
 <p>Capilano Students' Union</p>	<b>Procedure Name</b>	<b>Approval Authority</b>
	<b>Health and Safety Procedures</b>	Executive Director
	<b>Created Under</b>	<b>Approval Date</b>
	<a href="#">Health and Safety Policy</a>	July 7, 2017
	<b>Responsible</b>	<b>Scheduled Review</b>
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## First Aid

1. The executive director and at least one (1) permanent employee shall be required to have successfully completed Occupational First Aid Level 1 (OFA-1), and to be available to serve as a first aid attendant during business hours.
2. The names, work locations, and a copy of the first aid certificates for each of the first aid attendants, shall be kept in the first aid kit in the Administration Office, and be placed conspicuously on the bulletin board designated by the employer.
3. A level 1 first aid kit must be kept in the administration office at all times, in a conspicuous and visible location designated by the employer. The general manager and a union designate shall review the contents of the first aid kit at each regular workplace inspection, and ensure that materials are replenished.
4. A first aid record must be completed for every occasion on which first aid supplies must be accessed by a first aid attendant, and in any other cases that first aid must be provided but where


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no supplies are accessed, and these records must be provided to the executive director to be kept for at least three (3) years. Such records are accessible only to the appropriate worker, unless that worker requests or authorizes that the report be provided to another party.

5. If a worker requires first aid assistance, they must contact one of the first aid attendants, who are expected to respond to the request without delay, above any other priorities that may at that time be assigned to them, unless unsafe to do so.
6. Any incident in which a worker needs to be treated beyond the scope of the first aid attendant's assistance must be reported to WorkSafeBC. Any employer reports to WorkSafeBC must be prepared by the executive director or, in the absence of the executive director, the vice-president, finance and services. WorkSafeBC Incident Investigation Forms are additional to first aid records.
7. In the event that emergency transportation by ambulance must be arranged for a worker who is being treated by a first aid attendant, then the first aid attendant must designate another worker to place a call to 9-1-1 to make arrangements. Care should be taken to provide directions to the most convenient entrance (for example, the "Skeena Road entrance" to access the administration office).
8. In the event that first aid services need to be provided to a worker, the first aid attendant(s) shall have the authority to direct any other supervisor or worker to provide such assistance as they may think safe and appropriate for them to give, even if the first aid attendant does not usually have supervisory authority.
9. A first aid attendant has authority over and is responsible for first aid services provided to a worker until care is transferred to a place of medical treatment, an ambulance service, or another equivalent or higher-level first aid attendant. A first aid attendant does not, however, have the authority to overrule any decision by a worker to seek medical treatment, or the worker's choice of treatment.
10. The university also provides first aid services, and they should be engaged concurrently whenever an accident or injury appears to be beyond an OFA-1 capacity to treat, or if a CSU first aid attendant appears to be unavailable. They can be reached via extension 1772 or via external call, at (604) 984-1772. Please note that there is no formal first aid arrangement with the university.

## Workplace Inspections

1. The executive director and a union designate shall, on a monthly basis, conduct an inspection of the workplace and take note of whatever unsafe conditions, or circumstances which could reasonably develop into unsafe conditions, exist. Investigations must include attention to work methods and practices.
2. A special inspection of the workplace must be undertaken without delay by the executive director and a union designate in the event of a workplace accident, unless it is infeasible to wait for a

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Union designate, in which case the workplace shall be inspected by the executive director alone, and reported promptly.


- Any unsafe conditions noted during an inspection must be remedied, or be caused to be remedied, by the executive director without delay.

## Refusal of Unsafe Work

- If a worker is presented with a situation where to perform work or to use a tool or piece of equipment would create an undue hazard to their own health and safety, or the health and safety of any other person, they must refuse to perform that work and report the circumstances without delay to the executive director.
- Having received a report under step 1, the executive director must investigate the reportedly unsafe conditions without delay. If they believe that the report is valid, then the executive director must cause the unsafe conditions to be remedied without delay. If they believe that the report is not valid, then the worker who made the report must be so advised by the executive director.
- If step 2 does not resolve the issue, and the worker continues to refuse to perform the work or to use the tools or equipment that they feel are unsafe, then the executive director must investigate the reportedly unsafe conditions in the presence of both the worker who made the report, and a union designate.
- If step 3 does not resolve the issue, and the worker continues to refuse to perform the work or to use the tools or equipment that they feel are unsafe, then both the executive director and the worker must contact WorkSafeBC to request that the reportedly unsafe conditions be investigated, and that orders be issued.
- No worker shall be punished or disciplined for acting in accordance with these procedures for the refusal to perform unsafe work, nor for complying with any order, or orders, that WorkSafeBC may issue in response to an investigation.

## Reporting Hazards

- If a worker encounters a hazard, and the circumstances are such that it is possible for the worker to eliminate or correct the hazard safely and quickly, then the worker should do so, and report the situation to the executive director.
- If a hazard cannot be eliminated or controlled by a worker under step 1, then the hazard should be reported to the executive director. The hazard can be reported verbally or via email message to the executive director.
- Having received a report under step 2, the executive director must investigate the reported hazard without delay. If they believe that the report is valid, then the executive director must cause the

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hazard to be eliminated or controlled without delay, and report to the worker the steps taken to resolve the hazard. If they believe that the report is not valid, then the worker must be so advised.

- If step 3 does not resolve the issue, and the worker feels that the circumstances continue to pose a hazard to their own health and safety, then they are free to avail themselves of the procedure for the refusal of unsafe work.

## Safe Work Procedures

### Using the Paper Trimmer

Hazards that you may encounter using the paper trimmer include:

- Serious cuts from the sharp blades of the trimmer; and
- Repetitive movements (bringing the blade up and down repeatedly).

Follow these procedures when using the paper trimmer:

1. Inspect the paper trimmer before use. Do not use the paper trimmer if it is broken or damaged; if it appears to not be in good working order, tag it as “out of order” and report it to a supervisor.
2. Make sure that the paper trimmer is on a flat, level surface.
3. Use the ruler and grid lines to align the paper stack to the proper position, and push the paper up against the guide.
4. Keep your hands and fingers away behind the finger guard at all times, and away from the cutting blade.
5. Hold the paper down with your left hand and use your right hand to push down on the hand grip to cut the paper.
6. When you are done using the paper trimmer, or if you need to leave the paper trimmer for any reason while using it, ensure that the blade is fully in its “down” position and latched.
7. Take a break for 30 seconds every few minutes if trimming several stacks of paper continuously.


### Seated Computer Work

Using poor posture at a computer workstation for a prolonged period of time can increase the stress on your body. Such stresses can build up over a longer period of time, and can lead to symptoms such as back soreness, headaches, or eye strain.

Hazards that you may encounter at your computer workstation include:

- Awkward and sustained postures for prolonged periods of time; and
- Repetitive movements (using your computer keyboard and mouse).

Follow these procedures when using your computer workstation:

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1. Before you start work at your computer workstation, adjust the settings of your chair and any other workstation equipment as needed. Remember that your settings at your workstation may vary from your colleagues' settings. If needed, consult WorkSafeBC's "How to Make Your Computer Workstation Fit You" resource, available on the web, or in Shared > Resources > Health and Safety.
2. Use a good posture as much as possible (see below). Remember to slightly vary your posture throughout the day, as holding any particular posture (even an ideal posture) for an extended period of time can increase the risk of MSI.

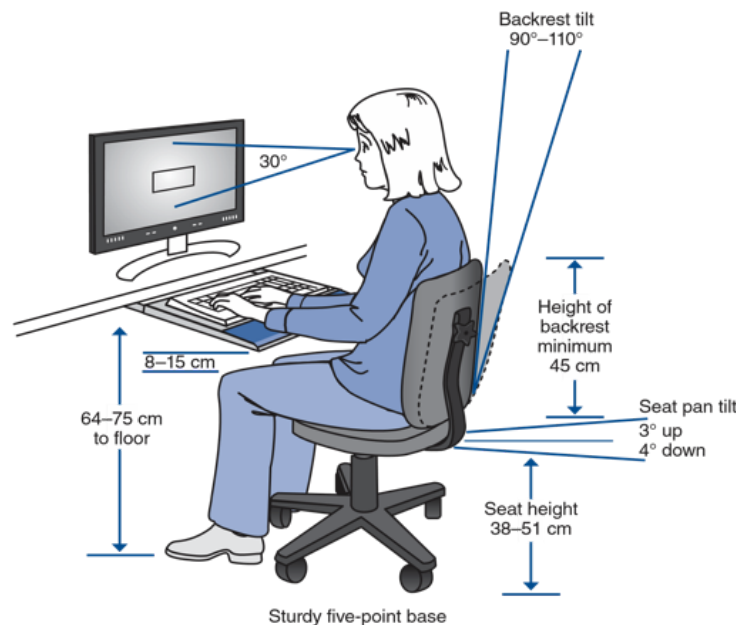



Figure 1: WorkSafeBC recommended posture for computer workstations.

3. Organize work materials into primary and secondary work areas, so that you can avoid awkward, prolonged, and repetitive movements when using your mouse, keyboard, documents, and other frequent work materials.
4. Every 20 minutes or so, look away from your screen to refocus your eyes. Consider practicing the "20-20-20 Rule": For every 20 minutes of computer work, take 20 seconds to look at an item that is 20 or so feet away to refocus.
5. At least once every half hour, get up to move around and stretch. Use these opportunities to retrieve print jobs, consult with colleagues, or to perform other tasks that are not usually performed at your computer workstation.

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- On a regular basis, clean the dust from your display screen using a damp cloth (use water only); this will reduce the risk of eye strain during prolonged periods of time spent looking at the display screen.

## Moving Office Furniture

Moving furniture such as desks, tables, shelves, and cabinets can be heavy and awkward, and should only be done by employees who express that they are physically capable of doing so, and if they are knowledgeable of safe lifting techniques. Heavy and large items should only be moved by two persons, and carts and dollies should be used wherever possible for longer distance moves. If items are carried manually, rests should be taken periodically to avoid muscle exhaustion.

Whenever lifting or moving furniture, bend at your knees and hips, and keep your elbows by your sides as much as possible. Your back should stay straight and upright throughout the carrying or moving of furniture – do **not** bend or twist your back. When two persons are carrying or moving furniture together, communicate frequently.


Hazards that you may encounter when carrying or moving furniture include:

- Awkward and sustained postures for prolonged periods of time;
- Forceful exertions due to furniture items being heavy;
- Sharp points and edges of furniture and walls during moving;
- Pinch points in which a worker's fingers could be caught; and
- Falling furniture or other materials due to a worker's lost grip.

Gloves should be worn if there are sharp edges for items to be carried or moved. The employer is responsible for ensuring that these gloves are available to be used by workers in the event that furniture needs to be moved around.

Follow these procedures when moving furniture around the workplace:

- Furniture with drawers, cabinets, shelves, etc., should be emptied before they are moved. If the item is not large, some contents can remain in lower shelves or cabinets, to ensure that the furniture's centre of gravity is as low as possible.
- Drawers, cabinets, or doors should be taped shut, if they could pose a hazard of opening during carrying or moving and/or posing a pinch hazard for workers.
- When moving a furniture item using a two-wheel dolly, one worker should tilt the item, while the second worker slides the dolly under the furniture piece.
- To make it easier to load the dolly, one worker can push the top of the furniture, while the second worker braces the dolly, and pulls and stabilizes the load as the furniture is brought back to its balance point for easy transport.
- Furniture should be transported slowly, and workers should be walking forward wherever it is practical to do so. To get around corners, workers should take small, sideways steps rather than

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twisting their backs. Depending on the circumstances, it may make sense for a worker to act as a guide.

6. The furniture can be lowered, once moved to its new location, by having one worker brace the dolly and lower the furniture, and the second worker put pressure against the furniture to stabilize its placement.
7. A worker can move or slide furniture into position, once placed, by staying close to the furniture and shifting their weight; avoid using your arms alone to move it.

### Photocopier Paper

Full boxes of photocopier paper can weight more than 15 kilograms, and so this can present a high risk of injury if proper lifting techniques are not closely followed. You should not carry full boxes of photocopier paper.

Hazards that you may encounter when carrying photocopier paper include:

- Awkward and sustained postures when bending or lifting;
- Forceful exertions, as the boxes can weight more than 15 kg; and
- Repetitive movements.


Follow these procedures when moving photocopier paper:

1. When you accept a delivery of photocopier paper, ask the courier to bring the box or boxes to the storage room (or to the appropriate photocopier).
2. Cut the binding ties using scissors, and remove the box's lid.
3. Remove bundles of paper one-by-one, keeping them close to your body, and bending at your knees and hips only – do **not** bend or twist your back.
4. Stack the bundles on shelves, or place them on a cart to transport to another photocopier. Use small steps to turn yourself, rather than repetitively twisting.
5. If using a cart to transport bundles of paper, take care that is not become overloaded or too heavy such that it is hard to push or turn around corners.
6. If you need to walk with bundles of paper, do not take more than four at once.

### Step Ladders and Stools

There may be some occasions where a students' union worker needs to use a step ladder or stool to put up or take down decorations, to retrieve supplies or equipment, to place signage, etc.; if you are uncomfortable with the involved heights, you should advise your supervisor so that alternative arrangements can be made.

Hazards that you may encounter when using a stepladder or stool include:

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- Awkward or sustained postures;
- Forceful exertions while carrying the stepladder or stool;
- Pinch points where a worker's fingers could become caught; and
- Risk of falling from the stepladder or stool.

Please note that step ladders and stools used in the workplace must meet appropriate standards to safeguard the health and safety of workers. The Capilano Students' Union uses only step ladders and stools that meet at least the standards for Type II (for a capacity of up to 250 pounds). Do not use lesser grades of step ladders or stools.

Follow these procedures when using a stepladder or stool:

1. Inspect the step ladder or stool for integrity, excessive wear, and damage before use. If damage is apparent, remove the stool from service so that no other workers could accidentally use it, and then advise management right away.
2. Place the step ladder or stool on a level and solid surface, such that all four grips of the equipment's feet are secure. If the manufacturer has provided braces between legs, or brakes, these must be securely engaged.
3. A step ladder or stool should not be set up sideways, unless there are rails around the top platform, and it is clear that the manufacturer intends such usage.
4. Only ascend or descend a step ladder or stool facing the equipment, and only go up or down one step at a time. Side rails should be held with both hands.
5. Only extend your arms, and no other body parts, beyond the equipment's sides.
6. Do **not** stand on top of the step ladder or stool, unless the manufacturer has intended for this kind of usage (for example, if side rails are provided at the top).
7. Do not overreach when using the step ladder or stool.
8. Do not leave step ladders or stools unattended when not in use. Return the step ladder or stool to the appropriate storage location, using the proper techniques.


## Stocking Inventory and Supplies

When stocking inventory and supplies, workers are exposed to the risk of MSI, unless appropriate techniques are used to protect their own health and safety when unloading and stacking supplies and equipment. These risks are increased if a worker uses sustained, awkward postures when stocking or storing items.

Hazards that you may encounter when storing inventory or supplies include:

- Awkward and sustained postures when bending or lifting;
- Forceful exertions when lifting or stocking large or heavy items;
- Pinch points where a worker's fingers could become caught;



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- Falling materials or equipment, if stored incorrectly; and
- Repetitive movements.

When stocking shelves and moving around heavy or larger items between shelves, shoes should be closed-toed, and closed-heeled; higher heels should not be worn. Gloves should be worn if the inventory being moved has sharp edges.

Follow these procedures when storing or stocking items on shelves:

1. Know the weight of the item to be stored or stocked before moving it.
2. Store items for easier access. Limit, as much as is safe and possible, the number of heavy loads placed outside of shoulder-to-waist range, as these items are harder to retrieve safely if they are stored too low or too high.
3. Avoid storing or stocking items over an obstruction.
4. Use a step ladder or stool to access higher shelves. **Never** use anything else as a work surface, even temporarily (for example, boxes, chairs, or equipment).
5. Ensure that there is always at least 40 cm clearance around sprinkler heads.
6. Ask for assistance when dealing with heavy loads, or use a cart or dolly.
7. Keep a clear and unobstructed pathway for easy access to stored items.
8. Wherever possible, reduce manual moves by using carts or dollies.

## Incident Investigations


An “incident” is any event that includes an accident or another occurrence that causes an injury or occupational disease to a worker, or that had the *potential* to cause an injury or occupational disease. Therefore, this includes any events that could be considered “near misses” or “close calls.”

### Immediately

1. Eliminate any hazards to make the area safe for responders and investigators.
2. Care for any injured persons – provide first aid and transportation as needed.
3. Secure the incident scene to prevent any evidence from being disturbed.
4. Notify any required authorities (e.g., the police, WorkSafeBC, etc.).
5. Do not disturb the scene until instructed to do so by an appropriate authority.

We have to notify WorkSafeBC right away (at 1.888.621.SAFE) of any incident that includes:

- the death or serious injury of a worker;
- the structural collapse or failure of a building, crane, or construction support system;
- the major release of a hazardous substance;
- a fire or explosion that could have caused serious injury;
- a blasting incident causing a personal injury; or

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- a dangerous explosive event (even if no one was injured).

### Within 48 hours

#### Preliminary Investigation

Within the first 48 hours of an incident, we need to complete a preliminary investigation, and prepare a report. We do not need to send the report on our preliminary investigation to WorkSafeBC, but we do have to have it available to provide to them upon request. (So, in short, we complete sections 1 – 11, the ‘actions’ column of 12, 13, and 14 of the [Employer Incident Investigation Report](#) form.)

This report must be provided to the executive director and the workers health and safety representative.

#### Interim Corrective Action Report

After we prepare our preliminary investigation report, we need to take interim corrective actions to reduce the risk of the incident happening again, and then complete the rest of section 12 of the [Employer Incident Investigation Report](#) form. Once this is done, this must also be provided to the executive director and the workers health and safety representative. (If you’re able to complete the first three pages of the report in one sitting then the combined report can be provided, combined, in one report.)

### Within three days

If a worker experienced an injury or an occupational disease as a result of an incident, the employer needs to complete the *Employer’s Report of Injury or Occupational Disease* (form 7) and send it to WorkSafeBC. This form is required by WorkSafeBC in order to adjudicate and manage a worker’s claim. Please note that only the executive director or another authorized employer designate may complete this form and submit it to WorkSafeBC; unionized supervisors cannot complete or submit this form to WorkSafeBC.

### Within 30 days


#### Full Investigation Report

Within 30 days of an incident, we need to complete a full investigation of the incident, and complete our report. Our focus during a full investigation is to identify the root causes of the incident so that we can prevent it from happening again – and this includes any underlying factors that could have contributed to the incident occurring. (So, we complete all four pages of the [Employer Incident Investigation Form](#) – although some areas of section 17 might be incomplete.)

This report must be sent to WorkSafeBC, the executive director, and the workers health and safety representative.

#### Full Corrective Action Report

After we prepare our full investigation report, we need to complete any additional corrective actions that may have come up since the preliminary corrective action report, and complete the rest of the form (i.e., we need to complete the rest of section 17 of the [Employer Incident Investigation Form](#)). This report must be sent to WorkSafeBC, the executive director, and the workers health and safety representative.

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**Note:** If it is possible to complete *all* of the preliminary investigation report, the interim corrective action report, the full investigation report, *and* the full corrective action report (including actually implementing any corrective actions) within the first 48 hours, then the combined report can be sent as a single report to WorkSafeBC, the executive director, and the workers health and safety representative.

### Roles and Responsibilities

The executive director (or another employer representative designated by the executive director, if they are unable to conduct the investigation personally) has the following investigative responsibilities:

- Notify WorkSafeBC of the incident if needed.
- Conduct a preliminary investigation to identify unsafe acts, conditions, or procedures.
- Undertake a full investigation to identify the cause or causes of the incident.
- Identify and implement corrective actions to prevent recurrence.
- Ensure that the investigation is carried out by persons knowledgeable about the type of work.
- Ensure that both an employer and worker representative participate, if reasonably available.
- Prepare and distribute any required reports resulting from the investigation.
- Determine whether university participation in an investigation is necessary.

The workers health and safety representative (or alternate) has the following responsibilities:

- Participate in investigations, and ensure that they are carried out as required.
- View the scene of the incident alongside the executive director (or employer representative).
- Provide advice with respect to methods, scope, or any other aspect of the investigation.