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5.1 Introduction

This chapter deals with establishing resources to support the OHS and the systems to establish and maintain preventive and protective measures to address hazards and risks which have been identified.

5.2 Requirements for Infrastructure and resources to support the OHS

At Saint Mary's University, the President has designated a member of the Executive Management Team, the Vice-President, Finance and Administration, to undertake the responsibilities required to ensure that the OHS Program is established, maintained and reviewed in accordance with the requirements of the Occupational Health and Safety Act and to meet the needs of the Saint Mary's Community.

The Senior Director, Human Resources, has the responsibility to oversee the professional staff resources which support the OHS Program and provide professional OHS expertise to Saint Mary's University regarding the development and implementation of the OHS Program.

5.3 Process to implement preventive and protective measures

At Saint Mary's University, the starting point of preventive and protective measures is the risk identification, risk assessment and risk control process defined in Chapter 3, of this manual.

5.3.1 Responsibility for development and implementation of preventive and protective measures

For each of the hazards identified in the hazard identification, risk assessment and risk control process, the Senior Director, Director, Dean, Manager, Chair or supervisor responsible for each area shall ensure that:

- resources are made available to undertake risk control analyses, develop action plans and implement adequate controls for the hazard;
- where identified as required by the risk control analysis, a safe work practice is developed for each critical hazard, in consultation with the JOHS Committee;
- where identified as required by the risk control analysis, inspection or pre-operation checklists are developed;
- the JOHS Committee and the OHS Office are provided with copies of all risk control analyses, action plans, safe work practices, inspection forms and pre-operation checklists as they are developed;
- employees who must undertake the hazardous operation are adequately trained and familiarized with any safe work practices relevant to the hazard(s) present;
- employees or supervisors responsible for the hazardous operation complete the required inspection or pre-operation checklist before commencing the task;

- risk control analysis forms, safe work practices, inspection forms and pre-operation checklists and kept readily available to employees; and completed documents are kept on file.

5.3.2 Responsibility for follow up

The process of developing preventative and protective measures is not regarded as a one-time exercise, but an ongoing process. To ensure that it is kept up to date:

- the Vice-President, Finance and Administration, is responsible for ensuring that the hazard assessments, risk control analyses and action plans are developed and the protective measures identified are implemented;
- the JOHS Committee will review progress regarding the hazard assessments, risk control analyses and action plans and shall include this item on their regular agendas.

5.4 Priority order for hazard control

5.4.1 Responsibility for priority order for hazard control

The following responsibilities pertain to the priority order for hazard controls:

- each person who is engaged in the development, review or revision of a hazard control strategy, safe work practice, inspection form or pre-operation checklist, shall ensure that hazard controls and protective and preventive measures are implemented in the order described in Section 5.3 insofar as is reasonable practicable considering the circumstances; and
- the OHS Office shall provide professional advice on hazard control options and relevant standards as requested by those who are engaged in the development, review or revision of a hazard control strategy, safe work practice, inspection form or pre-operation checklist.

5.5 Safe work practices

At Saint Mary's University, Safe Work Practices shall be developed to supplement employee training, complement and ensure implementation of any hazard controls, and provide a ready reference for the proper method of undertaking a hazardous task. A safe work practice lists all the health and safety precautions which must be taken before the task may be started, while it is being done, and at its completion.

The precautions are not in any particular order and they must all be observed while the work is in progress.

Each Safe Work Practice shall include reference to:

- the hazard(s) presented;

- task-specific personal protective equipment required, if any;
- manufacture specifications mandatory requirements, if any;
- hazard-specific training required, if any;
- regulations and standards which apply to the hazard, if any; and
- work practices which are designed to mitigate or control the hazard(s).

A Safe Work Practice:

- shall be developed for any hazard which has been rated as “Significant” by the Hazard Recognition, Risk Assessment and Risk Control process (see Chapter 3 of this manual): and
- may also be developed for other hazards with a lower hazard rating, where it is deemed beneficial to have such a reference available for employee instruction.

Some hazards may be referenced in more than one Safe Work Practice, in which case supervisors and employees shall take note of the precautions and procedures identified in each.

A Form at the end of this Chapter provides an example of the standard format which is used for a Safe Work Practice.

5.5.1 Responsibilities for ensuring compliance with safe work practices

The safe work practices which apply to each employee will vary with the tasks undertaken. Therefore:

- the manager or supervisor of each functional unit shall ensure that those safe work practices which apply to each the employees of that functional unit are readily available at the workplace;
- when an employee is assigned for the first time to undertake a hazardous task, or one which is potentially hazardous, the supervisor or manager shall ensure that the employee is instructed in all safe work relevant to the performance of the task;
- in reviewing the safe work practice with the employee, the supervisor, manager or trainer shall note any personal protective equipment or hazard-specific training required, regulations or standards quoted and the specific precautions or procedures which are outlined in the document;
- the employee shall request clarification, explanation or demonstration of any requirements which are unclear; and
- each manager or supervisor shall ensure that all employees undertaking a hazardous task are familiar with all safe work practices relevant to the task and that the prescribed precautions and procedures are followed.

5.6 Personal Protective Equipment (PPE)

Section 9 of the Occupational General Safety Regulations specifies that

“(1) An employer shall ensure that adequate personal protective equipment or devices required

- for an assigned task are used, based on
- (a) the nature of the task;
 - (b) the location and conditions of the workplace; and
 - (c) any hazards that may affect the health and safety of people in the workplace.
- (2) Where personal protective equipment or devices are required under the Act or these regulations, an employer shall ensure that
- (a) an employee receives adequate training in the proper use and care of the personal protective equipment or devices; and
 - (b) an employee wears or uses the personal protective equipment or devices in accordance with the instruction and training provided.”

Section 9a of the General Safety Regulation specifies that employees must wear the protective equipment. Sections 10 through 14 deal with hazards to specific parts of the body and identify standards which the personal protective equipment must meet.

Other regulations and OHS standards also require the use of personal protective equipment in certain situations.

5.6.1 Use of personal protective equipment

For Saint Mary’s University, there are a number of tasks which are regularly undertaken by staff that would normally require the wearing of personal protective equipment. At Saint Mary’s, personal protective equipment is regarded as supplementary to other hazard control methodologies and must never be used instead of attempting to reduce the hazard to the extent reasonably practicable. It is the policy of Saint Mary’s University that employees shall wear appropriate personal protective equipment whenever required by regulation, applicable OHS Standard, or Safe Work Practice.

Whenever a situation arises where the use of personal protective equipment may be required, the OHS Office should be consulted for professional advice and relevant standards to assist those involved in the development, review or revision of a hazard control strategy, safe work practice, inspection form or pre-operation checklist. The JOHS Committee shall be advised of these situations and shall be provided the opportunity to provide input on the selection and use of personal protective equipment which is regarded as adequately protective for the task to be undertaken and the hazard(s) presented.

5.7 Maintenance policies

Saint Mary’s University is committed to ensuring that all buildings, work spaces, equipment and tools are maintained in a condition of good repair, thus minimizing the risk of injury or illness to employees, students, and the public and of damage to property.

5.7.1 Facilities

At Saint Mary's University, all facilities shall be kept in a state of good repair and shall be maintained according to standards established by Facilities Management. Facilities Management shall ensure that records are kept of these activities.

5.7.2 Equipment

No equipment, shall be used if it is not in good working order, with all guards and safety devices in place.

Users of equipment shall conduct a pre-operation check of the equipment prior to operation to verify operation of all systems and safety components, including a visual inspection to check for wear and a visual inspection of all electrical systems and components, checking for loose connections, frayed insulation, etc.

Any equipment not in good working order shall be immediately removed from service and tagged "OUT OF SERVICE." It shall be repaired or replaced and inspected by a qualified person before being placed back in service. Records of all preventive maintenance and repairs shall be kept for the life of the equipment, by the appropriate Department.

