

A decorative graphic on the left side of the slide, consisting of a vertical black line intersecting a horizontal black line. The intersection is surrounded by overlapping colored squares in blue, red, and yellow.

Safety Orientation for New Employees

Prepared by:
Occupational Health & Safety Department



New Employee Safety Orientation

- All Mohawk employees are required to receive safety orientation training and any other necessary job specific training to ensure you know how to work safely.
- This Safety Orientation Training includes:
 - Rights and responsibilities under the Occupational Health and Safety Act, Workplace Safety and Insurance Act and associated Regulations.
 - General workplace hazards.
 - Workplace Hazardous Materials Information System (WHMIS)
 - Workplace Violence and Workplace Harassment
 - Emergency procedures such as fire evacuation, lockdown, first aid and medical emergencies and accident/incident reporting.
 - Employee/Supervisor job specific review
 - Health and Safety resources available to you.

Note: This presentation contains *hyperlinks* to some resources. Hyperlinks are underlined.



Completing Your Orientation

To complete the New Employee Safety Orientation Training you must:

- 1) Review all presentation slides.
- 2) Complete the New Employee Safety Orientation Test and submit to the OHS department.
- 3) Log into eLearn@mohawk using your MoCoMotion username and password and complete:
 - Basic or Advanced WHMIS module and
 - Workplace Harassment and Violence modules
- 4) Meet with your Supervisor and review job specific safety requirements
- 5) Complete the Employee/Supervisor review form and submit to OHS Department



Note

If you have any questions or require assistance, call extension 2246.



Occupational Health & Safety at Mohawk College

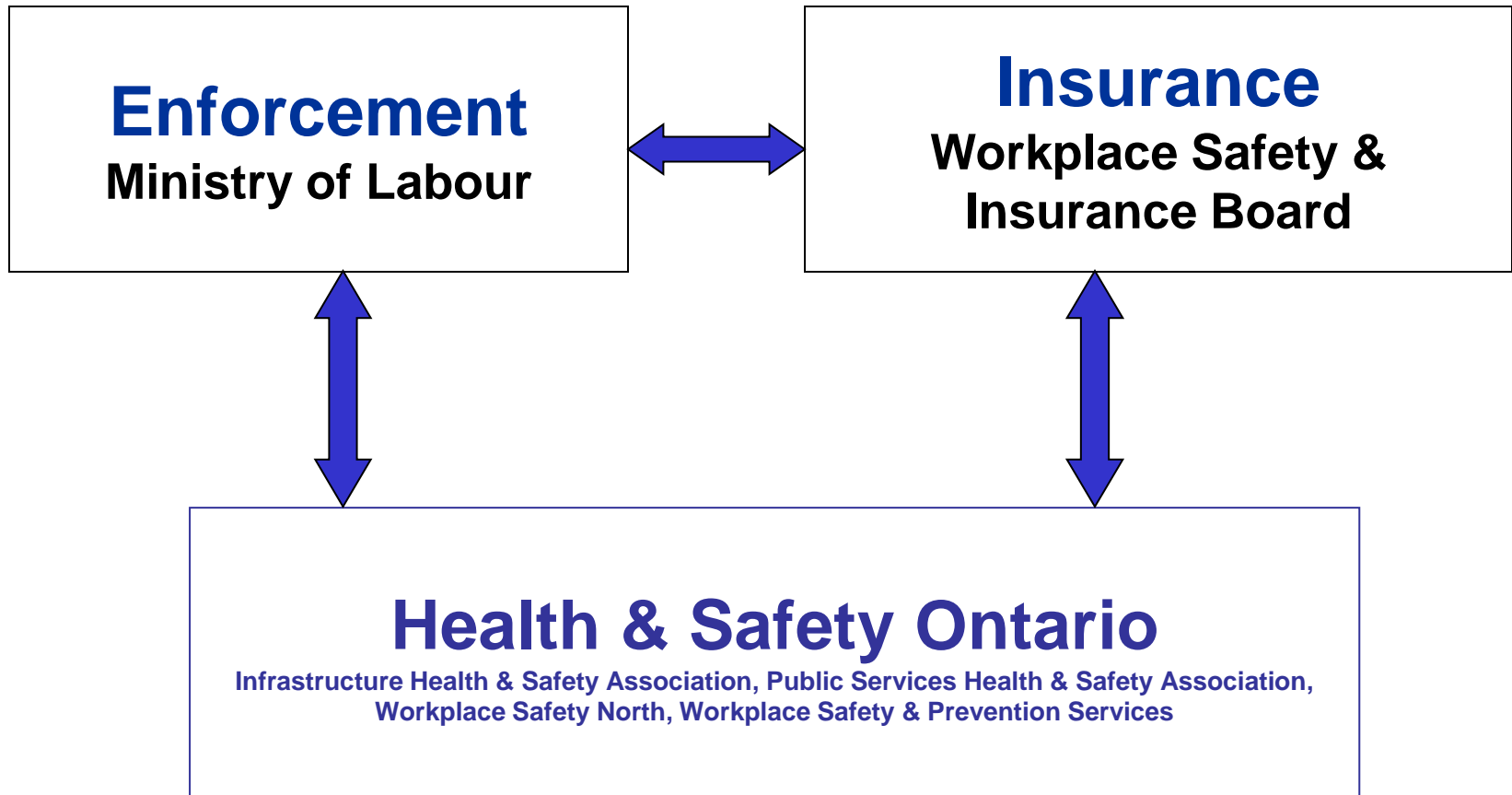
Commitment to Health & Safety

Mohawk College values the health, safety and well being of students, staff and visitors to the college and is committed to the provision of a safe and secure learning and working environment.

- Open the link to [Safety Policy CR271](#)



The Ontario OHS System





Internal Responsibility System

The *Internal Responsibility System* (IRS) is a health & safety philosophy based on the principle that everyone in the workplace is responsible for health & safety.



Occupational Health & Safety Act

OHS Act

- The “Act”, sometimes referred to as “the green book”, is based on the Internal Responsibility System (*IRS*) and provides the legislative framework for worker protection in Ontario.
- Applies to virtually all workplaces in Ontario.
 - Exceptions include federally regulated workplaces such as; banks; telecommunications; air, rail, water transportation.
- Outlines general workplace requirements including:
 - Duties of Employers and other Persons
 - Violence and Harassment
 - Toxic Substances
 - Right to Refuse or Stop Unsafe Work
 - Notices
 - Enforcement
 - Offences and Penalties





OHSA Responsibilities

Employer must (s.25 and 26 of the Act)

- Ensure proper equipment is used and in good condition
- Provide protective devices, equipment and materials
- Provide instruction, training and supervision to protect Health and Safety of all workers
- Prepare and post a health & safety policy (review at least annually)
- Make sure first aid is given promptly
- Report all accidents
- **Take every reasonable precaution needed in circumstances for the protection of a worker (*due diligence*)**

OHSA Responsibilities cont'd

Supervisor must (s.27 of the Act)

- Ensure worker works in compliance with OHS Act and Regulations
- Ensure worker uses or wears the equipment or protective devices or clothing required by employer
- Advise worker of any potential or actual danger to health and safety of the worker
- Provide a worker with written instructions (as prescribed).
- Take every precaution reasonable in the circumstances to protect the worker (*due diligence*)



OHSA Responsibilities cont'd

Workers must (s.28 of the Act)

- Work in compliance with the provisions of the and regulations
- Use or wear the equipment, protective devices or clothing required by the employer
- Report to his or her employer or supervisor the absence of or defect in any equipment or protective device of which the worker is aware and which may endanger himself, herself or another worker
- Report to his or her employer or supervisor any contravention of this Act or the regulations or the existence of any hazard of which he or she knows.





OHSA Responsibilities cont'd

No worker shall,

- Remove or make ineffective any protective device required by the regulations or by the employer unless an adequate temporary device is provided
 - Must replace the original protective device
- Use or operate any equipment, machine, device or thing or work in a manner that may endanger themselves or another worker
- Engage in any prank, contest, feat of strength, unnecessary running or rough and boisterous conduct.



OHSA Penalties



The Act specifies penalties/fines for contraventions

- Anyone up to \$25,000 and/or 12 months in jail
- Corporations up to \$500,000 per offence
- 25% surcharge on fines over \$1000
- Officers, directors, manager, supervisor may be liable as if offence committed by the accused



OHSA Rights

Worker Rights



Worker Rights

The Occupational Health and Safety Act provides three basic rights to workers

The Right to Know

The Right Refuse

The Right to Participate



Right to Know

OHS Act requires employers and supervisors to:

- Inform workers of workplace hazards
- Provide instruction, training and supervision to protect against those hazards
- Provide safety related information, reports to joint health and safety committee or health and safety representative



Right To Refuse Unsafe Work

One of the most powerful worker rights is the Right to Refuse unsafe work (s.43 of the Act)

A worker may refuse to work or do particular work where they have reason to believe they, or another person are likely to be endangered by:

- Equipment, machine, device or thing the worker is to use or operate;
- The physical condition of the workplace or part thereof in which they work
- Workplace violence
- Using or operating any machine, device or thing or the physical condition of the workplace that is in contravention of the Act or Regulations where the contravention is likely to endanger.

The work refusal process is illustrated on the following slides. Please also refer Mohawk College's work refusal procedure



Right To Refuse Cont'd

There are basically two stages for investigating and resolving a work refusal:

Stage 1 - Resolved internally by workplace parties

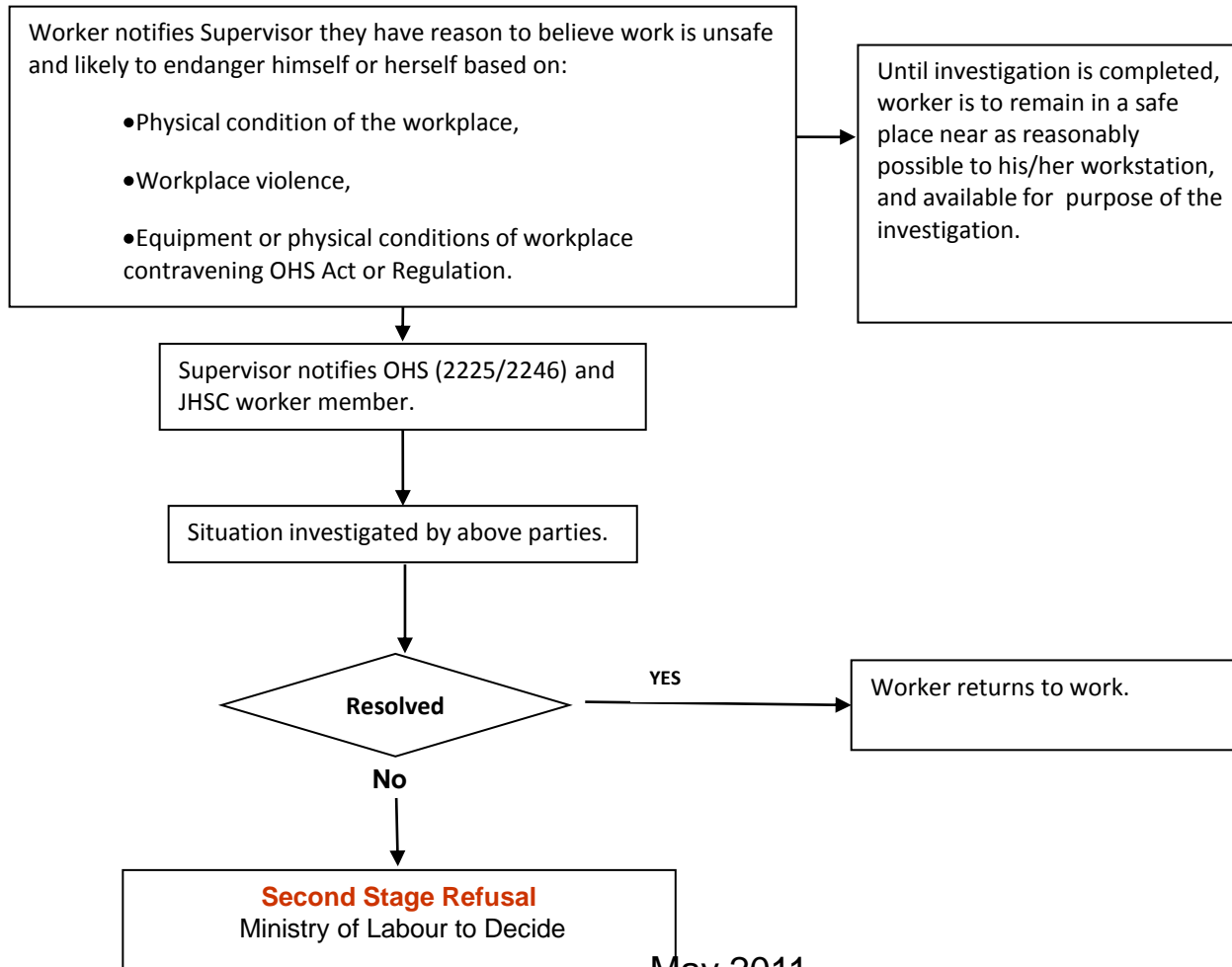
Stage 2 - Cannot be resolved internally. Ministry of Labour contacted to resolve

Important Notes

- (i) Workers cannot be penalized for exercising their right to refuse
- (ii) Some workers do not have the right to refuse. These are specified in s43 and include:
 - When hazards are inherent in the worker's work or is a normal condition of the worker's employment
 - When the refusal would directly endanger the life, health or safety of another *person*.
 - Police, firefighters, correctional officers, hospitals and similar institutions, ambulance service.....

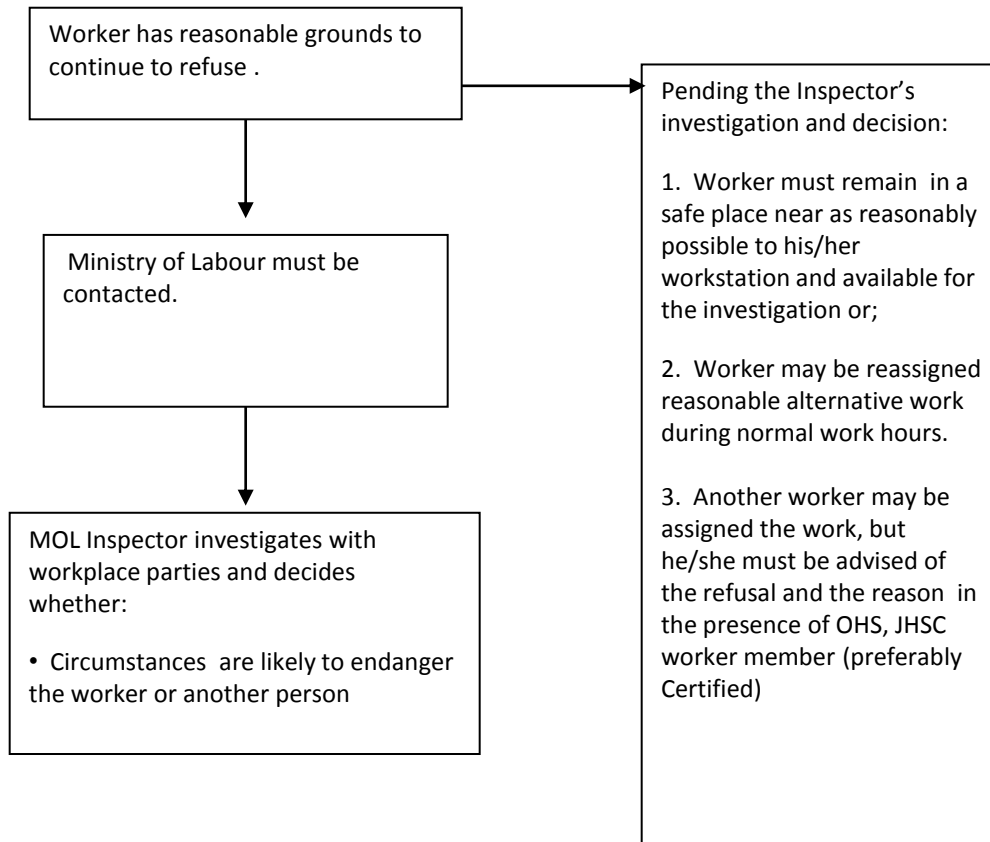
WORK REFUSAL PROCEDURE

First Stage



WORK REFUSAL PROCEDURE

Second Stage



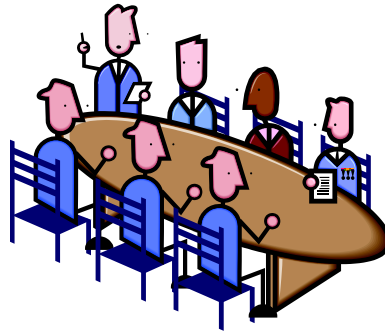


Right to Participate

OHS Act requires employers to:

- Inform workers of workplace hazards
- Provide instruction, training and supervision to protect against those hazards.
- Establish *joint health and safety committee* or cause workers to select *health and safety representative*
- Provide safety related information and reports to JHSC or health and safety representative

Health and Safety Representatives and Joint Health and Safety Committees





Health and Safety Representatives and Joint Health and Safety Committees

Depending on the size of the workplace, the OHS Act generally requires either a health and safety representative or a joint health and safety committee (JHSC) to be established. [\(s.8 of the Act\)](#) or [\(s.9 of the Act\)](#)

Unless a JHSC is required by s.9 and where the number of employees regularly exceeds 5:

- the employer must cause the workers to select one or more health and safety representatives, who do not exercise managerial functions. (s.8)

Where there are more than 20 employees, employers are required to establish a JHSC with the following composition:

- At least 2 or 4 persons for workplace where fewer than 50 or more than 50 employees are regularly employed respectively
- Members of the committees that represent workers must be selected by the workers or trade union
- At least 50% of the members must be workers employed at the workplace and who do not exercise managerial functions
- Co-chaired (1 management; 1 worker)
- *Certified* members required [at least 1 management and 1 worker representative]
 - To become “certified” requires specially approved H&S training by a recognized provider/trainer.



Powers of Health and Safety Representatives

Powers of Health and Safety Representatives

- Identify hazards and make recommendations to improve safety
- Recommend practices, procedures and programs
- Conduct monthly workplace inspections
- Obtain information respecting potential or existing hazards of materials, processes or equipment
- Obtain information concerning tests of any equipment, machine device or thing, material or biological, chemical or physical agent for purposes of OHS.
- Be consulted about and present at beginning of testing.
- Investigate cases where a worker is killed or *critically* injured.
- Entitled to time from work to perform functions (attend meetings, inspections and investigations)



Powers of Joint Health and Safety Committees

Powers of Joint Health and Safety Committees

- Must meet at least every three months
- Identify hazards and make recommendations to improve safety
- Recommend practices, procedures and programs
- Conduct monthly workplace inspections
- Obtain information respecting potential or existing hazards of materials, processes or equipment
- Obtain information concerning tests of any equipment, machine device or thing, material or biological, chemical or physical agent for purposes of OHS.
- Be consulted about and present at beginning of testing.
- Investigate cases where a worker is killed or *critically* injured.
- Entitled to time from work to perform functions (attend meetings, inspections and investigations)



JHSCs cont'd

Site specific JHSCs are located at the following campuses

- Fennell
- Stoney Creek
- Brantford
- IAHS

Refer to Mohawk's [JHSC webpage](#) to find out the committee members and health and safety representatives are at your work location.



OHS Regulations

Regulations

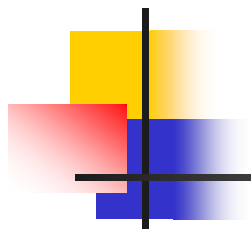
- Regulations are specific legislative requirements made under a particular Act.
- There are a number of safety-related regulations made under the Occupational Health and Safety Act and the Workplace Safety and Insurance Act. Specific regulations may apply depending on the workplace and type of work involved.
- Regulations describe specific requirements such as:
 - Equipment (properly maintained, inspected and tested)
 - Workplace Conditions (e.g. floors, stairs, guardrails, lighting)
 - Machine Guarding (e.g. protect pinch points, lockout)
 - Maintenance and Repair (e.g. portable ladders, supporting structures)
 - Material Handling (e.g. drums, cylinders, lifting devices)
 - Protective Equipment (e.g. eye, hand, foot, head, skin, fall protection)
 - First Aid [WSIB]
 - Accident Reporting [OHSA and WSIA]



Safety Regulations cont'd

Examples of Safety Regulations include:

- Industrial Establishments (O.Reg 851)
- Construction Projects (O.Reg. 213/91)
- Health Care and Residential Facilities (O.Reg. 67/93)
- Control of Exposure to Biological or Chemical Agents (O.Reg. 833)
- Designated Substances (O.Reg. 490/09) e.g. Benzene, Lead, Mercury, Silica
- Workplace Hazardous Materials Information System (O.Reg. 860)
- Asbestos on Projects and in Buildings and Repair Operations (O.Reg. 278/05)
- Critical Injuries (O.Reg. 834)
- First Aid Requirements (O.Reg. 1101) [Workplace Safety & Insurance Act]



Workplace Hazards at Mohawk College



General Workplace Hazards

The following slides outline some of the general hazards you may encounter at Mohawk College.

- Slips, Trips and Falls
 - Working at heights [e.g. ladders]
 - Chemical Hazards (WHMIS)
 - Asbestos Containing Materials
 - Violence [and Harassment] in the workplace
 - Ergonomics and Musculoskeletal Disorders
 - Machinery and Tools
 - Miscellaneous
- In addition to these you need to be familiar with any other hazards associated with your specific work area and tasks.
 - Be sure to discuss this with your supervisor so you know how to work safely and protect yourself at work.

Slips/Trips and Falls

Slips trips and falls account for approximately 45% of all incidents reported by Mohawk College employees [2009]. Many of these incidents occur outside during inclement weather, but a large percentage occur indoor on stairs and on flat walking surfaces also.

Selecting proper footwear is important for increasing your stability and reducing the risk of slipping and falling. Wear “sensible” footwear (i.e. avoid high heels, strapless and slip-on style shoes).

- Refer to Mohawk’s [Footwear Selection Guideline](#) to learn more about footwear for the workplace.

Walking on Stairs

- Do not allow yourself to become distracted
- Pay attention to your footing
- Always use the handrails
- Avoid carrying too much
- Don’t rush!



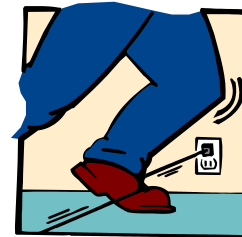
Slips/Trips and Falls Cont'd

Slipping and Tripping Hazards

- Extension cords, wires and cables

Do not run cords or cables across aisles.

Secure with tape or cable ties and keep them out of the way.



- Materials stored on floor

Store boxes or other items away from doorways, aisles and other paths of travel.

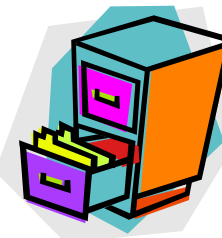


- Filing Cabinets and Drawers

Keep drawers closed

Ensure cabinets are not top-heavy.

- Load lowest drawers with heaviest items for stability.
- Only open one drawer at a time to prevent tipping.





Slips/Trips and Falls cont'd

Floor Surfaces

- Floors can become slippery from water tracked in from outside [ice, snow, rain] or from housekeeping activities
- Watch for wet floors and warn others in the area if necessary
- If you see water or a spill, promptly clean up or report it to housekeeping



External Grounds

- Parking lots and sidewalks can present slip and trip hazards from ice, snow or uneven surfaces.
- Stay on paved surfaces - avoid short cuts!
- In inclement weather
 - Take short steps
 - Avoid sharp turns
 - Report unsafe conditions to Facilities

Working at Heights, Ladders and Step Stools

Working at Heights

- Working “at heights” generally refers to working in an area or on equipment [e.g. long ladders, elevated work platforms] where there is a hazard of falling more than 3 metres.
- Fall arrest system must be worn [i.e. full body harness, lanyard, lifeline].
- Special training is required.
- Contact your supervisor if you are required to “work at heights”.



Ladders, Step Stools and Working at Heights

Ladders and Step Stools

- There is a risk of falling when climbing, descending or working from a ladder or step stool
- Ladders come in many different styles and lengths. Learn to select the ladder type and length appropriate for the work to be done
- In general, ladder safety requires:
 - Maintain 3-point contact [e.g. both feet and one hand or one foot and both hands]
 - Always face the ladder when climbing or descending
 - Keep hips between rails or centre of stool
 - Do not overreach
 - Do not stand on or above pail shelf
 - Refer to the equipment manual for specific ladder or stool used



Refer to Mohawk's [Ladder Selection and Safe Use Procedure](#) for more information if you use a ladder.

Workplace Hazardous Materials Information System [WHMIS]



WHMIS Regulation (O. Reg. 860)

- Applies to the use of “controlled” (i.e. hazardous) products used in the workplace.
- Controlled products determined by a product’s chemical and/or physical properties
(e.g. toxic; flammable or combustible; compressed gas; corrosive bio-hazardous etc.)
- Applies to anyone exposed to or likely to be exposed to controlled products.
 - A far-reaching regulation since many controlled products widely used.
 - Mohawk College’s WHMIS program requires all employees to complete training



WHMIS Cont'd

Two self-paced on-line courses are available on eLearn@Mohawk.

Basic WHMIS

For employees who are not likely to be exposed to hazardous materials in the course of their work. Examples include employees working in offices and programs or areas that do not store or use hazardous materials.

Advanced WHMIS

For employees who work with, or in close proximity to hazardous materials, and for those who supervise such employees. Examples include employees working in: Facilities Management, Motive Power, Chemistry, Skilled Trades, Health Sciences and supervisors of these employees.

Refresher quiz to be completed annually to ensure your level of understanding stays current.

To complete your training

- Log into eLearn@mohawk using your MoCoMotion username and password
- Look for the “My Courses” channel and select the Basic or Advanced WHMIS module under the Employee Tab
- Complete the module and print the [Certificate of Completion](#) for your records [80% min required]

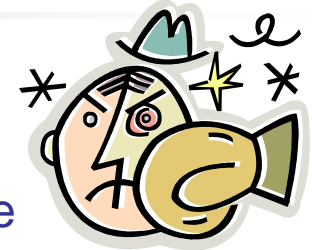
Workplace Harassment and Workplace Violence

Changes were made to the OHS Act in 2010 to include specific provisions for protecting workers through the implementation of workplace harassment and workplace violence policies and programs ([s.32 of the Act](#))



- All employees are required to complete the self-paced training modules to learn about these important safety topics and Mohawk's policies and programs to keep you safe in the workplace.
- Speak with your supervisor to determine whether you require additional training or information.

Workplace Harassment and Workplace Violence



To complete your training:

- Log into eLearn@mohawk using your MoCoMotion username and password
- Look for the “My Courses” channel and select the Workplace Harassment and Workplace Violence module under the Employee Tab
- Complete the modules and print the Certificate of Completion for your records [80% min required]



Asbestos Containing Materials

Asbestos is a mineralogical term for naturally occurring fibres that were widely used in products because asbestos is chemically, thermally and electrically resistant.

- The primary health concern with asbestos is the potential to become airborne and be inhaled into the lungs.
- Asbestos does not pose a health risk as long as it is maintained in good condition, not disturbed and prevented from becoming airborne.
- Asbestos related work can be done safely and must be performed in accordance with procedures to control the spread of asbestos and to protect workers from exposure while performing the work.

Asbestos Containing Materials cont'd

Asbestos containing materials (acm) are present at some campus locations

- Insulation on some pipes, ducting and boilers
- Older vinyl floor tiles
- Some cement products [e.g. rain water drains; cement wallboard]
- Sprayed on fireproofing (Fennell) [encapsulated or enclosed to contain the material and prevent it from becoming airborne]
- Older lab benches/counter tops

Asbestos management plan in place to:

- Maintain inventory of asbestos containing materials
- Regularly inspect ACM
- Have asbestos work performed by qualified workers



Contact Facilities Management or the OHS Department if you have any questions regarding asbestos at your work location.



Ergonomics and Musculoskeletal Disorders (MSD)

Ergonomics refers to the study of interactions of people with their environment. The guiding principle to ergonomics is to “fit the task to the person”. Doing this, providing maximum adjustability and mechanical assists where necessary, reduces the risk of suffering a musculoskeletal injury.

MSDs, sometimes referred to as *repetitive strain injuries* (RSI), are soft tissue injuries that occur over time. They usually occur in areas of the neck, shoulders, back or wrists. Examples of MSDs include:

Carpal Tunnel Syndrome (hand/wrist)

Tendonitis (forearm/elbow)

- Lateral epicondylitis (tennis elbow)
- Medial epicondylitis (golfer’s elbow)

Tenosynovitis

Tension neck syndrome

Rotator cuff tendonitis (shoulder)



Signs and Symptoms of Musculoskeletal Disorder

There are a number of signs and symptoms of musculoskeletal disorders. It's important to be proactive and take action before symptoms appear.

- Contact your supervisor immediately if you are experiencing any discomfort with a task or if you notice any of the following signs or symptoms.
- Prompt reporting allows corrective action to be taken before the problem worsens or develops into something more serious.

MSD Signs and Symptoms Include

- Decreased range of motion or grip strength
- Muscle weakness
- Fatigue, stiffness, pain, tenderness, numbness or tingling
- Inflammation or redness



Risk Factors for MSDs

Force, Repetition and Posture are recognized risk factors for musculoskeletal injuries. Individual factors such as physical fitness, health status and non-occupational activities are also important.

The risk of injury increases with the number of risk factors involved

A musculoskeletal injury may occur from performing tasks such as working at a computer workstation; manual material handling involving “regular” office-related materials/items or heavier work or when using equipment or tools.



Risk Factors for MSDs

Force

Refers to the force exerted by muscles or to joints to move, push or pull, lift or carry.

Repetition

Frequently performed tasks increase the risk of injury. Muscles need adequate recovery time to prevent injury.

Posture

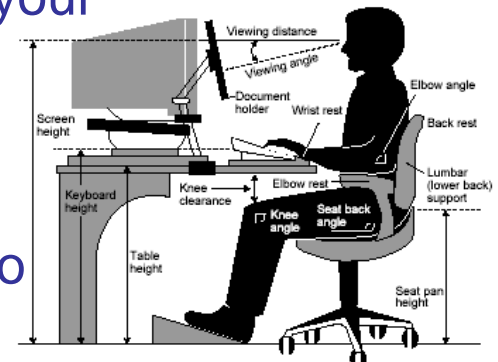
Neutral postures preferred because they keep body in “alignment” for optimum performance and minimum forces exerted on musculoskeletal system.

Awkward postures such as an extended arm or twisted back increases the risk of injury

Computer Workstations

Ergonomic considerations for working on computers

- Avoid continued use for extended periods to allow your body (wrist/arms/eyes/back) to rest
- Take short (5 min/hr) “breaks” from keyboarding
- Getting comfortable at your workstation requires adjusting the chair, monitor, keyboard and mouse to fit you.
- Keep regularly accessed desktop items within a comfortable arm’s reach



Refer to Mohawk’s [Workstation Ergonomics](#) webpage for more information and resources.

Manual Material Handling

Manual Material Handling

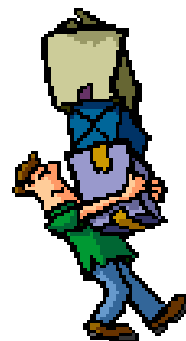
- Get help with heavy or awkward items
- Avoid awkward postures and forces
- Use proper lifting techniques

Use 2 hands to grab heavy materials

Keep the load close to your body

Keep your back straight

Lift with your legs....not your back!



Pushing/Pulling (e.g. Carts)

- Pushing is usually more safe than pulling

Better control

Use body weight to push

Can see where you're going

Refer to Mohawk's [Manual Material Handling](#) webpage for more information and resources.

Hand and Power Tools

Examples of hand and power tools include:

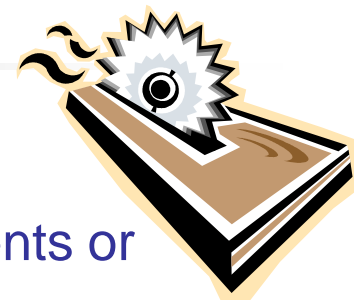
- Paper cutter, utility knife, box cutter
- Hammers, screw drivers, wrenches
- Saws (hand, portable, table)
- Lathes, milling machines, planers
- Drills
- Grinders



Use the proper tools for task - do not improvise

- Inspect all equipment before using.
- Do not use damaged equipment
- Replace or report damaged equipment to your supervisor

Power Tools



- Only use power tools if authorized
 - Make sure tools are unplugged or locked out if adjustments or repairs are required
 - Make sure safety guards are in place
 - Make sure tools and power cords are in good condition
- Do not use damaged equipment – report damage to your Supervisor
- Wear required personal protection equipment
 - E.g. Safety footwear, safety glasses; hearing protection
 - Know and follow the proper safe operating procedures and safety features for all power equipment

Lockout/Tagout

“Locking-out” refers to procedures for securing equipment to prevent accidental start-up and ensure machines are safe, and remain safe, while work is performed on it.

Lockout procedure can be as simple as unplugging a machine or can be complicated involving locks and special devices applied to:

- Disconnect switches
- Pipes
- Valves
- Hydraulic lines
- Gas lines etc...



Refer to Mohawk's [Lockout/Tagout](#) program for more information.

Machine Guarding

- Powered machines can cause serious injuries.
- Exposed moving parts must be guarded to prevent access to the moving part and/or to prevent materials from endangering a worker.
- Never operate a machine without the proper safety guards or shields in place. Examples include:
 - Covers over machine belts/pulleys
 - Light curtains (shearer, cutter, packaging machine)
 - Covers for points of operation on woodworking and machining equipment: e.g. saws, lathes, milling machines
 - Any piece of equipment with exposed moving parts



Outdoor Hazards

Campus Traffic and Pedestrians

- Campus traffic includes automobiles, buses, maintenance and construction equipment at times
- Obey traffic signs and speed limits
- Watch for pedestrians
- Do not allow yourself to be distracted

If you work outside

- Wear sunscreen
- Wear long-sleeved shirt, a hat and sunglasses
- Learn the symptoms of heat stress and preventive measures
 - Drink lots of water – small quantities taken frequently are best. At least 1 cup every 20 minutes is recommended.
 - Drink even if you're not thirsty!
 - Work in shade as much as possible
 - Avoid working during the hottest periods of the day if possible
 - Take breaks in shady or air-conditioned areas when possible





First Aid, Accident Reporting and Medical Emergencies

First Aid and Medical Emergencies

If you have an injury

- Get first aid immediately
- First aid can be provided by
 - First Aid attendant in your area
 - Security
 - Health Services



If emergency medical services are required

- Call Security at extension 55 on college phones other than at the IAHS or Mohawk-Laurier Campuses
- Extension 88 or 5888 at IAHS or Mohawk-Laurier respectively
- Or call 911

Automatic External Defibrillators (AED)

- AEDs can be used in situations of sudden cardiac arrest
- Learn where AEDs are located at your campus



Accident/Incident Reporting

If you have an incident or injury at work

- Immediately report the incident or injury to your supervisor (or alternate as appropriate)
- Investigate the incidents with your supervisor and complete the college Accident/Incident Form
- Contact the Occupational Health and Safety Department if you have any questions



Refer to Mohawk's [Accident and First Aid Policy](#) for more information



Emergency Procedures

Fire Evacuation Lockdown and Hold and Secure

Emergency Procedures

Refer to [Emergency Safety & Security Procedures Booklet](#) (also available in hardcopy)

- Know the emergency procedures for your work location
- When working with students or visitors to the College you have a responsibility to make them aware of our emergency procedures and evacuation routes.
- If you deal with someone with a disability, special arrangements may have to be made for their evacuation from buildings.



Emergency Procedures

Fire

Upon Hearing The Alarm

- Go immediately to the nearest exit and “Evacuate the Building”
- Leave the building by the most direct route
- Follow instructions by Security, Staff and/or Fire Wardens
- Take a position away from building
- Ensure all persons in need or with a disability are assisted out of the building if possible, or to a safe location.

If You Discover Fire

- Evacuate persons in immediate danger and close the door, if possible.
- Go immediately to the nearest fire alarm station and sound the fire alarm.



Important

Make sure you learn to recognize the fire alarm sound in your work location.



Lockdowns

Lockdowns

- Emergency measures to protect people inside a building from a dangerous situation taking place either inside or outside the building.
- Require securing a campus or an area as quickly as possible.
- [Emergency Evacuation and Lockdown Reference Card](#)

There are two kinds of “lockdown”

- Lockdown
- Hold and Secure

Contact Security Services if any threat is viewed or perceived

- Extension 55 on college phones other than IAHS or Mohawk-Laurier
- Extension 88 at IAHS
- Extension 5888 at Mohawk-Laurier
- Emergency buttons [mounted or on Bell payphones]
- 911



Lockdown and Hold and Secure

Know the Difference

Lockdown

- Direct threat to safety and well being of college community such as a shooter, hostage situation or terrorist attack.
- The goal is to remove yourself from the area of immediate threat, go to a secure area and remain out of site.
- Lockdowns will be initiated by Security.
- A full lockdown requires securing a campus or an area as quickly as possible

Hold and Secure

- Arise from police action, environmental hazard or weather related activity outside the college that does not pose a direct threat to people inside the building.
- A partial lockdown where everyone remains in the building. The College will continue to conduct business as usual, but entrances would be locked to deny access to the building from outside. Hold and Secure announcements will be initiated by Security or any building management personnel.

IMPORTANT NOTES

- (i) The signal for a lockdown or hold and secure at Fennell, STARRT and Brantford campuses is not an alarm . It is a pre-recorded message that will be played over the building speaker system.
- (ii) Lockdown procedures at IAHS and Mohawk-Laurier campuses are determined by McMaster and Laurier Security Services respectively. Speak with your supervisor if you work at these locations



Lockdown Procedure

Upon Hearing the Announcement of a Lockdown

- If you are able to do so safely - exit the building immediately. If safe exit is not possible: **REMAIN CALM** and encourage others to remain calm, immediately cease all activity.
- If you are in a classroom or office, remain there.
- If you are in a hallway, move to a room or other place of safety immediately.
- Provide assistance, where required, to individuals with a disability or language barrier.
- Secure doors if possible, turn out lights, cover windows or pull shades if possible.
- Remain quiet and out of sight. Stay away from all windows and doors.
- Silence cell phones or devices that can generate noise.
- Stay quiet and await instructions. Lockdowns can last a considerable time,
- Do not open the door under any circumstances.
- Do not evacuate if a fire alarm sounds unless identifiable emergency officials knock on your door and advise evacuation or unless you are certain there is a need to evacuate.

For Open Areas (e.g. Cafeteria, Library, Gymnasium)

- Generally follow the same steps as those listed above.
- If there are no doors that can be locked or barricaded, take shelter under desks, tables, chairs or behind bookcases or other furniture or equipment.



Hold and Secure Procedure

Upon Hearing the Hold and Secure Announcement

- Remain in the building until advised clear to leave
- The recorded announcement will play for 3 minutes
- Security staff responsible for securing all exits/entrances, monitoring entrance to building and admitting authorized personnel.

End of Lockdown and Hold and Secure Situations

- “All Clear” will be announced over speakers for 3 minutes.
- Security will also conduct door to door confirmation.

IMPORTANT NOTES

- (i) The signal for a lockdown or hold and secure at Fennell, STARRT and Brantford campuses is not an alarm . It is a pre-recorded message that will be played over the building speaker system.
- (ii) Lockdown procedures at IAHS and Mohawk-Laurier campuses are determined by McMaster and Laurier Security Services respectively. Speak with your supervisor if you work at these locations



Occupational Health and Safety Resources



OHS Department Services

Services Provided by OHS Department

- Promote safe work practises
- Advise workplace parties on health and safety requirements
- Support college Joint Health and Safety Committees
- Interpret applicable regulatory requirements
- Conduct accident/incident investigations
- Support WSIB related return-to-work accommodations
- Conduct ergonomic assessments
- Conduct occupational hygiene monitoring (asbestos, noise, chemicals, indoor air quality etc...)
- Investigate safety-related concerns
- Coordinate hazardous waste disposal
- OHS Website:

<http://www.mohawkcollege.ca/Explore/jobs/currentjobopps/hrstaffservices/OHS.html>



OHS Department Services

Deliver or coordinate training

- Asbestos Awareness
- Confined Space Awareness
- Fall Protection
- Fire Warden
- First Aid
- Ladder Safety
- Lift Truck Operator
- Elevated Work Platform
- Lockout/Tagout
- Office Ergonomics
- Safe Lifting and Carrying
- New Employee Safety Orientation
- Health and Safety for Supervisors
- Workplace Hazardous Materials Information System
- Workplace Violence and Workplace Harassment

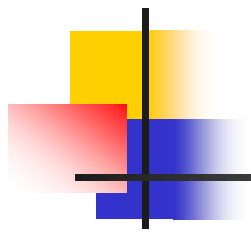


Summary



Now that you have reviewed all the slides, remember you need to:

- 1) Complete New Employee Orientation Test and submit to OHS Department.
- 2) Log into eLearn@mohawk using your MoCoMotion username and password and complete:
 - Basic or Advanced WHMIS module.
 - Workplace Harassment and Violence modules
- 3) Meet with your Supervisor and review job specific safety requirements
- 4) Complete the Employee/Supervisor review form and submit to OHS Department



Thank You

***Remember to always....
Think Safe ! Be Safe!***