2011

Workplace Safety Booklet
PUBLIC WORKS & GENERAL LABOUR

KITIGAN ZIBI ANISHINABEG

MORE INFORMATION REGARDING THE CONTENTS OF THIS BOOKLET CAN BE FOUND IN THE *KITIGAN ZIBI ANISHINABEG WORKPLACE SAFETY PREVENTION PLAN*. PLEASE CONTACT YOUR DIRECTOR IF YOU WISH TO CONSULT THE MANUAL.

KITIGAN ZIBI ANISHINABEG WORKPLACE SAFETY BOOKLET FOR PUBLIC WORKS AND GENERAL LABOUR WORKERS 2011.

The following document was prepared for the Kitigan Zibi Anishinabeg by Deborah Decontie. This document has been adapted to meet the needs of the Kitigan Zibi Anishinabeg based on the Canada Labour Code and Federal and Provincial regulations with regards to Work Place Safety. Unless otherwise stated, references made in this document are from *An Act Respecting Occupational Health and Safety*. This current document has incorporated existing material from the *Brush cutting Health and Safety Plan* prepared for the Kitigan Zibi Anishinabeg by Linda Dwyer-Commando. In addition, I wish to acknowledge RexForet in granting permission to the Kitigan Zibi Anishinabeg Community to use certain sections within this manual.

Introduction

This booklet is intended for people who work within the domain of Public Works for the Kitigan Zibi Anishinabeg.

This includes:

- Heavy Equipment Supervisor
- Building Maintenance worker within KZA buildings
- Road Crew
- Water/Sewer Technician

- General Labour Crew Employees

This booklet addresses:

- rights and responsibilities of KZA Anishinabeg and its employees
- KZA safety disciplinary policy
- safety measures and preventative actions for public works workers
- KZA protocol for temporary closure of buildings
- optimal conditions for work environments
- emergency safety precautions
- first aid
- accident/incident workplace follow-up
- WHMIS

Responsibilities of the Kitigan Zibi Anishinabeg as an Employer

Safe Workplace Environment

A safe workplace environment is everyone's right and responsibility, regardless of his/her role or position within the Kitigan Zibi Anishinabeg. The KZA has an obligation to ensure that the health and safety of its employees are protected while they are working. This includes the proper installation and/or regular maintenance of:

(1) All KZA buildings and structures (including guards, guard rails, barricades and fences);

(2) All protective devices, machinery, equipment, tools, vehicles, and mobile equipment that is property of the KZA;

(3) Heating, ventilation and air conditioning systems within KZA buildings.

(4) In accordance with the Workplace Hazardous Materials Information System (WHMIS), the KZA will ensure that all hazardous substances are appropriately labeled. Material Safety Data Sheets (MSDS) will also be available to all employees who may be exposed to particular substances.

(5) Overall, the Kitigan Zibi Anishinabeg will ensure to provide:

- (i) Safe entry and exits to and from workplaces specifically during hours of work;
- (ii) First-aid facilities and health services, sanitary and personal facilities, and safe drinking water;
- (iii) Employees with information, instruction, training and supervision to ensure their health and safety at work;
- (iv) Occupational health and safety training for Safety Committee members;
- (v) Responses to employees who have reported hazardous circumstances for those circulating within the workplace;
- (vi) The necessary resources required for Safety Committees.

Safety Measures

Kitigan Zibi Anishinabeg will ensure to:

(1) Investigate, record, and report all accidents, occupational diseases, and other hazardous occurrences as well as keeping and maintaining accurate health and safety records.

(2) Adopt and implement prescribed safety codes and standards relating to fire safety and emergency measures.

(3) Adopt and implement measures to protect against violence in the workplace, from both internal and external sources.

(4) Ensure that the activities of every person granted access to the workplace do not endanger the health and safety of employees.

(5) Ensure that the Safety Officer conducts monthly inspections of all or part of the workplace so that the entire workplace in inspected at least once a year.

(6) Comply with oral and written direction by the Safety Officer.

(7) Respond in writing to the Safety Officer's direction or report when requested to do so.

Employee Rights

Under the Canada Labour Code, employees have three key rights: the right to know, the right to participate, and the right to refuse dangerous work.

The Right to Know

Employees have the right to know about foreseeable hazards within a work area and be provided with necessary information, instructions, training and supervision to protect their health and safety. Employees may also be granted access to employer reports pertaining to work and health place safety through the Health and Safety Committee or the Safety Officer.

The Right to Participate

Employees have the right to participate in identifying and/or correcting concerns in the workplace that may be hazardous to themselves or other employees.

The Right to Refuse Dangerous Work

Employees have the right to refuse work if there is a reasonable cause that harm could come to themselves or other employees because of:

(i) A dangerous workplace environment;

(ii) Using a machine or apparatus that may present a danger;

(iii) Performing an activity that constitutes a danger.

Employee Responsibilities

Responsibilities of All Employees

For my protection, and the protection of my co-workers, it is my responsibility to:

(1) Become aware of the safety regulations. I must respect these regulations as well as all health and safety procedures that have the ultimate goal of preventing accidents;

(2) Wear any individual protective equipment or clothing required for my job, and/or use any safety materials, equipment, or devices provided to protect me;

(3) Refrain from bringing family members to work with me, to ensure their safety and the safety of my co-workers.

(4) NOT consume or have in my possession any alcoholic beverages on the job site or while driving a vehicle, and to never arrive to work under the influence of alcohol or drugs;

(5) Pay close attention to fire hazards at all times;

(6) Use protective fire equipment and alarms that are installed in the case of a fire only;

(7) Keep my work area and environment clean and orderly;

(8) Avoid using tools, equipment or other objects that would put myself or my co-workers in danger;

(9) Realize that any person not respecting safety regulations may have disciplinary measures brought against him/her;

(10) Inform my supervisor immediately of any accidents that may or may not have caused an injury or damages to any equipment;

(11) Submit a medical certificate to my supervisor authorizing me to return to work following an injury or sick leave;

(12) Cooperate with management and other employees in an attempt to eliminate injuries;

(13) Report any injury, illness or property damage to the immediate supervisor as soon as possible;

(14) Report hazardous conditions or unsafe work practices to the supervisor;
(15) Know the location of all first aid equipment on the job;
(16) Refrain from horseplay, fighting or practical jokes while working;
(17) Operate only the equipment for which you are trained and authorized;
(18) Follow proper lifting procedures. (Back straight, knees bent, load close to body);
(19) Attend safety meetings when appropriate.

Safety Disciplinary Policy

Health and Safety Requirements are enforced to protect all workers from injury and illness. A safety disciplinary policy is in place to provide a mechanism for disciplining employees who repeatedly violate health and safety rules and guidelines. The Kitigan Zibi Anishinabeg believes that in order to maintain a safe and healthful workplace, employees must be cognizant and aware of all KZA, Provincial and Federal safety and health regulations as they apply to the specific job duties required.

Failure of employees to comply with rules and regulations regarding Workplace Safety will lead to disciplinary consequences as outlined in the *Kitigan Zibi Human Resources Policy.*

KZA Protocol for Temporary Closure of Buildings

Due to circumstances beyond the Kitigan Zibi Anishinabeg's control, certain buildings may be temporarily considered unfit working environments. This may be caused by lack of electricity, a lack of heat (in the winter), flooding or other conditions that make the work environment unsafe.

In such instances, the Director will take immediate action to remedy the situation and notify the employees as to when and how the situation will be rectified. Employees are required to remain in the building until being notified otherwise.

If, after two hours, the situation is not resolved, **employees from the affected building** will be sent home temporarily. Employees that are sent home in the morning will be required to report back to work at 1:00 p.m., to see whether the problem has been remedied. If the situation arises in the afternoon, the employees will be sent home for the rest of the day.

Note that ONLY employees who work in the affected building may be sent home; the dismissal is not applicable to the entire sector. Also, the dismissal affects only employees who have reported to work on that particular day. Employees who did not report to work that morning, due to scheduled leave or for other reasons, will have their sick/vacation leave credits deducted as if the day was considered a regular work day.

Public Works

General Safety Rules for Public Works Employees

Garage Employee

As a garage employee, I will:

(1) Not work alone in the garage if I am performing any sort of high risk task.

(2) Wear safety shoes that have non-skid soles.

(3) Use glasses or a facial mask whenever there is a possibility of receiving something in my eyes.

(4) Wear work gloves or mittens whenever there is a danger of wounding my hands.

(5) Keep my work area clean and tidy.

(6) Not smoke within the garage or any other area where flammable substances are being used.

(7) Never remain between two vehicles, or between one vehicle and a fixed object when another person is in the driver's seat.

(8) Place a block or other type of device intended to keep a vehicle in place, particularly when working underneath it.

(9) Never leave my arms or legs stick out when working under a vehicle.

(10) Not work under the box of a truck without having put a block or similar device to keep it in place.

(11) Ensure that the exhaust pipe leads outside while the vehicle is running.

(12) Ensure that the ventilation system is working properly.

(13) Ensure to keep the emissions of gases or fumes within the garage to a minimum.

(14) Ensure that tires are in their holding cage when filling them with air.
(15) Report anything that is defective to my superior.
(16) Always use the appropriate tool for the job.

When Welding and Cutting

When welding and cutting, I will:

(1) Ensue that there are no combustible or flammable materials near my work area. Use a screen of sufficient size when welding or cutting so that other workers are not affected.
(2) Ensure to always have a fire extinguisher close by.
(3) Ensure that any recipient,(e.g. reservoir) being welded did not previously contain any type of combustible materials.
(4) Use and store oxygen or acetylene cylinders in the vertical position.
(5) Examine hoses before use for signs of damage.
(6) Open cylinder valves slowly and only with approved keys and/or hand wheels.
(7) Ensure that the valve is well closed before displacing the canister.
(8) Close the valve and replace the cap when the canister is empty.

Truck Driver

As a truck driver, I will:

(1) Have on hand the following personal protection equipment (PPE):
   (i) safety hat;
   (ii) safety boots;
   (iii) safety glasses;
   (iv) gloves;
   (v) any other appropriate PPE.

(2) Have a valid driver's license with the appropriate classification.

(3) Take necessary measures to protect my health, safety and physical integrity and not endanger the health and safety of my co-workers.

(4) Report any danger or unusual risk observed during my round to my supervisor.

(5) Conduct a visual inspection to ensure the vehicle is in good condition, by:
   (i) Examining tires (air pressure, ensure they are suitable for the season and for road conditions);
   (ii) Ensuring transported objects and tools are well stowed;
   (iii) Ensuring my load does not exceed the maximum load capacity of the vehicle;
   (iv) Checking liquid and fluid levels (e.g., motor and transmission oil, anti-freeze, windshield washer fluid).
   (v) Ensuring that lights work properly, horn and brakes are in good condition and there is enough fuel for the planned trip.
   (vi) Ensuring that the vehicle has a communication system, and that it is in good working order.

(6) Keep the vehicle clean inside and out, and regularly remove any wood debris, branches, oily rags, loose tools, etc.

(7) Respect SOPFEU standards, including having appropriate fire extinguishers that are in good working condition.

(8) Have on hand a first-aid kit and an EpiPen (if applicable)

(9) Collaborate with the company's periodic and systematic inspection.

(10) Follow the manufacturer's preventive maintenance program and all related recommendations.

(11) When fueling a vehicle, stop the motor, refrain from smoking or using a cellphone and not perform other tasks at the same time (to prevent accidental spills).

(12) Not to text, take or make any calls on my cellphone while driving. If absolutely necessary, pull over in a safe location to use a cellphone.

(13) Follow the Operation Safety Procedures

- (i) Drive the vehicle according to the manufacturer's recommendations.
- (ii) Check the vehicle daily before using it, and immediately report and fix all mechanical defects.
- (iii) Get in and out of cab facing it, using all available supports.
- (iv) Before leaving, turn vehicle headlights on and adjust seat and mirrors.
- (v) Before driving in reverse, make sure that nothing or no one is behind my vehicle.
- (vi) Fasten my safety belt and make sure all passengers fasten theirs.
- (vii) Respect all speed limits allowed and always drive on the right lane.
- (viii) Respect the Highway Safety Code and road signs.

(ix) Never transport a passenger outside the cab.

(x) Always have a valid reason for using radio communication systems.

(xi) Be attentive to all dashboard indicators and aware of all knob functions, watch for abrupt slopes, soft or hard potholes and shoulders to avoid accidents while driving.

(xii) Report my presence, position and direction using mileposts (km).

(14) In potentially dangerous driving conditions, I will:

(i) Always adapt my driving and speed for changing road conditions (e.g., ruts, crevasses, ice, presence of animals, etc.) and climate conditions.

(ii) Maintain a reasonable distance between my vehicle and any vehicle in front of me. I will increase this distance when there is low visibility (dust, snow, fog, etc.) or when driving on an icy road.

(iii) On roads with hills, slopes, curves or other risky areas, drive on the right hand lane as much as possible.

(iv) In narrow or winding roads, pull over if possible to let loaded trucks by.

(v) Respect the speed limit and report my position according the communications directives of my sector.

(vi) Remain 50 m away from any heavy machinery, and wait for approval from the operator (e.g., sign, radio authorization, etc.) before approaching.

(vii) Be aware of dangers, risks and preventive measures related to:

1. Driving on forestry roads;
2. Transporting diesel;
3. Transporting a trailer.

Fork Lift Operators

As a fork lift operator I will ensure that I:

(1) Have the proper training or practical training experience so that I am aware of how to safely operate the fork lift and maneuver loads.

(2) Am aware of my work environment and how that affects the operation of the fork lift truck.

(3) Place the fork lift on a solid base when using a jack, line it up with the load to lift, and ensure that the fork lift is equipped with a positive stop/stop indicator to prevent overstop.

Confined Spaces

As a worker in a confined space, I will:

(1) Ensure to have sufficient training and knowledge to perform work in a confined space.
(2) Wear the personal protective equipment provided to me.
(3) Gather and record the following information regarding the enclosed area before entering:
    (i) The prevailing internal atmosphere and concentration of contaminants that may be present in the enclosed area.
    (ii) Whether the natural or mechanical ventilation is insufficient.
    (iii) Whether there are any types of materials present which may cause the worker to sink, be buried, or drown.
    (iv) The interior configuration of the enclosure.
    (v) Whether there are any types of energies such as electricity or moving mechanical parts.
    (vi) Whether there are any ignition sources, or open flames.
    (vii) Whether there are any other special circumstances, such as the presence of rodents or insects.

Personal Protective Equipment will be provided to the employee working in confined spaces. Employees will ensure that they know how to properly use and operate the Protective Respiratory Equipment.

Respiratory equipment shall be:

(4) Used to protect against the danger an employee is exposed.
(5) Kept in good working order.
(6) Inspected before use.

(7) Disinfected if used by another employee.
(8) Stored in a clean place.

Any person who does NOT have the proper training and knowledge of working in confined spaces is prohibited from entering the enclosed area to perform any type of work there.

Painting

When painting, I will:

(1) Be sure to work in well-ventilated areas when painting, open windows/doors to disperse fumes;
(2) Eliminate all sources of flames and avoid the use of electrical equipment that could produce sparks;
(3) Not smoke while using paints;
(4) Keep all containers tightly closed when not in use;
(5) Keep paints and other maintenance products out of the reach of children and the general public;
(6) Wear proper attire and use adequate protective equipment when using solvent-based paints: long-sleeve shirt, long pants, splash goggles to protect the eyes, butyl-rubber gloves to protect hands, and a respirator. (A dust mask is not adequate, as it will not protect against harmful vapours);
(7) Dispose of leftover paints according to manufacturer's instructions

Chemical Safety

To ensure my health and safety, I will:

(1) Ensure to have WHIMIS training at least once a year to ensure the safe handling and use of hazardous chemicals and products.

(2) Read and follow all labels before of products containing hazardous chemicals.

(3) Know the location of Material Safety Data sheets for (MSDS) for products used.

(4) Store chemicals and products in designated areas only.

(5) Limit access to main storage and janitorial closet.

(6) Use protective equipment provided, such as gloves or eyewear.

(7) Never mix chemicals with other products, unless verifying the MSDS that it is safe to do so.

(8) Never leave open containers of flammable products.

Cold

To protect myself from cold, I will:

(1) Not continuously expose myself to cold when the temperature is or falls below -32°C.

(2) Wear gloves at temperatures below 4°C for light work and below -7° C for moderate work.

(3) Dress appropriately for cold temperatures, including wearing multiple layers of light-weight, loose fitting clothing.

(4) Wear footwear suited for cold temperatures (e.g., felt-lined, rubber-bottomed, leather topped boots with removable felt insoles.)

(5) It is also strongly recommended to wear a hat, such as a wool knit cap or tuque or a liner under a hard hat to reduce excessive heat loss through the head.

Heat

In order to prevent heat-related illnesses such as heat rash, heat stroke, or heat exhaustion in extremely hot temperatures, I will

(1) Wearing loose breatheable fabrics, such as cotton.

(2) Drink plenty of cool 10°-15°C water every 15-20 minutes to avoid dehydration.

Working with Electrical Power Tools

When working with electrical power tools, I will ensure that:

(1) Hand tools and portable power tools should be appropriate for the job intended, and used solely for the purpose for which it was designed.

(2) Hand tools are examined regularly and repaired or replaced if found to be defective.

(3) I will not leave hand tools on the floor, in passageways, or elevated where the tool could fall on someone.

(4) Tool handles, including axes, hammers, sledge-hammers, should be carefully adjusted at the heads, firmly fixed and replaced if defective.

(5) I will not adapt an extension to a tool to tighten/loosen nuts, screws or bolts, as it is prohibited.

(6) Cutting tools such as axes or saw will be transported in a manner to prevent contact with anyone, e.g. stored in a covered box or firmly attached to a vehicle.

(7) The trigger of a portable power tool shall be designed to eliminate the risk of accidental start-up.

(8) When carrying a power-tool, I will cut the power supply and wait for the tool to come to a complete stop.

(9) Wear proper safety equipment such as safety glasses, goggles, or gloves.

(10) Before turning on a power tool, I will inspect the tool and the cord for any signs of wear.

(11) Ensure the switch is in the "OFF" position before connecting to a power supply.

(12) Not use power tools in wet conditions.

(13) Never break off the third prong on a plug.

(14) Not remove power tools from the power source by pulling or tugging on the cord, use the plug instead.
(15) Not use power tools that do not have machine guards.
(16) Tape power cords to the floor whenever necessary so that no one accidentally trips over it.

Noise

(1) I will wear hearing protection whenever I am subject to prolonged exposure of machines or work environments.

Grounds Maintenance

When performing grounds maintenance, I will:

(1) Wear proper Protection Equipment: high-cut safety footwear with steel toes and reinforced soles.
(2) Wear goggles when tilling, breaking up rocks or concrete, or using strong cleaning agents.
(3) Use approved head protection when working under low or falling objects.
(4) Wear sturdy gloves with grips.
(5) Wear clothing that will provide sun-protection.
(6) Not wear loose or torn clothing.

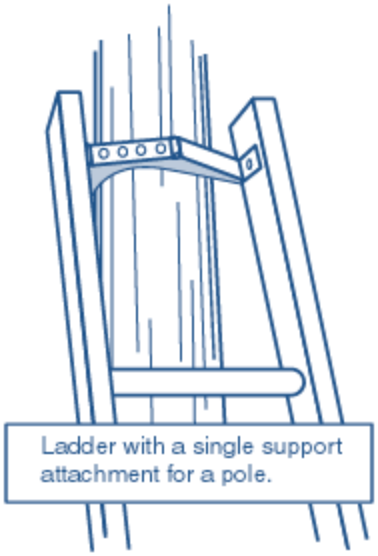
Refueling Equipment

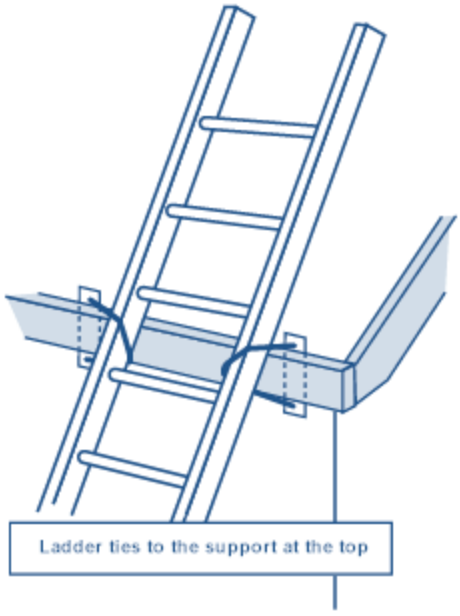
When refuelling equipment, I will:

(1) Shut off the engine and allow it to cool.
(2) Fill the fuel tank before starting a job.
(3) Position myself comfortably to refuel without slipping.
(4) Remove the fuel cap slowly, holding it at the semi-locked position until pressure is released.
(5) Allow the nozzle to empty by keeping it in the filler opening for a few moments after shutting off fuel flow.
(6) Replace the fuel cap after checking to see that its venting is not clogged.
(7) Store fuel in sturdy, approved containers identified according to WHMIS regulations.
(8) Have fire extinguishers nearby.
(9) Not smoke or have an open flame when refueling.
(10) Not spill any fuel on equipment. Wipe up any residue before starting the engine.
(11) If my clothes should catch fire, I will stop, drop and roll.

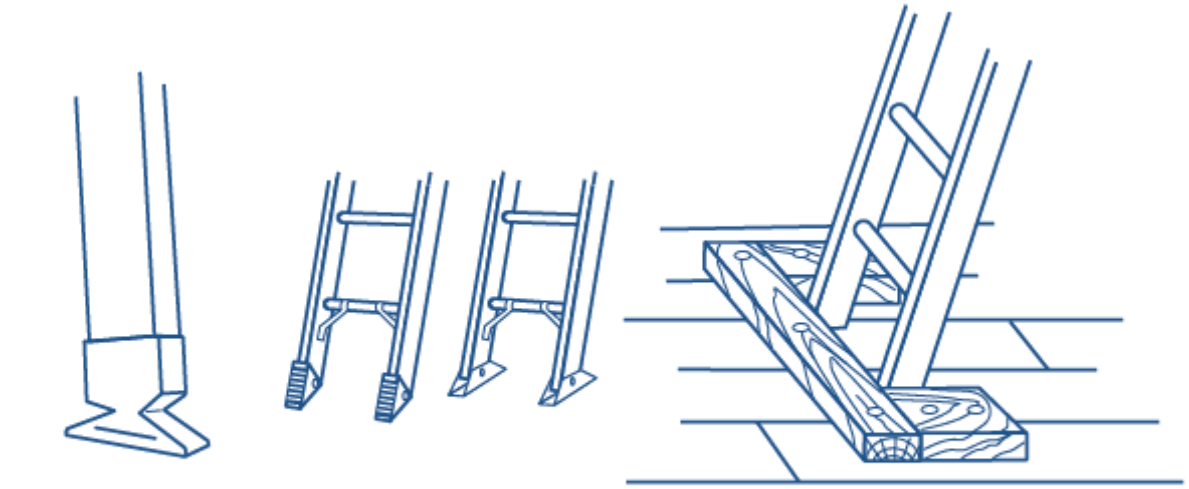
Ladder Safety Rules

(1) Inspect before use for physical defects.
(2) Ladders are not to be painted except for numbering purposes.
(3) Do not use ladders for skids, braces, workbenches, or any purpose other than climbing.
(4) When you are ascending or descending a ladder, do not carry objects that will prevent you from grasping the ladder with both hands.
(5) Always face the ladder when ascending and descending.
(6) If you must place a ladder over a doorway, barricade the door to prevent its use and post a warning sign.
(7) Only one person is allowed on a ladder at a time.
(8) Do not jump from a ladder when descending.
(9) All joints between steps, rungs, and side rails must be tight.
(10) Safety feet must be in good working order and in place.
(11) Rungs must be free of grease and/or oil.

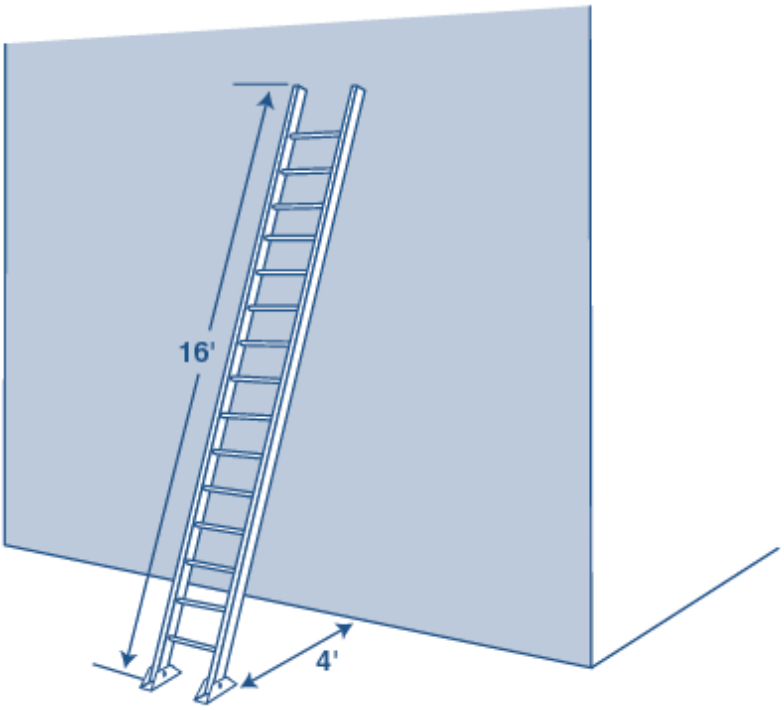

Ladder with a single support attachment for a pole.


Ladder ties to the support at the top

All ladders must be equipped with safety (non-skid) feet.



Portable ladders must be used at such a pitch that the horizontal distance from the top support to the foot of the ladder is about one-quarter of the working length of the ladder.



Personal Protective Equipment

(1) Helmet
    (i) This helmet shall be Category B and compliant with the ANSI Z89.1-1986 or CAN/CSA Z94.1-92 standard.
    (ii) The fixed-crown suspension shall be correctly adjusted and ideally replaced every 2 years.

(2) Ear Cups
    (i) Compliant with the CAN/CSA Z94.2-94 standard.
    (ii) Various models available on the market.
    (iii) Must be compatible with the type of helmet.

(3) Ear plugs
    (i) Compliant with the CAN/CSA Z94.2-94 standard.
    (ii) Disposable models shall be replaced every day. However, reusable plugs must be washed with hot water and soft soap every day.

(4) Glasses
    (i) Clear and screened glasses are available at many distributors and are compliant.
    (ii) NOTE: Prescription glasses must be classified as safety glasses by an optometrist.

(5) Screened visor (face shield)
    (i) Various visor models are available on the market; they shall be compliant and compatible with the helmet used.

(6) Gloves or mittens
    (i) Gloves or mittens with leather-covered palm and fingers.

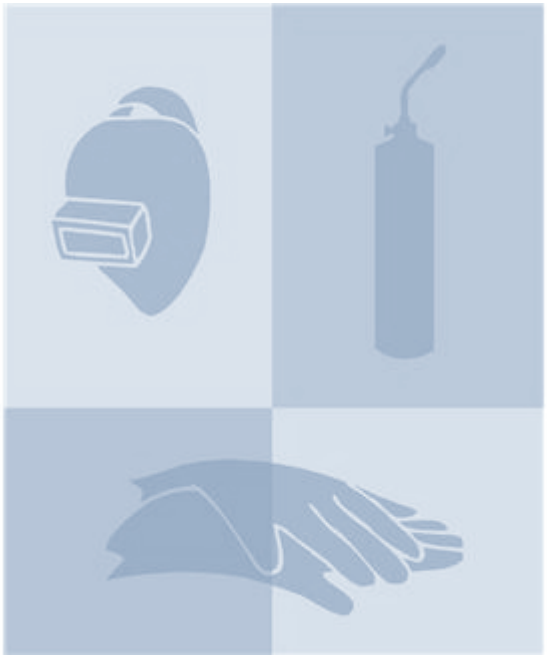
(7) Pants
    (i) Unmodified safety forest pants, with front projection protection and with a protection surface equal to category B of the CAN/BNQ 1923-450-M91 standard.

(8) Safety Boots/Shoes

(i) Safety shoes compliant with the CAN/CSA-Z195-M92 standard (safety toecap and forest-type non-skid sole).

(ii) NOTE: When choosing boots, don't let the price be the only criteria, but also comfort, weight and anti-skid sole of the product.

(iii) Once the selection process is over, a fitting session wearing two pairs of wool socks or one pair with Bama boot socks is strongly recommended.



First Aid Kits

The Kitigan Zibi Anishinabeg will ensure that:

(1) Each building and/or construction site within the Kitigan Zibi Anishinabeg will be equipped with an adequate number of first aid kits.

(2) The kits must be readily accessible, transportable and available at all times.

(3) It does not take more than five minutes to access a kit. If this is the case, the KZA will remedy the situation by adding additional kits to their buildings or construction sites.

(4) First Aid kits are kept clean, fully equipped, and in good condition.

(5) The expiry dates of the contents are checked regularly and replaced as required.

(6) Partially used sterile material will be discarded.

First Aid Kit Contents

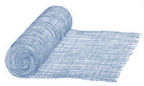
(1) In addition to the standard items (see chart on next page), it is strongly recommended that these items be added to the first aid kit:

  (i) Pocket mask;

  (ii) Disposable gloves;

  (iii) Antiseptic soap

(2) The kit must <u>not</u> contain any medication. First aiders in the workplace are not authorized to give medication in any form whatsoever, unless they have received additional training to administer oxygen or adrenaline.

Standard Items	Description	Notes
First Aid Manual	First Aid Manual and Guide	Must be a CSST approved manual
1 pair of Bandage Scissors 	Metal scissors with a rounded tip used to cut gauze strips or adhesive tape.	Disinfect with alcohol (or with another disinfectant solution) before and after use. Thoroughly wash and dry before storing. Make sure the scissors are sturdy and of good quality.
 **Splinter Forceps**	Pointed forceps used to remove small foreign bodies such as splinters.	Disinfect with alcohol (or with another disinfectant solution) before and after use. Thoroughly wash and dry before storing. Make sure that the forceps are sturdy and of good quality.
12 Safety Pins of Assorted Sizes	Useful for fastening triangular bandages, gauze bandages, etc.	
25 sterile bandages, individually wrapped	Useful for protecting a wound	Avoid touching the surface of the gauze so as to prevent contamination. Avoid fastening the bandage too tightly when applying it to an extremity. Discard any bandage that is not in an airtight wrapper or that has been damaged by water or moisture.
 **Sterile Gauze Squares (25) (4 in. x 4 in.) (Individually wrapped)**	Useful for covering larger wounds or applying pressure to an area that is bleeding.	Open the envelope where indicated and remove the gauze by holding onto one corner so as not to contaminate the square. Always avoid touching the gauze surface that covers the wound.
Rolls of Sterile Gauze Bandage (4) 50 mm x 9 m (2 in. x 30 ft.) (Individually wrapped) Rolls of Sterile Gauze Bandage (4) 101.6 mm X 9 m (4 in. x 30 ft.) (Individually wrapped)	 Strips of sterile gauze or cotton bandage used to hold sterile gauze squares in place.	Always apply from the bottom of the injury to the top.
 **Triangular Bandages (6)**	Used to immobilize a limb or stabilize a limb	
Sterile Bandage Compresses (Pressure Dressings) (4) 101.6 mm x 101.6 mm (4 in. x 4 in.) (Individually wrapped)	Bandages consisting of several layers of sterile gauze, filled with cotton batting and fastened using strips of gauze. Used to apply fast, effective pressure in case of profuse bleeding.	When opening, be careful not to touch the gauze; apply directly over the wound. Wrap the gauze strip firmly around the injured limb so as to reduce or stop bleeding. Make sure that the bandages and compresses applied directly over the wound are sterile.
Roll of Adhesive Tape (1)	Adhesive tape used to fasten bandages or protective dressings.	Avoid using in case of allergies (an anti-allergic tape is available on the market). Never apply directly on the face.
Alcohol Swabs (25)	Small swabs filled with an antiseptic solution and packaged in sealed envelopes.	

SOURCE: First Aid in the Workplace, 6th Edition, prepared by the Commission de la santé et de sécurité du travail du Quebec.

First Aiders

Depending on the type of work activity being carried out, a minimum number of people qualified to provide first aid must be present.

NUMBER OF FIRST AIDERS:	NUMBER OF WORKERS ASSIGNED TO A GIVEN SHIFT	MINIMUM NUMBER OF FIRST AIDERS REQUIRED FOR THIS SHIFT
At an Establishment	50 or less 51-150 151 or more	1 first aider 2 first aiders Starting with this number, add 1 first aider for every additional 100 workers or fraction thereof assigned to the shift.
At a Construction Site:	10-50 51-100 151 or more	1 first aider 2 first aiders Starting with this number, add 1 first aider for every additional 100 workers or fraction thereof assigned to the shift. ***NOTE:*** ***At a construction site, all first aiders must identify themselves by wearing a hard hat bearing a cross.***
At a Forestry Enterprise	5 or less 6-10 11 or more	1 first aider 2 first aiders Starting with this number, add 1 first aider for every group or portion of a group of 5 workers.

Procedure for Treating Severe Allergic Reactions

Anaphylaxis is a severe, life-threatening type of allergic reaction that occurs when a person's body reacts to an allergen (sometimes called a "trigger"). Food is the most common trigger, but insect stings, medicine, latex or even exercise can also cause a reaction. Within minutes, an allergic reaction may turn into a life-threatening situation for a severely allergic person.

The two most common symptoms of anaphylaxis include:

- Hives
- Swelling, especially around the throat, lips and tongue

Other symptoms include:

- Difficulty breathing or swallowing
- Metallic taste or itching in the mouth
- General redness or itching of the skin
- Stomach cramps, nausea, vomiting or diarrhea
- Increased heart rate
- Sudden drop in blood pressure
- Paleness
- Sudden feeling of weakness
- Anxiety or an overwhelming sense of doom.

In a severe allergic emergency, quick symptom recognition and IMMEDIATE TREATMENT are vital. Any delay can be FATAL.

EpiPen Injector

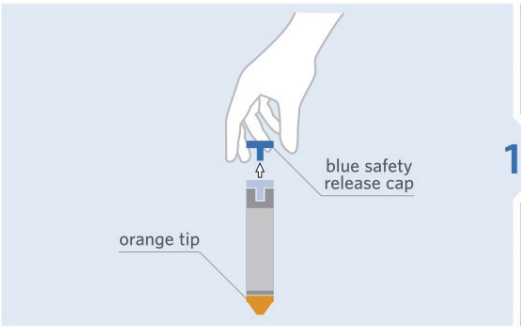
Epinephrine (i.e., adrenaline) can be used to treat anaphylaxis. The EpiPen is an auto-injection device that administers a pre-measured dose of epinephrine.

The EpiPen works by relaxing the muscles in a person's airways to make breathing easier, helps to revers the rapid and dangerous decrease in blood pressure, and relaxes the muscles in the stomach, intestines and bladder.

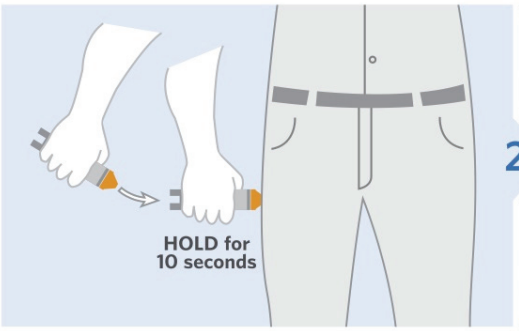
The EpiPen is designed to be used immediately in an emergency, to treat an allergic reaction fast and give you time to get to a hospital or medical center. It is not a substitute for emergency medical treatment. **Use the EpiPen as soon as the first signs and symptoms of anaphylaxis appear.**

How to Use the EpiPen

EPIPEN®
(Epinephrine) Auto-Injectors 0.3/0.15mg
userguide



1 **Pull off the blue safety release cap.**



2 **Swing and firmly push the orange tip against the outer thigh so it 'clicks.' HOLD on thigh for approximately 10 seconds to deliver the drug.**

Please note: As soon as you release pressure from the thigh, the protective cover will extend.

Each EpiPen Auto-Injector contains a single dose of a medicine called epinephrine, which you inject into your outer thigh. DO NOT INJECT INTRAVENOUSLY. DO NOT INJECT INTO YOUR BUTTOCK, as this may not be effective for a severe allergic reaction. In case of accidental injection, please seek immediate medical treatment.

Call 911

3 **Seek immediate emergency medical attention and be sure to take the EpiPen Auto-Injector with you to the emergency room.**

To view an instructional video demonstrating how to use an EpiPen Auto-Injector, please visit epipen.com.

WARNING: The EpiPen must only be injected into the thigh. Accidentally injecting adrenaline into the hands or feet may cause the loss of blood circulation in those body parts. In case of accidental injection, report to the nearest emergency clinic to receive immediate medical attention.

After Using the EpiPen

(1) Call 911. Seek immediate emergency attention.
(2) The majority of the solution (1.7 ml) will remain in the injector after activation. This is normal.
(3) If no signs of improvement are noticed after 5 minutes, proceed with a second injection of adrenalin if needed, using the same procedure.
(4) Perform cardiopulmonary resuscitation if needed, until help arrives
(5) If practical, take the person to the nearest emergency clinic. Bring the used EpiPen and informing the physician that the person has received the intramuscular shot of adrenalin.

Important Safety Information

(1) The EpiPen should be ready at all times;
(2) Read the directions carefully before an emergency occurs.
(3) Do not remove the safety cap until the device must be used. The injected quantity is only 0.3 ml.
(4) Protect from light and extreme heat.
(5) Always keep the unit in its tube;
(6) Replace before expiration;
(7) Replace injectors with brownish solution containing solids.
(8) Replace unit if solution isn't transparent.
(9) Keep in a dark, cool environment (15° - 30° C / 59° - 86° F)
(10) DO NOT REFRIGERATE.

Insect Stings

Non Allergic Person

(1) When an insect such as a bee or a wasp stings a person, his/her body releases a chemical called *histamine* into the skin. In a non-allergic person, the histamine will simply cause redness, itching and a ring or bump at the site of the sting. In such cases, it would be helpful to:

(i) Remove the stinger as soon as possible, if it has been left in the skin:

1. The best way is to scrape the skin with a thin dull edge (e.g., credit card, table knife, fingernail) to remove the stinger, and avoid turning it or pushing it in.
2. Avoid using tweezers if possible, as this may release some of the poison into the wound. However, use the tweezers if it is the quickest way to remove it, as speedy removal is what matters most in reducing the risk of infection.

(ii) Wash the affected area with soap and water.

(iii) Apply a cold compress (e.g., an instant cooling bag) to decrease swelling.

(iv) If available, apply a sodium bicarbonate compress (paste of baking soda and water).

(v) Ensure the person stays warm and avoids exertion.

(vi) Monitor the person's condition; if he/she develops red spots or major swelling, but can still breathe normally, see a physician.

Major Reactions

(1) When someone is severely allergic to insect stings, histamine may also be released into the airways, lungs and other vital organs.

This is a VERY DANGEROUS situation, as it causes tissues to swell and can close the airways, causing breathing to stop.

(2) If you see any part of the person's face swelling and s/he has trouble breathing or is exhibiting other symptoms of anaphylaxis, USE THE EPIPEN IMMEDIATELY as per the procedures outlined earlier.

(3) Call 911 and seek immediate medical attention.

Responsibilities

Responsibilities of Employees

(1) Each employee with a specific health issue or allergy is responsible for informing his/her supervisor about the situation, and should carry/wear a Medic-Alert card or bracelet at all times while working.,

(2) An EpiPen must be prescribed by a physician, and shall only be used by individuals with allergic hypersensitivity. An employee prone to allergic reactions should always have the EpiPen with him/her, and be prepared to manage an unexpected reaction.

Responsibilities of the Employer

(1) For remote areas, the Collège des médecins published a directive for the use of adrenalin (EpiPen) by first-aiders in the forestry sector. The College allows its administration in certain cases..

(2) The KZA shall take precautions by informing workers that they will be exposed to bee stings and to health risks if they are allergic to such stings.

(3) If the KZA decides to provide Epipen in first-aid kits, it will provide training for all first-aiders on adrenalin administration and compliance with appropriate reporting procedures.

Heat Exhaustion

Forestry workers can experience heat related health problems during the summer season, especially during heat waves. Two of these are heat exhaustion and heat stroke.

Heat *exhaustion* is rarely life threatening (unless it is ignored), but heat *stroke* is a **real medical emergency** that if not immediately and properly treated, could be fatal.

On a hot day, all employees should pay attention to themselves and to their co-workers for signs of heat exhaustion and heat stroke. Immediately contact a first-aider or a supervisor if a worker is showing any of the symptoms listed below.

Symptoms of Heat Exhaustion

The symptoms of heat *exhaustion* and heat *stroke* are quite different.

(1) A person suffering from heat exhaustion will usually be ***sweating profusely*** to try to rid his/her body of excessive heat. In addition, the person may also exhibit some of the following symptoms:

- Moderately high core body temperature
- Muscular cramps – shivering – nausea
- Stomach ache – dizziness, vertigo – headache
- Unusual fatigue or general discomfort
- Possible fainting, but can be revived.

(2) If this is the case,

- Take the affected worker to a shady and/or cool place.
- Loosen work clothing;
- Have him/her drink plenty of water.
- Someone should remain with the person until s/he has recovered.

(3) If the symptoms of heat exhaustion last for more than an hour, or if the symptoms worsen, seek immediate medical attention.

Heat Stroke

How Heat Stroke Occurs

A body's core temperature should be about 37 °C in order to function properly. As the body heat increases during hot weather or during physical activity, so does the need to lose that heat. Drinking plenty of liquids on a hot day helps the body to cool down by producing sweat. A person can lose large amounts of body fluid through sweat without noticing any effects.

However, at a certain point, the body will stop sweating in order to divert the remaining fluid to vital functions. At this point, the person starts to suffer from heat stroke. The body cannot cool itself down: its core temperature can rapidly shoot up to more than 40°C. The high core temperature starts to damage the internal organs and can also produce dangerously low blood pressure.

Heat stroke is a real, life-threatening emergency that must be treated immediately.

Recognizing Signs and Symptoms of Heat Stroke

(1) Someone with a heat stroke has usually ***stopped sweating***.

(2) He/she may exhibit symptoms such as:

- Extremely high core body temperature
- Hot, red/purple-ish dry skin
- Hyperventilation – rapid, shallow breathing
- Rapid pulse
- Confusion – incoherent remarks;
- Aggression, strange behavior (as if under the influence of drugs);
- Loss of consciousness

First-Aid Intervention:

(1) The affected worker needs to see a doctor as soon as possible. But in the meantime, the priority is to get the person's core temperature under control.
(2) Get the attention of a first-aider, have someone call 911 and start the procedure for evacuating and transporting injured persons;
(3) Carry the worker to a shady and/or cool place;
(4) Remove his/her working clothes;
(5) Splash the body with cool water;
(6) Fan the person to increase air flow to promote sweating;
(7) Place ice packs around the person, especially at the neck, armpits and groin;
(8) Have the worker drink small amounts of cool water if s/he is conscious and lucid.
(9) Stay with the person until emergency help arrives.

Heat Stroke Prevention

(1) The most important way to prevent heat stroke is to ***stay hydrated***. Drink plenty of fluids such as water or sports drinks, but avoid caffeine (coffee, tea, soft drinks) and alcohol, which may lead to dehydration.
(2) If you have to perform vigorous, physical activity in hot or humid weather, be sure to:
    - Keep well hydrated, and replenish your electrolytes (sports drinks are a good source);
    - Pace yourself, and take plenty of breaks;
    - Wear clothing that allows sweat to evaporate;
    - Educate yourself on the dangers and the prevention measures to take when working in a hot environment;

- Know the signs and symptoms of heat exhaustion and heat stroke.

Risk Increasing Factors

(1) The risk of heat stroke increases in hot and humid weather, and when workers are totally exposed to the sun for long periods of time in absence of clouds or wind.

(2) In addition, clothing that prevents sweat from evaporating (e.g., heavy clothing, rain coat, cotton overalls) can also increase the risk.

(3) People with the following health issues are especially prone to heat stroke:

- Alcoholism
- Chronic illnesses like heart disease, diabetes;
- Obesity, not being physically active;
- Some skin conditions;
- Recent health problems (diarrhea, fever, vomiting);
- Certain medications and drugs;
- Lack of sleep;
- Workers who are not used to working in a hot environment.

Employees with any of the above conditions should be especially careful when working in hot and humid weather.

Workplace Accident Follow-Up

Obligations of the Employer

(1) The *Workplace Health and Safety Act* directs that the Health and Safety Committee must keep records of all workplace injuries and accidents, including "near misses" or events that could have caused injuries.

Obligation of the First-Aider

(1) At a minimum, the worker who gives first aid to an injured worker is obliged to fill in an Accident Report.

(2) The details regarding the accident, even if it appears to be a small event, should be recorded if a worker performed first aid.

Procedure for Reporting Accidents and Incidents

For incidents with a loss of 14 calendar days or less, and for incidents requiring a medical consultation (even if there is no loss of time):

(1) The Supervisor/Foreman is responsible for:

Organizing the transportation of the victim to the nearest health care institution;

Collecting all the necessary information to complete his/her reports;

Completing the Follow-Up to an Accident Report

Obtaining the medical certificate from the accident victim;

Submit the medical certificate and the Accident Report to the supervisor who will study the information and complete the analysis. S/he will then send the documents to the Safety Officer.

(2) The Safety Officer has the responsibility to:

Open a file and insert all the documentation received to date;

Fill in the date of the incident, the date the incident was reported, the date of incapacity, the date of return to work, salary compensation paid out, and the number of days corresponding to this amount;

Supply missing information, specifically the:

Code for the nature of the injury;

Type of contact;

Immediate and fundamental causes;

Description of the incident;

Signature of the employer and worker;

Health care institution visited the day of the incident;

Name and address of the attending physician.

(3) Within 48 hours of the victim's return to work, the person responsible for maintaining files must send to the Safety Officer:

The Accident Report and Medical Certificate;

Any other document that has a direct relation with the incident;

Keep photocopies of all documents sent to the Safety Officer.

(4) The Safety Officer will:

Create a file for the incident and the worker;

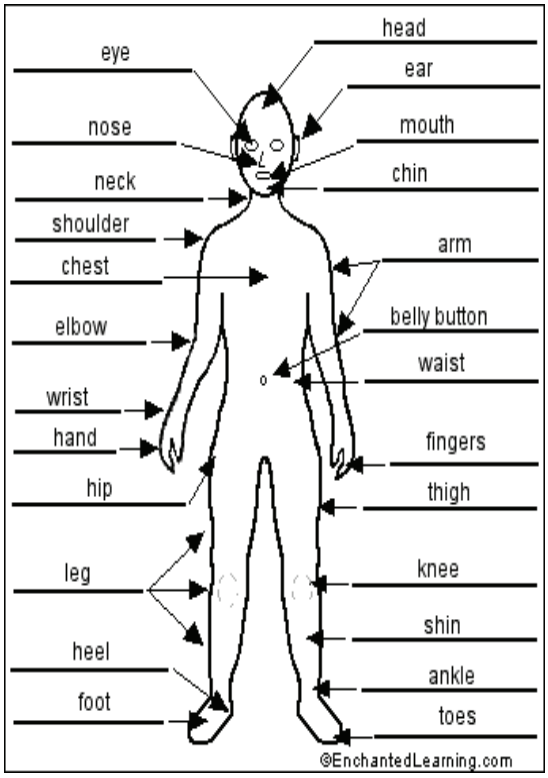
Create a medical report;

Create an investigative and analysis file;

Transmit the information by electronic means to the CSST.

How to Complete the Accident Report

(5) The first aid worker who administers first aid must complete all parts of the accident report as clearly and precisely as possible;



(6) The accident report requires the full name of the injured worker, the date, time and location of the accident (as detailed as possible), and a detailed description of the accident/incident. The report must also contain a description of the injure/sickness, as well as the nature of first aid administered;

(7) Both the first aid worker and the injured employee must sign and date the report. It is an official record that can be later referenced, especially if any health complications develop;

(8) Any correct actions taken following the accident/incident should be detailed on the Accident Report as well;

(9) When describing any injury, be precise as to which part of the body is involved:

(b) First-Aid Registry Definitions

The following definitions can help you to fill out an Accident Report accurately.

Injury	Description	Include on the report:
Wounds	**Cut**: caused by an edged object (e.g., knife)	Specify length and depth of the wound, and area affected
	Tear: irregular cut caused by metal, plastic, etc.	
	Scratch: surface wound of the skin that bleeds little	
	Contusion: wound caused by a pressure or shock	
	Puncture: caused by a pointed object (e.g., nail, needle)	Specify the affected area. If the object is still located in skin, do not pull it out.
Burns	**Thermic**: caused by flames, vapours, hot water, hot objects	Specify the extent of the burn and the affected region
	Chemical: caused by acid, basic or caustic products	
	Electric: caused by electric shock or uncontrolled short circuit	
	Radiation: caused by ultraviolet rays or infra-red laser beams	
Foreign body	An unwanted object originating outside the body, e.g., dust, shards of glass, wood particles or metal	Specify the place where it is foreign body is lodged.
Crushing	Caused by forceful compression between objects/surfaces	Specify the area affected.
Wrenching	Trauma of an extremity (e.g., wrist, finger, ankle)	
Amputation	Cutting of a limb	Specify if cut is complete or partial, and if limb is located.
Fainting	Temporary loss of consciousness, followed by a return to full wakefulness.	Details of events surrounding the fainting spell.
Intoxication	Absorption of a toxic substance (by the lungs, skin or mouth), causing breathing or digestion disorders, or loss of consciousness.	Details of substances that person was exposed to, and events surrounding the intoxication.
Skin Irritation	Unusual itching, puffiness, swelling, dryness, cracks, redness or bumps, caused by exposure to a substance	Specify area and substances that person was exposed to.
Incident	An unexpected event that could have caused injury, “near misses”, e.g., falling objects, particle projection, equipment malfunction, etc.	Detailed account of event, including any corrective measures taken.

WHMIS

WHMIS stands for the *Workplace Hazardous Materials Information System*.

WHMIS was created to reduce the occurrence and injury caused by hazardous materials in the workplace. It protects Canadian workers by providing safety and health information about hazardous workplace materials.

The three key elements that make up WHIMIS are:

Material Safety Data Sheets

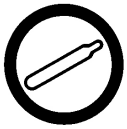
(1) Material Safety Data Sheets (MSDS) provide employees with information regarding products that are deemed hazardous under the Controlled Products Regulations (CPR) Act. They are meant to inform employees about any dangers, precautions, and possible reactive measures to use when dealing with potentially harmful substances;

(2) MSDS should be on the premises of the job site where they are easily accessible to workers, and in the language they will understand it in;

(3) MSDS contain the following types of information:
   (i) Product information
   (ii) Information on the preparation of the MSDS
   (iii) Hazardous Ingredients
   (iv) Physical data
   (v) Fire and explosion hazards
   (vi) Reactivity data
   (vii) Toxicological properties
   (viii) Preventative measures
   (ix) First Aid measures

Hazardous Materials

Hazardous materials are divided into six main classes under WHIMIS classification system which are symbolized as follows:

A		Compressed gas
B		Flammable gases Flammable liquids Combustible liquids Flammable solids Flammable aerosols Reactive flammable materials
C		Oxidizing material
D1		Poisonous and Infectious Material Very toxic material causing immediate and serious effects Toxic material causing immediate and serious effects
D2		Very toxic material causing other effects Toxic material causing other effects
D3		Biohazardous Infectious Material
E		Corrosive material
F		Dangerously reactive material

Worker Education and Training

(1) The onus is on the employer to ensure that:

(i) Controlled products used, stored, handled or disposed of in the workplace are properly labeled;

(ii) MSDS are made available to workers;

(iii) Workers receive education and training to ensure the safe storage, handling and use of controlled products in the workplace.

(2) The KZA has the primary responsibility for educating its employees regarding WHIMIS regulations and must include the following elements:

(i) Basic Training

1. Give information on the hazards of every controlled product present in the work environment.
2. Training on the nature and meaning of information disclosed on labels, MSDS or other identifying indicators (color, numbers, etc)

(ii) Specific Training

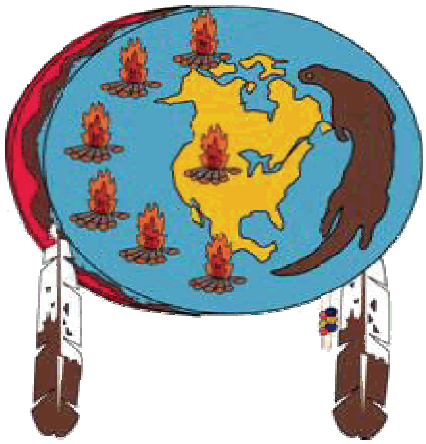
1. Follow guidelines in order to ensure the safe use, storage, handling and disposal of controlled products.
2. Follow procedures in the event of a spill or fugitive emission.
3. Emergency procedures (firefighting and evacuation measures).

(3) Employee Responsibilities

Employees must be able to apply the information that they receive so as to protect themselves properly. Employees are responsible for:

(i) Reading, understanding and applying information supplied by the employer;
(ii) Informing the employer whenever there is insufficient information available to work safely with a hazardous product used in the workplace;
(iii) Participating in programs developed in conjunction with the Health and Safety representatives;
(iv) Wearing personal protective equipment when engineering methods and modifications to work methods are not sufficient to reduce the exposure to hazardous materials to acceptable levels. Such equipment must comply with regulations.

For more information on WHIMIS, contact www.hc-sc.gc.ca



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