



# Occupational Health & Safety Program

## SECTION 3 SUPPLEMENTARY INSTRUCTIONS: Personal Protective Equipment Program (PPEP), Biohazardous Materials Program, Fall Protection Program, Violence in the Workplace, Working Alone or in Isolation

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# **SUPPLEMENTARY INSTRUCTIONS**

## **3.1 INTRODUCTION**

### **Purpose**

The purpose of this section is to provide workers with specialized instructions for tasks, which have been identified as having an increased level of risk.

### **Scope**

The instructions provided in this section have been developed either by or in consultation with workers and with involvement from Joint Health & Safety Committees.

## **3.2 HAZARD ASSESSMENT PROCEDURE**

Section 4 - Hazard Assessments, shall be the accepted model for conducting hazard assessments. Once a risk/hazard has been identified, through an incident or ongoing Hazard Recognition, a team shall be developed with experience and/or knowledge in that area of work. The team shall consist of:

- At least one worker;
- A Supervisor/Coordinator;
- An OH&S Committee member.

At least one of the members must have training in conducting a Hazard Assessment. All records are to be kept on file.

## **3.3 USE OF PROCEDURES**

### **Compliance**

The procedures contained in this Program have been developed to increase the level of safety for workers, therefore, compliance is mandatory. No worker shall perform work in contravention of a Safe Work Procedure. If it is discovered that work can not be performed without undue risk to workers, the current procedure shall be reviewed and/or special procedures shall be developed for that specific task.

### **Training**

Workers shall be trained in the proper use of procedures involved in their duties. Training will be provided at no expense to workers. All workers will receive training before commencing work activities with the district.

## **3.4 LIST OF SAFE WORK PROCEDURES**

## **3.5 SITE SPECIFIC SAFE WORK PROCEDURES**

**Operations Department**

**School Sites**

## **3.6 GENERAL SAFE WORK PROCEDURES**

### **3.7 SPECIAL WORK PROCEDURES**