

SAFE WORKING PRACTICES

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There are very definite standards set by the *Act respecting occupational health and safety*.

In the school system, ongoing and more intensive checks are the responsibility of school board personnel. For example, if a teacher knows that there is a problem with an electrical outlet, it is his or her responsibility to report it to the proper authorities so that it can be repaired. Equipment in a gym is checked yearly, fire exit signs are maintained, and the cafeteria is checked by health inspectors. It is the school board's responsibility to make sure that staff, students and visitors are safe on school premises.

Similarly, it is the responsibility of your employer to ensure that you are provided with a safe place to work. Safety manuals are there for you to read, understand and follow. Pay attention to all the signs that are posted; wear hard hats if required, and do not feel foolish doing so. Do not be afraid to ask anyone about a safety procedure. Safety procedures can be automatic for the other employees; for you not to know them could be catastrophic. It is your responsibility to abide by all of the health and safety regulations while at work. Remember, the *Act respecting occupational health and safety* is a law. To break the law is an offence. This unit provides you with the general understanding of safe working practices and workplace dangers you need to comply with Québec's health and safety regulations. (Consult Appendix C for specific resources.)

1. POISONOUS, FLAMMABLE, EXPLOSIVE AND CORROSIVE MATERIALS

All poisonous, flammable, explosive and corrosive materials must be marked as to type and degree of the hazard. Read labels and warning signs. Follow instructions for proper handling:

- clean up spills following procedures;
- do not take food or cigarettes into above work areas;
- wash hands thoroughly before eating;
- if unusual symptoms such as headaches, eye irritation or nausea appear, report the situation to your training supervisor immediately.

2. PROTECTION

CLOTHING - for those working with moving machinery

- clothing should be suitable for the job;
- clothes should fit snugly, not hang loose;
- long hair should be tied back;
- jewellery should not be worn;
- work clothes should be worn only at work and be laundered regularly.

GUIDELINES & RESOURCES
For Educators & Students in Cooperative Education Programs

EYES

- employers must ensure that safety glasses are worn in designated areas;
- all personnel must wear safety glasses in above designated areas at all times;
- safety goggles must be worn when performing burning or cutting operations;
- face shields and safety glasses are required when grinding, chopping, drilling, buffing, sanding, sawing and handling hot or corrosive liquids.

FEET

- workers may have to wear safety shoes (i.e. special protection in toe area) which comply with CSA standards.

HEAD

- CSA approved hard hats, safety hats must be worn whenever there is danger of falling objects (must comply with CSA standards);
- suspension on hat should be adjusted as per manufacturer's instructions;
- metal hats must not be worn when working near electricity;
- hats should not be painted or punctured for ventilation.

EARS

- ear muffs or ear plugs are required in certain areas.

RESPIRATORY SYSTEM

- protection is required when using spray paint, foam or blasting abrasives.

3. ORGANIZED WORK AREA

The work area should be kept clean and orderly. A common cause of fires and personal injuries is poor housekeeping.

4. FIRE

Everything possible should be done to prevent fires. Know where the extinguishers are and how to use them.

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5. UNIVERSAL BLOOD AND BODILY FLUID PRECAUTIONS

- direct contact with blood and bodily fluids should be avoided
- disposable gloves, preferably latex should be worn
- all contaminated surfaces should be cleaned using a freshly made Javex 1:9 solution
- all contaminated articles should be disposed of in plastic-lined garbage containers which are then tied, double-bagged and disposed of
- hands should be washed with liquid soap and dried with paper towels
- additional precautions include covering any cuts or sores on hands and avoiding accidental injury from sharp objects.

IN CASE OF AN ACCIDENT

1. Report **IMMEDIATELY** to your training supervisor and get proper medical attention.
2. Have your parents/guardian and cooperative education teacher notified as soon as possible. Your cooperative education monitor will contact your school board so that a claim may be processed. Forms have to be completed stating when, where and how the accident took place.
3. Inform your doctor that you are a cooperative education student. He or she will contact your school board and then complete the appropriate form(s).

N.B: The Workers' Compensation Board requires injuries to be reported within 3 days.