

YMCA

Safe Work Practices and Procedures

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PROPER LIFTING TECHNIQUES

Where possible, keep the load to be lifted between your knees, and then lift with your legs and not your back. However, this is not always possible, depending on the load to be lifted.

Whatever lifting technique is used, the following four characteristics should be considered to help reduce the likelihood of an injury:

1. **Keep the natural curve in your lower back.** When standing straight, the lower back naturally curves to create a slight hollow. Always try to maintain this curve when lifting, lowering or moving objects. The spine and back are at their most stable in this position.
2. **Contract your abdominal muscles.** Contract the abdominal muscles during lifting, lowering and moving activities. Sometimes described as “bracing,” contracting the abdominal muscles even slightly improves spine stability and reduces the likelihood of injury.
3. **Avoid twisting.** Twisting the back can make it less stable, increasing the likelihood of injury. Bracing helps reduce any tendency to twist.
4. **Hold it close.** Keep the load as close to the belly button and body as possible. Doing so reduces the strain on the muscles of the back and trunk.



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ELECTRICAL SAFETY

Electrical shock, burn, and the risk of starting a fire are potential problems that result from unsafe use of electricity and electrical equipment.

- Only trained and qualified employees are permitted to install, repair or remove electrical equipment.
- Ground electrically operated equipment (stationary and portable).
- Do not use extension cords or any power tools or equipment when the cords are frayed, worn-out, or bare wire is showing.
- Report faulty electrical equipment to a supervisor or manager.
- Follow proper Lockout/Tagout procedures (see Lockout/Tagout safe work practice) when cleaning, adjusting or servicing machinery.
- Do not use extension cords in place of a permanent outlet, as they can create fire or electrical hazards.
- Caution must be taken when using electricity in wet environments.



USE OF FIRE EXTINGUISHERS

Operation

- In the event of a fire, ensure that the fire extinguisher used is appropriate for the classification of the fire.
- Ensure that an escape route can be accessed at all times before attempting to extinguish a fire.
- When fighting a fire, approach it at a conservative distance, bearing in mind that it is easier to advance upon a fire in case it gets out of control rather than retreat.
- Adhere to the following PASS guidelines when using fire extinguishers:
 - **P** – Pull the pin at the top of the extinguisher that keeps the handle from being pressed. Break the plastic or thin wire inspection band as the pin is pulled.
 - **A** – Aim the nozzle or outlet toward the fire. Some hose assemblies are clipped to the extinguisher body. Release the hose and point.
 - **S** – Squeeze the handle above the carrying handle to discharge the agent. The handle can be released to stop the discharge at any time. Before approaching the fire, try a very short test burst to ensure proper operation.
 - **S** – Sweep the nozzle back and forth at the base of the flames to disperse the extinguishing agent.
- After the fire is out, watch for remaining smouldering hot spots or possible re-flash of flammable liquids. **Do not turn your back on a fire. Make sure that the fire is out.**
- Fire extinguishers are made to be used once and only once.
- After use, ensure that the fire extinguishers used are recharged before being placed back into the worksite.

Fire Extinguisher Inspections

- Check to see that the extinguishers are in the proper location and are easily accessible.
- Inspect the discharge nozzle or horn for obstructions.
- Check for cracks and dirt or grease accumulations.
- Check to see if the operating instructions on the extinguisher nameplates are legible.
- Check the lock pins and tamper seals to ensure that the extinguisher has not been tampered with.
- Determine if the extinguisher is full of agent and/or fully pressurized by checking the pressure gauge, weighing the extinguisher, or inspecting the agent level. If an extinguisher is found to be deficient, it should be removed from service or replaced.
- Check the inspection tag for the date of the previous inspection, maintenance, or recharging.
- Examine the condition of the hose and its associated fittings.



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LOCK OUT/TAG OUT

Lockout is the use of a lock to render machinery or equipment inoperable or to isolate an energy source. In accordance with the NL OH&S Regulations, section 128, lockout is required where the unexpected energization or start-up of machinery or equipment or the unexpected release of an energy source could cause injury; the energy source shall be isolated and effectively controlled.

The following steps are to perform a lockout:

- Turn the machine off with a stop button at the control panel. If you are locking out a breaker, turn off the appropriate breaker.
- Lockout the main breaker for the machine or equipment.
- All employees who are working on the machinery or equipment are required to apply a personal lock to the breaker and attach a tag that identifies the machinery or equipment locked out and the reason for lockout.
- Ensure all stored energy (i.e. pressure, fluid, gas, etc.) is released from the machinery or equipment that is locked out.
- Test the lockout by attempting to start up the machinery or equipment.
- Ensure the machinery or equipment switch is returned to the off position prior to beginning repair or maintenance.
- After performing the work, ensure machinery or equipment is returned to operating conditions and all employees working on the equipment are accounted for.
- Employees are required to remove their personal lock once the work has been completed.
- Re-energize the machinery or equipment when it is safe to do so.

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HOUSEKEEPING

Good housekeeping is essential in the prevention of accidents / incidents and injuries. The following are general housekeeping provisions.

- Maintain good housekeeping at all times. This is the key to a safe and productive workplace.
- Provide waste receptacles throughout the work area. Keep waste in a segregated area as required.
- Dispose of oily rags in metal cans. Do not place them with other garbage.
- As work progresses keep the work area clean. Do not wait until the end of the shift.
- Keep stairways, ladders and access ways clear of material at all times.
- During windy conditions ensure materials are well secured, especially at high elevations to avoid movement.
- Keep areas in the proximity of emergency equipment, such as fire extinguishers, hoses, and emergency personal protective equipment, clear at all times.
- Place hoses, cables and cords in an organized manner to avoid tripping hazards.
- Suspend hoses, cords and cables above areas where they may be exposed to damage and where practical.
- Protect cables from mechanical damage, where applicable, if cables cannot be suspended.

Orderliness/Hygiene

Keep your areas neat. It encourages safe work habits:

- Keep tools and working materials in proper containers.
- Store trash, waste, and scrap in correct containers.
- Store materials safely.
- Keep small items in boxes or bins.
- Keep the floor clear of tools, rod ends, and metal shavings.
- Keep walkways clear.
- Ensure that worktables are occupied only by work at hand and tools required for work being done.
- Store or contain material so that fire has no place to start.
- Clean up tools and work areas as your job progresses.
- Keep all material, tools and equipment in a stable position (tied, stacked or chocked) to prevent rolling or falling.
- Maintain clear access to all work areas.
- Except in special instances approved by tank work or restricted-access permits, keep routes leading to all work locations free and clear, with minimum of obstructions, and well lighted.

Access/Egress

- Keep walkways and stairways clear, ladders not blocked, and emergency exits identified and clear.



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- Check with your foreman about route and access in and out of excavation, to roofs, and in and out of process areas and buildings.
- Do not block any emergency equipment or electrical disconnect switch.

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SLIPS, TRIPS, & FALLS

Slips, trips, and falls can occur from slippery and cluttered floors and stairs, loose or bumpy floor mats, and other obstacles.

The following outlines precautions to prevent slips, trip, and falls:

- Immediately report any tripping or slipping hazards.
- Keep floors swept and mopped.
- Keep floors clean of debris and obstruction.
- Use adequate warning signs for wet floors and other hazards.
- Do not use defective ladders or footstools.
- Do not use chairs, stools or boxes as substitutes for ladders.
- Wear proper footwear when working.
- Ensure spills are cleaned up immediately.



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BIOLOGICAL HAZARDS

Biological agents are living things, or substances produced by living things, that can cause illness or disease in humans. Biological agents have many uses in the workplace, but some of them can be hazardous.

A plan for the control of any biological substance used, produced, stored or disposed of at the workplace is critical to the overall safety and health of employees. The plan will provide the basis for information dissemination, training and control measures for biological hazards.

- When cleaning and handling spills of bodily fluids ensure all required personal protective equipment is worn so as to prevent exposure.
- Personnel should disinfect their hands before and after using gloves and practice good hygiene to prevent the spread of contamination to others.
- Contaminated materials should not be placed in general purpose waste bins.
- All contaminated clothing must be removed prior to resuming regular duties.
- All containers must be safe from leakages during storage, handling, collection and transport.
- All sharp items must be placed in a designated hard plastic sharps container. The full container must be sealed by a qualified person and taken to the appropriate collection point.
- Safe handling of infectious specimens, sharps waste, contaminated linen and other material must be utilized at all times.

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LADDER SAFETY

Basic Ladder Safety

- If you feel tired or dizzy, or tend to lose your balance, stay off the ladder.
- Do not use a ladder outside in high winds or storms.
- Make sure your shoes are clean and slip-resistant.
- Before using a ladder, inspect it to confirm it is in good working condition. Ladders that have loose or missing parts must not be used. Rickety ladders that sway or lean must not be used.
- The ladder you select must be the right size for the job. Make sure the ladder is the proper height and class for the work to be done.
- When the ladder is set up for use, it must be placed on firm level ground without any type of slippery conditions present at the base or top support.
- The ladder must not be used on ice, snow, or slippery surfaces unless suitable means to prevent slipping is used.
- Only one person at a time is permitted on a ladder.
- Ladders must not be placed in front of closed doors that can open toward the ladder. The door must be blocked open, locked, or guarded.
- Never attempt to move the ladder while on the ladder. Always descend, move the ladder, then re-climb.
- Read the safety information labels on the ladder.
- When climbing or descending a ladder, always face the ladder and maintain a firm hand hold.
- Do not attempt to carry objects in your hand(s) while climbing.
- In order to prevent tipping a ladder over sideways due to over-reaching, the user must climb or work with the body near the middle of the rungs.

Three-Point Contact

- When climbing a ladder, use three-points of contact because it minimizes the chances of slipping and falling from the ladder.



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- At all times, when climbing, descending, or working from a ladder, the person must face the ladder and have two hands and one foot, or two feet and one hand in contact with the ladder steps, rungs and/or side rails.

Step Ladder

- A step ladder is a self-supporting portable ladder that is not adjustable in length. It has flat steps and a hinged design for easy storage. It is intended for use by one person.
- A step ladder requires level ground support for all four of its side rails.
- A step ladder must not be used unless its base is spread fully open and the spreaders locked.
- Step ladders are not to be used as single ladders (when they are not open) or in a partially open position.
- In order to prevent tipping the ladder over sideways due to over-reaching, the user must climb or work with the body near the middle of the steps.
- The user must not step or stand higher than indicated on the ladder, or work from the top two rungs.
- A step ladder must never be placed on top of boxes or other unstable bases in an effort to obtain extra height.

Extension Ladder

- An extension ladder is a portable ladder that is adjustable in length. It is intended for use by one person.
- Extension ladders must extend at least 3 rungs beyond an upper access level, if the user's intent is to access the upper level.
- Do not use an extension ladder upside-down.
- Ensure ladder is secured against tipping or sliding.

Ladder Inspections

Every ladder is to be inspected before use to ensure it is in good condition.

Things to look for when completing a ladder inspection:

- Missing or defective parts;



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- Loose, missing, or broken rungs;
- Loose or missing bolts, rivets, screws, etc.
- Condition of slip-resistant shoes/feet on ladder;
- Locks or latching mechanisms are not damaged;
- Spreader bars open fully and lock (step ladder); and
- Wheels and pulleys working properly (extension ladder).

If any defects are found during the inspection, it must be reported to a Supervisor or Duty Manager and the ladder must not be used.

In the event a ladder has to be discarded, it must be destroyed in such a manner to render it useless.

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OPERATION OF PALLET JACK

Pallet jacks are designed to transport, unload, lift, pick, stage, and store materials or product. The following basic safety procedures must be followed.

- Ensure adequate foot protection is worn when using the pallet jack.
- Refer to the life capacity plate on the jack to ensure the manufacturer's load capacity rate is not exceeded.
- To prevent the load from slipping, always start and stop the pallet jack gradually.
- To assist in guiding the load during transport, a spotter must be used if the operator's view is obstructed.
- Do not place feet under the pallet jack.
- Keep hands, feet and other body parts confined to the running lines of the pallet jack.
- Do not use a second piece of equipment to push, pull or lift the jack.
- Push manual pallet jacks (do not pull) when going down an incline or passing close to walls or obstacles.
- If transporting an empty unit, move slowly to avoid tipping when negotiating a sharp turn.
- Do not ride on pallet jacks.
- Stop the pallet jack if anyone gets in the way.



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BROKEN GLASS

Broken glass can cause lacerations, cuts and puncture wounds which may result in severed arteries or tendons, amputations, or eye injuries.

- When cleaning up broken glass, gloves should be worn to prevent cuts and lacerations, **NEVER** clean up broken glass with bare hands.
- Use stiff cardboard to collect broken pieces of glass.
- Once large fragments of glass are collected, use a damp disposable cloth or several thicknesses of paper towel to pick up smaller particles of glass.
- Cloth napkins, cloth towels, sponges, or ordinary mops should not be used to clean up broken glass as they can harbour tiny glass particles.
- Broken glass should not be placed inside a waste receptacle as it may pose a further hazard.
- Broken glass should be collected in a cardboard box or plastic container that can be covered and disposed of in a safe manner.
- If the collected glass is not disposed of right away, ensure the cardboard box or plastic container is clearly marked to alert employees of the hazard.



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OPENING AND CLOSING BUILDING

For those employees who are required to open and close the building or leave the building in the early morning or late at night the following provisions have been put in place to ensure their health and safety:

- When opening building employees can park in front of the building instead of the designated employee parking area. However, by 9:00am the employees vehicle must be moved to the designated employee parking area.
- When employees are closing the building or leaving in the late night or early morning hours employees can park in front of the building after 9:00pm.
- Employees are encouraged to use the buddy system when leaving the building when it is dark outside. If possible, employees are to request an employee watch them from inside the building until they are in their vehicle safely.
- It should be noted that the door to the building is not permitted to be open under any circumstance after hours:
 - The door is not permitted to be open after 11:00pm on weekdays.
 - The door is not permitted to be open after 9:00pm on weekends.


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HANDLING OF POOL CHEMICALS

Before handling any chemicals, in particular, chlorine, sodium thiosulfate, muriatic acid, soda ash, sodium bicarbonate, and calcium chloride, the **Duty Manager** must be consulted.

The following precautions are to be taken when handling pool chemicals:

- Refer to the material safety data sheet (MSDS) before handling any chemical.
- Ensure appropriate personal protective equipment is worn; see MSDS and safe work practices for specific chemicals.
- When handling chemicals, ensure the emergency eyewash and emergency shower are unobstructed in the event of skin or eye contact.
- If a spill occurs report it immediately to the Duty Manager and complete the appropriate documentation.

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WHMIS CONTROLLED PRODUCTS

Employees that use, handle, transport, or are in close proximity of chemicals and products containing controlled substances shall adhere to the following guidelines outlined below.

- Employees required to work with a controlled product or in the proximity of a controlled product shall receive WHMIS training and job-specific training regarding the product.
- Employees shall review the hazards of the chemical prior to using, handling or transporting a controlled product by reviewing the material safety data sheet (MSDS).
- Personal protective equipment shall be worn as outlined by the manufacturer of the chemical on the MSDS.
- Employees shall be aware of the nearest first aid kit, eyewash station, and fire extinguisher should an emergency situation arise.
- Chemicals shall be clearly labeled and stored in designated storage areas and kept away from sources of heat and other ignition sources.
- In the event of an emergency, first aid will be administered as outlined on the MSDS and emergency responders shall be contacted.
- Chemicals shall be disposed of as outlined on the MSDS.
- Wash hands well with soap and water after handling chemicals. Do not wash hands with solvents.
- Do not bring beverages, food, tobacco or cosmetic products into hazardous materials storage areas.



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CHANGING POOL FILTERS

Pool filters are changed on a monthly basis. The following procedure outlines the proper way to change pool filters.

- Eye protection to be worn when changing pool filters.
- A competent person shall shut down the power to the pumps.
- Isolate the filter by closing off valves.
- Once the filter is isolated, loosen the filter basket and lift the filter out.
- Use a wire brush to manually clean the filter. Gloves are available for protection.
- Once the filter is cleaned, place the filter back in the filter basket.
- When safe to do so, return the valves to operating condition and re-energize pumps.



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OPERATION OF PRESSURE WASHER

The pressure washer is used on a nightly basis to spray down the change rooms and the pool decks. On occasion it may be used outside of the building for cleaning purposes.

- Consult operator's manual prior to operation of pressure washer.
- Inspect the work area. Be aware of your surroundings.
 - Observe surrounding work area for sources of electricity (outlets, etc.) and obstructions.
 - Set up barricades to ensure bystanders do not enter the work area.
- Inspect the pressure washer.
 - Ensure electrical cord is in good condition.
 - Visually inspect the machine itself for damaged parts.
 - Visually inspect all hoses, fittings and water source hose for damaged parts, cracks, splits, etc.

Operating Instructions

- Ensure proper personal protective equipment is worn when using pressure washer including safety glasses/goggles and proper footwear. If the pressure washer is being used outside of the facility ensure high visibility apparel is worn.
- Attach the wand to the spray gun.
- Insert the appropriate quick connect nozzle.
- Move the pressure washer to desired location.
- Connect water hose to unit's water inlet. Do not use hot water.
- Plug pressure washer into electrical outlet.
- Unlock the trigger gun safety lock. Trigger the gun to eliminate trapped air, wait for a steady flow of water to emerge from the spray nozzle.

Shutting Down and Clean-Up

- Turn off the water source.
- Press trigger to release water pressure.
- Release trigger and engage gun safety lock.



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- Disconnect the water hose from the water inlet on the unit. Disconnect the nozzle tip from the wand.
- Store the machine and accessories in designated storage area.



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OPERATION OF FLOOR SCRUBBER

- Employees who operate this piece of equipment shall ensure they read and adhere to the proper operating procedures as outlined in the manufacturers use and care manual.
- Employees shall inspect the scrubber prior to each use for faulty, loose, or missing parts. If upon inspection, faulty, loose, or missing parts are discovered, take the scrubber out of service until it is repaired.
- Wear appropriate personal protective equipment.
- Ensure people are a safe distance away from the operating area.
- Be aware of surrounding at all times. Watch for people present in the area including members, children, and co-workers.
- Ensure the area is free from tripping hazards and any other obstructions.
- Only use attachments that are approved by the manufacturer.
- Keep your hands clear of moving parts at all times.
- Use extra care and caution when navigating floor scrubber around corners.
- Keep ignition sources away from the machine's batteries.
- Ensure the machine is turned off when not in use.
- When the machine is not in use, ensure it is stored in a designated storage area.



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WORKING AROUND OR NEAR TRAFFIC

Employees may be required to complete tasks around or near traffic (i.e. pick up garbage on the grounds, bring garbage to dumpster, spread salt, etc.), the following precautions should be taken to ensure employee safety.

- Employees are required to wear high visibility apparel when completing any work that is around or near traffic.
- Always be aware of your surroundings.
- Be aware of footing when ice and snow are present.
- Use designated crosswalks and pedestrian pathways.
- Before crossing the parking lot or roadway ensure that approaching traffic comes to a complete stop and eye contact is made with the vehicle operator.

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SWEEPING AND VACUUMING

Tasks such as sweeping and vacuuming involve work such as lifting, reaching and repetitive movements. For this reason it is important for employees ensure that they use proper body mechanics.

- Keep elbows at or near the sides to minimize shoulder movement.
- Avoid movements where the elbows are behind the body.
- Adjust the location of your grip on the vacuum cleaner so your hands are level with your forearm.
- Walk the vacuum cleaner to reduce repetitive movements.
- Maintain a neutral spine while working comfortably.
- Use neutral ranges in your shoulders.
- Avoid extreme ranges in your wrists.
- Keep arms close to your body to encourage neutral postures.
- Use both hands; one to pull and one to push.
- Avoid overreaching; try to reposition your body to minimize reaching.
- Stand upright keeping your shoulders back and avoid bending over.
- Move your legs not your back.
- Move light furniture that may be in the way to ensure a clear path of motion.
- Change the vacuum bag regularly as a full bag can add an additional 10 -12 pounds of overall weight.



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CLEANING WASHROOMS

Employees will be required to clean washroom facilities on a regular basis. Employees will be exposed to repetitive movements, exposure to cleaning products, slips, trips, and falls etc.

- Employees are required to wear appropriate PPE, including proper clothing, non-slip footwear and gloves before cleaning.
- When using any multi-purpose or bathroom cleaners, make sure doors are open and any ventilation is on to help with air movement. Refer to the material safety data sheet (MSDS) if you are not familiar with the chemical being used.
- Work directly in front of you, avoid over reaching as this can increase slipping and falling.
- Work in neutral postures and positions to avoid sprains/strains.
- When cleaning around and behind toilets, avoid bending over to minimize back strain.
- Consider using long-handled tools with swivel heads to reduce the need to work in low or awkward postures.
- When working for long periods of time, switch hands while cleaning to alleviate repetitive strain.
- If hosing an area, keep water away from electrical fittings such as electrical outlets and lights.
- Be aware of footing on wet/slippery floors. Do not rush as you may slip.
- Always maintain good personal hygiene. Wash hands when you complete the task. Do not wear contaminated gloves to complete other tasks outside the washroom.



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REMOVING GARBAGE

Employees will be tasked with removal of garbage from inside building and transporting to the garbage dumpster.

- Never place hand in garbage bag.
- Use proper lifting techniques to protect your back.
- Be mindful of garbage weight and contents; always check the weight prior to lifting.
- Always grasp the bag by the top, never grasp on the middle.
- Remember that contents could contain biological hazards.
- Never carry the bag close to the body; keep at arms length from body.
- Report all needle stick incidents.

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WHIRLPOOL DUMPING

- Turn **OFF** electric heater (Coates)



- Turn **OFF** ELC for Whirlpool (ELC is black box). Do not touch blue box
- Turn **OFF** the StingL control box (press red OFF/Stop)



- Turn **OFF** pump PP-7 for jets (indicated by a red dot)
- **OPEN** valve #331 by turning to a vertical position (Note: In the picture below the valve is in the **CLOSED** position).



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- Turn valve on top of filter to **WASTE** (press down and release to turn valve)



- Turn **ON** the Stingl control box (press green ON/Start). There is a start delay of approx. 10 seconds.
- Dump for **5 minutes** (1 tile)
- Turn **OFF** the Stingl control box (press red OFF/Stop)
- Turn **ON** pump PP-7 for jets (indicated by a red dot)
- **CLOSE** valve #331 by turning to a horizontal position (Note: In the picture below the valve is in the CLOSED position)
- Turn valve on top of filter to **FILTER** (press down and release to turn valve)
- Turn **ON** the Stingl control box (press red OFF/Stop)
- Turn **ON** ELC for Whirlpool (ELC is black box)
- Turn **ON** both electric heaters (Coates – beige box)



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- **OPEN** valve #315 (Look up to ceiling. Indicated with a red dot) to add water (This water is cold water. In cases where more water has been dumped and needs to be added please use hot water from the hose as well to ensure suitable opening temperature).



- Close valve #315 after approx. 20 minutes or just after water begins to run from the overflow pipe around the corner.



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CHANGING CHLORINE TUBS

Changing a chlorine tubs is classified as a two person task.

- Refer to the material safety data sheet (MSDS) prior to beginning task.
- The following personal protective equipment is required to be worn when changing chlorine tubs:
 - Chemical resistant gloves.
 - Wear appropriate chemical resistant clothing including apron to prevent skin contact.
 - To protect against eye contact, safety glasses with side shields shall be worn, when appropriate, chemical safety glasses with face shield shall be worn to prevent eye and skin contact.
 - A NIOSH approved air-purifying respirator with appropriate cartridges to be worn to prevent inhalation.
- Ensure pump is off and disconnected from power source before changing tubs.
- Once pump is off and de-energized, disconnect the lines and remove the empty vat.
- Using the trolley provided, move the full vat into the chlorine room.
- Attach the lines to the new vat of chlorine.
- Re-energize pump and turn on to ensure it is functioning properly.



BACKWASHING MAIN AND PLAY POOLS

Pools are backwashed after a pool fouling at the end of operating hours and when the pressure differential between the influent and effluent psi is 10 or greater.

Documentation

- The time (beginning and end), date and amount of water (in tiles or minutes) backwashed must be recorded in the guard daily log book and the monthly Backwashing and Dumping Log Sheet.

Instructions

- Turn **OFF** electric heaters (Coates – beige box: 2 for Main Pool / 1 for Play Pool) at least 5 min before turning off the pumps to allow time for the heater to cool.
- Turn **OFF** blower switch on Dectron (indicated by a red dot). It will take approx. 2 min for the compressor to shut off.
- Turn **OFF** ELC for Main Pool and/or Play Pool (ELC is black box). Do not touch blue box.



- Turn **OFF** sensor valves
 - Main Pool: 307 & 306
 - Play Pool: 305 & 304





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- Turn **OFF** Pumps (indicated by a red dot)
 - Main Pool: PP-17 AND operational pump PP-1 or PP-2
 - Play Pool: PP-16 AND operational pump PP-3 or PP-4



- Slowly **OPEN** valve until open fully (indicated by a green sticker)
 - Main Pool: 276
 - Play Pool: 286 & 303 (site glass)



- Completely lift the metal handle on the filter of the pool to be backwashed.
- Turn **ON** Pumps (indicated by a red dot)
 - Main Pool: operational pump PP-1 or PP-2



- Play Pool: operational pump PP-3 or PP-4
- Water will begin to move through the sight glass. Water drains into the basin around the corner.



- Run until the water in the sight glass is **CLEAR (approx. 3-5 minutes)**.

Once complete REVERSE steps above

- Turn **OFF** Pumps (indicated by a red dot)
 - Main Pool: operational pump PP-1 or PP-2
 - Play Pool: operational pump PP-3 or PP-4
- Push down on the metal handle of the pool being backwashed. Water will stop draining into the basin around corner.
- Slowly **CLOSE** valve to original position (indicated by a green sticker)
 - Main Pool: 276
 - Play Pool: 286 & 303 (site glass)
- Turn **ON** Pumps (indicated by a red dot)
 - Main Pool: PP-17 AND operational pump PP-1 or PP-2
 - Play Pool: PP-16 AND operational pump PP-3 or PP-4
- Turn **ON** sensor valves
 - Main Pool: 307 & 306
 - Play Pool: 305 & 304
- Turn **ON** ELC. The level sensor (ELC) will re-fill the pool. It will flash blue (as it “thinks”), turn solid (as filling begins), orange (once the sensor is hit), and you will hear the valve close.



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- Turn **ON** blower switch on Dectron (indicated by a red dot).
- Turn **ON** electric heaters (Coates - beige box) with switch on box.
- Record the date, length of backwash time, on the monthly Backwashing and Dumping Log Sheet.

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BACKWASHING WHIRLPOOL

Documentation

- The time (beginning and end), date and amount of water (in tiles or minutes) backwashed must be recorded in the guard daily log book and the monthly Backwashing and Dumping Log Sheet.

Instructions

- Turn **OFF** electric heater (Coates-beige box) at least 5 min before turning off the pumps to allow time for the heater to cool.



- Turn **OFF** ELC for WP (ELC is black box). Do not touch blue box.
- Turn **OFF** sensor valves 309 & 308 (located directly below ELC). Note: In the picture below the valves are in the OPEN position).



- Turn **OFF** the Stingl control box (press red OFF/Stop).



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- Turn **OFF** pump PP-7 for jets (indicated by a red dot).
- **OPEN** valve #331 by turning to a vertical position (Note: In the picture below the valve is in the CLOSED position).



- Turn valve on top of filter to **BACKWASH** (press down and release to turn valve).





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- Turn **ON** the Stingl control box (press green ON/Start). There is a start delay of approx. 10 seconds.
- Water will begin to move through the sight glass. Water drains into the basin around the corner.
- Run until the water in the sight glass is **CLEAR (approx. 3-5 minutes)**.
- Turn **OFF** the Stingl control box (press red OFF/Stop).
- Turn valve on top of filter to **RINSE** (press down and release to turn valve).



- Turn **ON** the Stingl control box (press green ON/Start). Run for approximately 1 minute.
- Turn **OFF** the Stingl control box (press red OFF/Stop).
- Turn valve on top of filter to **FILTER** (press down and release to turn valve).
- **CLOSE** valve #331 by turning to a horizontal position (Note: In the picture below the valve is in the CLOSED position).





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- Turn **ON** pump PP-7 for jets (indicated by a red dot).
- Turn **ON** the “Stingl” control box (press Green ON/Start). There is a start delay of approx. 10 seconds.
- Turn **ON** valves 308 & 309 (located directly below ELC). Note: In the picture below the valves are in the OPEN position).



- Turn **ON** ELC for WP (Black box to the right). Do not touch blue box.
- Turn **ON** electric heater (Coates beige box) with switch on box.



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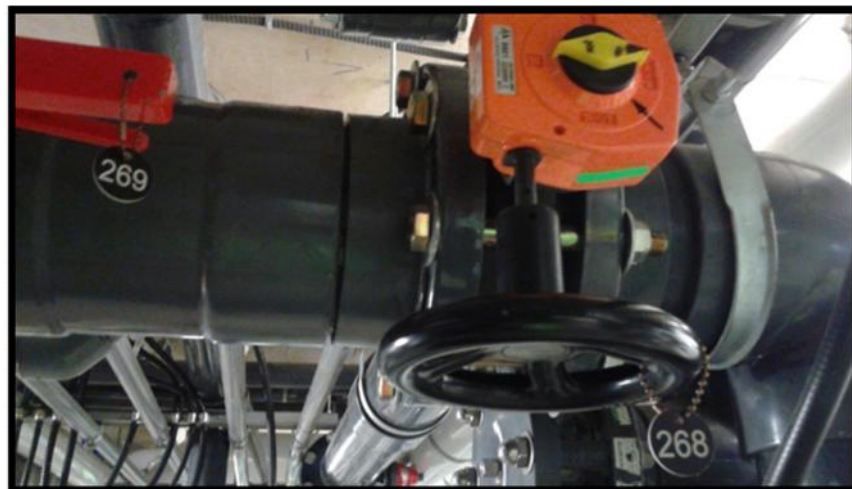
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DUMPING MAIN POOL

- Turn **OFF** both electric heaters (Coates – beige box x 2)
- Turn **OFF** ELC for Main Pool (ELC is black box). Do not touch blue box
- Turn **OFF** operational pump PP-1 or PP-2 (indicated by a red dot)
- **CLOSE** red Chem Line valve (indicated by a green sticker) above PP-2. Note: The picture shows the valve in an **OPEN** position.



- **CLOSE** valves 268 & 269 (indicated by green stickers)





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- Fully **OPEN** valve marked *main drain* (directly above valve 268. Indicated by a green sticker)



- Turn **ON** operational pump PP-1 or PP-2 (indicated by a red dot)
- Dump for **15 minutes** (½ tile)
- Turn **OFF** operational pump PP-1 or PP-2 (indicated by a red dot)
- Fully **CLOSE** valve marked main drain (directly above valve 268. Indicated by a green sticker)
- **OPEN** valves 268 & 269 (indicated by green stickers)
- **OPEN** red Chem Line valve (indicated by a green sticker) above PP-2
- Turn **ON** operational pump PP-1 or PP-2 (indicated by a red dot)
- Turn **ON** ELC for Main Pool (ELC is black box). Auto fill takes **1 hour** to raise ½ tile.
- Turn **ON** both electric heaters (Coates – beige box x 2)




DUMPING PLAY POOL

- Turn **OFF** both electric heaters (Coates – beige box)
- Turn **OFF** ELC for Play Pool (ELC is black box). Do not touch blue box
- Turn **OFF** operational pump PP-3 or PP-4 (indicated by a red dot)
- Fully **OPEN** new drain valve (indicated by a green sticker) near Beccs system. Note: The picture shows the valve in a **CLOSED** position



- Dump for **10 minutes** (1 tile)
- **CLOSE** new drain valve (indicated by a green sticker) near Beccs system
- Turn **ON** operational pump PP-3 or PP-4 (indicated by a red dot)
- Turn **ON** ELC for Play Pool (ELC is black box). Auto fill takes **35 mins** to raise 1 tile
- Turn **ON** electric heater (Coates – beige box)


Note: A pump is not require to dump water from the Play Pool

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POOL FOULING

It is essential that quick action be taken when a pool fouling occurs. The steps below outline the actions to be taken when notified of a pool fouling:

- When a lifeguard recognizes that a pool fouling has occurred they are to instruct bathers to get out of the contaminated pool and to shower with warm water and soap before re-entering any other pool.
- Notify the Duty Manager.
- Use the net located in the red bucket in the pool cleaning closet to remove the fecal matter/vomit from the pool.
- Remove as much of the fecal matter/vomit from the pool as possible.
- Complete the **Pool Fouling Checklist** and provide to Duty Manager.
- The pool is to be backwashed to kill remaining bacteria.
- Once the pool is backwashed test the pool to ensure chemicals are balanced.

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AERIAL WORK PLATFORM OPERATION

The purpose of this safe work practice is to provide guidance for employees as to the proper steps to take when operating an aerial work platform as part of their job duties in accordance with the CSA Standard B354.2-01 “Self-Propelled Elevating Work Platforms.”

Training

Employees must have aerial work platform training and fall protection training as well as have authorization from management to operate this equipment. Always inspect the aerial work platform and fall protection equipment before each use. If working around power lines, power line hazards training, recognized by the WHSCC, must also be completed prior to operation.

Prior to operating the aerial work platform, employees are required to be familiar with the information in the operator’s manual. In addition, the following should be discussed with employees prior to operating the aerial work platform:

- Safe use and operation.
- Dangers, warnings and cautions as outlined in the operator’s manual.
- Location of emergency controls.
- Completion of pre-use inspection.

General Operation

- Ensure fall protection is connected to the designated anchors upon entering the aerial work platform.
- Do not use the equipment for any purpose other than positioning personnel, their tools and equipment.
- Never operate equipment that is not working properly. If a malfunction occurs, shut down and remove from service until inspected.
- Never slam the lever switch through the neutral position to an opposite direction. Always return switch to neutral and stop before moving the switch to the next function. Operate controls with slow, even pressure.
- Do not allow personnel to tamper with the equipment.
- Do not tamper with controls when a person is raised in the platform, unless in emergency situations.
- Do not carry materials directly on the railing.
- Always ensure power tools are properly stowed and never hanging by their cord from the platform work area.
- Fully lower mast assembly and shut off all power before leaving equipment.
- Battery acid is highly corrosive; avoid contact with skin and clothing at all times.
- Keep both feet firmly positioned on the work platform at all times. Never use ladders, steps, planks, or similar items on the platform to provide additional reach.
- Be aware of tipping hazards when operating on uneven or sloped grades.
- Do not increase platform size with unauthorized deck extensions or attachments.



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- Keep all body parts inside the work platform as much as possible.
- Be aware of stopping distances.
- Limit travel speed according to conditions of ground surface, congestion, visibility, slope, location of personnel and other factors causing hazards of collision or injury to personnel.
- Do not drive at high speeds in restricted or close quarters or when driving in reverse.
- Exercise extreme caution at all times to prevent obstacles from striking or interfering with operating controls and persons in the platform.
- Warn personnel not to walk, stand or work under a raised platform.
- Exercise extreme caution at all times to prevent obstacles from striking or interfering with operating controls and persons in the platform.
- Be aware of pedestrians at all times.
- Before operating the equipment, make sure all railing and gates are fastened in their proper position,
- Check work area clearances above, on side, and bottom of platform while driving and lifting or lowering platform.



CHANGING A LIGHT BULB

⚠ Aluminum ladders or any ladder with exposed metal rails are NOT to be used – Use a ladder rated for electrical work, such as a fiberglass ladder.

- Lock out energy source (light switch or other source).
- Post signage or erect barricades in the work area.
- Allow bulb to cool before removing.
- DO NOT work in the dark; if the light bulb being changed is the only source of illumination and natural light is not sufficient, use an alternate light source to illuminate the work area.
- Use ladder according to manufacturer's instructions.
- If fixture has a cover, remove cover prior to carrying replacement bulb to top of the ladder.
- When removing light bulb, do not force and be careful not to squeeze. Ensure lock-out remains in place until a new bulb is installed.
 - Fluorescent bulb
 - Wearing gloves, twist bulb $\frac{1}{4}$ turn clockwise until it "pops"
 - Align end posts with slot; pull out one end then the other
 - Reverse process to install
 - Incandescent or Compact Fluorescent Light (CFL)
 - Wearing gloves, twist bulb counter clockwise (twist at ballast for CFL type – do not twist on the glass tubing)
 - Reverse procedure to install
 - Halogen bulb
 - Wearing gloves, hold edge of bulb and press in gently and turn counter clockwise until bulb releases (if screw type, simply turn counter clockwise)
 - Reverse procedure to install
- Ensure replacement bulb is the correct wattage; DO NOT exceed the maximum wattage.
- DO NOT over tighten, squeeze or press hard on the bulb as it can cause the bulb to break.



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- Properly dispose of light bulb
 - Fluorescent and CFLs contain mercury. DO NOT dispose these bulbs in general waste; check with your local municipality for disposal locations.
 - Place burnt out bulb in original packaging or cardboard box before placing in garbage bag to minimize chance of being cut when handling garbage bag.



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CHANGING CHLORINE INJECTORS

Chlorine is used in the swimming pools and whirlpools to kill harmful bacteria. The following procedure outlines changing chlorine injectors:

- Review material safety data sheet (MSDS) for chlorine.
- Check to make sure emergency eyewash and shower is unobstructed and available for use in the event of an emergency.
- Make sure proper personal protective equipment is worn including gloves, respiratory protection with appropriate cartridges, eye protection, protective suit, and boots.
- Ensure the surrounding area is free of employees.
- Turn off valves to stop flow of chlorine.
- Replace injectors.
- Once the injector is replaced turn on the valve and check the injector to ensure it is functioning properly.

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FALL PROTECTION PROGRAM

Purpose

The purpose of this program is to establish the precautions, training, responsibilities, requirements and methods, which are to be used by all employees while working at heights, as stated in the minimum requirements set out in the NL OH&S Regulations, Part X Fall Protection, and any other pertinent OH&S Regulations and specifically set forth in this Fall Protection Program.

Section 141 of the OH&S Regulations requires an employee to use fall protection if an employee may work in conditions specifically outlined:

“Where a worker is exposed to the hazard of falling from a work area that is

- a. 3 metres or more above the nearest safe surface or water;*
- b. Above a surface or thing that could cause injury if the worker were to fall on it (impalement); or*
- c. Above an open tank, pit or vat containing hazardous material.”*

Responsibility

Management

It is the responsibility of management to implement this Fall Protection Program and to enforce the procedures and to ensure compliance.

Supervisors


It is the responsibility of the immediate supervisor to assure implementation of this Fall Protection Program. The immediate supervisor is responsible for the continual observational safety checks of the work, enforcement of safety policies and procedures and correction of any unsafe acts or conditions immediately.

Employees

It is the responsibility of the employee to understand and adhere to the fall protection work plan and to follow the instructions of their immediate supervisor. It is also the responsibility of the employee to bring to management’s attention any unsafe or hazardous condition or act that may cause injury to themselves, any other employee or third party.

Contractors

All outside contractors working for or on behalf of the YMCA of Northeast Avalon will be required to follow the guidelines specifically set forth in this Fall Protection Program and in the OH&S Regulations Part X Fall Protection and any other pertinent OH&S Regulations, unless the contractors program is superior. During the orientation process, contractors will be informed of these requirements.

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Guidelines

Any task that requires an employee to be on a walking/working surface that is set out in Section 141 (a), (b), or (c) stated above is to be protected from a fall to the lower level using:

- Guardrails / Fixed Barriers
- Fall Arrest Systems
- Travel Restraint Systems
- Temporary Floor Coverings
- Temporary & Permanent Hand Rails

And for greater clarity

- Any task that brings an employee close to a hole or opening in a walking or working surface that may allow a fall to a lower level will utilize a protection system such as a cover, guardrail or travel restrict/restraint.
- If a fall hazard cannot be eliminated, then the individual shall utilize a fall arrest system. The fall arrest system, including its components, to be used depends upon site conditions and work to be completed.
- A personal fall arrest system (NL OH&S Regulations, Section 29), must be used when no physical protection such as guardrail or full decked scaffold or handrail are in place.
 - If a worker is within 2 metres of edge of a flat roof (less than 3/12 pitch) or open floor.
 - Working on a slope of an elevated platform (i.e. roof), that has a pitch 3:12 or greater.
 - If the pitch is greater than 6/12 then roof brackets must be used in addition to a fall arrest system.

Work site conditions must be considered as well. For example, slippery conditions due to frost or wet conditions on roofs may present site specific hazards.

WORKPLACE ASSESSMENT FOR EQUIPMENT SELECTION

Prior to selecting fall protection systems and components/equipment, the supervisor shall conduct a hazard assessment of workplace conditions. The hazard assessment shall include, as a minimum, minimum clearance (including free fall and total fall distance), identify the presence of hazards including but not limited to, hot objects, sparks, flames and heat producing operations, chemicals, electrical hazards, sharp and abrasive edges, unguarded openings, sand blasting, and atmospheric factors. The conditions listed above could jeopardize the integrity and/or reliability of harnesses, lanyards and lifelines. The system and equipment must match the work situation and workplace environmental factors.

The workplace hazard assessment shall identify all paths of intended user movement and all fall hazards along such paths. The user shall note the location and distances to all obstructions in the potential fall paths.

In accordance with NL OH&S Regulations, Section 142 (10), a site specific job hazard assessment form and a Fall Protection Plan are to be completed.



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FALL ARREST SYSTEMS

A Fall Arrest System is a system of physical components attached to an employee that stops him/her during a fall. The system generally consists of anchorage points, harnesses, energy absorbing lanyards, lifelines, rope or cable grabs and connectors. Outlined in NL OH&S Regulations, Section 142, the Fall Arrest System must be in compliance with the following CSA Standards:


- CSA Standard Z259.11 "Energy Absorbers and Lanyards";
- CSA Standard Z259.10 "Full Body Harnesses";
- CSA Standard Z259.2.1 "Fall Arresters, Vertical Lifelines and Rails";
- CSA Standard Z259.13 "Flexible Horizontal Lifeline Systems"; and
- CSA Standard Z259.16 "Design of Active Fall Protection Systems".

Requirements for using a Fall Arrest System are:

- Lanyards, energy absorbers, connecting devices, carabiners, snap hooks, D-rings, rope grabs and vertical lifelines shall have a minimum tensile strength of 22.2 kilonewtons and be manufactured in accordance with their respective CSA Standard.
- Horizontal lifelines shall be designed and installed in accordance with NL OH&S Regulations, Section 142 (8).
- Self-retracting lifelines shall be certified to CSA Standard Z259.2.2.
- Anchorages used for attachment of personal fall arrest equipment shall be independent of any anchorage being used to support or suspend platforms and capable of supporting the maximum load likely to be imposed on the anchorage point or 22.2 kilonewtons whichever is greater, as per NL OH&S Regulations, Section 142 (1).
- Personal fall arrest systems, when stopping a fall, shall limit maximum arresting force on an employee to 1,800 pounds (8 kilonewtons) when used with a body harness. The personal fall arrest system shall be rigged such that an employee can neither free fall more than 1.8 metres nor contact any lower or safe level.
- Body belts are NOT acceptable or allowable as part of a fall arrest system.
- The anchor point of the full body harness shall be located above the worker's head where practical
- Personal Fall Arrest Systems and components subjected to impact loading shall be immediately removed from service and destroyed.
- The employer shall provide for prompt rescue of employees in the event of a fall or shall assure that employees are able to rescue themselves. A Rescue Plan is to be detailed in the Fall Protection Work Plan.
- Personal Fall Arrest Systems shall be inspected before each use for wear, damage and other deterioration, and defective components shall be removed from service.
- Personal Fall Arrest Systems shall not be attached to guardrail systems, nor shall they be attached to hoists unless authorized by the supervisor and a lockout/tag out procedure is in place.

GUARDRAILS

In keeping with NL OH&S Regulations, Section 28, guardrails shall be installed where an open-sided floor, working platform, runway, walkway or balcony is over 1.22 metres above the

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existing floor or ground level. Guardrails are to be secured so they cannot move in any direction if it is struck or if a point on it comes in contact with a worker, materials or equipment.

Guardrails shall be installed on walkways over open tanks containing harmful substances or over open tanks 1.22 metres or more in depth. Walkways and platforms installed over machinery and work areas shall be equipped with toe boards at least 10 centimeters high along all sides of the walkway or platform.

A guard rail shall have a top rail located at least .9 metres but not more than 1.1 metres above the working surface and an intermediate rail located midway between the top rail and the working surface.

INSPECTION OF EQUIPMENT

Pre-Use Inspections

Pre-use Inspections are to be completed by the employee in conjunction with the Fall Protection Inspection Form. All equipment components must have legible labels and/or applicable CSA Standard affixed.

The user shall inspect fall arrest equipment before each use for the following:

- Webbing fabrics for cuts, tears, mildew, enlarged eyeholes, or other signs of wear that might affect strength.
- Stitching from breaks, ragged strands, loose or rotted threads, and for other signs of weakening.
- Metal hardware for breaks, cracks, fractures, loose anchorage, or other signs of wear or deterioration which might affect the strength of the equipment or the action of the fastening devices.
- Lifelines and lanyards for frayed or broken strands, cuts, and abrasions. Inner fibers should be examined for breaks, discoloration, and deterioration.
- Particular attention should be given to any junction points of components for any abnormal wear and tear.

Any fall arrest system that has been altered should be placed out of service and an incident investigation must be conducted.

Full Body Harness Inspections

- Inspect before each use.
 - Closely examine all of the nylon webbing to ensure there are no burn marks, which could weaken the material.
 - Verify there are no torn, frayed or broken fibers, pulled stitches, or frayed edges anywhere on the harness.
 - Examine the D-ring for excessive wear, pits, deterioration, or cracks or color change.
 - Verify that buckles are not deformed, cracked, and operate correctly.



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- Check to see that each grommet (if present) is secure and not deformed from abuse or a fall.
- The harness should never have additional punched holes.
- Any rivets should be tight and not deformed.
- Check tongue/straps for excessive wear from repeated buckling.
- Storage will consist of hanging in an enclosed cabinet, to protect from damage.
- All harnesses that are involved in a fall will be removed from service and destroyed.

Lanyards/Shock Absorbing Lanyards


- Inspect before each use.
 - Check lanyard material for cuts, burns, abrasions, kinks, knots, broken stitches and excessive wear.
 - Inspect the snap hooks for distortions in the hook, locks, and eye.
 - Check carabineer for excessive wear, distortion, and lock operation.
 - Ensure that all locking mechanisms seat and lock properly.
 - Once locked, locking mechanism should prevent hook from opening.
 - Visually inspect shock absorber for any signs of damage, paying close attention to where the shock absorber attaches to the lanyard.
 - Verify that points where the lanyard attaches to the snap hooks are free of defects.
- Storage will consist of hanging in an enclosed cabinet, to protect from damage.
- All lanyards that are involved in a fall will be destroyed.

Snap Hooks

- Inspect before each use.
 - Inspect snap hook for any hook and eye distortions.
 - Verify there are no cracks or pitted surfaces.
 - The keeper latch should not be bent, distorted, or obstructed.
 - Verify that the keeper latch seats into the nose without binding.
 - Verify that the keeper spring securely closes the keeper latch.
 - Test the locking mechanism to verify that the keeper latch locks properly.
- All snap hooks involved in a fall will be destroyed.

Self-Retracting Lanyards/Lifelines (Self-Retractable Devices)

- Inspect before each use.
 - Visually inspect the body to ensure there is no physical damage to the body.
 - Make sure all nuts and rivets are tight.
 - Make sure the entire length of the nylon strap/wire rope is free from any cuts, burns, abrasions, kinks, knots, broken stitches/strands, excessive wear and retracts freely.
 - Test the unit by pulling sharply on the lanyard/lifeline to verify that the locking mechanism is operating correctly.
 - If the manufacturer requires, make certain the retractable lanyard is returned to the manufacturer for scheduled annual inspections.

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- A competent person will conduct inspection of all self-retracting devices as per manufacturer specifications or as per CSA Standard Z259-2.2.

Tie-Off Adapters/Anchorages

- Inspect for integrity and attachment to solid surface.
- A competent person will complete an annual inspection of all tie-offs and anchorages and documentation will be maintained.
- All tie-offs and anchorages will be destroyed after a fall.

Articulating Man Lift

- The operator must be certified.
- Inspect before each use.
- Inspect/service per manufacturer guidelines. Forklift, scissors lifts, and safety nets will be inspected at the beginning of each shift in use. Structural integrity of the forklift basket will be checked per the same schedule.
- A competent person will complete an annual inspection of the forklift basket and documentation will be maintained.

Horizontal Lifelines

- Inspect before each use and annually for structural integrity of line and anchors and must be overseen by a competent person or professional engineer.


Guardrails

- Temporary systems – A daily visual inspection will be completed by a competent person and documented.
- Temporary systems – Weekly, a complete structural inspection will be completed by a competent person and documented.
- Permanent systems – Annual structural inspections will be completed by a competent person with future frequency of inspection defined based on conditions/controls present.

Annual Inspections

A competent person will complete an annual inspection of all lanyards and documentation will be maintained as per CSA Standard. A designated competent person shall inspect full body harnesses, energy shock absorbing lanyards, anchorage connector straps and lifelines for the following:

- Absence or illegibility of marking;
- Absence of any elements affecting the equipment form, fit or function;
- Evidence of defects in or damage to hardware elements, including cracks, sharp edges, deformation, corrosion, alteration, excessive wear, and any other defects;
- Evidence of defects in or damage to straps or ropes including fraying, de-splicing, kinking, knotting, broken or pulled stitches, excessive elongation, excessive soiling, abrasion, alteration, mildew, excessive aging, and excessive wear; and
- Absence of parts or evidence of defects in, damage to, or improper function of mechanical device and connector.

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Equipment passing inspection shall be **marked / tagged** on an inspection card attached to the harness indicating the date of inspection. When equipment reveals defects in, damage to, or inadequate maintenance of equipment, the equipment shall be permanently removed from service and destroyed. Retractable lifelines shall be sent to the manufacturer for inspection as required by the specific manufacturer of the equipment and in line with the CSA Standard Z259.2.2.

CARE, STORAGE & MAINTENANCE OF EQUIPMENT

- Always follow manufacturer recommendations for inspections.
- Full body harnesses, shock absorbing lanyards and lifelines subjected to drop loading from actual use shall be taken out of service and destroyed.
- Fall arrest equipment shall be kept in a clean condition and stored in a clean, dry area at normal temperature so as not to be damaged from environmental factors such as heat, light, excessive moisture, oil or other degrading elements. For example, never store the personal fall arrest equipment in the bottom of a toolbox, on the ground, or outdoors exposed to the elements.
- Hang equipment in a cool, dry location in a manner that retains its shape. For example, when hanging a harness up, use the D-ring to put the harness on the hook.
- All fabric webbing harnesses, lanyards, and anchorage connecting straps can be washed in mild detergent, rinsed, and dried in a warm area when they become dirty.
- Never use this equipment for any purpose other than personal fall arrest.
- Once exposed to a fall, remove equipment from service immediately.

TRAINING

As per Section 139 “Training Requirement” of the OH&S Regulations, *“A worker shall not use fall protection equipment after January 1, 2012 unless he or she has completed a training program on fall protection prescribed by the commission.”*

All employees engaged in fall protection will be trained and have the knowledge to:

- Recognize the fall hazards of/on their job sites.
- Understand the hazards associated with working near fall hazards.
- Utilize only assigned anchorages in the Fall Protection Plan
- Work safely in hazardous areas by utilizing appropriate fall protection measures.
- Understand and follow all components of this fall protection program.
- Identify and understand the legislation and CSA standards that pertain to fall protection.
- Know the Rescue Plan and procedures to follow.

Ensure copies of employee certifications in NL OH&S Regulations, Section 139 are retained on file for due diligence purposes.

Rescue Planning

As per Section 142 (10) (b) of the Newfoundland and Labrador Occupational Health and Safety Regulations, *“Where an employer uses a fall arrest system or a personnel safety net as a means of fall protection, the employer shall have a written fall protection plan that specifies the*



procedure for the rescue of a employee who has fallen and is suspended by the fall arrest system or personnel safety net, but is unable to effect self-rescue."

The rescue plan should ensure the victim's health risks are minimized during a fall, the amount of at risk behavior of the rescuer during the rescue attempt is minimized, and the rescue is conducted in a safe and professional manner. The rescue plan applies to all individuals who are required to wear fall arrest systems while working at heights as outlined in NL OH&S Regulations, Section 141.

TRAINING

Authorized Rescuer

- Be trained in this Fall Arrest Rescue Plan before they are exposed to a fall hazard or a potential rescue application. Training for authorized rescuers shall include physical demonstrations by trainees on how to properly select, inspect, anchor, assemble and use the fall protection and rescue equipment used.
- Be trained and competent in the use of fall protection equipment prior to working at heights through the completion of an approved Fall Protection training program. As per Section 139 "Training Requirement" of the OH&S Regulations, "A worker shall not use fall protection equipment after January 1, 2012 unless he or she has completed a training program on fall *protection prescribed by the commission.*" In addition, a copy of the Fall Protection training certificate shall be retained at head office and the original shall be kept with the authorized rescuer at all times.
- Training shall include at least:
 - Fall hazard recognition;
 - Fall hazard elimination and controls methods;
 - Applicable fall protection and rescue regulations;
 - Assessment of fall hazards to determine rescue methods;
 - The responsibilities of designated persons under this standard;
 - Detailed inspection and recording of rescue equipment components and systems;
 - Rescue systems assessment and determining when a system is unsafe;
 - How to use written fall protection and rescue procedures; &
 - Inspection of equipment components and systems before use.
- Authorized rescuer update training shall be conducted at least every three years to stay current with the fall protection and rescue educational requirements.
- Authorized rescuers shall be evaluated by management and/or an external training provider for fall arrest rescue procedures at least annually to ensure competency of the duties assigned. This evaluation shall include both a written examination and an observation of performance that covers all equipment that the person is authorized to operate.

CRITICAL PHASES OF RESCUE

The responsibility to have a post-fall rescue system in place lies with the Company. Below are the four critical phases of rescuing a suspended employee:



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- Before the fall
- At fall arrest
- Suspension
- Post-fall rescue

Each phase presents unique safety challenges. Suspension trauma can be influenced by all aspects of the fall, so they are all equally important. As with many aspects of safety, increasing the safety in one phase can compromise safety in the others. Whatever training employees have received will determine how they respond to different phases.

Before the Fall

- The key issue of fall protection prior to a fall is compliance. If a harness is too uncomfortable, too inconvenient or interferes too much with task completion, employees may not use the equipment or may not modify it to make it more tolerable.
- A second major point is how far an employee falls before his/her fall is arrested. The greater the fall, the greater the stress on the body when the fall is arrested. The longer the lanyard the longer the fall distance, however, the shorter the lanyard, the more often it will have to be repositioned when employees are mobile. Retractable devices (lanyard or lifelines) are a preferred method of working because it allows maximum flexibility.

At Fall Arrest

- The whole concept of fall protection is that employees who fall will be stopped by a tethering system. Unfortunately, the posture of the falling employee is unpredictable. Depending on the harness attachment point and the position of the employee's body at fall arrest, different harness attachments offer different advantages. An attachment near the shoulders means that any drag from the lanyard will serve to position the employee's body in an upright position so the forces are distributed from head to foot. The head is somewhat protected if the legs and body precede it in the fall, but this offers some disadvantages after the fall arrest is completed.

Suspension

- It is natural to assume that once a fall has been arrested then the fall protection system has successfully completed its job. Unfortunately, this is not the case. An employee suspended in an upright position with the legs dangling in a harness of any type is subject to suspension trauma and orthostatic intolerance.
- Fall victims can slow the onset of suspension trauma by pushing down vigorously with the legs, by positioning their body in a slight leg-high position or, by standing up. Harness design and fall injuries may prevent these actions.

Rescue

- Rescue must come rapidly to minimize the dangers of suspension trauma. The circumstances together with the lanyard attachment point will determine the possibility of self-rescue.



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- In situations where self-rescue is not possible, employees must be supervised at all times. Regardless of whether an employee can self-rescue or must rely on others, time is of the essence because an employee may lose consciousness in only a few minutes.
- For conscious casualties it is recommended (where possible) that the suspended person keep their legs moving to keep the blood pumping and reduce the risk of venous pooling.

PROCEDURE

The rescue of an individual who has been suspended in a harness must be initiated as promptly as possible. This may be accomplished by using self-rescue techniques, elevated work platform, ladders or local emergency responders.

Self Rescue

If the person working at heights makes proper choices in the equipment to be used and uses that equipment properly it is likely that fallen employees will perform a self rescue, which should include:

- Employee will climb back up to the level from which he/she fell (a few inches to 2 or 3 feet).
- Employee will return to the floor or ground and take all necessary components of his fall arrest system out of service.
- Employee will include with those components the name, date and activity at time of fall and provide the equipment and this information to his/her supervisor.

Elevated Work Platform (If available)

If an elevated work platform is available for use:

- The authorized rescuer(s) shall determine whether he/she can safely rescue the victim by use of an approved elevated work platform.
- The authorized rescuer(s) shall inspect and then don their fall protection equipment to be used only for rescue purposes.
- The authorized rescuer(s) shall attach his/her lanyard to the approved anchor point and raise the elevated work platform to the height of the victim. A second lanyard shall be attached to the victim and secured to the anchor point. Once completed, disconnect the victim from the impacted fall arrest equipment. The authorized rescuer shall then lower the victim onto the platform safely and lower the victim to ground.
- Provide first aid to the victim and arrange for transport to a medical center.
- The impacted fall arrest equipment shall then be identified with the employee's name, date and activity at time of fall and this information shall be provided to his/her supervisor along with the impacted fall arrest equipment.

Ladder

If an elevated work platform is not available for use, if appropriate, use a ladder to rescue the victim.

- The authorized rescuer(s) shall determine whether he/she can safely rescue the victim by use of a ladder.



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- To ensure their protection, the authorized rescuer(s) shall ensure appropriate fall protection measures are in place prior to attempting rescue.
- If the victim is suspended, where possible, locate the ladder and/or move the suspended victim to facilitate effective rescue.
- To facilitate safe lowering of the victim, the authorized rescuer(s) shall ensure that a separate lowering line is attached to the victim's harness.
- The victim shall then be safely lowered to a safe surface.
- Provide first aid to the victim and arrange for transport to a medical center.
- The impacted fall arrest equipment shall then be identified with the employee's name, date and activity at time of fall and this information shall be provided to his/her supervisor along with the impacted fall arrest equipment.

Rescue from Work Area

If the victim can be safely reached from the area in which they fell:

- The authorized rescuer(s) shall determine whether he/she can safely rescue the victim without use of the aforementioned assistive devices.
- To ensure their protection, the authorized rescuer(s) shall ensure appropriate fall protection measures are in place prior to attempting rescue.
- The authorized rescuer(s) shall then attach a line to the victim's harness and use this to assist in safe retrieval of the victim.
- Provide first aid to the victim and arrange for transport to a medical center.
- The impacted fall arrest equipment shall then be identified with the employee's name, date and activity at time of fall and this information shall be provided to his/her supervisor along with the impacted fall arrest equipment.

Local Emergency Responders

If the authorized rescuer(s) cannot successfully and safely rescue the victim, local emergency responders shall be advised of the situation to employ the most suitable method to rescue the victim. The following information will need to be provided to the local emergency responders:

- Updated list of emergency phone numbers;
- Site address;
- Directions and access for emergency response vehicles;
- How high up is the fallen employee; and
- The employee's condition after the fall.

General Rescue Guidelines

General Rescue Guidelines for fall when rescuing an employee, who has fallen, are as follows:

- Call for help.
- Perform first aid for any life threatening injuries, if practical.
- Lower the victim to a safe location.
- Perform first aid for non-life threatening injuries.
- Remove fall protection equipment, with caution, and take out of service.
- Ensure the victim gets medical attention.



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The aforementioned rescue procedures are general procedures to be considered and further tailored to the work being performed and the equipment present. At the beginning of any work activity where fall protection is an issue, rescue plans must be identified and discussed with all employees in case of a fall.

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CONFINED SPACE ENTRY

A confined space means an enclosed or partially enclosed space that:

- Is not designed or intended for human occupancy except for the purpose of performing work;
- Has restricted means of access and egress; and
- May become hazardous to a person entering it as a result of
 - Its design, construction, location or atmosphere,
 - The materials or substances in it, or
 - Any other condition relating to it.

GUIDELINES

- Supervisors, employees, and contractors responsible for conducting work inside a confined space must have successfully completed training in a confined space entry training course as prescribed by the Commission.
- A permit for an entry into a confined space must be completed prior to entry.
- No employee, including contractors, will enter any confined space unless this procedure is **strictly followed**.
- All employees must have experience working in confined spaces and be aware of the hazards associated with such a work environment.
- The procedures outlined are to be implemented where entry is made into confined spaces.

CONFINED SPACE ENTRY PROCEDURES

- No smoking or open flames shall be permitted in the vicinity or in the confined space.
- All equipment, including hardware, gas detection unit, personal protective equipment, body harness, retrieval devices and lighting must be in proper working condition before any entry into a confined space.
- Check and calibrate the gas detection unit before entry is made.
- Check the confined space about to be entered for hazardous atmospheres, i.e. flammable gases. Continuous testing is required throughout the duration of the work being performed. The results of the atmospheric testing must be recorded on the Confined Space Entry Permit, including gas reading(s) and the date(s)/time(s) reading was taken. These permits are to be turned into the supervisor at the end of each shift.
- If an alarm condition or any reason exists to believe entering a confined space is dangerous; **entry must not be permitted**. Notify the supervisor that entry cannot be attempted and state the reason why.
- When no alarm exists the confined space may be entered.
- To enter the confined space, the lifeline shall be attached to the back D-ring on the full body harness of the worker entering the confined space.



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- A confined space attendant shall be stationed outside the confined space and must maintain communication with the person inside and be properly trained and equipped to immediately initiate the emergency response procedures in the event of an emergency.
- The Confined Space Attendant must be equipped with a suitable emergency alarm system or a two-way communication device.
- **If the gas detection unit alarms, the confined space must be exited immediately.**

EMERGENCY RESPONSE PROCEDURES


- If the gas-detection unit alarms or if for any reason the entry worker is in danger, the attendant outside the confined space should first shout to the confined space entrant to exit immediately.
- If the confined space entrant does not respond, the confined space attendant must initiate the rescue plan.
- In an emergency situation, immediately contact Emergency Services. State the emergency in a calm, clear manner. Begin Emergency First Aid as required.

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WORKING IN PUBLIC AREAS

There are many potential dangers that exist when working in public areas. Taking a few minutes to install a few simple precautions can eliminate these hazards.

- Isolate the work area as much as possible. When working on ladders or staging near traffic use pylons, barricades, warning lights, tape or signs.
- Keep pedestrians away from work site.
- Do not leave exposed live circuits.
- Keep traffic areas free of material and debris.
- When working overhead, have someone stand at ground level to protect those on the ground, and the person working above on ladders.
- Do not let extension cords pass over floors or sidewalks where people are walking.
- Inform the person in charge of the worksite if any exits will be blocked while working.


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OPENING/CLOSING MOVEABLE WALL

The wall that separates the child-minding area and the United Way Room requires to be opened up from time to time depending on the programming scheduled.

To move the wall, the following precautions should be adhered to:

- The opening and closing of the wall is classified as a **two person task**.
- Prior to beginning opening/closing the wall ensure that the areas near the moveable wall in the child-minding room and in the United Way Room are free from objects, equipment, and obstructions.
- To loosen the wall to prepare for opening, insert the handle into the fitting on the wall and turn the handle until the panel is loose and can be moved. Remove handle from the fitting on the wall and place in a safe area.
- Turn the loosened panel 90 degrees and push panel with two hands to the far wall in the child-minding and United Way Room.
- For the remaining panels, fold the panels and push the panels using two hands to the far wall in the child-minding area and United Way Room.
- To close wall, unfold the first two panels to be placed into position and push them into place. The second person should be positioned to ensure that the panels are lined up so they can be locked into position.
- Once the panels are lined up, push into position.
- To place the last panel, turn it 90 degrees and insert the handle into the fitting on the wall, turn the handle until the panel tightens and is secure. Remove handle from the fitting on the wall and place in designated storage area.

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SETUP AND STORAGE OF BOUNCY CASTLE

To setup and store the bouncy castle the following guidelines should be followed:

- The setup and removal of the bouncy castle is classified as a **two person task**.
- Ensure the intended path of travel is clear and free from obstructions before moving the bouncy castle.
- Remove the pallet jack with the bouncy castle on it from the storage area and move to setup area. Refer to the safe work practice for 'Operation of Pallet Jack'.
- Inspect the area where the bouncy castle is to be setup to ensure it is free from sharp objects and other debris, toys, etc.
- Remove the bouncy castle from the pallet jack and store the pallet jack in a safe area.
- Spread the bouncy castle out on the floor.
- Attach the two blowers to the blower vents on the bouncy castle.
- Plug the blowers into an electrical outlet to begin inflating the bouncy castle.
- Once the bouncy castle is inflated, remove the pallet jack from the area and store in designated storage area.
- To deflate the bouncy castle, ensure no one is occupying the bouncy castle and there is no one in the immediate area.
- Turn off the two blowers and remove the plug from the electrical outlets. Obtain the pallet jack and place in a safe area.
- Once the bouncy castle deflates, walk around it to get all the air out.
- Roll the bouncy castle in accordance with the training provided to ensure proper storage and place on the pallet jack. Ensure intended path of travel is clear and free from obstructions before moving.
- Store the pallet jack and the bouncy castle in the designated storage area.



LIFTING CHILDREN

- Place your feet and knees at least shoulder width apart or front to back in a wide-step position. This position will allow the individual to bend at the hips, while keeping your back relatively straight.
- Squat with your chest and buttocks sticking out; this will keep the back flat and the neck will balance in a relaxed neutral position.
- Take the weight off one or both arms, if possible.
- When you squat down or push back up, use your hand or elbow as support on your thigh or any available structure. This takes some of the compression and strain off the lower back.

Infant Lifting Technique

- Put one foot next to the infant. Keep your back straight, push your buttocks out and slowly lower yourself down to one knee.
- Position the infant close to your knee on the floor.
- Slide the infant from your knee on the floor to mid-thigh. Keep the head forward, back straight, buttocks out, and lift the infant toward the opposite thigh.
- Put both forearms under the infant with palms facing upward and hug the infant close to your body.
- Prepare for the lift by looking forward and pressing to the feet.



Toddler & Object Lifting Technique

- Avoid bending from the waist to reach children or objects located at ground level.



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- Squat with feet should width apart, keeping your back straight, and pushing your buttocks out to bring yourself as close to the child as possible, while holding the child securely.
- When holding toddlers, you should avoid placing them on one hip.

Other ways to reduce risk of back injury while caring for children:

- Store frequently used or heavy items in an easily accessible area and at waist height.
- Avoid bending down at the waist to interact with children. Instead use a squatting or kneeling position.
- If possible when sitting on the floor, sit against a wall, or furniture to support your back.
- Minimize repetitive bending and stooping when cleaning up toys, etc.



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CHANGING LAYOUT OF POOL

When changing layout of the pool it is important to be aware that slips, trips, and falls can occur at any time due to the nature of the environment.

Safety precautions to follow while changing the layout of the pool include:

- Ensure there are no toys, debris, or obstructions present on the pool deck which will be occupied while changing the layout.
- Watch you footing at all times.
- Use proper body mechanics to prevent injury (i.e. use your legs when lifting; avoid twisting, over-reaching, etc.).
- When positioning lane ropes, pull the lane rope to the appropriate position and hook it in the designated area.
- To remove lane ropes, unhook from the designated area and pull it to the appropriate position.
- Ensure lane ropes and toys and stored in designated areas so they do not pose a tripping hazard.



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WORKING IN A HUMID ENVIRONMENT

Heat stress can result from high temperature, high humidity, or a direct source like a boiler or even sunlight.

The four main heat-related disorders to be aware of include heat rash, heat cramps, heat exhaustion, and heat stroke.

Heat Rash: Tiny raised blister-like rash caused by plugged sweat glands which leads to inflammation. To prevent heat rash shower after working in hot environment and keep skin clean and dry.

Heat Cramps: Painful muscle spasms in arms, legs or abdomen during or after hard physical work. Heat cramps are not well understood but they may be caused due to a loss of salt from sweating, dehydration is also a factor. To prevent heat cramps ensure adequate water intake and adequate salt intake at meals. First aid treatment includes: rest, drinking water and eating salty foods. If cramps persist seek medical attention.

Heat Exhaustion: Signs and symptoms of heat exhaustion include general weakness, tiredness, poor muscle control, dizziness and fainting, headache and nausea, pale, cool, and clammy skin, rapid pulse, shallow breathing, sweating, muscle cramps, normal or slightly elevated temperature. Heat exhaustion is caused by a decrease in blood volume due to dehydration. To prevent heat exhaustion drink plenty of water. Heat exhaustion is considered a medical emergency. First aid should be provided and arrange for medical help as quickly as possible.

The first aid procedure for heat exhaustion is:

- Immediately attempt to cool the individual.
- If the individual is not breathing or unconscious provide first aid.
- Move individual to the coolest area available.
- Loosen or remove outer clothing.
- Constantly sponge or spray individual with water or cover with wet sheets.
- Continue to cool individual while waiting for medical help or during transport.
- If the individual is conscious, fully alert and not nauseated, give the individual cool drinks and salty-tasting foods.
- Continuously monitor the individual closely and provide first aid as needed.

Heat Stroke: Signs and symptoms of heat stroke include hot, dry, flushed skin, the individual is usually sweating but sweating may have stopped if advanced heat stroke is present, agitation and confusion, headache, nausea, vomiting, rapid shallow breathing, irregular pulse, possible seizures and loss of consciousness, and possible shock and cardiac arrest. Heat stroke is caused when the body cannot get rid of excess heat due to the partial or complete failure of the sweating mechanism. To prevent heat stroke drink plenty of water and closely monitor individuals for signs and symptoms of heat related disorders. Heat stroke is a medical emergency. First aid should be provided and arrange for medical help as quickly as possible.



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The first aid procedure for heat stroke is:

- Immediately attempt to cool the individual.
- If the individual is not breathing or unconscious provide first aid.
- Move individual to the coolest area available.
- Loosen or remove outer clothing.
- Constantly sponge or spray individual with water or cover with wet sheets.
- Continue to cool individual while waiting for medical help or during transport.
- If the individual is conscious, fully alert and not nauseated, give the individual cool drinks and salty-tasting foods.
- Continuously monitor the individual closely and provide first aid as needed.

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POOL FOULING

It is essential that quick action be taken when a pool fouling occurs. The steps below outline the actions to be taken when a pool fouling is recognized:

- When a lifeguard recognizes that a pool fouling has occurred they are to instruct bathers to get out of the contaminated pool and to shower with warm water and soap before re-entering any other pool.
- Notify the Duty Manager.
- Use the net located in the red bucket in the pool cleaning closet to remove the fecal matter/vomit from the pool.
- Complete the Pool Fouling Checklist and provide to Duty Manager.



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MOVING COURT WALL


- Moving the court wall is classified as a **two person task**.
- To prepare the wall for moving - unclip the moveable wall from the stationary wall.
- Push or pull the wall on the wheeled track into desired position.
- To put the wall back into position, push or pull it to desired position and attach clips on moveable wall to the stationary wall.

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INSTRUCTING FITNESS CLASSES

General precautions to follow when instructing classes include:


- Ensure the floor of the fitness studio is clean and free of unused equipment, water, or any other items that can lead to slips, trips, and/or falls.
- When moving and lifting equipment use proper body mechanics. See safe work practice for 'Proper Lifting Techniques'.
- To move stationary bikes tip the bike from the handlebars and move to desired position using the wheels located on the base of the bike.
- When storing equipment ensure that it is stored in designated areas and not obstructing exits, emergency equipment (i.e. fire extinguishers, first aid kits, etc.).
- Ensure equipment is not stacked too high as to present a tipping hazard.
- When stacking and storing equipment ensure heavy items are placed at ground level and lighter items are stacked/stored at higher levels.
- If equipment is heavy or awkward to manoeuvre, ask for assistance.

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RAISING/LOWERING CURTAIN IN MAIN GYM

When raising or lowering the curtain in the main gym the following precautions should be taken:

- Before moving the curtain check to make sure there are no obstructions that will interfere with the movement of the curtain (i.e. balls, gym equipment, etc.).
- If there are members present in the gym, instruct them to stand back from the curtain while it is in motion.
- The staff member is to be positioned at the control switch.
- The staff member is to ensure no members are in close proximity to the curtain or go underneath the curtain while in motion.
- If someone gets too close to the curtain, the staff member is to cease movement of the curtain.
- The staff member at the control switch may proceed to raise or lower the curtain when it is safe to do so.

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ASSISTING MEMBERS ON EQUIPMENT

From time to time employees may be asked by members to help them onto equipment in the conditioning center.

- It is important for employees to note that members are required to get onto and off of equipment on their own accord.
- Employees are **not** to complete any assistive lifts to help members onto or off of equipment. Assistive lifts not only place the member in jeopardy but also the employee who may be required to help or lift the individual from the piece of equipment.
- If you are unsure about this procedure consult your Supervisor or Duty Manager.



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OFFICE SAFETY

Office areas are not immune from workplace hazards that may cause injuries. It is important for employees to know their surroundings and monitor for situations that may result in an injury.

- Chair height should be set so that feet are flat on the floor (where a footrest has not been provided) and thighs are horizontal.
- The backrest should provide firm lower back support so adjustment up or down, and/or backwards or forwards may need to be made until comfortable.
- Armrests should not interfere with performance of general tasks.
- The height of the desk or chair should be adjusted so that the surface of the desk is at elbow height (when sitting).
- There should be plenty of room for legs below the desk surface.
- The monitor should be positioned after adjustments have been made to the desk or chair. The top of the screen should be level with the eyes.
- The keyboard should be placed on the desk, as close to the user as possible.
- The mouse should be positioned next to the keyboard on the preferred side. Wrist should be straight when using the mouse with the desk supporting the wrist and not the arm.
- The telephone should be accessible, yet not in the way of the work area.
- The user should be able to talk on the phone without having to stretch to reach it. A headset is a convenient alternative for constant phone users.
- The document holder should be placed close to the screen to minimize the movement required to turn from one to the other.
- Work area should be kept uncluttered. Desks should only have on them what is really needed.
- Exercises should be done at regular intervals. Exercises for office workers can include head rolls, shoulder rolls, wrist stretch, back arching, foot rotation and even eye exercises.
- Do not lean too far back on chairs.
- Never use ladder substitutes such as boxes or chairs.



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- Secure electrical cords and wires away from pathways.
- Avoid excess bending, twisting and leaning backwards while seated.
- Fill the second drawer from the bottom in a four-drawer filing cabinet before any of the others to weight the bottom and prevent it from tilting over.
- Return drawers and doors to the closed position after use to prevent bumping and tripping. Never open more than one drawer or door at a time.
- Place file cabinets where their use will not interfere with walkways.
- Place cabinets so that drawers do not open into aisles.
- Secure cabinets or bookcases taller than 64 inches to the wall to prevent tipping.
- Frayed electrical cords, loose or broken electrical wires, broken outlet covers and receptacles are dangerous and should be repaired or replaced before being used again.
- Do not place liquids around electrical outlets.
- Electrical panel doors shall always be kept closed to prevent electrical flashover in the event of an electrical malfunction.
- Space heaters or fans shall always be unplugged when not in use.

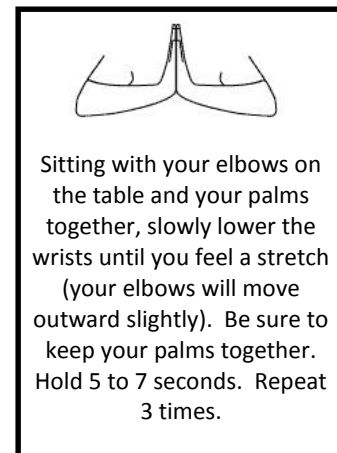
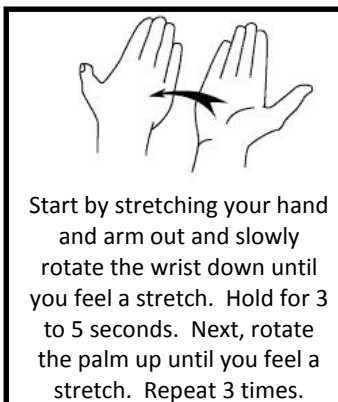
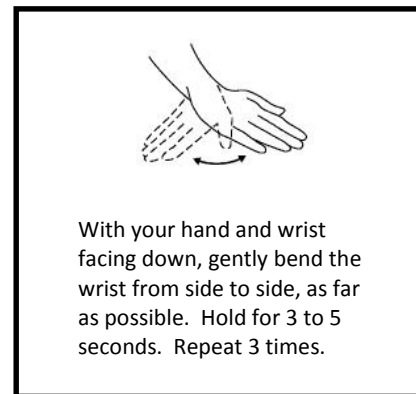
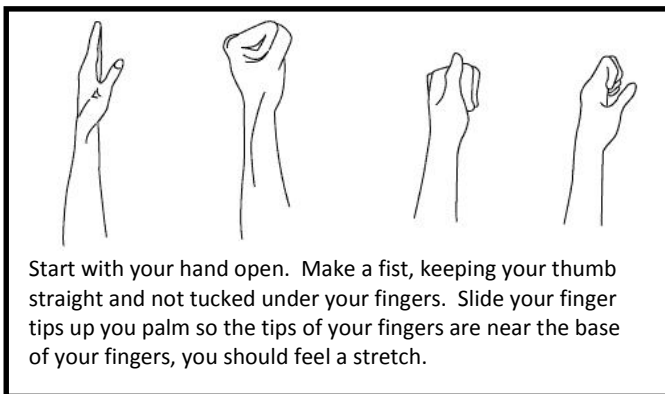


STRETCHING

Ergonomics is the practice of fitting workplace conditions and job demands to the capabilities of the working population. It is matching the work to the employee. To minimize the likelihood of injury, employees should relax their muscles, stretch and change position as necessary.

The following are examples of stretches that can be completed by employees at their workstation.

Hand and Forearm Stretches

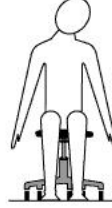




Neck and Shoulder Stretches



Raise the top of your shoulders towards your ears until you feel slight tension in your neck and shoulders. Hold the feeling of tension for 3 to 5 seconds. Relax your shoulders downward into their normal position. Repeat this 2 to 3 times.

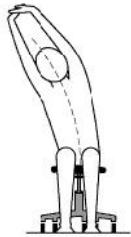


Drop your head slowly to the left trying to touch your left ear to your left shoulder. Repeat on the right side. Slowly drop your chin to your chest, turn your head all the way to the left, then turn all the way to the right.

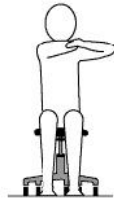


Slowly roll your shoulders backward 5 times in a circular motion. Next, roll your shoulders forward 5 times in a circular motion.

Back, Shoulder and Side Stretches



Interlace your fingers and lift your arms over your head, keeping the elbows straight. Press arms as far back as you can. To stretch your sides, slowly lean to the left and then the right.




Hold your right arm with your left hand just above the elbow. Gently push your elbow toward your left shoulder. Hold the stretch for 5 seconds. Repeat with the left arm.



Hold one foot off the floor with your leg straight. Alternately flex your ankle (point your toes up) and extend (point your toes down). Repeat with the other leg.



Sit forward on the chair so that your back is not touching the chair's back. Place feet flat on the floor. With a straight leg, lift one foot a few inches off the floor. Hold momentarily, and return your foot to the floor. Repeat with the other leg.

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MANAGING DISTRAUGHT OR UPSET INDIVIDUALS

There may be times when individuals approach an employee, or show up at the YMCA and exhibit unacceptable behaviour. Unacceptable behaviour may arise, for example, from feelings of vulnerability, fear, or anger at perceived unfair treatment.

An incident is defined as an event or series of events that:

- Cause an individual to feel that personal safety is compromised; or
- Result in physical harm or loss to an individual.

The purpose of this safe work practice is to ensure personal safety of employees from potentially violent or distraught individuals, create standardization of employee response to threats of violence, and reduce personal stress of employees by increasing knowledge and confidence in abilities to manage potentially violent behaviour.

If confronted with a potentially distraught or violent individual who is speaking or acting inappropriately strategize as follows:

- Use a professional voice.
- Remain calm; speak slowly, quietly, yet confidently.
- Be respectful.
- Listen and show empathy, encourage the person to talk and listen carefully and patiently.
- Focus your attention on the person.
- If possible, lead the individual to an area where there are people around.
- Avoid saying anything that will upset the individual further.
- If the individual does not calm down and the situation is escalating then contact police.
- Report the incident immediately to your Supervisor/Duty Manager.
- Complete incident report.



HOW TO HANDLE A ROBBERY

In the event of a robbery, the company encourages employees to take the action described below.


PROCEDURES

During a robbery

- Employees should try to remain calm and make no attempt to upset the robber(s).
- Employees should not resist and try to comply with the robber(s) demand.
- Employees should inform the robber(s) about the possibility of an expected arrival that may surprise him/her.
- Employees should not move or reach without explaining to the robber(s) why you need to do so.
- If possible, employees should be observant of the robber(s) physical description.
- Employees should give the robber(s) time to leave the premises.
- If possible, employee should try to determine the robber(s) direction of travel.
- If possible, and only if employees can do so without exposing themselves to harm, employees should try and get a vehicle description.

After the robbery


- Employees should contact the police and management immediately.
- Employees should secure the work area and lock the door if possible.
- Employees should not discuss the details of the robbery with witnesses or co-workers.
- Employees should ask witnesses to stay until police arrive and attempt to get witness names, phone numbers and addresses if they are unable to stay.
- Employees should not touch anything that the robber(s) may have touched.
- Employees should try to document details of the robber(s) physical appearance, speech and mannerisms.
- Employee should step outside the worksite when police arrive to indicate that the robber(s) has left the area and employees are safe.
- Employees must not discuss details of the robbery with anyone other than the police and management.

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LOCK REMOVAL

If the need arises for locks to be removed from lockers, the following precautions should be followed:

- Prior to removing the lock - observe the location of the lock to be removed, the type of lock to be removed, etc.
- Depending on the type and location of lock, the change room may need to be cleared out prior to removing the lock.
- Employee assistance is available for lock removal, if necessary.
- Obtain bolt cutters to facilitate lock removal.
- Eye protection is required for lock removal to prevent any debris from entering the eyes.
- Using the bolt cutters, remove the lock.

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OPENING AND CLOSING BUILDING

For those employees who are required to open and close the building or leave the building in the early morning or late at night the following provisions have been put in place to ensure their health and safety:

- When opening building employees can park in front of the building instead of the designated employee parking area. However, by 9:00am the employees vehicle must be moved to the designated employee parking area.
- When employees are closing the building or leaving in the late night or early morning hours employees can park in front of the building after 9:00pm.
- Employees are encouraged to use the buddy system when leaving the building when it is dark outside. If possible, employees are to request an employee watch them from inside the building until they are in their vehicle safely.



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USE OF MURIATIC ACID

Muriatic acid is a highly corrosive substance that is used to adjust the pH levels in the pools. **Only those employees who have been trained in the use and handling of muriatic acid are permitted to use the chemical.**

The following precautions are to be followed when handling muriatic acid:

- Refer to the material safety data sheet (MSDS) prior to use.
- Ensure emergency eyewash and emergency shower are unobstructed in the event of skin or eye contact.
- The following personal protective equipment is to be worn when handling muriatic acid:
 - Gloves classified as chemical-resistant and impervious shall be worn at all times while handling the chemical.
 - Eye protection is required, it is recommended that splash goggles with a full face shield are worn to protect against liquid splashes, mists, or dusts.
- Use extreme care when diluting with water. **ALWAYS** add muriatic acid to water.
- If acid contacts the eyes, immediately flush with water for at least 20 minutes. Seek medical attention immediately, but do not transport victim unless the recommended flushing period is completed or flushing can be continued during transport.
- If acid contact the skin, immediately flush the skin with plenty of water for at least 20 minutes while removing contaminated clothing and footwear. Seek medical attention immediately, but do not transport victim unless the recommended flushing period is completed or flushing can be continued during transport.
- Face and hands should be washed before eating, drinking, or smoking.
- Store muriatic acid in a designated storage area that is dry, cool, and well-ventilated, away from any sources of ignition and direct sunlight.
- Keep container tightly sealed when not in use. Containers that have been opened are to be carefully resealed and stored upright to prevent leakage.
- Do not store or transport muriatic acid in unlabelled containers.
- When muriatic acid containers are empty, do not reuse the containers as the residue can be hazardous.


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USE OF SODA ASH

Soda ash is used in the pools to raise the pH. **Only those employees who have been trained in the use and handling of soda ash are permitted to use the chemical.**

The following precautions are to be followed when handling soda ash:

- Refer to the material safety data sheet (MSDS) prior to use.
- Ensure emergency eyewash and emergency shower are unobstructed in the event of skin or eye contact.
- The following personal protective equipment is to be worn when handling soda ash:
 - Protective gloves are required.
 - Eye protection is required to be worn at all times when handling soda ash. Chemical goggles, full-face shield, or a full-face respirator is recommended. Contact lenses should not be worn when handling soda ash as they may contribute to severe eye injuries.
- If soda ash is inhaled, move the victim to fresh air and seek medical attention.
- In the event of skin contact, remove all contaminated clothing and wash affected areas with soap and water. If irritation occurs or persists, seek medical attention.
- If soda ash contacts the eye, flush immediately with water for 20 minutes. Seek immediate medical attention.
- If soda ash is ingested do not induce vomiting. Give large amounts of water to the victim and seek medical attention immediately.
- Wash hands thoroughly after handling.

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USE OF SODIUM THIOSULFATE

Sodium thiosulfate is used in pools to neutralize chlorine. **Only those employees who have been trained in the use and handling of sodium thiosulfate are permitted to use the chemical.**

The following precautions are to be followed when handling sodium thiosulfate:

- Refer to the material safety data sheet (MSDS) prior to use.
- Ensure emergency eyewash and emergency shower are unobstructed in the event of skin or eye contact.
- The following personal protective equipment is to be worn when handling sodium thiosulfate:
 - Protective gloves are required.
 - Eye protection is required to be worn at all times when handling soda ash. Chemical goggles, full-face shield, or a full-face respirator is recommended. Contact lenses should not be worn when handling sodium thiosulfate as they may contribute to severe eye injuries.
- If sodium thiosulfate is inhaled, move the victim to fresh air and seek medical attention if breathing difficulty persists.
- In the event of skin contact, remove all contaminated clothing and wash affected areas with soap and water. If irritation occurs or persists, seek medical attention.
- If sodium thiosulfate contacts the eye, flush immediately with water for 20 minutes. Seek immediate medical attention if irritation persists.
- If sodium thiosulfate is ingested do not induce vomiting. Ask the victim to rinse their mouth with water and slowly drink water.
- Wash hands thoroughly after handling.



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USE OF SODIUM BICARBONATE

Sodium bicarbonate is used in pools to adjust pool alkalinity and balance the pH of the water.

Only those employees who have been trained in the use and handling of sodium bicarbonate are permitted to use the chemical.

The following precautions are to be followed when handling sodium bicarbonate:

- Refer to the material safety data sheet (MSDS) prior to use.
- Ensure emergency eyewash and emergency shower are unobstructed in the event of skin or eye contact.
- The following personal protective equipment is to be worn when handling sodium bicarbonate:
 - Protective gloves are required.
 - Eye protection in the form of safety glasses with side shields is required when handling.
- If sodium bicarbonate is inhaled, move victim to fresh air and seek medical attention if signs/symptoms continue.
- In the event of skin contact, wash affected areas with soap and water. Get medical attention if irritation develops and persists.
- If eye contact occurs, flush the eyes with water as a precaution. Seek medical attention if irritation develops and persists.
- If sodium bicarbonate is ingested, drink plenty of water. If symptoms occur seek medical attention.
- Wash hands thoroughly after handling.

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USE OF CALCIUM CHLORIDE

Calcium chloride is used in pools to balance the water. **Only those employees who have been trained in the use and handling of calcium chloride are permitted to use the chemical.**

The following precautions are to be followed when handling calcium chloride:

- Refer to the material safety data sheet (MSDS) prior to use.
- Ensure emergency eyewash and emergency shower are unobstructed in the event of skin or eye contact.
- The following personal protective equipment is to be worn when handling calcium chloride:
 - Rubber gloves are required.
 - Eye protection in the form of safety glasses with side shields is required when handling.
- If calcium chloride is inhaled, move victim to fresh air and seek medical attention if irritation develops or persists.
- In the event of skin contact, rinse immediately with water for at least 15 minutes. Get medical attention if irritation develops and persists.
- If eye contact occurs, rinse immediately with plenty of water for at least 15 minutes.
- If calcium chloride is ingested do not induce vomiting. Drink 1 to 2 glasses of water and seek medical attention.
- Wash hands thoroughly after handling.



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USE OF CHLORINE

Chlorine is used in pools for several reasons; it sanitizes the pool by killing bacteria and germs, oxidizes the pool, and deters algae growth. **Only those employees who have been trained in the use and handling of chlorine are permitted to use the chemical.**

The following precautions are to be followed when handling chlorine:

- Refer to the material safety data sheet (MSDS) prior to use.
- Ensure emergency eyewash and emergency shower are unobstructed in the event of skin or eye contact.
- The following personal protective equipment is to be worn when handling chlorine:
 - Gloves of a chemically resistant material are required to be worn at all times when handling chlorine.
 - Eye protection in the form of chemical goggles or full face shield is to be worn at all times when product is handled. Contact lenses should not be worn as this can contribute to severe eye injury.
- If chlorine contacts the eyes, immediately flush with water for at least 20 minutes. Forcibly hold eyelids apart to ensure complete irrigation of eye tissue. Seek immediate medical attention.
- If chlorine contact the skin, remove contaminated clothing, wash the affected area with soap and water. Seek medical attention if irritation occurs or persists.
- If chlorine is inhaled, move victim to fresh air immediately. Give artificial respiration only if breathing has stopped. If breathing is difficult, give oxygen. Seek immediate medical attention.
- If chlorine is ingested, do not induce vomiting. If vomiting occurs, lean victim forward to prevent breathing in vomit and rinse mouth. Give a cup of water to dilute if patient is conscious. Seek medical attention.
- Wash hands thoroughly after handling.

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Menu Planning Procedures
Proper Food Handling, Food Safety and Sanitization Practices
Proper Lifting Techniques

YMCA Child Care Centre

- Food handlers must read the Food Safety Procedures and sign, indicating they understand and will be compliant with its content.
- A supervisor must check monthly to ensure that the Food Safety Practices are being adhered to and record the outcome in the Kitchen Sanitization Checklist.

SAFE FOOD DIARY

- On each operational day, check the following and record on the checklist:


Temperature of fridge
General sanitation as per checklist

- On a monthly basis, check the following and record on checklist:

Outcome of maintenance check
Outcome of supervisory check

TRAINING

- All persons handling food are required to read this document and indicate by signature their understanding of its content.
- All food handlers are to avail of ongoing courses in safe food handling as required by the YMCA and/or Health and Safety Canada.

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FOOD SAFETY AND SANITATION

- The causes of food borne illnesses are complex. Some major risk factors of these illnesses are related to personal behaviours and preparation practices. The principle known risk factors includes:
 1. Improper holding temperatures
 2. Inadequate cooking, such as undercooking raw meats
 3. Contaminated hands and equipment, leading to cross-contamination
 4. Donated Food or Food prepared at home
 5. Poor personal hygiene
 6. Pest and rodent infestation
 7. Food storage
 8. Waste Control
 9. Maintenance

- The following information is from “Health in Child Care Settings” published by the Government of Newfoundland and Labrador to use in licensed child care centers.

1. Handle Perishable Foods Safely:

Thaw Frozen Food Safely

Frozen foods can be safely thawed in the following ways:

- In a refrigerator.
- Under cold running water.
- In cold water that is changed often enough to keep it cold.
- In a microwave oven.

Do Not Thaw Food at Room Temperature

You must always cook food thoroughly to kill harmful bacteria that may be present in or on food. This is very important for poultry and ground beef. Food should be thawed before cooking to ensure that it is cooked throughout. Do not re-freeze previously thawed food.



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2. Internal Temperature Needs:

Cook foods to the following internal temperatures to kill bacteria (check it with a meat thermometer)

Keep all hot foods at 60° C (140° F) or less, to prevent the growth of bacteria.


Thaw frozen foods in a refrigerator, cold water, or a microwave oven, not at room temperature.

Food Type	Temperature
Food mixtures containing poultry, eggs, meat, fish, or other potentially hazardous foods.	74°C (165°F) for at least 10 minutes.
Pork, Lamb, Veal, Beef	70 °C (158°F)
Poultry	85°C (185°F) for 15 seconds
Ground Meat	71°C (160 °F)
Eggs	63°C (145°F) for 15 seconds
Fish	70°C (158°F)

3. Contaminated Hands and Equipment:

Clean Surfaces and Equipment

- Prepare household bleach solution fresh daily.
- For a smaller quantity, mix 5 ml of bleach in 500 ml of water (1 tsp. bleach in 2 cups water)
- Label spray bottles with the same solution as noted above
- Apply the sanitizing solution to the surface. It should be left on for at least 30 seconds in order to work. Kitchen surface areas should be air dried.
- Wash cutting boards, knives and countertops in hot soapy water (or dishwasher) after preparing each food item and before going to the next one.
- All utensils, silverware and equipment must be washed and sanitized and placed in appropriate designated storage after each use.

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- All cooking equipment (i.e. stove, microwave, sinks, etc.) are to be cleaned daily
- Floors, walls etc. are to be cleaned and kept free of debris or contamination on a daily basis

Perishable Foods must be stored at controlled temperatures. In addition, foods must be protected from contamination.

- Avoid the “danger zone”. Cold foods need to be stored at or below 4° C (40°F). Hot foods need to be kept at or above 60° C (140 °F).
- Refrigerate leftovers right away.
- Do not store any perishable foods in a danger zone between 4 ° C and 60 ° C, where bacteria can grow.
- Keep raw meats and poultry away from other foods during storage and preparation.
- Keep separate cutting boards and utensils for raw meats and vegetables to avoid cross-contamination.
- Keep foods covered.
- Make sure the refrigerator is set at 4 °degrees Celsius (40° F) and keep the freezer at -18° C (0°F).
- Serve foods right away so they do not linger at room temperatures where bacteria can grow.
- Keep cooked and ready-to-eat foods separate


4. Donated food or food preparation

There should be no food taken from the kitchen and brought home to be prepared. Based on licensing ALL food and food preparation should happen in the controlled environment of the child care center. Donations of food are not accepted at the center.

5. Personal Hygiene

Wash hands in hot soapy water and wear gloves:

- Before preparing food
- After using the bathroom
- After handling food
- On entering/re-entering the food area

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- After coughing, sneezing, etc.
- After handling waste
- After handling detergent
- Tie back hair –wear a hair net or ball cap
- Clean apron

Report any illness to the supervisor, in particular, any skin, nose, throat, stomach or infected wounds.

6. Pest Control

While carrying out checks for maintenance and cleaning, checks will be carried out for detection of pests. Any detection will be reported to the supervisor who will in turn contact the DM or Building Operator

7. Food Storage/Stock Control

Incoming food will be checked to ensure that the quantity is correct, the quality is ensured and the food is within date code.

Stock rotation will be done on a frequent basis to ensure the food quality.

8. Waste Control

All waste food and garbage will be removed no later than at the end of the working day.


9. Maintenance

Monthly checks will be carried out to ensure the structure of the food handling and storage area is being maintained in good order, In particular, the following will be inspected:

- Walls, floor, ceiling, lighting, ventilation, work surfaces, trolleys, equipment, utensils.

MENU PLANNING PROCEDURES

1. All menus shall be planned in advance on a four week rotation. These must follow Canada’s Food Guide and licensing guidelines.
2. Any deviations from the planned menu are to be recorded on the posted menu.
3. Food purchasing must be done in accordance to the provision of the menu plan.

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- Menus must be inspected and approved by the General Manager, Children’s Services and by the Department of Education and Early Child Development.

Kitchen Log Book Example

Date	Time	Temperature Reading	Corrective Action

Kitchen (Cook) Checklist

After Each Use	Area	Check Mark
Daily	Disinfect food trolleys	
	Disinfect counter tops/sinks	
	Disinfect microwaves before opening door	
	Disinfect dishwasher before opening the door	
	Wipe down appliances (stove tops/can openers/toasters)	
	Floor areas (sweep and mop)	
	Hair net, apron and gloves to be worn daily	
	Dish cloths laundered daily	
Monthly	Light switches and handles daily	
	Air vent in the stove cleaned	
	Microwaves cleaned monthly inside	
	Clean ovens and refrigerators monthly	
	Clean freezers every 6 months	
	Utensil drawer –cleaned monthly	
	Pantry shelves cleaned monthly	



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Supervisor Monthly Checklist

Date	Area	Check Mark
	Check to see refrigerator is being checked twice daily and recorded	
	Check to see sanitization checklist is being completed weekly/ monthly and daily	
	Monthly checks on the floor, ceiling, lighting, ventilation, work surface, trolleys, equipment, utensils (if working properly, damaged or need of fixing)	


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PROPER LIFTING TECHNIQUES (Groceries)

Where possible, keep the load to be lifted between your knees, and then lift when your legs and not your back. However, this is not always possible, depending on the load to be lifted.


Whatever lifting technique issued, the following four characteristics should be considered to help reduce the likelihood of an injury:

1. **Keep the natural curve in your lower back.** When standing straight, the lower back naturally curves to create a slight hollow. Always try to maintain this curve when lifting, lowering or moving objects. The spine and back are most stable in this position.
2. **Contract your abdominal muscles.** Contract the abdominal muscles during lifting, lowering and moving activities. Sometimes described as “bracing,” contracting the abdominal muscles even slightly improves spine stability and reduces the likelihood of injury.
3. **Avoid twisting.** Twisting the back can make it less stable, increasing the likelihood of injury. Bracing helps reduce and tendency to twist.
4. **Hold it close.** Keep the load as close to the belly button and body as possible. Doing so reduces the strain on the muscles of the back and trunk.

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Step Ladder

- A step ladder is a self –supporting portable ladder that is not adjustable in length. It has flat steps and a hinged design for easy storage. It is intended for use by one person.
- A step ladder requires level ground support for all four of its side rails.
- A step ladder must not be used unless its base is spread fully open and the spreaders locked.
- Step ladders are not to be used as single ladders (when they are not open) or in a partially open position.
- In order to prevent tipping the ladder over sideways due to over-reaching, the user must climb or work with the body near the middle of the steps.
- The user must not step or stand higher than indicated on the ladder, or work from the top two rungs.
- A step ladder must never be placed on top of boxes or other unstable bases in an effort to obtain extra height.


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SLIPS, TRIPS, & FALLS

Slips, trips and falls can occur from slippery and cluttered floors and stairs, loose or bumpy floor mats, and other obstacles.

The following outlines precautions to prevent slips, trips and falls:

- Immediately report and tripping or slipping hazards.
- Keep floors swept and mopped.
- Keep floors clean of debris and obstruction.
- Use adequate warning signs for wet floors and other hazards.
- Do not use chairs, stools or boxes as substitute for ladders.
- Wear proper footwear when working.
- Ensure spills are cleaned up immediately.

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LIFTING CHILDREN

- Place your feet and knees at least shoulder width apart or front to back in a wide-step position. This position will allow the individual to bend at the hips, while keeping your back relatively straight.
- Squat with your chest and buttocks sticking out; this will keep the back flat and the neck will balance in a relaxed neutral position.
- Take the weight off one or both arms, if possible.
- When you squat down or push back up, use your hand or elbow as support on your thigh or any available structure. This takes some of the compression and strain off the lower back.

Infant Lifting Technique

- Put one foot next to the infant. Keep your back straight, push your buttocks out and slowly lower yourself down to one knee.
- Position the infant close to your knee on the floor.
- Slide the infant from your knee on the floor to mid-thigh. Keep the head forward, back straight, buttocks out, and lift the infant toward the opposite thigh.
- Put both forearms under the infant with palms facing upward and hug the infant close to your body.
- Prepare for the lift by looking forward and pressing to the feet.



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Toddler, Preschool and Object Lifting Techniques

- Avoid bending from the waist to reach children or objects located at ground level
- Squat with feet should width apart, keeping your back straight, and pushing your buttocks out to bring yourself as close to the child as possible, while holding the child securely.
- When holding toddlers or preschoolers, you should avoid placing them on your hip.

Other ways to reduce risk of back injury while caring for children:

- Store frequently used or heavy items in an easily accessible area and at waist height.
- Avoid bending down at the waist to interact with children. Instead use a squatting or kneeling position.
- If possible when sitting on the floor, sit against a wall, or furniture to support your back.
- Minimize repetitive bending and stooping when cleaning up toys, etc.

DECLARATION

I _____ (print name) have read and understand the Menu Planning, Proper Food Handling, Food Safety and Sanitization Practices, Proper Lifting Techniques and am willing to adhere to the contents of the said document.

Date: _____

Signature: _____

