

Safe Work Practices Policy

1. Rationale or background to policy:

The Safe Work Procedure (SWP) aims to provide a framework for employees of CPLF to follow to ensure that all reasonable safety considerations and precautions are in place when working in various worksites.

2. Policy Statement:

CPLF strives to provide a reasonably safe work environment for CPLF employees.

3. Procedures: Guidance in support of day-to-day decisions

All worksites must have a Hazard Assessment. If a Worksite Hazard Assessment is not available, it is important that work does not proceed until the actual and potential hazards are identified and a course of action is determined and communicated to the employees by the supervisor in charge of the workplace. If a CPLF employee has any questions or concerns regarding an existing Hazard Assessment or the absence of a Hazard Assessment, please advise your supervisor or the CPLF Human Resources Department prior to starting the work.

Ladder Use

Ladders must be used in accordance with the manufacturer's recommendations for safe use and load limitations. Ladders must be free from defective or loose rungs and side rails. Ladders shall be placed on a firm and solid base or footing and be set at an angle so that the base of the ladder is one foot away from the wall for every 3 to 4 feet in height. Ladders/Stepladder use requires that the legs be fully extended, and the spreader bar locked into place. Ladders should be used for short duration work only as they are not designed for long-term use and are not classified as a working platform. Never stand on the top step of the ladder or the pail shelf. Make sure the area is clear of debris, equipment and other obstructions, both at the top and bottom of the ladder.

Housekeeping at Work

1. Work locations, vehicles, buildings, and workstations shall be kept clean and orderly at all times. Keep floors free from oil, grease, or water. Where the type of operation produces slippery conditions, clean the area immediately or employ other methods to reduce the hazard of slipping.

2. Work to prevent the falling or tipping of materials from above. Stack items above so that they are stable.
3. Keep emergency exits, stairways, aisles, and walkways clear at all times.
4. Materials and supplies shall not be stored in walkways, access doors and fire exit or block access to fire equipment.
5. Maintain good lighting in the workplace.
6. When washing cooking equipment or oneself, hazardous chemicals should not be used during work.

First Aid Response & Log Sheet

Prompt and correct treatment of injuries, both on and off the job, cannot only reduce pain and suffering, but save lives as well. It is mandatory for Support Staff that they successfully complete first aid Level C training program prior to rendering any assistance.

First Aid Kits: Every worksite and vehicle used for work purposes by an employee shall have a first aid kit with a first aid Log Sheet contained within. The size and contents will vary to suit the needs and number of employees in the workplace.

First Aid Log Sheets - are kept in all vehicle first aid kits to record all information related to first aid treatment rendered in the workplace. A record must show the person's (s) name, date of injury/ treatment, the treatment rendered, treatment location, time of treatment, the name of the person who provided the treatment, and the names of any witnesses to the injury. Record the above information in the First Aid Log Sheet each time treatment is administered. First Aid Log Sheets are to be submitted to the supervisor after each time first aid is administered. This process facilitates follow-up on the person's condition and verifies that an incident did occur should they require further medical treatment. The supervisor after reviewing the First Aid Log Sheet will coordinate the replenishment of the 1st aid kit. The supervisor is to contact CPLF reception to replenish the first aid kit and offer the employee a new first aid log sheet.

Extreme Temperature (Cold)

Tools such as protective clothing or altering work procedures will assist in maintaining comfortable body temperature. Heat loss from convection (wind-chill) is probably the greatest and most deceptive factor in loss of body heat. Anyone facing exposure to low temperature and high wind should consult the wind chill index. The dead air space between the warm body and clothing and the outside air is essential. Many layers of relatively light clothing with an outer shell of wind-proof material maintain body temperatures much better than a single heavy outer garment worn over ordinary indoor clothing.

When stranded during a storm in a vehicle, it is better to stay with the vehicle. Be careful of carbon monoxide if the motor is running. If travel is in areas where storms are frequent, emergency supplies should be available to meet any weather conditions (i.e. food, blankets, shovel, candles and cell phone or other communication device when possible). If a worker is traveling into remote areas, someone at the office should be aware of the travel plans.

Extreme Temperature (Heat)

When a person is exposed to extreme heat, maintaining a temperature balance stresses the body. Prolonged exposure can cause heat cramps, heat exhaustion, or heatstroke. A healthy person adapts more readily to hot climates, but everyone needs to moderate physical activities, maintain body fluids, and guard against over-exposure. Consider the use of Sun Screen in sunny environments to protect against burning of skin.

Vehicle Use for Work Purposes

Any employee operating a vehicle during the course of their employment shall:

1. Provide a copy of their license and insurance to the Human Resource Department.
2. Operate the vehicle safely, abiding by all traffic rules and regulations set out by the Ministry of Transportation. CPLF has a zero tolerance for intoxication from alcohol or drugs while staff are supporting CPLF clients. Employees must promptly report any accidents to local law enforcement where appropriate as well as to the CPLF supervisor.
3. Wear their seat belts while the vehicle is moving.
4. If the vehicle is a personal vehicle the proper maintenance and visual checks should be done as specified in the manufacturer's recommendation to ensure the vehicle's safety and roadworthiness. Make sure all lights, signals, fluids, warning lights, and horns are operating properly before every work shift.
5. The vehicle's operating manual must be with the vehicle at all times.
6. Emergency supplies should be available to meet any weather conditions (i.e. food, blankets, shovel, candles and cell phone or other communication device when possible). If a worker is traveling into remote areas, someone at the office should be aware of the travel plans.
7. Fuel tanks on vehicles shall not be filled while the engine is running. The driver shall remain with the vehicle and smoking is strictly prohibited during the refueling.
8. Vehicles are prohibited from transporting any passengers not pre-approved by a supervisor and no more passengers than the vehicle is designed for.
9. Sunglasses should be kept in the vehicle and worn for eye protection in sunny environment.
10. For those staff who transport behavioural clients in personal vehicles, the client should be seated in the back passenger seat on the opposite side of the staff/driver.
11. Engaging in distracting activities including, but not limited to, eating and putting on makeup is also strongly discouraged while driving, even when in slow-moving traffic.

Sharp Instruments

1. Knives, scissors, letter openers, pens and pencils, etc. shall be kept at the front of drawer where they can be seen when drawer is opened.

2. Care shall be exercised when using sharp items such including staplers, punches, or paper cutters.
3. Immediate first-aid treatment is essential for all cuts and puncture wounds regardless of severity.
4. Sharp knives are to not be accessible in shared client areas within CPLF offices. If an employee is in a shared client area and they need a sharp knife, they are to bring their own knife and return the knife to their belongings with constant supervision of their belongings.
5. CPLF Social Room and Training Room will have all sharp knives removed from premises. Staff may bring their own knives to and from Social Room/Training Room. Sharp knives can be kept in the CPLF staff lunch room.

Lifting & Carrying

Most lifting accidents are due to improper lifting methods, as well as trying to lift more than the acceptable weight for one worker. All manual lifting should be planned, and the following safe-lifting practices adhered to:

1. Employees should know their physical limitations and the approximate weight of materials they are trying to lift.
2. Obtain assistance in lifting heavy objects whenever that task may be more than can be safely handled.
3. Before any manual lifting is done, the use of power equipment or mechanical lifting devices such as dollies, trucks or similar devices should be considered and applied where and when it is practical.
4. Bulky loads should be carried so as to permit an unobstructed view of the intended path ahead.
5. Ensure a good grip before lifting.
6. Lift gradually. Lift slowly, smoothly, and without jerking.
7. The back should be kept nearly vertical or straight and the lifting done with the leg muscles, which are large and strong.
8. A good strategy is to not place objects on the floor if they must be picked up again relatively soon.
9. Avoid twisting. Turn your feet, not your hips or shoulders. Leave enough room to shift your feet so as not to twist.
10. Avoid reaching out. Handle heavy objects close to the body. Avoid a long reach out to pick up any object.
11. Do not be tempted at the last moment to swing the load onto the deck or shelf by bending or twisting your back.
12. When two or more persons carry a heavy object that is to be lowered or dropped, there shall be a prearranged signal for releasing the load.
13. When two or more persons are carrying an object, each employee, if possible, should face the direction in which the object is being carried.
14. Keep in good physical shape. Get proper exercise, maintain a good diet, and make sure you are well rested will support healthy lifting.
16. Avoid lifting more than 50lbs alone whenever possible.
17. All employees are to receive and understand Musculoskeletal Injury Training.