research assistant) under their supervision who regularly engages in a task that is:

- *Physically Repetitive:* defined variously as any task occurring for more than 4 hours daily either intermittently or continuously, or tasks which occupy more than 50% of a work cycle *(source: Public Services Health & Safety Association).*
- *Posturally Awkward:* maintaining postures, which deviate significantly from the neutral position *(source: Canadian Centre for Occupational Health and Safety)*.

Tasks can be repetitive (e.g. typing), posturally awkward (e.g. installing a new keyboard tray) or both (e.g. typing at an ergonomically unsound workstation). These repetitive and awkward tasks constitute the greatest risk for employee health by causing inflammation of the tendons, joint stress, and increased pressure on nerves. The risk of injury may be heightened when the activity also includes gripping, holding, twisting, or reaching.

Hazards that may cause harm to a worker, particularly when done repetitively:

- Bent neck (e.g. computer monitor positioned too low)
- Flexed wrist (e.g. keyboard tray is not level with elbow support)
- Squatting
- Forward back bend
- Working overhead
- Reaching
- Kneeling
- Twisting

Equipment or devices necessary to perform the task safely:

- Workstation that is either adjustable or properly sized to the worker.
- Tools that allow the worker to perform problematic tasks from a neutral position.

Steps to perform the task safely:

- Consult with the Occupational Health & Safety Office for more information about workspace/task modification or to book a workspace assessment
- Perform work at the proper heights. Try to perform physically demanding or heavy tasks with the hands between waist and elbow height.
- When awkward posture cannot be avoided, limit the duration/take regular breaks/perform a variety of tasks to change positions.
- Use adjustable desks and chairs. Contact your building's facility coordinator to discuss available furniture options.
- Use stepstools or ladders to avoid reaching overhead. Contact facilities staff to access these items if none are at your work area.
- Arrange your workspace to minimize reaching and twisting. Frequently used items should be accessible without strain.

- Periodically stretch the working muscles by moving the joint in a direction opposite to its task position and hold for 30 seconds.
- Ensure teamwork is used when possible to evenly distribute demanding muscular work.
- Recognize the symptoms of workplace musculoskeletal disorders, which may include joint stiffness, muscle stiffness, aching and tiredness, tingling, weakness, redness and swelling of the affected area.
- Follow recommended limits of 2 hours per day in the following positions:
    - Holding hands above the head or elbows above the shoulders.
    - Neck bent more than 30 degrees in any direction
    - Kneeling
    - Back bent more than 30 degrees in any direction

Training/Reference Information:

- Work Safe BC: Ergonomics: awkward postures
- SAFE Work Manitoba: Ergonomics-Adjusting the Office Workstation
    - https://www.safemanitoba.com/Page%20Related%20Documents/resources/Bulletin%20264%20-%20Ergonomics%20-%20Adjusting%20office%20workstations%20-%20Eng.pdf
- SAFE Work Manitoba: Back to Basics: a guide to back injury prevention and recovery.
    - *Includes ergonomic, stretching and strengthening information.*
    - https://www.wcb.mb.ca/sites/default/files/resources/4306_WCB_Back_to_Basics_Booklet_Web.pdf

SAFE Work Agreement – Repetitive or Posturally Awkward Tasks

By signing this document the undersigned has read the SAFE Work policy and understands how to minimize risk for themselves and where to find additional information on the topic.

Supervisor Signature:

Date (click down key to expose date):

Worker Signature:

Date (click down key to expose date):

SAFE Work Task #002: Working Alone

Date: 9/27/2019 **Approved by LASHC-UMB3 and Associate Dean (Research)**

Task Description:

This document pertains to any staff member or individual (undergraduate or graduate student, research assistant, etc.) under their supervision who engages in desk work in an isolated environment (may include a lab, office, and library). Note that this document is for working alone in an office-style setting, not for sessions involving physical effort or discussion with human subjects.

Hazards that may cause Harm to a Worker:

- Inadequate knowledge of escape routes in case of emergency
- Hostile intruders
- Unforeseen medical emergency or major musculoskeletal injury

Equipment or Devices Necessary to Perform the Task Safely:

- N/A

Steps for Employee to Perform the Task Safely:

- Inform supervisor/employer of intention to work alone after hours in the laboratory or office. Each instance does not need to be communicated so long as the supervisor is aware that the student/employee is periodically working alone after hours.
- Provide supervisor/employer with the name of a contact person and their telephone number. This will allow the supervisor/employer, if contacted by Campus Security in the case of an emergency, to contact that person.
- Secure the door (if possible) to the space being used if the door is not within their sight.
- Subscribe to the emergency text messaging system at: https://umanitoba.ca/emergency_signup.html
- Consider using a more accessible space such as the Agora if the worker is able to perform their task on a mobile device, especially when an employee has pre-existing medical conditions elevating the risk of working alone.
- Be familiar with paths of emergency exit shown on the wall-mounted, red-framed floor plans located in all Faculty areas.
- Ensure you have filled out the “Emergency Contact Information” sheet for your lab (your supervisor should have a copy of it).

In Case of Emergency:

- If in need of firefighters, police, or ambulance, use:
    - 911 or 4911 from University phones
- If in need of Campus Security, use:
    - 555 from University phones
    - #555 from MTS or Rogers wireless
    - Red emergency phones
    - Classroom emergency phones
    - Code blue stations
    - Elevator emergency phones
- If you call 911 first, do not hang up until they end the call. Immediately after your call to 911 ends, call Campus Security if possible.
- When calling for emergency assistance, state the nature of the emergency (who, what, where, when, why, how) and your location (room number, building names, campus, etc).

Training/Reference Information:

- FKRM Working Alone Policy: http://umanitoba.ca/admin/vp_admin/risk_management/ehso/WorkingAlone.html
- University Emergency Quick Reference Guide: http://umanitoba.ca/admin/vp_admin/risk_management/media/UM_Emergency_Response_Quick_Reference_Guide_2019.pdf
- Security Services University of Manitoba (refer to this webpage for special programs and safety initiatives): http://umanitoba.ca/campus/security/

SAFE Work Agreement – Working Alone

By signing this document the undersigned has read the SAFE Work policy and understands how to minimize risk for themselves and where to find supplemental information on the topic. In addition, they are aware of the steps to take in the event of an emergency.

Supervisor Signature:

Date (click down key to expose date):

Worker Signature:

Date (click down key to expose date):

SAFE Work Task #003: Working in Cold Temperatures

Date: 9/27/2019 **Approved by LASHC-UMB3 and Associate Dean (Research)**

Task Description

This document pertains to any staff member or individual (undergraduate or graduate student, research assistant) under their supervision who may perform tasks in outdoor, refrigerated, or unheated environments causing cold stress.

Factors that contribute to the risk of cold stress:

- Temperature (lower temperatures decrease the length of time necessary for injury)
- Wind speed
- Moisture (perspiration, damp clothes or working near water)
- Exposure duration
- Type of clothing
- Work/rest schedule
- Type of work performed
- Use of certain medications
- Degree of acclimatization
- Age and physical state of the worker

The Cooling Power of Wind (°C) – Retrieved from SAFE Work: Guidelines for Thermal Stress 2007

Estimated wind speed (in km/h)	Actual temperature reading (°C)												
	10	5	0	-5	-10	-15	-20	-25	-30	-35	-40	-45	-50
	Equivalent chill temperature (°C)												
Calm	10	5	0	-5	-10	-15	-20	-25	-30	-35	-40	-45	-50
8	9	3	-2	-7	-12	-18	-23	-28	-33	-38	-44	-49	-54
16	4	-2	-7	-14	-20	-27	-33	-38	-45	-50	-57	-63	-69
24	2	-5	-11	-18	-25	-32	-38	-45	-52	-58	-65	-72	-78
32	0	-7	-14	-21	-28	-35	-42	-50	-56	-64	-71	-78	-84
40	-1	-8	-16	-24	-31	-38	-46	-53	-60	-67	-76	-82	-90
48	-2	-10	-17	-25	-33	-40	-48	-55	-63	-70	-78	-86	-94
56	-3	-11	-18	-26	-34	-42	-50	-58	-65	-73	-81	-89	-96
64	-3	-11	-19	-27	-35	-43	-59	-59	-66	-74	-82	-90	-98
(Wind speeds greater than 64 km/h have little additional effect.)	LITTLE DANGER In < 1 hr with dry skin. Maximum danger of false sense of security.				INCREASING DANGER Danger from freezing of exposed flesh within one minute.			GREAT DANGER Flesh may freeze within 30 seconds.					
	Trenchfoot and immersion foot may occur at any point on this chart.												

Equivalent chill temperature requiring dry clothing to maintain core body temperature above 36°C (96.8° F)

Equipment or devices necessary to perform the task safely:

- Insulating, dry clothing (such as gloves, ski pants, jacket, hat, scarf/neck warmer)
- Space heaters
- Chemical warmers

Steps to perform the task safely:

- Assess weather conditions before heading to the work site in order to dress appropriately
- When continuous work in an equivalent chill temperature at or below -7°C is required, heated shelters should be used as frequently as required.
- Workers should use a buddy system to monitor one another for the effects of hypothermia and frostbite
- Advise supervisor of any pre-existing condition that might affect ability to work in the cold
- Workers should proceed to a rewarming shelter immediately when they experience heavy shivering, excessive fatigue, irritability, drowsiness or euphoria
- During rewarming breaks, warm, sweet drinks and soups should be used for caloric and fluid intake. Caffeinated beverages should be limited
- Limit the amount of heavy work (to reduce perspiration)
- Workers should minimize sitting or standing still
- Do not allow evaporative liquids to come into contact with bare skin
- Workers should be familiar with signs and treatment of hypothermia. Hypothermia occurs when the core body temperature drops below 35°C.
    - **Signs:**
        - Weakness
        - Confusion
        - Slurred speech
        - Drowsiness
        - Progression of cold to pain, followed by numbness
- **Treatment:**
    - Remove the person from the cold environment
    - Remove any wet clothing; dry them off, wrap in a covering such as blankets concentrating on the head and torso.
- Workers should be familiar with signs and treatment of frostbite. Frostbite occurs when tissue freezes, and can lead to scarring, permanent tissue damage, possible amputation and disability.
    - **Signs:**
        - Stinging or tingling of area suspected of frostbite (hands, feet, ears, etc.)
        - Numbness
        - Bluish or pale waxy skin
    - **Treatment:**
        - DO NOT walk on frostbitten toes/feet
        - DO NOT rewarm the skin until it can be kept warm, gently warm the area in warm water until the skin regains redness and warmth

Work/Rewarming Ratios – Retrieved from SAFE Work: Guidelines for Thermal Stress 2007

	No Noticeable Wind		8 km/h Wind		16 km/h Wind		24 km/h Wind		32 km/h Wind	
Air Temperature °C (Sunny Skies)	Max. Work Period	No. of Breaks	Max. Work Period	No. of Breaks	Max. Work Period	No. of Breaks	Max. Work Period	No. of Breaks	Max. Work Period	No. of Breaks
-26 to -28	Normal	1	Normal	1	75 mins.	2	55 mins.	3	40 mins.	4
-29 to -31	Normal	1	75 mins.	2	55 mins.	3	40 mins.	4	30 mins.	5
-32 to -34	75 mins.	2	55 mins.	3	40 mins.	4	30 mins.	5		
-35 to -37	55 mins.	3	40 mins.	4	30 mins.	5				
-38 to -39	40 mins.	4	30 mins.	5						
-40 to -42	30 mins.	5								
-43 and below										

In all shaded areas non-emergency work should cease

This schedule applies to moderate-to-heavy work with breaks of 10 minutes in a warm location to allow workers to warm up. For light-to-moderate work (little physical movement), apply the schedule one step lower. For example at -35°C with no noticeable wind, a worker at a job with little physical movement should have a maximum work period of 40 minutes with 4 breaks in a 4-hour shift instead of 55 minute work periods and 3 breaks.

* Adapted from Occupational Health & Safety, Saskatchewan Department of Labour

Training/Reference Information:

- Government of Yukon Health & Safety: Cold Weather Work
- SAFE Work Manitoba: Guideline for Thermal Stress: https://www.safemanitoba.com/Page%20Related%20Documents/resources/thermal_stress_guide_2007.pdf

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SAFE Work Agreement – Working in Cold Temperatures

By signing this document the undersigned has read the SAFE Work policy and understands how to minimize risk for themselves and where to find supplemental information on the topic.

Supervisor Signature:

Date (click down key to expose date):

Worker Signature:

Date (click down key to expose date):

SAFE Work Task #004: Working in Extreme Heat

Date: 9/27/2019 **Approved by LASHC-UMB3 and Associate Dean (Research)**

Task Description:
This document pertains to any staff member or individual (undergraduate or graduate student, research assistant) under their supervision who may perform tasks resulting in heat stress from any combination of metabolic heat while working, air temperature/humidity, radiant heat exchange, and clothing requirements. Heat stress can result in heat exhaustion or heat stroke.

The Manitoba *Workplace Safety and Health Act* does not specify a maximum temperature above which work must stop, but suggested limits are published annually in the ACGIH booklet *Threshold Limit Values and Biological Exposure Indices.* Temperature and environmental factors can be measured with a wet globe thermometer, which measures the combination of standard temperature, radiation, wind, humidity, solar, and radiant heat.

Hazard factors for heat stress:
- Lack of acclimatization
- Gender (males tend to acclimatize better through higher sweat rate and oxygen intake)
- Age (older adults are more vulnerable to heat)
- General health (the presence of heart and lung disease, obesity, or uncontrolled diabetes increase heat stress)
- Medication (ASA (aspirin), anticholinergic, antihypertensive, antiarrhythmic drugs all affect the body's response to heat)

Equipment or devices necessary to perform the task safely:
- Breathable clothing which meets safety standards for the specific task
- Water should be present and encouraged. On average, one to two cups of water every hour are required to replace fluid lost from heavy perspiration
- Insulation and reflective barriers to shielding radiant heat at the source
- Ventilation aids such as fans if air temperature is less than skin temperature (~ 36°C)
- Sun protection if outside

Steps to perform the task safely:
- New workers with no recent heat exposure should be started with 50% of a normal workload, increasing 10% daily until full workload is reached. Acclimatization may take 5-7 days for a healthy worker
- Heavy work should not be performed when wet globe thermometer measurements are above 28 degrees Celsius
- Workers should be vigilant of coworkers' conditions, as some symptoms of heat stress are not apparent to the victim themselves (irritability, loss of concentration)
- Work tasks should be relocated to a more favourable environment, if possible
- Workers should take regular breaks, ideally in a climate-controlled area

- Workers should be aware of symptoms for **heat exhaustion:**
    - Nausea or irritability
    - Dizziness
    - Muscle cramps or weakness
    - Feeling faint
    - Headache
    - Thirst
    - Heavy sweating
- Workers should be aware of symptoms for **heat stroke:**
    - Hot, dry skin or profuse sweating
    - Confusion
    - Loss of consciousness
    - Seizures
- Workers should be aware of first aid steps for both conditions:
    - Get medical aid (call 911, and then Security Services)
        - For heat exhaustion, you only need to call 911 if their condition deteriorates even with treatment. If someone suspected of heat exhaustion experiences: fainting, agitation, confusion, seizures, inability to drink, call 911 immediately.
    - Move to a cooler, shaded location
    - Remove as many clothes as possible, including socks and shoes
    - Apply cool wet cloths or ice to head, face, neck and armpits
    - For heat exhaustion but not heat stroke: encourage to drink water or a sports drink

Training/Reference Information:

- Canadian Centre for Occupational Health & Safety – Hot Environments: Health Effects and First Aid
  https://www.ccohs.ca/oshanswers/phys_agents/heat_health.html
- SAFE Work Manitoba: Guideline for Thermal Stress
  https://www.safemanitoba.com/Page%20Related%20Documents/resources/thermal_stress_guide_2007.pdf
- Health Canada: Heat Alert and Response Systems to Protect Health: Best Practices Guidebook
  https://www.canada.ca/content/dam/hc-sc/migration/hc-sc/ewh-semt/alt_formats/pdf/pubs/climat/response-intervention/response-intervention-eng.pdf

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SAFE Work Agreement – Working in Extreme Heat

By signing this document the undersigned has read the SAFE Work policy and understands how to minimize risk for themselves and where to find supplemental information on the topic.

Supervisor Signature:

Date (click down key to expose date):

Worker Signature:

Date (click down key to expose date):

SAFE Work Task #005: Working Offsite

Date: 9/27/2019 **Approved by LASHC-UMB3 and Associate Dean (Research)**

Task Description

This document pertains to any staff member or individual (undergraduate or graduate student, research assistant) under their supervision who may travel offsite, by any method, for work purposes.

Tasks that may cause harm to a worker:

- Travelling by car, plane, train, bus, or bicycle
  - Accident
  - Mechanical failure
- Travelling by car or bus during inclement weather
  - Increased risk of mechanical failure
  - Increased risk of accident
  - Environmental exposure
- Travelling by plane
  - Lack of supplies from delays or cancellations
- Travelling by bus, plane or train
  - Other passengers
- Any hazard(s) located at the destination

Equipment or devices necessary to perform the task safely:

- Mobile phone and/or laptop computer
- Phone charger

Steps to perform the task safely:

- All supervisors should have a system in place to track intended locations of employees for all work-related travel. Each supervisor's system of choice should enable them to determine the intended location of an employee in a timely manner if required. This may necessitate access to documents used in coding study participant identification, i.e. when Google Calendar lists *HLS-004* coded for *Bob Smith*, the supervisor should know how to access the spreadsheet identifying *Bob Smith*'s address.
  - With a small number of employees under supervision or a regular travel schedule, informal communication (email, conversation, text) may suffice.
  - With a larger number of employees under supervision or variability in a schedule, a formal scheduling or communication system should be implemented. Examples of systems successfully used in university settings include **Slack** (an app for Windows, iOS, Android) or Google Calendar.
  - Supervisors may also require that staff travelling give an itinerary with departure time, expected time of return, etc.

- The employee and supervisor should have each other's contact information.
- The supervisor should have an emergency contact for the employee.
- For rural travel by automobile, the employee may wish to document their intended travel route using a note in the chosen scheduling system.
- Employees should be prepared in case of inclement weather during automobile travel by:
    - Keeping the tank full of gas
    - Taking drinking water and snacks on long trips
    - Checking highway conditions through http://www.manitoba511.ca/en/
    - Checking weather conditions through Environment Canada
    - Carrying a winter survival kit (ski pants, blanket, snacks, boots) and jumper cables
- It is recommended that the employee keep an electronic copy of their passport (i.e. a digital image) and provide an additional copy to a trusted individual. This is in accordance with international travel recommendations from the Government of Canada.

Training/Reference Information:

- As noted above

SAFE Work Agreement – Working Offsite

By signing this document the undersigned has read the SAFE Work policy and understands how to minimize risk for themselves and where to find supplemental information on the topic.

Supervisor Signature:

Date (click down key to expose date):

Worker Signature:

Date (click down key to expose date):

SAFE Work Task #006: Working with Chemicals

Date: 9/27/2019 **Approved by LASHC-UMB3 and Associate Dean (Research)**

Task Description
This document pertains to any staff member or individual (undergraduate or graduate student, research assistant) under their supervision who may work with chemicals posing physical or health hazards.

- Physical hazards include gases, aerosols, liquids or solids which are flammable, oxidizing, self-reactive, pyrophoric (ignites spontaneously in air), corrosive or combustible.
- Health hazards include gases, aerosols, liquids or solids which are toxic, mutagenic, carcinogenic, infectious, or pose health hazards not otherwise classified.

Tasks that May Cause Harm to a Worker:
Workers may encounter chemical or health hazards during such tasks as:

- Direct gas analysis with or without exercise testing
- Blood draws
- Cleaning and disinfection of equipment
- Chemical assays

Risks may be exacerbated when working in areas with poor ventilation. Ventilation systems reduce hazards by removing toxic vapors, fumes, mists or airborne dusts from the area.

Equipment or Devices Necessary to Perform the Task Safely:

- Recommended protective measures depend on the specific chemical. Workers should familiarize themselves with the recommended protective measures for all chemicals which they encounter as part of work tasks.
    - Most chemicals used in our faculty or
- Knowledge of Safety Data Sheets (SDS) for controlled products. The SDS describe the safety equipment and procedures required.
- Spill kit

Steps to Perform the Task Safely:

- All workers using Workplace Hazardous Materials Information System (WHMIS) controlled products or working in areas with chemical hazards must complete **WHMIS 2015.** These individuals should send their completed test to the Lab Coordinator and Supervisor unless their supervisor states otherwise. Workers can complete the test at http://umanitoba.ca/admin/vp_admin/risk_management/ehso/chemical_safety/6336.html
- Workers should familiarize themselves with the location of the SDS binder for their area. These sheets contain important information on exposure treatment and hazards.
- Workers can familiarize themselves with the chemical hazards present in a given room by reading the lab signage provided by the Environmental Health and Safety Office. These signs are mounted on the door of any labs containing controlled products and contain information about emergency contacts and personal protective equipment required to enter the space.

- New workers should complete the "Laboratory Safety Checklist for New Lab Personnel" sheet with the supervisor or Principal Investigator: http://www.sci.umanitoba.ca/chemistry/wp-content/uploads/sites/2/2018/03/Lab_Safety_Checklist_New_Pers.doc
- Workers at risk of exposure to vaccine-preventable potentially infection diseases must complete the University of Manitoba Immunization form. The immunization form is available at http://umanitoba.ca/admin/vp_admin/risk_management/ehso/media/ImmunizationAppAug06.pdf. Confirmation should be sent to the Lab Coordinator unless otherwise specified.
- If the worker is exposed to a chemical they should follow the SDS post-exposure guidelines as well as Fort Garry Campus post-exposure protocols found at: http://umanitoba.ca/admin/vp_admin/risk_management/ehso/media/2018_PEP_both_campuses.pdf
- In general, workers should use the smallest amount of chemical necessary to do the job, wear appropriate personal protective equipment, ensure containers are clearly labelled, keep containers tightly closed when not in use, use proper tools to open containers and transfer materials, and maintain good housekeeping.
- Workers should be familiar with the location of all fire extinguishers, first aid kits, emergency telephones, spill kits and eyewash stations. The Standard Operating Procedures for the Applied Research Centre lists these items. Email the Lab Coordinator for a copy of these procedures

Training/Reference Information:
As noted above

SAFE Work Agreement – Working with Chemicals

By signing this document the undersigned has read the SAFE Work policy and understands how to minimize risk for themselves and where to find supplemental information on the topic.

Supervisor Signature:

Date (click down key to expose date):

Worker Signature:

Date (click down key to expose date):

SAFE Work Task #007: Working with Research Participants

Date: 6/18/2019 **Approved by LASHC-UMB3 and Associate Dean (Research)**

Task description

This document pertains to any staff member or individual (undergraduate or graduate student, research assistant) under their supervision who meets with research participants on a one-on-one basis for purposes NOT involving physical exertion. This may include verbal interviews, written or electronic questionnaires, and consent processes. For the SAFE Work procedure related to research participants performing physical exertion, please see Work Task "working with research participants who exercise."

Hazards that may cause harm to a worker:

- Physical Harm
  - Assault, sexual assault
- Psychosocial Harm
  - Verbal abuse, sexual harassment
- Accusations of improper behaviour

Equipment or devices necessary to perform the task safely:

- N/A

Steps to perform the task safely:

- Ensure the employer/supervisor or other members of the research team are aware of the appointment time and location. This may be done electronically through a service such as Google Calendar.
- Sit or stand in a position that allows unobstructed exit from the space should the research participant become aggressive.
- Arrange the appointment near a location frequented by other staff members or the public, within the boundaries of research needs and ethics/privacy protocol.
- Consider notifying Fitness Attendants (all have access to the Applied Research Centre) if meeting with participants in the Applied Research Centre on a weekend. Fitness Attendants can be reached at 474-7971.
- Work with the employer/supervisor to include a section in the consent form clarifying intolerance for aggression or inappropriate behaviour towards staff, e.g. "Behaviours including, but not limited to, rudeness, shouting or swearing, intimidating or bullying, threatening comments or actions, unsolicited and unwelcome conduct, and other actions that cause physical or emotional harm to the staff member will not be tolerated and may result in removal of the participant from the research project".
- When booking spaces in the Applied Research Centre using QReserve, complete the "purpose" field by indicating the nature of the appointment, e.g. "consent".
- Use a room with a window on the door if available and appropriate, e.g. the meeting purpose is to complete a questionnaire.
- Obtain verbal consent from participant for any procedures which may cause them to experience physical or psychological discomfort, e.g. waist circumference. Be aware of cultural norms.

- In the event that research staff member feels uncomfortable, they can ask another member of the team to be present in the room

In case of emergency:

- If in need of firefighters, police, or ambulance, use:
    - 911 or 4911 from University phones
- If in need of Campus Security, use:
    - 555 from University phones
    - #555 from MTS or Rogers wireless
    - Red emergency phones
    - Classroom emergency phones
    - Code blue stations
    - Elevator emergency phones
    - In assessment rooms in the ARC there is a white button located on the computer desks that will tell security services there is a problem
- If you call 911 first, do not hang up until they end the call. Immediately after your call to 911 ends, call Campus Security if possible.
- When calling for emergency assistance, state the nature of the emergency (who, what, where, when, why, how) and your location (room number, building names, campus, etc).

SAFE Work Agreement – Working with Research Participants

By signing this document the undersigned has read the SAFE Work policy and understands how to minimize risk for themselves and where to find supplemental information on the topic.

Supervisor Signature:

Date (click down key expose date):

Worker Signature:

Date (click down key to expose date):

SAFE Work Task #008: Working with Research Participants who Exercise

Date: 9/30/2019 **Approved by LASHC-UMB3 and Associate Dean (Research)**

Task Description

This document pertains to any staff member or individual (undergraduate or graduate student, research assistant) under their supervision who meets with research participants on a one-on-one basis for purposes involving physical exertion. Note this document will *not* include information covered in SAFE Work: Working with Research Participants

Hazards that may cause harm to a worker:

- Physical harm
  - Assisting a participant who may have injured themselves (catching someone if they misstep on the treadmill, or stumbled in any way)
  - Providing first aid medical care to participants
- Psychological harm
  - If emergency medical procedures are given to the participant, may cause psychological trauma for the staff member

Equipment or devices necessary to perform the task safely:

- Know your physical limits, helping someone off the ground who is much larger than you may require the assistance of another person (know who you can contact in the event you require assistance)
- Wear gloves when conducting exercise tests with the metabolic cart to avoid contamination from saliva
- Take appropriate precautionary measures if first aid care is provided (gloves, barrier device, etc.)

Steps to perform the task safely:

- For all activities requiring physical effort on the part of subjects, there should be a "buddy" present, whether the activity is on- or off- campus. It is highly recommended that the "buddy" be trained in CPR, particularly if the activity is taking place off-campus and is higher risk. All students/employees involved in this type of work should have current certification in CPR and be trained in emergency procedures relevant to the location of testing.
- Ensure the employer/supervisor or other members of the research team are aware of the appointment time and location. This may be done electronically through a service such as Google Calendar.
- If you do not feel comfortable conducting exercise protocols alone, ensure that another staff member can be present with you. In some instances, different research lab groups may have a policy where all physical exertion experiments are conducted with more than one staff member.
- Thoroughly explain the procedure to participants to avoid confusion. Ask them if they have any questions or concerns.
- If exercise testing involves the treadmill, ensure the participant knows how to get on and off the treadmill safely. Ensure that appropriate communication and hand-signals are established if necessary. If necessary allow the participant to practice getting on off the treadmill safely before the test begins
- Place matts behind the treadmill in the event the participant falls off

- If anything happens to yourself or the participant, fill out an incident report and have it signed by the supervisor

In case of emergency:

- If in need of firefighters, police, or ambulance, use:
    - 911 or 4911 from University phones
- If in need of Campus Security, use:
    - 555 from University phones
    - #555 from MTS or Rogers wireless
    - Red emergency phones
    - Classroom emergency phones
    - Code blue stations
    - Elevator emergency phones
- If you call 911 first, do not hang up until they end the call. Immediately after your call to 911 ends, call Campus Security if possible.
- When calling for emergency assistance, state the nature of the emergency (who, what, where, when, why, how) and your location (room number, building names, campus, etc).

SAFE Work Agreement – Working with Research Participants who Exercise

By signing this document the undersigned has read the SAFE Work policy and understands how to minimize risk for themselves and where to find supplemental information on the topic.

Supervisor Signature:

Date ((click down key to expose date):

Worker Signature:

Date ((click down key to expose date):

SAFE Work Task #009: Exposure to Human Blood/Bodily Fluids

Date: 9/30/2019 **Approved by LASHC-UMB3 and Associate Dean (Research)**

Task Description

This document pertains to any staff member or individual (undergraduate or graduate student, research assistant) under their supervision who meets with research participants to perform finger-prick measures or blood draws, or who may be exposed to someone else's blood as a result of an injury.

Hazards that may cause harm to a worker:

- Physical Harm
  - Potential infection from bloodborne pathogens such as Hepatitis B and C and HIV
- Psychological Harm
  - Stress and anxiety from potential exposure

Equipment or devices necessary to perform the task safely:

- Proper phlebotomy training
- Adhere to cleaning procedures that are known to be used for blood, such as CaviWipes
- Wear gloves
- Use one time use retractable needles and lancets
- Dispose of sharps in a proper sharps biohazard bin, ones the container is full autoclave it and then dispose of it
- All individuals working with blood MUST fill out the immunization record: http://umanitoba.ca/admin/vp_admin/risk_management/ehso/media/ImmunizationAppAug06.pdf

What is considered significant exposure?

- Puncturing one's skin with a sharp object that is coated with blood
- When blood is splashed on a mucous membrane or broken skin
- *Note, if blood comes in contact with skin that is intact, it is not considered to be a risk for bloodborne pathogens*

Steps to take if you suspect exposure to blood:

- Flush the contaminated area with water as soon as possible and report the incident to your supervisor
- If a significant exposure has occurred then seek medical attention immediately (within 2 hours)

Reference Documents:

- https://www.safemanitoba.com/Page%20Related%20Documents/resources/bulletin_161_swmb_sept_2014.pdf
- https://www.gov.mb.ca/health/publichealth/cdc/protocol/hiv_postexp.pdf
- http://umanitoba.ca/admin/vp_admin/risk_management/ehso/media/Appendix_6_Working_with_Human_Blood_Tissues_and_Body_Fluids_with_Risk_Assessment_Worksheet.pdf
- http://www.wrha.mb.ca/professionals/safety/files/OP-BloodandBodyFluidExposure.pdf

SAFE Work Agreement – Exposure to Human Blood/Bodily Fluids

By signing this document the undersigned has read the SAFE Work policy and understands how to minimize risk for themselves and where to find supplemental information on the topic. The undersigned has also filled out the immunization record and given a copy to their supervisor AND the Lab Coordinator.

Supervisor Signature:

Date (click down key to expose date):

Worker Signature:

Date (click down key to expose date):