

Facilities Department

Maintenance Safety Program Manual

2015 / 16

SCHOOL DISTRICT NECHAKO

School District No. 91 (Nechako Lakes)

Maintenance Safety Program Manual

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ELEMENT 1

Health & Safety Policy

Health & Safety Policy 406.1 states:

The Board of Education, School District No. 91 (Nechako Lakes), is committed to the promotion of safe and healthy working conditions and attitudes within the District. It acknowledges its responsibility to ensure a safe working environment for all its employees and students and to provide a program of safety education as required by legislation and contracts.

Health & Safety Policy – Regulations 406.1R states:

It shall be the responsibility of the Board to establish and maintain such standards in its facilities and equipment as to ensure that physical and health hazards are guarded against or eliminated and to develop safe work procedures conducive to an accident free and healthy work environment.

The Board shall:

Ensure that all supervisory personnel are instructed and trained in safe working practices; and,

Establish a Health and Safety Committee.

Supervisory Personnel

It shall be the responsibility of every supervisor to ensure that his/her subordinates are trained in proper work and safety procedures and to monitor his/her employees in this regard.

Employees

It shall be the responsibility of every employee to follow proper work/safety procedures, to observe all regulations pertaining to his/her work, and to cooperate in attaining the objective of a safe work environment. All employees shall report any real or potential safety/health hazards to his/her supervisor. The supervisor shall communicate such report and the action taken to the Health and Safety Committee.

Reviewed Date	Reviewed By	Training Required	Training Date

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ELEMENT 2

Orientation, Training & Supervision of Workers

PURPOSE

Employee orientation and training are key elements to the prevention of accidents. Hazardous situations can be avoided or made less hazardous if employees receive appropriate training and instruction. It is imperative that new employees and all employees, who are being assigned potentially hazardous tasks for the first time, be given adequate training.

The supervisors are the key personnel in both production and occupational safety and health. They are responsible for actions taken within their area of influence and are held accountable by the School District for the results within their area. The supervisors are responsible to ensure that work procedures are followed in a manner compatible with the safety and health of employees.

SCHOOL DISTRICT REQUIREMENTS

The WCB requires the School District to provide proper direction and instruction to workers in the safe performance of their duties. Through training and supervision, employees are made aware of hazards and safe work procedures to follow in order to protect themselves.

The School District will meet this requirement by providing workers with complete orientation and on the job training with consistent and fair work supervision. Records of orientation and training are maintained to verify that employees have received adequate instruction to work safely. The supervisor signs each record upon completion of an employee's training and will regularly follow up on that training to ensure consistency and competency.

On the Job Training

On the job training is provided to new staff or when new procedures are introduced. On the job training is conducted by supervisors and will include:

- Using the written job procedures and safety instructions
- Explaining safety aspects of conducting the particular task
- Explaining who to contact for help

Training of Supervisors

The supervisors are key personnel in the implementation and overall success of the Health and Safety Program. They are largely responsible and accountable for

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the day-to-day activities of the program. The supervisors are required to establish and maintain safe and healthful working conditions.

In order for the supervisors to effectively meet their responsibilities, they are trained in the following areas:

- Techniques of effective supervision and instruction, including motivation and communication
- How to investigate accidents and to take corrective and preventive action
- How to conduct inspections of their area

Supervision

The supervisors ensure that work is carried out as expected by maintaining positive supervision over the work activities in his/her school or work area. Employees are kept up to date of management decisions and action plans through periodic staff meetings, department memos and internal e-mail. All employees are expected to work according to established safe work procedures. Supervisors will immediately rectify any unsafe actions in accordance with proper corrective procedures.

Supervisory Obligations - Westray Bill C-45

"2.17.1 Every one who undertakes, or has the authority, to direct how another person does work or performs a task is under a legal duty to take reasonable steps to prevent bodily harm to that person, or any other person, arising from that work or task."

The bill established new legal duties for workplace health and safety, and imposes serious penalties for violations that result in injuries or death. It also establishes rules for attributing criminal liability to organizations, including corporations, for the acts of their representatives and also creates a legal duty for all persons directing work to take "reasonable steps" to ensure the safety of workers and the public.

Source: http://www.teamstersrail.ca/TCRC_BillC45_Westray.htm

ACTIONS

Supervisors will:

- Understand the hazards associated with a job and their potential effects on employees
- Orientate new and transferred employees before assigning them to their respective work
- Conduct a follow up on training and orientation of employees
- Ensure that all employees understand what to do in emergencies
- Maintain training records on each employee

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- Maintain continual awareness for hazards in their area of supervision
- Hold regular staff meetings
- Implement corrective action plans
- Communicate recommendations to health and safety officer
- Communicate information and management decisions down through their respective organizations

Employees will:

- Follow safety rules, procedures and safe work practices
- Understand the polices, rules and procedures established to prevent exposure to hazards
- Actively participate in orientation and training programs, and report to their supervisors any lack of qualifications to perform duties
- Report hazardous conditions to their supervisor

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Young or New Worker Orientation

Effective 26 July 2007, Part 3: Rights and Responsibilities in the Occupational Health and Safety Regulation have been amended to include a new section for Young or New Workers in Sections 3.22 to 3.25 in the Occupational Health & Safety Regulations.

http://www2.worksafebc.com/Publications/OHSRegulation/Part3.asp#SectionNumber:3.22

1.0 Definitions	
Young Worker	means any worker who is under 25 years of age
New Worker	means any worker who is
	 a) new to the workplace b) returning to a workplace where the hazards in that workplace have changed during the worker's absence c) affected by a change in the hazards of a workplace, or relocated to a new workplace if the hazards in that

workplace are different from the hazards in the worker's previous workplace.

2.0 General Information

2a) Name of Employee:

2a)	Name of Employee :Contact / Location:
2b)	Position: Location:
2c)	Name of Supervisor : Contact / Location:
2d)	Name of site Health & Safety Representative : Contact / Location:
2e)	Name of First Aid Attendant: Contact / Location: Location of First Aid Room / Kit:
2f)	Review of General Duties of Employers, Employees & Supervisors Yes No see Appendix A below



	Comments:		
2g)	Review of Worker's Right to Report U Yes No See App Comments:	endix B below	
	http://www2.worksafebc.com/publicat	CORRE	s Part3: Rights & Responsibilities ECTION OF UNSAFE CONDITIONS 3.10 Reporting unsafe conditions /Part3.asp#SectionNumber:3.10
2h)	Review of Worker's Right to Refuse U Yes No Comments:	See Appendix C b	
	http://www2.worksafebc.com/publicat		s Part3: Rights & Responsibilities Refusal of Unsafe Work 3.12 Procedure for refusal /Part3.asp#SectionNumber:3.12
2i)	Identification of Local Hazards		
	Hazards	Safe \	Work Procedure
2j)	Review of Site Health & Safe Rules		
	Emergency Procedures	□ Yes	□ No
	Emergency Exit	□ Yes	□ No
	Muster Point	□ Yes	□ No
	Location of Fire Extinguishers	□ Yes	□ No
	Location of MSDS binders	☐ Yes	□ No



	How to report an Injury	☐ Yes	□ No		
	Reviewed Orientation slide show	□ Yes	\square No		
2k)	Review Replay - Working Alone / Isolation	n Procedur	es		
	1 250 564 77	11			
	1 866 680 1001 T	oll-free			
	□ Yes	□No			
Comments:					
				_	

OHS Regulations Part 3: Rights & Responsibilities
Working Alone or In Isolation
4.21 Procedures

 $\underline{http://www2.worksafebc.com/publications/OHSRegulation/Part4.asp\#SectionNumber:4.21}$

3.0 Maintenance Information

3a) Personal Protective Equipment (PPE)

Tasks	Required PPE
1.	
2.	
3.	
4.	

Typical PPE: hearing protection, respirator, eye protection, gloves, safety foot wear



3b) Task Procedure Demonstration

Date	Task Observed	Feedback	Observer

3c) Power Tool Safety

<u>Equipment</u>	Date – Initial	Comment	Date – 3-month	Comment
	<u>Demonstration</u>		<u>Demonstration</u>	
Jig Saw				
Skill Saw				
Planer				
Router				
Noutei				
Portable				
Table Saw				
Air Nailers				
Table Saw				
Band Saw				
Ladders				
Radial Arm				
Saw				
Scaffold				
L	l .	I	I	

3d) Safety Observations & Feedback

Date	Task	Observation	Feedb	ack
3e)	Personal Safety Improveme	nt Plan		
Item	Improvement Opportunity	Improvement Methods		Supervisor's
		•		Comments
1				
1.				
2.				
3.				
4				
4.				
3f)	Operation of School District	Vahislas and Equipment		
31)	Operation of School District	venicles and Equipment		
	Adhering to speed lin	mits ☐ Yes		No
	Routine circle check	□ Yes		No
	Reporting to scales	□ Yes		No No
	Securing loads	□ Yes □ Yes		No No
		□ Yes		No

4.0	Groundskeeper			
Revie	wed Orientation – Student Gro	undskeeper Presentation		
		□ Yes	□No	
Comn	nents:			
				•
Traile	r Towing & Safaty	□ Yes	□ No	
	r Towing & Safety			
Comn	nents:			
5.0	Custodian Orientation			
5a)	Working Alone / Isolation Pro	ocedures		
	See SD91 Facilities Safety Pro	gram Manual – <mark>Element 1</mark>	<u>5</u>	
		OHS Regulations	Part 3: Rights & Respor Working Alone or In	
	http://www2.worksafehc.com	n/publications/OHSRegulation/	4.21 Pro	ocedures
	netp.// www.z.worksurebe.com	ny publications/ On Shegulation/	Tare-aspasectionivani	1001.4.21



LAKES				
Employee		Su	pervisor	
Signature		Sig	gnature	
Date		Da	te	
Reviewed Date	Reviewed By		Training Required	Training Date

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Appendix A

Worker's Compensation Act

Part 3 Division 3 - General Duties of Employers, Workers and Others

115 General duties of employers

- (1) Every employer must:
 - (a) ensure the health and safety of
 - (i) all workers working for that employer, and
 - (ii) any other workers present at a workplace at which that employer's work is being carried out, and
 - (b) comply with this Part, the regulations and any applicable orders.
- (2) Without limiting subsection (1), an employer must:
 - (a) remedy any workplace conditions that are hazardous to the health or safety of the employer's workers,
 - (b) ensure that the employer's workers
 - (i) are made aware of all known or reasonably foreseeable health or safety hazards to which they are likely to be exposed by their work,
 - (ii) comply with this Part, the regulations and any applicable orders, and
 - (iii) are made aware of their rights and duties under this Part and the regulations,
- establish occupational health and safety policies and programs in accordance with the regulations,
- d) provide and maintain in good condition protective equipment, devices and clothing as required by regulation and ensure that these are used by the employer's workers,
- e) provide to the employer's workers the information, instruction, training and supervision necessary to ensure the health and safety of those workers in carrying out their work and to ensure the health and safety of other workers at the workplace,
- f) make a copy of this Act and the regulations readily available for review by the employer's workers and, at each workplace where workers of the employer are regularly employed, post and keep posted a notice advising where the copy is available for review,
- g) consult and cooperate with the joint committees and worker health and safety representatives for workplaces of the employer, and
- h) cooperate with the Board, officers of the Board and any other person carrying out a duty under this Part or the regulations.

116 General duties of workers

- (1) Every worker must
 - (a) take reasonable care to protect the worker's health and safety and the health and safety of other persons who may be affected by the worker's acts or omissions at work, and
 - (b) comply with this Part, the regulations and any applicable orders.
- (2) Without limiting subsection (1), a worker must:

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- (a) carry out his or her work in accordance with established safe work procedures as required by this Part and the regulations,
- (b) use or wear protective equipment, devices and clothing as required by the regulations,
- (c) not engage in horseplay or similar conduct that may endanger the worker or any other person,
- (d) ensure that the worker's ability to work without risk to his or her health or safety, or to the health or safety of any other person, is not impaired by alcohol, drugs or other causes,
- (e) report to the supervisor or employer
 - any contravention of this Part, the regulations or an applicable order of which the worker is aware, and
 - (ii) the absence of or defect in any protective equipment, device or clothing, or the existence of any other hazard, that the worker considers is likely to endanger the worker or any other person,
- (f) cooperate with the joint committee or worker health and safety representative for the workplace, and
- (g) cooperate with the Board, officers of the Board and any other person carrying out a duty under this Part or the regulations.

117 General duties of supervisors

- (1) Every supervisor must
 - ensure the health and safety of all workers under the direct supervision of the supervisor,
 - (b) be knowledgeable about this Part and those regulations applicable to the work being supervised, and
 - (c) comply with this Part, the regulations and any applicable orders.
- (2) Without limiting subsection (1), a supervisor must
 - (a) ensure that the workers under his or her direct supervision
 - (i) are made aware of all known or reasonably foreseeable health or safety hazards in the area where they work, and
 - (ii) comply with this Part, the regulations and any applicable orders,
 - (b) consult and cooperate with the joint committee or worker health and safety representative for the workplace, and
 - (c) cooperate with the Board, officers of the Board and any other person carrying out a duty under this Part or the regulations.

Appendix B

3.10 Reporting unsafe conditions

Whenever a person observes what appears to be an unsafe or harmful condition or act the person must report it as soon as possible to a supervisor or to the employer, and the person receiving the report must investigate the reported unsafe condition or act and must ensure that any necessary corrective action is taken without delay.

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Appendix C

3.12 Procedure for Refusal of Unsafe Work

- (1) A person must not carry out or cause to be carried out any work process or operate or cause to be operated any tool, appliance or equipment if that person has reasonable cause to believe that to do so would create an undue hazard to the health and safety of any person.
- (2) A worker who refuses to carry out a work process or operate a tool, appliance or equipment pursuant to subsection (1) must immediately report the circumstances of the unsafe condition to his or her supervisor or employer.
- (3) A supervisor or employer receiving a report made under subsection (2) must immediately investigate the matter and
 - (a) ensure that any unsafe condition is remedied without delay, or
 - (b) if in his or her opinion the report is not valid, must so inform the person who made the report.
- (4) If the procedure under subsection (3) does not resolve the matter and the worker continues to refuse to carry out the work process or operate the tool, appliance or equipment, the supervisor or employer must investigate the matter in the presence of the worker who made the report and in the presence of
 - (a) a worker member of the joint committee,
 - (b) a worker who is selected by a trade union representing the worker, or
 - (c) if there is no joint committee or the worker is not represented by a trade union, any other reasonably available worker selected by the worker.
- (5) If the investigation under subsection (4) does not resolve the matter and the worker continues to refuse to carry out the work process or operate the tool, appliance or equipment, both the supervisor, or the employer, and the worker must immediately notify an officer, who must investigate the matter without undue delay and issue whatever orders are deemed necessary.

ELEMENT 3

Hazard Assessments & Physical Inspections

PURPOSE

Work site inspections are key activities in the prevention of accidents. Their purposes are to:

- Identify existing and potential hazards
- Increase awareness leading to the prevention of workplace accidents and illnesses ensure compliance with standards and regulations

REQUIREMENTS

The WCB requires the School District to ensure that hazards to the safety and health of workers are identified and brought to management's attention. It is management's responsibility to ensure that the identified hazards are eliminated and, where this is not practicable, to ensure the hazards are controlled and that workers are protected from the hazards. To meet this requirement, the school safety committee members and representatives conduct regular workplace inspections.

The School District will provide all necessary resources to ensure that workplace inspections are effective. These include:

- Hazard recognition and safety inspection training for inspectors
- Time for inspectors to complete their duties
- Established communication channels between inspectors, the district safety committee and senior management
- Quick action on recommended corrections

All inspections are documented to demonstrate due diligence.

Hazard Assessments

A hazard assessment is recommended prior to the start of any new project, task or job. Its purpose is to anticipate, as much as is reasonable, any hazards or hazardous conditions that are inherent or could arise out of a new project, task or job. Once the hazards have been identified, the controls for eliminating or minimizing these hazards can then be determined and implemented. Hazard assessments should also be undertaken when major modifications are made to a project, task or job.

Ongoing supervisory and safety committee inspections are expected to identify hazards that developing during the new project, task or job.

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Physical Inspections

The School District No. 91 Inspection Program comprises of three types of inspections that are structured as follows:

1. Informal Physical Inspections

All employees are expected to maintain continual awareness of hazards in their work areas. This is accomplished by supervisors conducting regular walk-through of their areas of authority and by workers checking their work areas prior to commencing work. No formal inspection report is required; however, any detected hazards must be corrected immediately if the task is within the employee's capabilities. If not, the hazard is to be reported to the area supervisor or management for correction.

2. Formal Workplace Inspections

Work areas will be inspected monthly by the school safety committee members or representatives. The inspection checklists will be completed for each inspection and each supervisor must regularly review and update his/her checklist as required. The completed reports shall be forwarded to the health and safety officer on a monthly basis for review. The health and safety officer will provide summaries for management and the district safety committee to review. The area supervisor must ensure that corrective action is taken so that the hazard is eliminated or controlled.

3. Special Inspections

Special inspections take place immediately after a malfunction, accident or after a new work procedure or machinery is introduced. The health and safety officer, supervisor and a worker representative (preferably a safety committee member) conduct this type of inspection. An Inspection report must be completed and distributed to the health and safety officer and school safety committee for review. In addition, an Incident Investigation may be required for certain accidents. The supervisor must ensure that any existing unsafe condition is effectively controlled before commencing an inspection or investigations.

ACTIONS

Supervisors will:

- Implement and maintain the hazard assessment and inspection programs
- Conduct required workplace inspections
- Conduct special inspections and accident investigations when required
- Complete and maintain proper inspection records
- Forward copies of inspection reports to the health and safety officer for review
- Communicate recommendations to the health and safety officer



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- Communicate information and management decisions throughout their school or work area
- Correct unsafe conditions or practices or ensure the hazard is controlled until corrective action can be taken

Employees will:

- Conduct informal daily inspections of their own work area
- Report all hazards to the supervisor
- Participate, when required, in scheduled workplace inspections and accident investigations

Reviewed Date	Reviewed By	Training Required	Training Date



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FACILITY INSPECTION CHECKLIST

SCHOOL:		DATE:					
A. Records and Documentation	Yes	No	NA	Comments/ Details	Person Assigned		
1. Emergency plan accessible to all staff	o	o	o				
Current map of asbestos containing material available in office	О	O	0				
3. Asbestos- containing material labels in place	О	О	О				
4. Accident/ Incident Record Book	О	О	О				
B. Walking Surfaces	Yes	No	NA	Comments/ Details	Person Assigned		
Hallways unobstructed	О	О	О				
2. Stairs and stairways unobstructed	О	0	0				
3. Doorways unobstructed	О	0	О				
4. Mats available in entrances	О	О	О				
 Carpets and tiles in good condition- free of loose or lifting carpet or tile 	0	О	0				
6. Floors kept dry	О	0	0				
7. Stairs provided with anti-slip tread	0	0	0				
8. Main aisles at least 1m (36") wide	О	0	0				
9. If supplies or materials are stored on the floor are they away from doors and aisles and stacked no more than 3 boxes high?	o	o	o				
10. Guardrails and handrails in good condition	0	0	0				
 Floor openings and manhole covers fit securely 	О	0	О				
C. Sanitation	Yes	No	NA	Comments/ Details	Person Assigned		
Waste containers in washrooms and lunchrooms	О	О	О				
2. Soap and sanitary towels in washrooms	О	0	О				
3. Facility is clean and sanitary	О	О	О				
12. Are garbage bins located at suitable points?	О	О	О				
4. Waste containers are emptied regularly	О	О	О				
D. Emergency Exits	Yes	No	NA	Comments/ Details	Person Assigned		
Exits clearly marked	О	0	О				
2. Exits unobstructed and unlocked	0	0	0				
3. Exit doors swing outward	0	0	0				

E. Fire Protection	Yes	No	NA	Comments/ Details	Person Assigned
Fire extinguishers accessible to all staff	О	0	0		



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Fire extinguishers inspected within the last year	О	o	o		
Staff trained in fire extinguisher use	О	О	О		
13. Fire alarm pulls marked, functional and unobstructed	О	О	0		
14. Firefighting hoses outlets unobstructed	0	О	О		
4. Flammable materials safely stored	О	О	О		
15. Less than 20% of corridor and classroom wall space covered with paper	О	О	О		
F. Electrical	Yes	No	NA	Comments/ Details	Person Assigned
Cover plates, switches and outlets in good condition	0	0	0		
Electrical cords in good repair and if grounded plug in good condition	О	О	О		
2. Electrical panels labeled and unobstructed	О	О	0		
3. Electrical cords secured	0	О	О		
G. Lighting	Yes	No	NA	Comments/ Details	Person Assigned
17. Are lighting levels in work areas adequate?	О	0	О		
Are work areas free of glare or excessive lighting contrast?	0	О	О		
2. Are windows covered with blinds, drapes or other means of controlling light?	0	О	О		
3. Lighting fixtures in good condition	О	0	О		
4. Emergency lighting system functional. Please record date of last test:	О	О	О		
H. Ladders and Stepstools	Yes	No	NA	Comments/ Details	Person Assigned
Ladders and stepstools in good condition	О	О	0		
Defective ladders tagged and removed from service	О	О	О		
3. Ladders and provided with anti-slip tread	О	О	О		
Metal or wire-reinforced ladders <u>not</u> used in proximity to energized electrical equipment	О	О	0		
I. Walls	Yes	No	NA	Comments/ Details	Person Assigned
Signs and fixtures securely fastened to the wall	О	О	0		
J. Boiler or Furnace Room	Yes	No	NA	Comments/ Details	Person Assigned
Flammables <u>not</u> stored in boiler room	0	0	0		8
2. Floors clean and unobstructed	0	0	О		
3. Vents unobstructed	0	0	0		
4. Emergency lighting system functional. Please record date of last test:					
	Yes	O No	O NA	Comments/ Details	Person Assigned
K. Storage Areas					



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Stored materials <u>not</u> projecting into walkways	О	О	О		
2. Shelving stable and secure	О	О	О		
Ladder or stepstool readily accessible	0	О	О		
Trolleys or dollies available to move heavy items	О	О	О		
L. Grounds	Yes	No	NA	Comments/ Details	Person Assigned
Outdoor walkways unobstructed and in good condition	О	О	О		
Tripping hazards absent	О	0	О		
Playground equipment in good condition (seasonal)	О	О	О		
M. Parking	Yes	No	NA	Comments/ Details	Person Assigned
7. Parking spots and walkways appropriately lighted	O	О	0		
Workers are encouraged to use the buddy system or an escort	О	О	О		
Parking spots are safe (names should not be painted on spots)	О	О	О		
3. Speed limit is posted in parking lot	0	0	О		
N. Environment	Yes	No	NA	Comments/ Details	Person Assigned
Workers are protected from cool drafts or excessive heat	О	0	0		
Workers are protected from excessive or irritating noise	О	0	0		
3. Rooms are free from odour	0	0	О		
O. Chairs	Yes	No	NA	Comments/ Details	Person Assigned
Chairs are in good condition	0	О	О		
2. Chairs are properly adjusted	0	О	О		
P. Computers	Yes	No	NA	Comments/ Details	Person Assigned
Display screens are free of dust	o	О	О		
Display screens are bright enough with sufficient contrast	О	О	О		
Display screens are positioned at a comfortable viewing level	О	О	О		

Q.	First Aid	Yes	No	NA	Comments/ Details	Person Assigned
1.	Treatment Record Book located with First Aid Attendant	О	O	О		
2.	Staff understand injury reporting procedure	0	О	О		
3.	First Aid kits fully stocked and location marked	О	О	О		
4.	Emergency telephone numbers posted at all telephone locations	О	О	О		
R.	WHMIS	Yes	No	NA	Comments/ Details	Person Assigned
5.	MSDS Fetch System complete and accessible to all staff	О	О	О		



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1.	What's WHMIS booklet accessible to all staff	О	О	0		
2.	All containers of controlled products properly labeled as per WHMIS regulations	o	o	o		
S.	General Worker Questions	Yes	No	NA	Comments/ Details	Person Assigned
1.	Do workers know where to go and who to	0	0	0		
	call for First Aid assistance?			~		
2.	call for First Aid assistance? Do workers know where to find MSDS for chemical products?	0	0	0		

Other Areas Requiring Attention

ACTION REQUESTED OR TAKEN
(Please specify section; use additional sheet if necessary)
(
Facility Safety Committee Members or Facility Representative:
Tacinty Safety Committee Memoers of Facility Representative.

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INDUSTRIAL EDUCATION SHOP INSPECTION CHECKLIST

SCHOOL:		DATE:					
A. Emergency Response	Yes	No	NA	Comments/ Details	Person Assigned		
Telephone readily accessible to staff	О	О	0				
2. Emergency telephone numbers posted at all telephones	О	О	О				
3. First Aid kit available	О	О	0				
4. Spill Control Procedures chart posted	О	О	О				
5. Eyewash stations in shop DATE SOLUTION LAST CHANGED:	О	О	О				
B. Fire Protection	Yes	No	NA	Comments/ Details	Person Assigned		
ABC fire extinguisher available to all staff	0	0	0		g		
Fire extinguisher inspected regularly for damage or discharge	0	0	0				
Fire extinguishers have current supplier inspection tag	О	О	О				
Staff trained in fire extinguisher use	0	0	0				
5. Separate container for flammable refuse	0	0	0				
6. Fusible link on parts cleaner	0	О	О				
C. Tools and Machinery	Yes	No	NA	Comments/ Details	Person Assigned		
1. Guards in place	О	О	0				
2. Compressed gas valves labeled	О	О	О				
3. Grinder work rest less than 3.0mm from cutting surface	0	О	О				
4. Machinery secured against walking/ falling during operation	О	О	О				
5. Air gun safety feature operational	О	О	О				
6. Tools and machinery in good condition	0	О	О				
7. Tools stored safely	О	О	О				
8. Operators are properly trained	0	О	О				
9. Lockout procedure posted and followed	О	0	0				
10. Is there enough work space?	О	О	0				
11. Stop/ start switches clearly marked and in easy reach	0	0	0				
12. Noise levels are controlled	О	О	О				
13. Fumes and exhaust is controlled	0	0	0				
D. Material Handling Equipment	Yes	No	NA	Comments/ Details	Person Assigned		
Rated load capacity plainly marked on all equipment	О	O	0				
2 All material handling equipment in good							

condition



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3.	Safety hooks in use	О	О	О		
4.	Lift equipment in good condition DATE LAST INSPECTED:	0	0	0		
E. 1	Storage	Yes	No	NA	Comments/ Details	Person Assigned
1.	Hazardous material inventory available and current	О	O	О		
2.	Hazardous materials stored in regulated area	О	O	О		
3.	WHMIS supplier labels on controlled products	О	О	О		
4.	WHMIS workplace labels on decanted controlled products	О	О	О		
5.	MSDS available for all controlled products	О	О	О		
6.	Flammables/ solvents in flammables cabinet or safety can	О	0	О		
7.	Compressed gas cylinders equipped with valve covers	О	0	0		
8.	Compressed gas cylinders secured while in use/ storage	О	0	О		
9.	Non-compatible materials stored separately	О	О	О		
F.	Sanitation and Housekeeping	Yes	No	NA	Comments/ Details	Person Assigned
10.	Waste containers available	О	0	0		
1.	Tripping hazards absent	О	О	О		
2.	Non-skid areas around each machine	О	О	О		
3.	Safety signs posted	О	О	О		
4.	Soap/ hand cleanser and sanitary towels available at sink	О	О	О		
5.	Equipment and machinery kept clean	О	O	О		
6.	Floors are clean and free of oil and grease	o	o	o		_
G	Welding	Yes	No	NA	Comments/ Details	Person Assigned
	Compressed gas cylinder secured and in					
11.	good condition	О	О	О		
1.	Arc welder cables in good condition	О	О	О		
2.	Flash back check valves in place DATE LAST TESTED:	О	О	О		
3.	Oil and grease cleaned from equipment	О	О	О		
4.	Ventilation system functional DATE LAST TESTED:	О	О	О		

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G. Personal Protective Equipment	
(List personal protective equipment available)	
1	
2	
3	
4.	
5.	
6.	
Other Array Benedicing Assertion	
Other Areas Requiring Attention	
ACTION REQUESTED OR TAKEN	
(Please specify section; use additional sheet if necessary)	
Facility Safety Committee Members or Facility Representative:	
Facility Safety Committee Members or Facility Representative:	
Facility Safety Committee Members or Facility Representative:	
Facility Safety Committee Members or Facility Representative:	
Facility Safety Committee Members or Facility Representative:	
Facility Safety Committee Members or Facility Representative:	

ELEMENT 4

Incident Investigations

PURPOSE

The purpose of incident reporting and investigation is to prevent a recurrence of the hazardous condition causing the event.

SCHOOL DISTRICT REQUIREMENTS

The WSBC requires the School District to investigate any accident which:

- resulted in injury requiring treatment by a medical practitioner
- resulted in death or critical condition with a serious risk of death
- involved a major structural failure or collapse
- involved the major release of a toxic or hazardous substance
- did not result in an injury but had the potential for causing serious injury (near miss)

The School District is also required to report to the WCB every:

- work-related injury (the report must be made within 24 hours of the occurrence)
- disabling occupational disease or allegations of an occupational disease (the report must be made within 24 hours of receiving the worker's report of the disease)
- work-related death (the report must be made immediately)

The Health and Safety officer is responsible for reporting this information to the WCB.

 $\frac{\text{http://www2.worksafebc.com/publications/OHSRegulation/WorkersCompensationAct.asp\#SectionNumber:Part3Division}{10}$

To meet these requirements, the School District has developed and implemented a program for the reporting and investigation of incidents. The program's focus is on finding solutions and not on placing blame.

The success of the program depends on:

accidents being reported by workers

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- investigations being conducted in accordance with established investigation procedures
- corrective action taken to prevent recurrence

Investigation teams consisting of the employee, the site health and safety representative and the employee's Supervisor will perform investigations. Each investigator is required to be trained on investigation procedures as well as be knowledgeable of the work performed at the time of the accident.

Management will provide all tools and resources necessary for the program to be effective. These include:

- Incident investigation training for investigators
- Time made available to allow investigators to complete their duties
- Quick action on recommended changes to job procedures or physical conditions to prevent recurrence of similar situations

ACTIONS

Supervisors will:

- Provide recommendations for the development and implementation of the program for reporting and investigating accidents.
- Promptly initiate an investigation occurring within the area of responsibility
- Cooperate and participate in accident investigations as required
- Conduct special inspections when required

Supervisors will continue:

- Communicate recommendations to the health and safety officer
- Inform affected employees of the occurrence
- Implement corrective action
- Communicate action plans and management decisions through the school or work area

Employees will:

- Report all occurrences to the immediate supervisor
- Participate in investigations if required
- Cooperate with investigators



Reviewed Date	Reviewed By	Training Required	Training Date

Incident Investigation Report

Employee's Name:		
Employee's Work Location / Department:		
Employee's Position:		
Incident Type: θ Injury θ Vehicle Damage θ Property Dama θ Near Miss	θ Other (s	specify)
Nature of Injury:		
Employment Category: θ Regular, full-time θ Temporary	θ Regular, _j θ Substitute	part-time
Length of Employment with the School District: θ Le θ Mo	ess than 1 month re than 1 year	θ 1 to 12 months
	ss than 1 month te than 1 year	θ 1 to 12 months
Date/ Time of Incident:	200 at	AM/PM
Incident First Reported to Employer On: Name of Witness(es):	200 at	AM/PM
Section B: First Aid		
Did employee receive first aid? θ Yes θ No	,	
Did the employee attend a physician, qualified practit	ioner or counselo	r? θ Yes θ No
Section C: Description of Incident Include sequence of events preceding the incident		



LAKES		
Section D: Unsafe Conditions		
		1 (1
List all unsafe conditions that contrib	uted to this incident, ie. icy	roads, wet floors
Section E: Unsafe Acts		
	this incident is failure to t	Collary instructions
List all unsafe acts that contributed to	tills incident, le. famure to i	onow instructions,
List all the inadequate policies and pr	ocedures that contributed to	
List all the inadequate policies and property of the section G: Recommendations and	ocedures that contributed to	this incident
List all the inadequate policies and property of the section G: Recommendations and	ocedures that contributed to	this incident
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List all the inadequate policies and property of the section G: Recommendations and	Implementation	this incident
Section G: Recommendations and Recommendation	Implementation	this incident
Section G: Recommendations and Recommendation Section H: Investigation Team	Implementation Action	Responsibility
Section F: Inadequate Policies, ProcList all the inadequate policies and process and proce	Implementation	Responsibility
Section G: Recommendations and Recommendation Section H: Investigation Team	Implementation Action	Responsibility
Section G: Recommendations and Recommendation Section H: Investigation Team	Implementation Action	Responsibility
Section G: Recommendations and Recommendation Section H: Investigation Team	Implementation Action	Responsibility
Section G: Recommendations and Recommendation Section H: Investigation Team	Implementation Action	Responsibility

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ELEMENT 5

Safe Work Rules & Procedures

PURPOSE

Safe work rules and procedures are intended to provide employees with guidance and direction to perform their work safely. The elimination or control of hazards inherent to certain tasks is achieved through the analysis and the detailed description of how the task is to be done.

SCHOOL DISTRICT REQUIREMENTS

The WCB requires the School District to provide appropriate written instructions for all tasks to workers. Written safe work rules and procedures should be developed to either eliminate or effectively control the hazards in the department. To meet this requirement, senior management and supervisors will formulate site specific safety rules and safe work procedures.

Safe work procedures, as a minimum, are formulated to meet WCB, School District no. 91 and if applicable, the manufacturer's requirements. In addition, the health and safety officer, supervisors and safety committees review accident and injury statistics on a regular basis to ensure that established rules and procedures are providing the department with the safest work practices. Safety rules are posted in the work areas and specific work procedures are made accessible to all employees in the areas where they apply. Supervisors ensure that safety rules and safe work procedures are:

- Communicated initially to workers during orientation and on-the-job training
- Reviewed regularly at staff safety meetings

Supervisors also ensure that workers are aware of the hazards associated with their work and that they understand how safe work procedures will prevent or minimize injury. All employees are expected to follow established rules and procedures. Supervisors enforce the rules and procedures by immediately correcting any observed unsafe act or condition.

Management will continually provide the necessary resources to ensure that safety rules and safe work procedures are effective. These include:

- Orientation and on-the-job training programs
- Time made available for workers to develop and review safety rules and procedures

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ACTIONS

Supervisors will:

- Develop and implement safety rules and safe work procedures
- Provide orientation and on the job training to workers
- Review accident and injury reports
- Communicate suggestions for improving rules and procedures to the health and safety officer
- Enforce written safety rules and safe work procedures
- Consider recommendations from the health and safety officer, and safety committees
- Implement corrective action plans
- Communicate information and management decisions through their school or work area

Employees will:

- Follow established safety rules and safe work procedures
- Report unsafe acts or conditions to the immediate supervisor

Reviewed Date	Reviewed By	Training Required	Training Date

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ELEMENT 6

Contractor Safety

PURPOSE

At certain times, the School District's projects may require contractors to be brought on site to perform work. It is School District No. 91's responsibility to ensure that contractors complete projects safely and in accordance with WCB and internal requirements.

SCHOOL DISTRICT NO. 91 REQUIREMENTS

All work carried out in the district must be in compliance with WCB regulation and School District No. 91 requirements. To ensure that contractors carry out work in a safe manner and meet these requirements, the district will develop and implement a Contractor Safety Program. This program will outline:

Contractor Requirements

As a minimum, contractors must:

- Be experienced in all phases of work to be done
- Ensure their workers on the project are adequately trained in the work procedures to be used
- Exercise good site safety management
- Maintain acceptable housekeeping and material organization around the site
- Be registered with the WCB

Site Safety Management Plan

Each contractor must submit a written plan, which will:

- Describe how safety will be managed throughout the project
- Identify the person who will be on site at all times to coordinate work activities and safety between trades and sub-contractors

Hazard Identification and Assessment

Each contractor will complete a hazard identification and assessment of the project and work requirements prior to the start of work. The results of this survey must be communicated to all project workers and posted for reference. A copy of this survey must also be sent to the health and safety officer.

Project Work

Contractors must ensure that work is planned and carried out in a manner that does not expose other workers, School District staff, students or the public to

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any undue risk and the work must be carried out so that it has minimum impact on the School District activities.

No work may begin until proper authorization and/or work permits have been obtained. Management will monitor work activities on a periodic basis to determine and ensure compliance with WCB and internal requirements. Issues of non-compliance and consequences will be dealt directly with the contractor or principal contractor.

ACTIONS

Supervisors will:

- Assist the health and safety officer in the development, implementation and maintenance of the Contractor Safety Program
- Review and approve or deny contractor proposals
- Monitor the contractor activities for compliance with WCB and internal requirements
- Communicate recommendations to the health and safety officer
- Communicate information and management decisions through their respective areas
- Correct unsafe conditions or practices or ensure the hazard is controlled until corrective action can be taken

Employees will:

Report all hazards to the supervisor

Reviewed Date	Reviewed By	Training Required	Training Date

ELEMENT 7

Right To Refuse Unsafe Work

No member of the faculty, staff or student should be doing any activity if they believe that the activity would create an undue hazard to themselves or to others. Current regulations make it clear that all employees must be trained and have relevant hazard information on the materials they are working or exposed to.

 $\underline{http://www2.worksafebc.com/publications/OHSRegulation/Part3.asp\#SectionNumber:3.12}$

Reviewed Date	Reviewed By	Training Required	Training Date

ELEMENT 8

Working Alone

PURPOSE

The purpose of a working alone program is to ensure the well being of workers assigned to work alone or in isolation.

http://www2.worksafebc.com/publications/OHSRegulation/Part4.asp#SectionNumber:4.21

REQUIREMENTS

The WCB requires the School District to "develop and implement a written procedure for checking the well being of a worker assigned to work alone or in isolation under conditions which present a risk of disabling injury, if the worker might not be able to secure assistance in the event of injury or other misfortune."

The procedure for checking a worker's well-being must include a time interval between checks and the procedure to follow in case the worker cannot be contacted, including provisions for emergency rescue. In addition to checks at regular intervals, a check at the end of the work shift must be done.

The procedure for checking a worker's well-being, including time intervals between the checks, must be developed in consultation with the joint committee or the worker health and safety representative, if applicable. Time intervals for checking a worker's well-being must be developed in consultation with the worker assigned to work alone or in isolation.

High risk activities require shorter time intervals between checks. The preferred method for checking is visual or two-way voice contact, but where such a system is not practicable, a one-way system which allows a worker to call or signal for help and which will send a call for help if the worker does not reset the device after a predetermined interval is acceptable.

ACTIONS

Supervisors* will:

- Implement and maintain the hazard assessment and inspection programs
- Conduct required workplace inspections
- Conduct special inspections and accident investigations when required
- Complete and maintain proper inspection records
- Forward copies of inspection reports to the health and safety officer for review

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- Communicate recommendations to the health and safety officer
- Communicate information and management decisions throughout their school or work area
- Correct unsafe conditions or practices or ensure the hazard is controlled until corrective action can be taken

Employees will:

- Conduct informal daily inspections of their own work area
- Report all hazards to the supervisor*
- Participate, when required, in scheduled workplace inspections and accident investigations.

Reviewed Date	Reviewed By	Training Required	Training Date

^{*} For the purpose of this manual, all personnel with supervisory duties (i.e. Coordinators, Groundskeepers, Managers) have been grouped together under the term "Supervisors".



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REPLAY CONTACT & PROCEDURE

The purpose of the system is to minimize the risk to maintenance workers when not returning to base on time, or during a callout, and to comply with regulatory requirements.

The maintenance workers are to contact the Area Coordinators and then the Message Replay Center each day that they do not return home on time. On nights or weekend call-outs, they are to contact the Replay Messaging Center at

1-866-680-1001 or 250-564-7711

Situation 1 (traveling or working alone in a building)

- ✓ Prior to traveling to an out-of-town school during normal work hours you must call the Message Centre to notify them of your name, location, and destination and when you expect to arrive at destination.
- ✓ When you arrive at your destination, you must call the Message Center to notify them that you have arrived.
- ✓ If you are in any school alone, you must call the Message Center at every break and before leaving the school.
- ✓ You must call the Message Center before leaving the school to go back to the shop.
- ✓ Once you arrive back at the shop, you must call the Message Center to notify them that you have arrived.

√

Situation 2 (staying late)

- ✓ When staying late, call the Message Center to notify them of your location and how long you expect to remain there.
 - You must call the Message Center before leaving the school to go home or back to the shop.
- ✓ When arriving home or back to the shop, call the Message Center and tell them that you
 have returned safely.

Situation 3 (Leaving home at night or on weekends for a callout)

- ✓ Prior to leaving home, call the Message Centre to notify them of your name, location, when you expect to arrive at destination or back home, and to verify contact phone numbers for the Message Centre to call. Let the Centre know what your expected completion time will be and to pre-arrange contact times for you to call the Centre to check in.
- ✓ If traveling to an out-of-town school (Granisle, Topley, Grassy Plains, Mapes, Ft. St. James, Fraser Lake, Ft. Fraser), upon arriving at destination, <u>you must</u> call the Message Centre to notify that you have arrived and how long you are expected to be there.
- On returning home, you must call the Message Centre to verify that you are home.

If the Replay Messaging Centre has not received a call within $\frac{1}{2}$ hour of the pre-arranged time, the Centre will attempt to contact the appropriate personnel to try to make contact. If the employee cannot be located, every effort will be made to locate them.

ELEMENT 9

Confined Space Entry Procedures & Guidelines

1.0 PURPOSE

School District No. 91 strives to provide a safe workplace for all workers. The purpose of this Safe Work Procedure (SWP) is to provide a standardized method of achieving the task in an acceptable manner and in compliance with all applicable OH&S Regulations.

2.0 PROGRAM ADMINISTRATION AND RISK ASSESSMENTS

Administration of the Confined Space Program and Risk Assessments are the responsibility of the following personnel:

Tim Bancroft Manager of Facilities
Lee Strizich Maintenance Coordinator
Andy Penner Maintenance Coordinator

These procedures shall be reviewed annually and updated as required to reflect changes in conditions as well as changes in the OH & S Regulations

3.0 CONFINED SPACE DEFINITION

A confined space is any area, other than underground working, that:

- is enclosed or partially enclosed
- has limited or restricted means of entry or exit that may complicate provision of first aid, evacuation or rescue
- is not designed or intended for continuous human occupancy
- is large enough and so configured that a worker could enter to perform assigned work

Confined spaces include, but are not limited to, all manholes, sanitary and storm pump stations, all chambers/vaults, box culverts, sanitary and storm manholes and tanks.

All employees SHALL ensure that prior to entry the proper procedures for that type of facility are being followed.

A current inventory of all known confined spaces listing categories is attached to this SWP.

ALL CONFINED SPACES ARE CONSIDERED DANGEROUS UNTIL PROVEN SAFE

4.0 GENERAL REQUIREMENTS FOR CONFINED SPACE ENTRY

- All personnel involved in confined space entry and supervisors responsible for employees required to conduct this work will know these procedures thoroughly.
- Every employee who either enters or is an on-site Standby Person to a confined space will ensure that every step of this procedure is satisfied prior to entry.
- A record of all training for Confined Space Entry must be maintained
- The Entry Worker is responsible for safe entry which includes the testing and verification of proper equipment and completes the appropriate Confined Space Entry Permit or Confined Space Entry Record as required.

PRE-ENTRY PROCEDURES

- Ensure that the specific safety equipment is in good working order prior to undertaking any work, i.e. cones, flashers, gas monitor, tripod and harness system, ventilator, flashlight, radio or cellular phone communication, etc.
- If entry for any other reason than normal maintenance work, a full risk assessment must be conducted on all confined spaces for work activities and hazards prior to entry.
- Work in all categories of confined spaces requires a Standby Person
- In any vertical entry confined space work, full body harnesses with a tripod and rescue retrieval equipment shall be used.

4.0 COMMUNICATIONS DURING WORKING DAY ENTRY

A continuous means of communication by radio or cell phone shall be established / tested prior to every confined space entry. The entry worker or, where applicable, the Standby Person, must record the entry category, location, and the name(s) of Entry Worker(s) and Standby Worker.

6.1 COMMUNICATION OUTSIDE OF NORMAL WORKING HOURS

If entry into a confined space is necessary outside of normal working hours communication by radio or cell phone

7.0 Duties and Responsibilities of the Standby Person

Low Hazard Entry	Moderate Hazard Entry	High Hazard Entry
The standby person:	The standby person must:	The standby person must:
1. may be remote from the site	1. be stationed at or near the	1. be stationed at the

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with radio or phone contact

- must have means of continuously communicating with CS worker(s)
- must have contact with CS worker(s) at least every 15 minutes while they are in the space or contact Fire Hall for rescue
- 4. must be able to summon a rescue immediately. If on site and If vertical entry with tripod and retrieval system, remove worker from space, then call for rescue assistance.
- 5. Must complete entry log.

entrance of the CS

- have means of continuously communicating with CS worker(s)
- 3. must visually observe or otherwise check the well-being of the Entry Worker(s) as often as required by the work being done, at least every 15 minutes
- 4. must be able to summon a rescue immediately. If vertical entry with tripod and retrieval system, remove worker from space, then call for rescue assistance.
- 5. Must ensure entry permit is in use

entrance

- continuously attend the space and not have any other duties
- observe visually or otherwise check on the wellbeing of the worker(s) inside the space continuously
- 4. ensure continuous atmosphere testing and ventilation is conducted
- 5.ensure a continuous means of communication with the worker(s) inside the space
- prevent entanglement of lifeline or other equipment
- 7 If vertical entry with tripod and retrieval system, remove worker from space,
- 8. Must ensure entry permit is in use.

NOTE: Rescue personnel must be stationed at the confined space for all high hazard space entries.

8.0 ATMOSPHERIC TESTING

- Only employees trained in the proper use of gas detection equipment shall conduct atmospheric monitoring.
- Gas detection equipment ensure it has an updated calibration date.
- Gas detection equipment shall be calibrated (self-calibration test) prior to its use.
- Testing on a confined space atmosphere must comply with OH&S regulations to ensure clean respirable air in the space.

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- Position yourself up-wind of the entrance to aid in preventing exposure to any gases/vapors present
- Open access cover slightly, or use holes in manhole covers, and take sample test prior to fully opening the access cover.
- Open the access cover fully and lower sampler tube into the confined space to ensure a safe atmosphere does exist. DO NOT lower sampler into liquid. Record test results on applicable form.
- If atmospheric testing determines that ventilation is required refer to Section 10.0 Ventilation, of this manual.
- Additional pre-entry testing shall be conducted after any of the following circumstances:
 - o any unusual occurrence, such as strange odor;
 - o after any interruption of ventilation;
 - o if the confined space has been vacated for more than 20 minutes.
- If safe conditions are not present, DO NOT ENTER. Attempt further ventilation, retest, if safe conditions are still not attainable, secure area and call your supervisor.
- All Confined Space Entry Permits are to be handed in to your supervisor at the end of each work day.

9.0 Entry Procedures

General – In the event of a power failure, communication failure, or any emergency response during a confined space entry, the Entry Worker(s) must exit the confined space immediately.

- All workers involved in a confined space entry either as an Entry Worker or Standby Person shall be trained in confined space entry procedures.
- The Entry Worker is responsible for compliance to:
 - each article of these procedures,
 - o the use and maintenance of the proper equipment,
 - o the proper and safe use of the tripod, winch and body harness
 - o that atmospheric sampling techniques are in accordance with manufacturer's instructions,
 - o when applicable ensure that lock-out procedures are followed
- All employees shall wear appropriate personal protective equipment (PPE) for the tasks being undertaken.
- Keep all tools and debris away from the entrance to protect the worker below from falling objects.

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- DO NOT throw any object into or out of the confined space
- DO NOT take devices capable of producing a spark into a confined space, without written permission of your direct supervisor.
- Where flammable or explosive gases or vapors are present, no sources of ignition shall be used in the confined space.
- Specific tasks such as welding, burning, drilling, painting, power grinding, or use of any other power tools in a confined space requires specific entry procedures and precautions. Discuss the work with your supervisor and fill out a Confined Space Entry Permit prior to commencing the work. Where controlled products (WHMIS) such as a sealant, solvents, paint, etc. are to be used, the supervisor will review the appropriate Material Safety Data Sheets (MSDS), to ensure safe handling and protective measures are implemented.
- Only intrinsically safe equipment and electrical GFI protected equipment shall be used in a confined space.
- DO NOT take compressed gas cylinders into a confined space. Hoses supplying compressed gases shall be thoroughly inspected prior to use and removed when the specific use has been completed or whenever workers vacate the confined space. (i.e. coffee break or lunch break).
- Electrical tools and equipment used in a confined space shall be double insulated and protected by an approved ground fault circuit interrupter.
- Vacate immediately if any unusual odor, taste or sensation is noticed.
- required under section 10.0 of this manual. <u>& retest to ensure a safe atmosphere has been re-established prior to re-entry. The cause of the alarm SHALL be recorded and all subsequent test readings. If you are only using a Confined Space Entry Record, stop and complete a Confined Space Entry Permit prior to re-entry. If safe conditions cannot be obtained DO NOT ENTER. Contact your supervisor.</u>

10.0 Ventilation

Ventilation is mandatory in all confined spaces classified as Moderate or High Hazard (Spaces known to contain other than "clean respireble air"). Ventilation shall be continuous and commence a minimum of 5 minutes prior to worker entry. Venting DOES NOT preclude pre-entry testing.

- A "blower type" mechanical ventilator shall be utilized
- The ventilation system shall provide a minimum 85 m³/hr (50 cfm) per worker in the space.
- The following are the acceptable procedures for mechanical ventilation:

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- Ensure all flexible duct work (hose) is free of kinks with as few bends as possible.
- Ensure the blower is positioned clear of any vehicle exhaust or other pollutants, and is placed upwind of the confined space entrance.
- Prior to placing the hose into the confined space, purge it by directing the flow of air away from the confined space entrance.
- Ventilate by blowing air into the confined space to displace contaminants.
- Position the hose a maximum of 0.6 metres (2 feet) from the bottom or grating of the confined space and in such a manner as to provide the best air exchange to prevent pocket accumulations of contaminants, fresh air to the workers and without creating dust from any particles present.
- In the event of Ventilation Failure VACATE IMMEDIATELY.
 - After ventilation resumes pre-entry procedures shall be conducted prior to re-entry.
 - Record test results on the Confined Space Entry Permit or Record as applicable.

10.1 Supplemental Ventilation

Should additional ventilation be required an "exhaust type" ventilator may be used in conjunction with the "blower type" ventilator previously installed. Should the work activity in the confined space create additional atmospheric hazards (i.e. welding, spray painting, etc.) then supplemental "exhaust type" ventilation may be useful. The use of supplemental ventilation will be recorded on the Entry Permit form prior to commencing work.

- Position exhaust ventilator down-wind of the primary ventilation system.
- Ensure the exhaust duct hose does not restrict blower ventilation.
- Position the exhaust duct hose as close to the source of the contaminants as practical.
- Do not restrict a worker's ability to exit a confined space.

11.0 Low Hazard Entry

a) Low Hazard Entry Requirements

- The Entry Worker(s) and/or Standby Person shall test communications as required in Sections 6.0 or 6.1 of this Safe Work Procedure prior to entry.
- Testing and Entry Procedures SHALL be followed as required under Sections 8.0 & 9.0 of this Safe Work Procedure.

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- Continuous monitoring of the confined space atmosphere shall be maintained while any worker is in the confined space. If tests indicate an unsafe level, evacuate space immediately, record alarm readings, ventilate and retest until safe conditions are met; if this cannot be achieved DO NOT ENTER and contact your supervisor for further instructions.
- Should any of the monitor readings indicate an unsafe level, the confined space will be redefined under Moderate Hazard or High Hazard, Classifications and entry requirements upgraded as applicable.

b) Low Hazard Entry – Emergency Procedure

12.0 Moderate Hazard Entry

a) Moderate Hazard Entry Requirements

- All requirements listed under Low Hazard shall apply.
- Initiate testing and entry procedures to ensure it is safe before re-entering. If the confined space is vacated for more than 20 minutes, or if vacated for less than 20 minutes and the conditions cannot be assured, the same rule applies.
- A gas detector SHALL BE CONTINUOUSLY OPERATED, MONITORING GASES WHILE IN A CONFINED SPACE.

b) Moderate Hazard Entry – Emergency Procedure

SCHOOL DISTRICT PERSONNEL SHALL NOT ENTER THE CONFINED SPACE TO ATTEMPT RESCUE / DEATH OR INJURY MAY RESULT

13.0 High Hazard Entry

NOTE: There are no high hazard designated confined spaces within the District confined space inventory. However, a space could be designated a HIGH HAZARD due to the work process conducted in the space. A risk assessment MUST be conducted prior to entry.

a) High Hazard Entry Requirements

- All requirements listed under Moderate Hazard Entry will apply.
- A High Hazard Entry requires documentation by completion of the **Confined Space Entry Permit** form.

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- All workers entering a vertical entry space shall wear an approved safety harness attached to a lifeline and retrieval device and other PPE as required.
- Continuous mechanical ventilation is mandatory in all High Hazard Entry confined spaces.
- Should a safe atmospheric condition not be achievable, record readings, continue ventilation, retest until safe conditions are achieved. If unable to achieve safe readings, your supervisor SHALL be contacted for further instruction.
- The rescue response team shall be stationed at the space while personnel are in the space.
- A gas detector SHALL BE CONTINUOUSLY OPERATED, MONITORING GASES WHILE IN A CONFINED SPACE.
- Where direct visual contact cannot be maintained between the Standby Person and all workers in the High Hazard Entry confined space, radio contact or other effective means of communications shall be established and maintained.

b) High Hazard Entry Emergency Procedures

Should rescue be required:

- The Standby Person shall use the retrieval system if safe to do so.
- The on-site rescue crew shall perform any other rescue requirements.

SCHOOL DISTRICT PERSONNEL SHALL NOT ENTER THE CONFINED SPACE TO ATTEMPT RESCUE / DEATH OR INJURY MAY RESULT

14.0 Immediately Dangerous to Life and Health (IDLH)

a) No Personnel Shall Enter Confined Spaces with an atmosphere identified as IDLH until:

- The IDLH condition is eliminated
- Supervisory staff has been notified of conditions and have granted approval for the entry.
- Entry Permit High Hazard Atmosphere Entry Requirements have been strictly followed.

b) IDLH Requirements

- DO NOT ENTER.
- Secure the area and contact your supervisor immediately.
- The supervisor will determine the course of action.

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15.0 Vertical Entry Equipment & Setup

Tripod with retractable lanyard / retrieval devise.

Full body harness with shoulder "D"

Spreader bar connection for retrieval.

Set up tripod over the manhole and test the retractable lanyard and retrieval function prior to worker entry into the space.

Ensure entry workers harness is properly worn and attach spreader bar to harness and retractable lanyard prior to entry.

Appendix 1

DEFINITIONS

Confined Space Entry Record

A form that is to be completed for all regularly scheduled confined space entries Several entries for normal maintenance and inspection entries into Low & Moderate atmosphere spaces can be recorded on one form

Confined Space Entry Permit

A form and check list that is to be completed for entry into all High Hazard spaces and / or whenever work outside of normal maintenance and inspection work is done in any other space.

Low Hazard Entry

Walk in access or access by manhole or hatch, to a confined space which is shown by pre-entry testing or otherwise known to contain clean respirable air immediately prior to entry into a confined space and which is not likely to change during the work activity.

There is no direct exposure to contaminants or other potentially hazardous substances or conditions and in the history of the space, no contaminants have ever been found.

Activities or work performed will not generate contaminants beyond acceptable levels or create hazardous conditions of any kind.

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Moderate Hazard Entry

Access to a confined space with an atmosphere that is not clean respirable air but is not likely to impair the ability of the worker to escape unaided from the confined space, in the event of a failure of the ventilation system or respirator.

There is no direct exposure to contaminants or other potentially hazardous substances or conditions.

Activities or work to be performed will or may generate air contaminants which are controlled to levels below set alarm points of gas monitoring devices.

Must have standby person located at or near entry to check on the wellbeing of the Entry Worker at least every 15 minutes.

Atmospheric conditions will not degenerate to conditions which exceed the set alarm points at any time the confined space is occupied.

High Hazard Entry

Access to a confined space with an atmosphere that may expose a worker to risk of death, incapacitation injury, acute illness or otherwise impair the ability of the worker to escape unaided from the confined space, in the event of a failure of the ventilation system or respirator.

There is direct exposure to potentially hazardous atmospheres or conditions where hazardous, IDLH atmospheres may "realistically" develop.

Prohibited Entry

A confined space which has no reason for an employee to enter. Should entry be required, a risk assessment and entry procedure shall be developed specifically for the entrance requirement.

Immediately Dangerous to Life & Health (IDLH)

A hazardous atmosphere or condition where exposure could result in incapacitation, serious injury or death.

Clean Respirable Air

Oxygen content of 20.9% and no detectable contaminants greater than 10% of maximum allowable exposure limits.



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Entry Worker

An employee or other worker who enters a confined space.

Standby Person

Employee or other worker who monitors the status of the Entry Worker by maintaining contact as outlined in this procedure for the type of entry being made and contacts the Fire Department if rescue is required.

Reviewed Date	Reviewed By	Training Required	Training Date

SCHOOL DISTRICT 91 (NECHAKO LAKES)	CONFINED SPACE INVENTORY	
Location:	Date:	
	Date reviewed:	
DLE – ID # 1	Reviewed by:	
CONFINED SPACE ENTRY IDENTIFICATION		
& ENTRY GUIDELINES		

VESSEL / EQUIPMENT NAME: Sewer pump

Debris collection sump in crawl space

LOCATION of EQUIPMENT:

HAZARD DESIGNATION: Moderate hazard atmosphere

ACCESS LOCATION (S) INFORMATION: Top of culvert

NATURE of HAZARDS: Possibly oxygen deficient atmosphere & hazardous gas buildup from decaying materials.

ENTRY PRECAUTIONS / PROCEDURES:

Lockouts and or Isolations

 Confined Space Entry Permit must be completed and posted at or near the point of entry. Standby person must be stationed outside the space while someone is in the space.

Testing for Contaminates

Potential hazards to check for are: H2S, Carbon Monoxide, Methane and Oxygen
 Deficiency. This must be checked immediately before entry, to make sure that levels
 are safe enough to enter work area.

Ventilation

• If clean respirable atmosphere not detected upon opening the space, place portable fresh air blower to provide clean air into the and flush "stale" air, prior to entry.

Physical Hazards

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• Inspect area to ensure all hazards have been identified and eliminated or controlled prior to work commencing. Stagnant air within this space and organic materials washed into the space could cause a hazardous atmosphere to be present.

Personnel Protective Clothing or Equipment

Normal work clothing

RESCUE:

• Call 911

SCHOOL DISTRICT 91 (NECHAKO LAKES)	CONFINED SPACE INVENTORY	
Location:	Date:	
	Date reviewed:	
DLE – ID # 2	Reviewed by:	
CONFINED SPACE ENTRY IDENTIFICATION		
& ENTRY GUIDELINES		

VESSEL / EQUIPMENT NAME: Fire water storage tank

LOCATION of EQUIPMENT: In front of school, under playground

HAZARD DESIGNATION: Low hazard atmosphere

ACCESS LOCATION (S) INFORMATION: Access through manholes

NATURE of HAZARDS: Possible low oxygen environment

ENTRY PRECAUTIONS / GUIDELINES:

Entry permit requirements

• Entries in the confined Space Entry log must be completed.

Lockouts and or Isolations

Lockout and isolate supply valves and applicable pumps.

Testing for Contaminates

Test for oxygen content prior to entry.

Ventilation

• Ventilate with air mover while personnel in the space.

Physical Hazards

 Inspect area of work to ensure that all hazards have been identified and eliminated or controlled prior to work being performed. Low oxygen atmosphere is the greatest potential hazard

Personnel Protective Clothing or Equipment

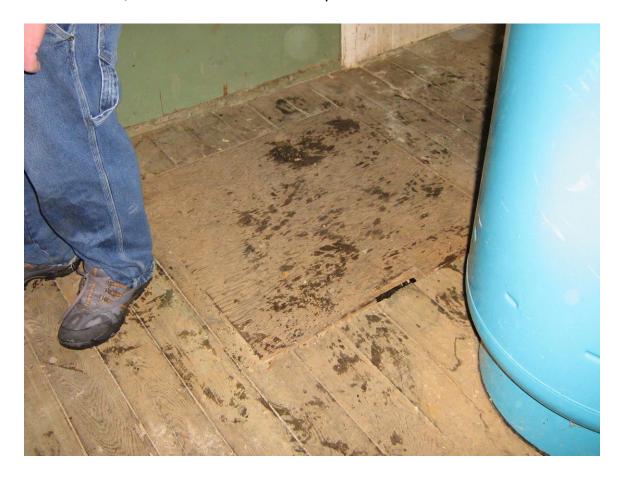
Normal daily work clothing.

RESCUE:



SCHOOL DISTRICT 91(NECHAKO LAKES)	CONFINED SPACE INVENTORY	
Location:	Date:	
	Date reviewed:	
DLE – ID # 3	Reviewed by:	
CONFINED SPACE ENTRY IDENTIFICATION		
& ENTRY GUIDELINES		

VESSEL / EQUIPMENT NAME: Crawl space



LOCATION of EQUIPMENT: Pump house building across tracks on the shore of Decker Lake.

HAZARD DESIGNATION: Moderate hazard atmosphere

ACCESS LOCATION (S) INFORMATION: Top access through floor opening

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NATURE of HAZARDS: Possibly oxygen deficient atmosphere & hazardous gas buildup from decaying materials.

ENTRY PRECAUTIONS / PROCEDURES:

Lockouts and or Isolations

•

Testing for Contaminates

Potential hazards to check for are: H2S, Carbon Monoxide, Methane and Oxygen
 Deficiency. This must be checked immediately before entry, to make sure that levels
 are safe enough to enter work area.

Ventilation

• If hazards detected, place portable fresh air blower to provide clean air into the space.

Physical Hazards

• Inspect area to ensure all hazards have been identified and eliminated or controlled prior to work commencing. Tight / restricted access and work area.

Personnel Protective Clothing or Equipment

Normal work clothing

RESCUE:



SCHOOL DISTRICT 91 (NECHAKO LAKES)	CONFINED SPACE INVENTORY	
Location:	Date:	
	Date reviewed:	
DLE – ID # 4 Reviewed by:		
CONFINED SPACE ENTRY IDENTIFICATION		
& FNTRY CHIDELINES		

VESSEL / EQUIPMENT NAME: Well



LOCATION of EQUIPMENT: Pump house building across tracks on the shore of Decker Lake.

HAZARD DESIGNATION: Moderate hazard atmosphere

ACCESS LOCATION (S) INFORMATION: Top access through well cover

NATURE of HAZARDS: Possibly oxygen deficient atmosphere

ENTRY PRECAUTIONS / PROCEDURES:

Lockouts and or Isolations

•

Testing for Contaminates

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• Potential hazard to check for is: Oxygen Deficiency. This must be checked immediately before entry, to make sure that levels are safe enough to enter work area.

Ventilation

• If hazards detected, place portable fresh air blower to provide clean air into the space.

Physical Hazards

• Inspect area to ensure all hazards have been identified and eliminated or controlled prior to work commencing. Tight / restricted access and work area.

Personnel Protective Clothing or Equipment

Normal work clothing

RESCUE:



SCHOOL DISTRICT 91 (NECHAKO LAKES)	CONFINED SPACE INVENTORY	
Location:	Date:	
DLE - Underground Services	Date reviewed:	
DLE - Under ground Services	Reviewed by:	
- ID # 5		
CONFINED SPACE ENTRY IDENTIFICATION		
& ENTRY GUIDELINES		

VESSEL / EQUIPMENT NAME:

LOCATION of EQUIPMENT:

HAZARD DESIGNATION: Moderate hazard atmosphere

ACCESS LOCATION (5) INFORMATION: Top access from ground level

NATURE of HAZARDS: Possibly oxygen deficient atmosphere & hazardous gas buildup from decaying materials.

ENTRY PRECAUTIONS / PROCEDURES:

Lockouts and or Isolations

- Confined Space Entry Permit must be completed and posted at or near the point of entry.
- Make sure all incoming water is shut off before any work commences.
- No other lockouts required.
- Full body harness & retrieval equipment must be in use for all vertical confined space entry

Testing for Contaminates

Potential hazards to check for are: H2S, Carbon Monoxide, Methane and Oxygen
 Deficiency. This must be checked immediately before entry, to make sure that levels
 are safe enough to enter work area.

Ventilation

 Place portable fresh air blower to provide clean air into the location of work, ensuring that the air is being directed downwards into the area, to displace the hazardous atmosphere.

Physical Hazards

 Supervisor or worker shall inspect area to ensure all hazards have been identified and eliminated or controlled prior to work commencing.

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Personnel Protective Clothing or Equipment

- Respiratory equipment shall be worn if a harmful atmosphere continues to exist in accordance with the WCB Industrial Health and Safety Regulations.
- Safety Belt or Harness shall be worn in case of entrapment or falling.
- Safe access shall be provided to and from the work area. (ie:. using a ladder)
- All personnel safety equipment required by Company Policies

RESCUE: Raise patient clear of space using retrieval equipment



SCHOOL DISTRICT 91 (NECHAKO LAKES)	CONFINED SPACE INVENTORY	
Location:	Date:	
	Date reviewed:	
FFE – ID # 1	Reviewed by:	
CONFINED SPACE ENTRY IDENTIFICATION		
& ENTRY GUIDELINES		

VESSEL / EQUIPMENT NAME: Crawl space access



LOCATION of EQUIPMENT: Inside door to custodial / laundry room.

HAZARD DESIGNATION: Low hazard atmosphere

ACCESS LOCATION (S) INFORMATION: Access to area through floor opening.

NATURE of HAZARDS: No identifiable hazards under normal conditions

ENTRY PRECAUTIONS / GUIDELINES:

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Entry permit requirements

• Entries in the confined Space Entry log must be completed.

Lockouts and or Isolations

• No lockouts or Isolations required unless working on equipment within the space.

Testing for Contaminates

No testing required for normal entry.

Ventilation

No additional ventilation needed unless a hazard suspected.

Physical Hazards

• Inspect area of work to ensure that all hazards have been identified and eliminated or controlled prior to work being performed.

Personnel Protective Clothing or Equipment

Normal daily work clothing.

RESCUE:



SCHOOL DISTRICT 91 (NECHAKO LAKES)	CONFINED SPACE INVENTORY	
Location:	Date:	
	Date reviewed:	
FFE – ID # 2	Reviewed by:	
CONFINED SPACE ENTRY IDENTIFICATION		
& ENTRY GUIDELINES		

VESSEL / EQUIPMENT NAME: Crawl space access



LOCATION of EQUIPMENT: Inside door to custodial by boy's bathroom

HAZARD DESIGNATION: Low hazard atmosphere

ACCESS LOCATION (S) INFORMATION: Access to area through floor opening.

NATURE of HAZARDS: No identifiable hazards under normal conditions

ENTRY PRECAUTIONS / GUIDELINES:

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Entry permit requirements

• Entries in the confined Space Entry log must be completed.

Lockouts and or Isolations

• No lockouts or Isolations required unless working on equipment within the space.

Testing for Contaminates

• No testing required for normal entry.

Ventilation

• No additional ventilation needed unless a hazard suspected.

Physical Hazards

• Inspect area of work to ensure that all hazards have been identified and eliminated or controlled prior to work being performed.

Personnel Protective Clothing or Equipment

Normal daily work clothing.

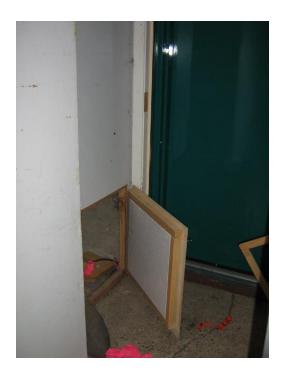
RESCUE:

Call 911



SCHOOL DISTRICT 91 (NECHAKO LAKES)	CONFINED SPACE INVENTORY	
Location:	Date:	
	Date reviewed:	
FFE – ID # 3	Reviewed by:	
CONFINED SPACE ENTRY IDENTIFICATION		
& ENTRY GUIDELINES		

VESSEL / EQUIPMENT NAME: Crawl space access



LOCATION of EQUIPMENT: Under stairs, North end of school basement

HAZARD DESIGNATION: Low hazard atmosphere

ACCESS LOCATION (S) INFORMATION: Access to area through door opening.

NATURE of HAZARDS: No identifiable hazards under normal conditions

ENTRY PRECAUTIONS / GUIDELINES:

Entry permit requirements:

• Entries in the confined Space Entry log must be completed.

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Lockouts and or Isolations

• No lockouts or Isolations required unless working on equipment within the space.

Testing for Contaminates:

• No testing required for normal entry.

Ventilation

No additional ventilation needed unless a hazard suspected.

Physical Hazards

• Inspect area of work to ensure that all hazards have been identified and eliminated or controlled prior to work being performed.

Personnel Protective Clothing or Equipment

• Normal daily work clothing.

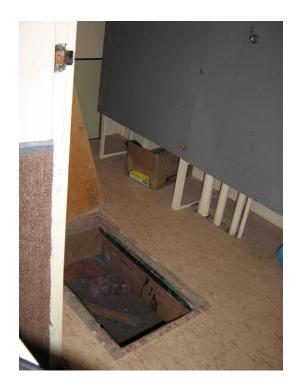
RESCUE:

Call 911



SCHOOL DISTRICT 91 (NECHAKO LAKES)	CONFINED SPACE INVENTORY	
Location:	Date:	
	Date reviewed:	
FFE – ID # 4	Reviewed by:	
CONFINED SPACE ENTRY IDENTIFICATION		
& ENTRY GUIDELINES		

VESSEL / EQUIPMENT NAME: Crawl space access



LOCATION of EQUIPMENT: In electrical room off Resource room

HAZARD DESIGNATION: Low hazard atmosphere

ACCESS LOCATION (S) INFORMATION: Access to area through floor opening.

NATURE of HAZARDS: No identifiable hazards under normal conditions

ENTRY PRECAUTIONS / GUIDELINES:

Entry permit requirements

• Entries in the confined Space Entry log must be completed.

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Lockouts and or Isolations

• No lockouts or Isolations required unless working on equipment within the space.

Testing for Contaminates

No testing required for normal entry.

Ventilation

• No additional ventilation needed unless a hazard suspected.

Physical Hazards

• Inspect area of work to ensure that all hazards have been identified and eliminated or controlled prior to work being performed.

Personnel Protective Clothing or Equipment

• Normal daily work clothing.

RESCUE:

Call 911



SCHOOL DISTRICT 91 (NECHAKO LAKES)	CONFINED SPACE INVENTORY	
Location:	Date:	
FLE – ID # 1	Date reviewed:	
	Reviewed by:	
CONFINED SPACE ENTRY IDENTIFICATION		
& ENTRY GUIDELINES		

VESSEL / EQUIPMENT NAME: Under building crawl space



LOCATION of EQUIPMENT: Gym storage area

HAZARD DESIGNATION: Low hazard atmosphere

ACCESS LOCATION (5) INFORMATION: Access through floor opening

NATURE of HAZARDS: Do identifiable hazards under normal conditions

ENTRY PRECAUTIONS / GUIDELINES:

Entry permit requirements

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• Entries in the confined Space Entry log must be completed.

Lockouts and or Isolations

 No other lockouts or Isolations required unless working on equipment within the space.

Testing for Contaminates

No testing required for normal entry.

Ventilation

 Space has constant ventilation to deal with moisture problems. No additional ventilation needed unless a hazard suspected or work process produces hazards (i.e. welding / brazing).

Physical Hazards

• Inspect area of work to ensure that all hazards have been identified and eliminated or controlled prior to work being performed.

Personnel Protective Clothing or Equipment

• Normal daily work clothing.

RESCUE:

Call 911



SCHOOL DISTRICT 91 (NECHAKO LAKES)	CONFINED SPACE INVENTORY	
Location:	Date:	
	Date reviewed:	
FLE – ID # 2	Reviewed by:	
CONFINED SPACE ENTRY IDENTIFICATION		
& ENTRY GUIDELINES		

VESSEL / EQUIPMENT NAME: Under building crawl space



LOCATION of EQUIPMENT: Mechanical room

HAZARD DESIGNATION: Low hazard atmosphere

ACCESS LOCATION (S) INFORMATION: Access through floor opening

NATURE of HAZARDS: No identifiable hazards under normal conditions

ENTRY PRECAUTIONS / GUIDELINES:

Entry permit requirements

• Entries in the confined Space Entry log must be completed.

Lockouts and or Isolations

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• No other lockouts or Isolations required unless working on equipment within the space.

Testing for Contaminates

No testing required for normal entry.

Ventilation

 Space has constant ventilation to deal with moisture problems. No additional ventilation needed unless a hazard suspected or work process produces hazards (i.e. welding / brazing).

Physical Hazards

• Inspect area of work to ensure that all hazards have been identified and eliminated or controlled prior to work being performed.

Personnel Protective Clothing or Equipment

• Normal daily work clothing.

RESCUE:

• Call 911



SCHOOL DISTRICT 91 (NECHAKO LAKES)	CONFINED SPACE INVENTORY
Location:	Date:
	Date reviewed:
FLE – ID # 3	Reviewed by:
CONFINED SPACE ENTRY IDENTIFICATION & ENTRY GUIDELINES	

VESSEL / EQUIPMENT NAME: septic tank



LOCATION of EQUIPMENT: Outside at North West corner of school

HAZARD DESIGNATION: Moderate hazard atmosphere

ACCESS LOCATION (S) INFORMATION: Top manhole access

NATURE of HAZARDS: Possibly oxygen deficient atmosphere & hazardous gas buildup from decaying materials.

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ENTRY PRECAUTIONS / PROCEDURES:

Lockouts and or Isolations

- Confined Space Entry Permit must be completed and posted at or near the point of entry.
- Standby person must be stationed outside the space while someone is in the space.

Testing for Contaminates

Potential hazards to check for are: H2S, Carbon Monoxide, Methane and Oxygen
 Deficiency. This must be checked immediately before entry, to make sure that levels
 are safe enough to enter work area.

Ventilation

• If clean respirable atmosphere not detected upon opening the space, place portable fresh air blower to provide clean air into the and flush "stale" air, prior to entry.

Physical Hazards

• Inspect area to ensure all hazards have been identified and eliminated or controlled prior to work commencing. Stagnant air within this space and organic materials washed into the space could cause a hazardous atmosphere to be present.

Personnel Protective Clothing or Equipment

Normal work clothing

RESCUE:

Call 911



SCHOOL DISTRICT 91 (NECHAKO LAKES)	CONFINED SPACE INVENTORY
Location:	Date:
	Date reviewed:
FLE – ID # 4	Reviewed by:
CONFINED SPACE ENTRY IDENTIFICATION	
& ENTRY GUIDELINES	

VESSEL / EQUIPMENT NAME: Crawl space under teacherage



LOCATION of EQUIPMENT: Inside kitchen door

HAZARD DESIGNATION: Moderate hazard atmosphere

ACCESS LOCATION (S) INFORMATION: Trap door access

NATURE of HAZARDS: Possibly oxygen deficient atmosphere & hazardous gas buildup from decaying materials.

Maintenance Safety Program Manual

ENTRY PRECAUTIONS / PROCEDURES:

Lockouts and or Isolations

 Confined Space Entry Permit must be completed and posted at or near the point of entry. Standby person must be stationed outside the space while someone is in the space.

Testing for Contaminates

Potential hazards to check for are: H2S, Carbon Monoxide, Methane and Oxygen
 Deficiency. This must be checked immediately before entry, to make sure that levels
 are safe enough to enter work area.

Ventilation

 Place portable fresh air blower to provide clean air into the and flush "stale" air, prior to entry.

Physical Hazards

• Inspect area to ensure all hazards have been identified and eliminated or controlled prior to work commencing. Stagnant air within this space and organic materials washed into the space could cause a hazardous atmosphere to be present.

Personnel Protective Clothing or Equipment

Normal work clothing

RESCUE:



SCHOOL DISTRICT 91(NECHAKO LAKES)	CONFINED SPACE INVENTORY
Location:	Date:
	Date reviewed:
FLESS – ID # 1	Reviewed by:
CONFINED SPACE ENTRY IDENTIFICATION	
& ENTRY GUIDELINES	

VESSEL / EQUIPMENT NAME: Crawl space access

LOCATION of EQUIPMENT: Classroom S/E corner

HAZARD DESIGNATION: Low hazard atmosphere

ACCESS LOCATION (S) INFORMATION: Access to area through floor opening.

NATURE of HAZARDS: No identifiable hazards under normal conditions

ENTRY PRECAUTIONS / GUIDELINES:

Entry permit requirements:

Entries in the confined Space Entry log must be completed.

Lockouts and or Isolations

No lockouts or Isolations required unless working on equipment within the space.

Testing for Contaminates:

No testing required for normal entry.

Ventilation

• No additional ventilation needed unless a hazard suspected.

Physical Hazards

• Inspect area of work to ensure that all hazards have been identified and eliminated or controlled prior to work being performed.

Personnel Protective Clothing or Equipment

• Normal daily work clothing.

RESCUE:



SCHOOL DISTRICT 91 (NECHAKO LAKES)	CONFINED SPACE INVENTORY
Location:	Date:
	Date reviewed:
FLESS – ID # 2	Reviewed by:
CONFINED SPACE ENTRY IDENTIFICATION	
& ENTRY GUIDELINES	

VESSEL / EQUIPMENT NAME: Furnace room - crawl space access



LOCATION of EQUIPMENT: South end furnace room

HAZARD DESIGNATION: Low hazard atmosphere

ACCESS LOCATION (S) INFORMATION: Access to area through floor opening.

NATURE of HAZARDS: No identifiable hazards under normal conditions

ENTRY PRECAUTIONS / GUIDELINES:

Entry permit requirements:

• Entries in the confined Space Entry log must be completed.

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Lockouts and or Isolations

• No lockouts or Isolations required unless working on equipment within the space.

Testing for Contaminates:

• No testing required for normal entry.

Ventilation

No additional ventilation needed unless a hazard suspected.

Physical Hazards

• Inspect area of work to ensure that all hazards have been identified and eliminated or controlled prior to work being performed.

Personnel Protective Clothing or Equipment

• Normal daily work clothing.

RESCUE:



SCHOOL DISTRICT No. 91 (NECHAKO LAKES)	CONFINED SPACE INVENTORY
Location:	Date:
	Date reviewed:
FLESS – ID # 3	Reviewed by:
CONFINED SPACE ENTRY IDENTIFICATION	
& ENTRY GUIDELINES	

VESSEL / EQUIPMENT NAME: "Basement" Crawl space access



LOCATION of EQUIPMENT: Down stairs next to South end furnace room.

HAZARD DESIGNATION: Low hazard atmosphere

ACCESS LOCATION (S) INFORMATION: Access to area through wall opening.

ENTRY PRECAUTIONS / GUIDELINES:

Entry permit requirements:

• Entries in the confined Space Entry log must be completed.

Lockouts and or Isolations

• No lockouts or Isolations required unless working on equipment within the space.

Testing for Contaminates:

• No testing required for normal entry.

Ventilation

No additional ventilation needed unless a hazard suspected.

Physical Hazards

• Inspect area of work to ensure that all hazards have been identified and eliminated or controlled prior to work being performed.

Personnel Protective Clothing or Equipment

• Normal daily work clothing.

RESCUE:



SCHOOL DISTRICT 91 (NECHAKO LAKES)	CONFINED SPACE INVENTORY
Location:	Date:
	Date reviewed:
FLESS – ID # 4	Reviewed by:
CONFINED SPACE ENTRY IDENTIFICATION	
& ENTRY GUIDELINES	

VESSEL / EQUIPMENT NAME: Pipe way crawl space access



LOCATION of EQUIPMENT: Mid school furnace room

HAZARD DESIGNATION: Low hazard atmosphere

ACCESS LOCATION (S) INFORMATION: Access to area through opening near sink.

ENTRY PRECAUTIONS / GUIDELINES:

Entry permit requirements

• Entries in the confined Space Entry log must be completed.

Lockouts and or Isolations

• No lockouts or Isolations required unless working on equipment within the space.

Testing for Contaminates

• No testing required for normal entry.

Ventilation

No additional ventilation needed unless a hazard suspected.

Physical Hazards

• Inspect area of work to ensure that all hazards have been identified and eliminated or controlled prior to work being performed.

Personnel Protective Clothing or Equipment

• Normal daily work clothing.

RESCUE:



SCHOOL DISTRICT 91 (NECHAKO LAKES)	CONFINED SPACE INVENTORY
Location:	Date:
	Date reviewed:
FLESS – ID # 5	Reviewed by:
CONFINED SPACE ENTRY IDENTIFICATION	
& ENTRY GUIDELINES	

VESSEL / EQUIPMENT NAME: Utility room crawl space access





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LOCATION of EQUIPMENT: Mid school furnace room

HAZARD DESIGNATION: Low hazard atmosphere

ACCESS LOCATION (S) INFORMATION: Access to area through opening near sink.

NATURE of HAZARDS: No identifiable hazards under normal conditions

ENTRY PRECAUTIONS / GUIDELINES:

Entry permit requirements:

• Entries in the confined Space Entry log must be completed.

Lockouts and or Isolations

No lockouts or Isolations required unless working on equipment within the space.

Testing for Contaminates:

No testing required for normal entry.

Ventilation

No additional ventilation needed unless a hazard suspected.

Physical Hazards

• Inspect area of work to ensure that all hazards have been identified and eliminated or controlled prior to work being performed.

Personnel Protective Clothing or Equipment

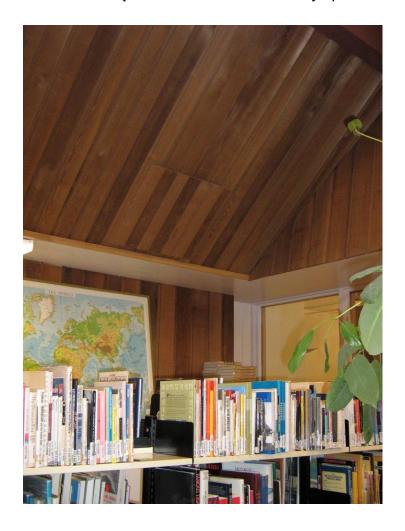
Normal daily work clothing.

RESCUE:



SCHOOL DISTRICT 91 (NECHAKO LAKES)	CONFINED SPACE INVENTORY
Location:	Date:
	Date reviewed:
FLESS – ID # 6	Reviewed by:
CONFINED SPACE ENTRY IDENTIFICATION	
& ENTRY GUIDELINES	

VESSEL / EQUIPMENT NAME: Library space



LOCATION of EQUIPMENT: Library courtyard area

HAZARD DESIGNATION: Low hazard atmosphere

ACCESS LOCATION (5) INFORMATION: Access to area through overhead wall opening.

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NATURE of HAZARDS: No identifiable hazards under normal conditions

ENTRY PRECAUTIONS / GUIDELINES:

Entry permit requirements:

• Entries in the confined Space Entry log must be completed.

Lockouts and or Isolations

• No lockouts or Isolations required unless working on equipment within the space.

Testing for Contaminates:

• No testing required for normal entry.

Ventilation

• No additional ventilation needed unless a hazard suspected.

Physical Hazards

• Inspect area of work to ensure that all hazards have been identified and eliminated or controlled prior to work being performed.

Personnel Protective Clothing or Equipment

Normal daily work clothing.

RESCUE:



SCHOOL DISTRICT 91 (NECHAKO LAKES)	CONFINED SPACE INVENTORY
Location:	Date:
	Date reviewed:
FLESS – ID # 7	Reviewed by:
CONFINED SPACE ENTRY IDENTIFICATION	
& ENTRY GUIDELINES	

VESSEL / EQUIPMENT NAME: Custodial room under floor crawl space



LOCATION of EQUIPMENT: Custodial room

HAZARD DESIGNATION: Low hazard atmosphere

ACCESS LOCATION (S) INFORMATION: Access to area through floor opening.

Maintenance Safety Program Manual

ENTRY PRECAUTIONS / GUIDELINES:

Entry permit requirements:

• Entries in the confined Space Entry log must be completed.

Lockouts and or Isolations

• No lockouts or Isolations required unless working on equipment within the space.

Testing for Contaminates:

• No testing required for normal entry.

Ventilation

No additional ventilation needed unless a hazard suspected.

Physical Hazards

• Inspect area of work to ensure that all hazards have been identified and eliminated or controlled prior to work being performed.

Personnel Protective Clothing or Equipment

• Normal daily work clothing.

RESCUE:



SCHOOL DISTRICT 91 (NECHAKO LAKES)	CONFINED SPACE INVENTORY
Location:	Date:
FLESS – ID # 8	Date reviewed:
	Reviewed by:
CONFINED SPACE ENTRY IDENTIFICATION	
& ENTRY GUIDELINES	

VESSEL / EQUIPMENT NAME: Hall way under floor crawl space



LOCATION of EQUIPMENT: North East hall way

HAZARD DESIGNATION: Low hazard atmosphere

ACCESS LOCATION (S) INFORMATION: Access to area through floor opening.

Maintenance Safety Program Manual

ENTRY PRECAUTIONS / GUIDELINES:

Entry permit requirements:

• Entries in the confined Space Entry log must be completed.

Lockouts and or Isolations

No lockouts or Isolations required unless working on equipment within the space.

Testing for Contaminates:

• No testing required for normal entry.

Ventilation

• No additional ventilation needed unless a hazard suspected.

Physical Hazards

• Inspect area of work to ensure that all hazards have been identified and eliminated or controlled prior to work being performed.

Personnel Protective Clothing or Equipment

• Normal daily work clothing.

RESCUE:



SCHOOL DISTRICT 91 (NECHAKO LAKES)	CONFINED SPACE INVENTORY
Location:	Date:
	Date reviewed:
FLESS – ID # 9	Reviewed by:
CONFINED SPACE ENTRY IDENTIFICATION	
& ENTRY GUIDELINES	

VESSEL / EQUIPMENT NAME: Mechanic shop overhead space



LOCATION of EQUIPMENT: Mechanic shop

HAZARD DESIGNATION: Low hazard atmosphere

ACCESS LOCATION (S) INFORMATION: Access to area through door way in wall.

NATURE of HAZARDS: No identifiable hazards under normal conditions

ENTRY PRECAUTIONS / GUIDELINES:

Entry permit requirements

SCHOOL DISTRICT NECHAKO LAKES

School District No. 91 (Nechako Lakes)

Maintenance Safety Program Manual

• Entries in the confined Space Entry log must be completed.

Lockouts and or Isolations

• No lockouts or Isolations required unless working on equipment within the space.

Testing for Contaminates

• No testing required for normal entry.

Ventilation

• No additional ventilation needed unless a hazard suspected.

Physical Hazards

• Inspect area of work to ensure that all hazards have been identified and eliminated or controlled prior to work being performed.

Personnel Protective Clothing or Equipment

• Normal daily work clothing.

RESCUE:



SCHOOL DISTRICT 91 (NECHAKO LAKES)	CONFINED SPACE INVENTORY
Location:	Date:
	Date reviewed:
FLESS – ID # 10	Reviewed by:
CONFINED SPACE ENTRY IDENTIFICATION	
& ENTRY GUIDELINES	

VESSEL / EQUIPMENT NAME: Storage room crawl space access



LOCATION of EQUIPMENT: Storage room

HAZARD DESIGNATION: Low hazard atmosphere

ACCESS LOCATION (S) INFORMATION: Access to area through floor opening.

Maintenance Safety Program Manual

ENTRY PRECAUTIONS / GUIDELINES:

Entry permit requirements:

• Entries in the confined Space Entry log must be completed.

Lockouts and or Isolations

• No lockouts or Isolations required unless working on equipment within the space.

Testing for Contaminates:

• No testing required for normal entry.

Ventilation

• No additional ventilation needed unless a hazard suspected.

Physical Hazards

• Inspect area of work to ensure that all hazards have been identified and eliminated or controlled prior to work being performed.

Personnel Protective Clothing or Equipment

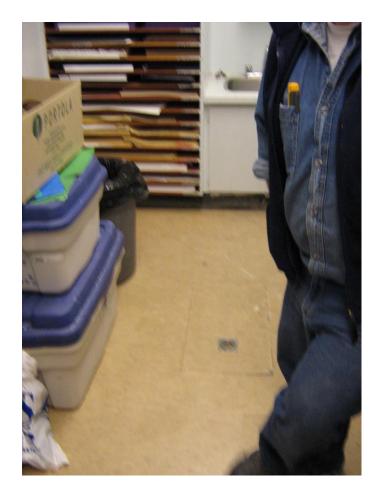
• Normal daily work clothing.

RESCUE:



SCHOOL DISTRICT 91 (NECHAKO LAKES)	CONFINED SPACE INVENTORY
Location:	Date:
	Date reviewed:
FLESS – ID # 11	Reviewed by:
CONFINED SPACE ENTRY IDENTIFICATION	
& ENTRY GUIDELINES	

VESSEL / EQUIPMENT NAME: Carrier centre crawl space access



LOCATION of EQUIPMENT:

HAZARD DESIGNATION: Low hazard atmosphere

ACCESS LOCATION (S) INFORMATION: Access to area through floor opening.

Maintenance Safety Program Manual

ENTRY PRECAUTIONS / GUIDELINES:

Entry permit requirements:

• Entries in the confined Space Entry log must be completed.

Lockouts and or Isolations

• No lockouts or Isolations required unless working on equipment within the space.

Testing for Contaminates:

• No testing required for normal entry.

Ventilation

• No additional ventilation needed unless a hazard suspected.

Physical Hazards

• Inspect area of work to ensure that all hazards have been identified and eliminated or controlled prior to work being performed.

Personnel Protective Clothing or Equipment

• Normal daily work clothing.

RESCUE:



SCHOOL DISTRICT 91 (NECHAKO LAKES)	CONFINED SPACE INVENTORY	
Location:	Date:	
	Date reviewed:	
FLESS – ID # 12	Reviewed by:	
CONFINED SPACE ENTRY IDENTIFICATION		
& ENTRY GUIDELINES		

VESSEL / EQUIPMENT NAME: Crawl space access



LOCATION of EQUIPMENT: Room 3 Elementary

HAZARD DESIGNATION: Low hazard atmosphere

ACCESS LOCATION (S) INFORMATION: Access to area through floor opening.

Maintenance Safety Program Manual

ENTRY PRECAUTIONS / GUIDELINES:

Entry permit requirements

• Entries in the confined Space Entry log must be completed.

Lockouts and or Isolations

• No lockouts or Isolations required unless working on equipment within the space.

Testing for Contaminates:

• No testing required for normal entry.

Ventilation

No additional ventilation needed unless a hazard suspected.

Physical Hazards

• Inspect area of work to ensure that all hazards have been identified and eliminated or controlled prior to work being performed.

Personnel Protective Clothing or Equipment

• Normal daily work clothing.

RESCUE:



SCHOOL DISTRICT 91 (NECHAKO LAKES)	CONFINED SPACE INVENTORY	
Location:	Date:	
	Date reviewed:	
FSJSS – ID # 1	Reviewed by:	
CONFINED SPACE ENTRY IDENTIFICATION		
& ENTRY GUIDELINES		

VESSEL / EQUIPMENT NAME: Crawl space access



LOCATION of EQUIPMENT: Main office area

HAZARD DESIGNATION: Low hazard atmosphere

ACCESS LOCATION (S) INFORMATION: Access to area through floor opening.

Maintenance Safety Program Manual

ENTRY PRECAUTIONS / GUIDELINES:

Entry permit requirements:

• Entries in the confined Space Entry log must be completed.

Lockouts and or Isolations

• No lockouts or Isolations required unless working on equipment within the space.

Testing for Contaminates:

• No testing required for normal entry.

Ventilation

No additional ventilation needed unless a hazard suspected.

Physical Hazards

• Inspect area of work to ensure that all hazards have been identified and eliminated or controlled prior to work being performed.

Personnel Protective Clothing or Equipment

• Normal daily work clothing

RESCUE:



SCHOOL DISTRICT 91 (NECHAKO LAKES)	CONFINED SPACE INVENTORY	
Location:	Date:	
	Date reviewed:	
FSJSS – ID # 2	Reviewed by:	
CONFINED SPACE ENTRY IDENTIFICATION		
& ENTRY GUIDELINES		

VESSEL / EQUIPMENT NAME: Crawl space access



LOCATION of EQUIPMENT: Computer room next to staff room

HAZARD DESIGNATION: Low hazard atmosphere

ACCESS LOCATION (S) INFORMATION: Access to area through floor opening.

Maintenance Safety Program Manual

ENTRY PRECAUTIONS / GUIDELINES:

Entry permit requirements:

• Entries in the confined Space Entry log must be completed.

Lockouts and or Isolations

No lockouts or Isolations required unless working on equipment within the space.

Testing for Contaminates:

• No testing required for normal entry.

Ventilation

• No additional ventilation needed unless a hazard suspected.

Physical Hazards

• Inspect area of work to ensure that all hazards have been identified and eliminated or controlled prior to work being performed.

Personnel Protective Clothing or Equipment

• Normal daily work clothing.

RESCUE:

SCHOOL DISTRICT 91 (NECHAKO LAKES)	CONFINED SPACE INVENTORY	
Location:	Date:	
	Date reviewed:	
FSJSS – ID # 4	Reviewed by:	
CONFINED SPACE ENTRY IDENTIFICATION		
& ENTRY GUIDELINES		

VESSEL / EQUIPMENT NAME: Crawl space access





LOCATION of EQUIPMENT: In cupboard under stairs to under stage area

HAZARD DESIGNATION: Low hazard atmosphere

ACCESS LOCATION (S) INFORMATION: Access to area through wall opening

NATURE of HAZARDS: No identifiable hazards under normal conditions

ENTRY PRECAUTIONS / GUIDELINES:

Entry permit requirements:

Entries in the confined Space Entry log must be completed.

Lockouts and or Isolations

• No lockouts or Isolations required unless working on equipment within the space.

SCHOOL DISTRICT NECHAKO LAKES

School District No. 91 (Nechako Lakes)

Maintenance Safety Program Manual

Testing for Contaminates:

• No testing required for normal entry.

Ventilation

• No additional ventilation needed unless a hazard suspected.

Physical Hazards

• Inspect area of work to ensure that all hazards have been identified and eliminated or controlled prior to work being performed.

Personnel Protective Clothing or Equipment

• Normal daily work clothing.

RESCUE:



SCHOOL DISTRICT 91 (NECHAKO LAKES)	CONFINED SPACE INVENTORY	
Location:	Date:	
	Date reviewed:	
FSJSS – ID # 5	Reviewed by:	
CONFINED SPACE ENTRY IDENTIFICATION		
& ENTRY GUIDELINES		

VESSEL / EQUIPMENT NAME: Crawl space access



LOCATION of EQUIPMENT: Under stage, old shower room, paint storage room

HAZARD DESIGNATION: Low hazard atmosphere

ACCESS LOCATION (S) INFORMATION: Access to area through wall opening at ceiling height

NATURE of HAZARDS: No identifiable hazards under normal conditions

ENTRY PRECAUTIONS / GUIDELINES:

SCHOOL DISTRICT NECHAKO LAKES

School District No. 91 (Nechako Lakes)

Maintenance Safety Program Manual

Entry permit requirements

• Entries in the confined Space Entry log must be completed.

Lockouts and or Isolations

• No lockouts or Isolations required unless working on equipment within the space.

Testing for Contaminates

• No testing required for normal entry.

Ventilation

No additional ventilation needed unless a hazard suspected.

Physical Hazards

• Inspect area of work to ensure that all hazards have been identified and eliminated or controlled prior to work being performed.

Personnel Protective Clothing or Equipment

Normal daily work clothing.

RESCUE:



SCHOOL DISTRICT 91 (NECHAKO LAKES)	CONFINED SPACE INVENTORY	
Location:	Date:	
	Date reviewed:	
FSJSS – ID # 7	Reviewed by:	
CONFINED SPACE ENTRY IDENTIFICATION		
& ENTRY GUIDELINES		

VESSEL / EQUIPMENT NAME: Crawl space access



LOCATION of EQUIPMENT: Above office in auto / metal work shop

HAZARD DESIGNATION: Low hazard atmosphere

ACCESS LOCATION (S) INFORMATION: Access to area through trap door outside & above office.

Maintenance Safety Program Manual

NATURE of HAZARDS: No identifiable hazards under normal conditions

ENTRY PRECAUTIONS / GUIDELINES:

Entry permit requirements:

• Entries in the confined Space Entry log must be completed.

Lockouts and or Isolations

No lockouts or Isolations required unless working on equipment within the space.

Testing for Contaminates:

No testing required for normal entry.

Ventilation

• No additional ventilation needed unless a hazard suspected.

Physical Hazards

• Inspect area of work to ensure that all hazards have been identified and eliminated or controlled prior to work being performed.

Personnel Protective Clothing or Equipment

Normal daily work clothing

RESCUE:

• Call 911



SCHOOL DISTRICT 91 (NECHAKO LAKES)	CONFINED SPACE INVENTORY
Location:	Date:
	Date reviewed:
FSJSS – ID # 8	Reviewed by:
CONFINED SPACE ENTRY IDENTIFICATION	
& ENTRY GUIDELINES	

VESSEL / EQUIPMENT NAME: Crawl space



LOCATION of EQUIPMENT: Out building, outside shops area

HAZARD DESIGNATION: Moderate hazard atmosphere

ACCESS LOCATION (S) INFORMATION: Trap door access

NATURE of HAZARDS: Possibly oxygen deficient atmosphere & hazardous gas buildup from decaying materials.

Maintenance Safety Program Manual

ENTRY PRECAUTIONS / PROCEDURES:

Lockouts and or Isolations

 Confined Space Entry Permit must be completed and posted at or near the point of entry. Standby person must be stationed outside the space while someone is in the space.

Testing for Contaminates

Potential hazards to check for are: H2S, Carbon Monoxide, Methane and Oxygen
 Deficiency. This must be checked immediately before entry, to make sure that levels
 are safe enough to enter work area.

Ventilation

 Place portable fresh air blower to provide clean air into the and flush "stale" air, prior to entry.

Physical Hazards

• Inspect area to ensure all hazards have been identified and eliminated or controlled prior to work commencing. Stagnant air within this space and organic materials washed into the space could cause a hazardous atmosphere to be present.

Personnel Protective Clothing or Equipment

Normal work clothing

RESCUE:

• Call 911



SCHOOL DISTRICT 91 (NECHAKO LAKES)	CONFINED SPACE INVENTORY
Location:	Date:
	Date reviewed:
FSJSS – ID # 10	Reviewed by:
CONFINED SPACE ENTRY IDENTIFICATION	
& ENTRY GUIDELINES	

VESSEL / EQUIPMENT NAME: Crawl space access



LOCATION of EQUIPMENT: In new gymnasium, one at each end above double doors

HAZARD DESIGNATION: Low hazard atmosphere

ACCESS LOCATION (S) INFORMATION: Access to overhead area through trap doors at ceiling height

NATURE of HAZARDS: No identifiable hazards under normal conditions

ENTRY PRECAUTIONS / GUIDELINES:

Maintenance Safety Program Manual

Entry permit requirements

• Entries in the confined Space Entry log must be completed.

Lockouts and or Isolations

• No lockouts or Isolations required unless working on equipment within the space.

Testing for Contaminates

• No testing required for normal entry.

Ventilation

• No additional ventilation needed unless a hazard suspected.

Physical Hazards

• Inspect area of work to ensure that all hazards have been identified and eliminated or controlled prior to work being performed.

Personnel Protective Clothing or Equipment

• Normal daily work clothing.



SCHOOL DISTRICT 91 (NECHAKO LAKES)	CONFINED SPACE INVENTORY
Location:	Date:
	Date reviewed:
FSJSS – ID # 11	Reviewed by:
CONFINED SPACE ENTRY IDENTIFICATION	
& ENTRY GUIDELINES	

VESSEL / EQUIPMENT NAME: Crawl space access



LOCATION of EQUIPMENT: New gym change room utility room

HAZARD DESIGNATION: Low hazard atmosphere

ACCESS LOCATION (S) INFORMATION: Access to above washrooms / change rooms at ceiling level

NATURE of HAZARDS: No identifiable hazards under normal conditions

Maintenance Safety Program Manual

ENTRY PRECAUTIONS / GUIDELINES:

Entry permit requirements

• Entries in the confined Space Entry log must be completed.

Lockouts and or Isolations

• No lockouts or Isolations required unless working on equipment within the space.

Testing for Contaminates

• No testing required for normal entry.

Ventilation

• No additional ventilation needed unless a hazard suspected.

Physical Hazards

• Inspect area of work to ensure that all hazards have been identified and eliminated or controlled prior to work being performed.

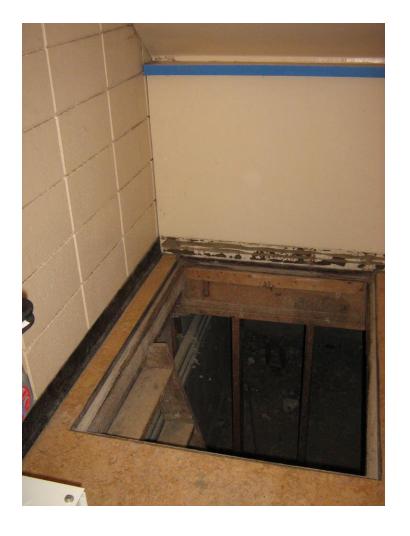
Personnel Protective Clothing or Equipment

• Normal daily work clothing.



SCHOOL DISTRICT 91 (NECHAKO LAKES)	CONFINED SPACE INVENTORY
Location:	Date:
	Date reviewed:
FSJSS – ID # 12	Reviewed by:
CONFINED SPACE ENTRY IDENTIFICATION	
& ENTRY GUIDELINES	

VESSEL / EQUIPMENT NAME: Crawl space access



LOCATION of EQUIPMENT: utility room at bottom of stairs.

HAZARD DESIGNATION: Low hazard atmosphere

Maintenance Safety Program Manual

ACCESS LOCATION (S) INFORMATION: Floor opening access to crawl space.

NATURE of HAZARDS: No identifiable hazards under normal conditions

ENTRY PRECAUTIONS / GUIDELINES:

Entry permit requirements

• Entries in the confined Space Entry log must be completed.

Lockouts and or Isolations

• No lockouts or Isolations required unless working on equipment within the space.

Testing for Contaminates

• No testing required for normal entry.

Ventilation

• No additional ventilation needed unless a hazard suspected.

Physical Hazards

 Inspect area of work to ensure that all hazards have been identified and eliminated or controlled prior to work being performed.

Personnel Protective Clothing or Equipment

• Normal daily work clothing.



SCHOOL DISTRICT 91 (NECHAKO LAKES)	CONFINED SPACE INVENTORY
Location:	Date:
	Date reviewed:
FSJSS – ID # 14	Reviewed by:
CONFINED SPACE ENTRY IDENTIFICATION	
& ENTRY GUIDELINES	

VESSEL / EQUIPMENT NAME: Crawl space access



LOCATION of EQUIPMENT: Under stair closet

HAZARD DESIGNATION: Low hazard atmosphere

ACCESS LOCATION (S) INFORMATION: Floor opening access to crawl space

Maintenance Safety Program Manual

NATURE of HAZARDS: No identifiable hazards under normal conditions

ENTRY PRECAUTIONS / GUIDELINES:

Entry permit requirements:

• Entries in the confined Space Entry log must be completed.

Lockouts and or Isolations

• No lockouts or Isolations required unless working on equipment within the space.

Testing for Contaminates:

• No testing required for normal entry.

Ventilation

No additional ventilation needed unless a hazard suspected.

Physical Hazards

• Inspect area of work to ensure that all hazards have been identified and eliminated or controlled prior to work being performed.

Personnel Protective Clothing or Equipment

Normal daily work clothing.



SCHOOL DISTRICT 91 (NECHAKO LAKES)	CONFINED SPACE INVENTORY
Location:	Date:
	Date reviewed:
FSJSS = ID # 15	Reviewed by:
CONFINED SPACE ENTRY IDENTIFICATION	
& ENTRY GUIDELINES	

VESSEL / EQUIPMENT NAME: Crawl space access

LOCATION of EQUIPMENT: Off old gym

HAZARD DESIGNATION: Low hazard atmosphere

ACCESS LOCATION (S) INFORMATION: Overhead access to above concession.

NATURE of HAZARDS: No identifiable hazards under normal conditions

ENTRY PRECAUTIONS / GUIDELINES:

Entry permit requirements:

Entries in the confined Space Entry log must be completed.

Lockouts and or Isolations

No lockouts or Isolations required unless working on equipment within the space.

Testing for Contaminates:

No testing required for normal entry.

Ventilation

No additional ventilation needed unless a hazard suspected.

Physical Hazards

 Inspect area of work to ensure that all hazards have been identified and eliminated or controlled prior to work being performed.

Personnel Protective Clothing or Equipment

Normal daily work clothing.



SCHOOL DISTRICT 91 (NECHAKO LAKES)	CONFINED SPACE INVENTORY
Location:	Date:
	Date reviewed:
GPEJS – ID # 1	Reviewed by:
CONFINED SPACE ENTRY IDENTIFICATION	
& ENTRY GUIDELINES	

VESSEL / EQUIPMENT NAME: Under building crawl space



LOCATION of EQUIPMENT: #2 boiler room

HAZARD DESIGNATION: Low hazard atmosphere

ACCESS LOCATION (S) INFORMATION: Access through wall opening

NATURE of HAZARDS: No identifiable hazards under normal conditions

ENTRY PRECAUTIONS / GUIDELINES:

SCHOOL DISTRICT PIECHAKO LAKES

School District No. 91 (Nechako Lakes)

Maintenance Safety Program Manual

Entry permit requirements:

• Entries in the confined Space Entry log must be completed.

Lockouts and or Isolations

 No other lockouts or Isolations required unless working on equipment within the space

Testing for Contaminates

• No testing required for normal entry

Ventilation

 Space has constant ventilation to deal with moisture problems. No additional ventilation needed unless a hazard suspected or work process produces hazards (i.e. welding / brazing)

Physical Hazards

 Inspect area of work to ensure that all hazards have been identified and eliminated or controlled prior to work being performed

Personnel Protective Clothing or Equipment

• Normal daily work clothing



SCHOOL DISTRICT 91 (NECHAKO LAKES)	CONFINED SPACE INVENTORY
Location:	Date:
	Date reviewed:
GPEJS – ID # 2	Reviewed by:
CONFINED SPACE ENTRY IDENTIFICATION	
& ENTRY GUIDELINES	

VESSEL / EQUIPMENT NAME: Under building crawl space



LOCATION of EQUIPMENT: In corner of under stage storage area

HAZARD DESIGNATION: Low hazard atmosphere

ACCESS LOCATION (S) INFORMATION: Access through opening by well

NATURE of HAZARDS: No identifiable hazards under normal conditions

ENTRY PRECAUTIONS / GUIDELINES:

Entry permit requirements:

• Entries in the confined Space Entry log must be completed.

Maintenance Safety Program Manual

Lockouts and or Isolations

 No other lockouts or Isolations required unless working on equipment within the space.

Testing for Contaminates:

• No testing required for normal entry.

Ventilation

 Space has constant ventilation to deal with moisture problems. No additional ventilation needed unless a hazard suspected or work process produces hazards (i.e. welding / brazing).

Physical Hazards

• Inspect area of work to ensure that all hazards have been identified and eliminated or controlled prior to work being performed.

Personnel Protective Clothing or Equipment

• Normal daily work clothing.



SCHOOL DISTRICT 91 (NECHAKO LAKES)	CONFINED SPACE INVENTORY
Location:	Date:
	Date reviewed:
GPEJS – ID # 3	Reviewed by:
CONFINED SPACE ENTRY IDENTIFICATION	
& ENTRY GUIDELINES	

VESSEL / EQUIPMENT NAME: Under building crawl space



LOCATION of EQUIPMENT: Floor of shop North East corner by garage door.

HAZARD DESIGNATION: Low hazard atmosphere

ACCESS LOCATION (S) INFORMATION: Access through floor opening

NATURE of HAZARDS: No identifiable hazards under normal conditions

ENTRY PRECAUTIONS / GUIDELINES:

Maintenance Safety Program Manual

Entry permit requirements:

• Entries in the confined Space Entry log must be completed.

Lockouts and or Isolations

 No other lockouts or Isolations required unless working on equipment within the space.

Testing for Contaminates:

• No testing required for normal entry.

Ventilation

 Space has constant ventilation to deal with moisture problems. No additional ventilation needed unless a hazard suspected or work process produces hazards (i.e. welding / brazing).

Physical Hazards

• Inspect area of work to ensure that all hazards have been identified and eliminated or controlled prior to work being performed.

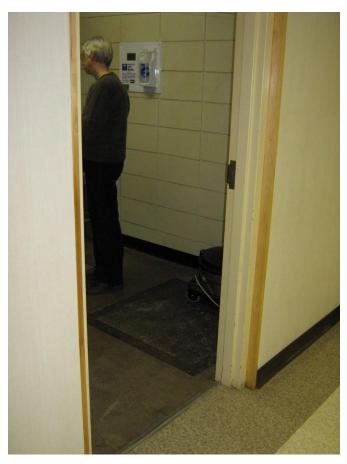
Personnel Protective Clothing or Equipment

Normal daily work clothing.



SCHOOL DISTRICT 91 (NECHAKO LAKES)	CONFINED SPACE INVENTORY
Location:	Date:
	Date reviewed:
GPEJS – ID # 4	Reviewed by: 12wa3aw2
	12wa3aw2
CONFINED SPACE ENTRY IDENTIFICATION	
& ENTRY GUIDELINES	

VESSEL / EQUIPMENT NAME: Under building crawl space



23q

LOCATION of EQUIPMENT: Janitor room next to library

HAZARD DESIGNATION: Low hazard atmosphere

ACCESS LOCATION (5) INFORMATION: Access through floor opening

NATURE of HAZARDS: No identifiable hazards under normal conditions

Maintenance Safety Program Manual

ENTRY PRECAUTIONS / GUIDELINES:

Entry permit requirements:

• Entries in the confined Space Entry log must be completed.

Lockouts and or Isolations

 No other lockouts or Isolations required unless working on equipment within the space.

Testing for Contaminates

• No testing required for normal entry.

Ventilation

 Space has constant ventilation to deal with moisture problems. No additional ventilation needed unless a hazard suspected or work process produces hazards (i.e. welding / brazing).

Physical Hazards

• Inspect area of work to ensure that all hazards have been identified and eliminated or controlled prior to work being performed.

Personnel Protective Clothing or Equipment

• Normal daily work clothing.



SCHOOL DISTRICT 91 (NECHAKO LAKES)	CONFINED SPACE INVENTORY
Location:	Date:
	Date reviewed:
GPEJS – ID # 5	Reviewed by:
CONFINED SPACE ENTRY IDENTIFICATION	
& ENTRY GUIDELINES	

VESSEL / EQUIPMENT NAME: Under building crawl space



LOCATION of EQUIPMENT: Store room across from Kindergarten band room

HAZARD DESIGNATION: Low hazard atmosphere

ACCESS LOCATION (5) INFORMATION: Access through floor opening

Maintenance Safety Program Manual

NATURE of HAZARDS: No identifiable hazards under normal conditions

ENTRY PRECAUTIONS / GUIDELINES:

Entry permit requirements:

• Entries in the confined Space Entry log must be completed.

Lockouts and or Isolations

 No other lockouts or Isolations required unless working on equipment within the space.

Testing for Contaminates

• No testing required for normal entry.

Ventilation

 Space has constant ventilation to deal with moisture problems. No additional ventilation needed unless a hazard suspected or work process produces hazards (i.e. welding / brazing).

Physical Hazards

• Inspect area of work to ensure that all hazards have been identified and eliminated or controlled prior to work being performed.

Personnel Protective Clothing or Equipment

Normal daily work clothing.



SCHOOL DISTRICT 91 (NECHAKO LAKES)	CONFINED SPACE INVENTORY
Location:	Date:
	Date reviewed:
$\mathbf{GPEJS} = \mathbf{ID} \# 6$	Reviewed by:
CONFINED SPACE ENTRY IDENTIFICATION	
& ENTRY GUIDELINES	

VESSEL / EQUIPMENT NAME: Well



LOCATION of EQUIPMENT: Pump house building across tracks on the shore of Decker Lake.

HAZARD DESIGNATION: Moderate hazard atmosphere

ACCESS LOCATION (S) INFORMATION: Top access through well cover

Maintenance Safety Program Manual

NATURE of HAZARDS: Possibly oxygen deficient atmosphere

ENTRY PRECAUTIONS / PROCEDURES:

Lockouts and or Isolations

•

Testing for Contaminates

 Potential hazard to check for is: Oxygen Deficiency. This must be checked immediately before entry, to make sure that levels are safe enough to enter work area.

Ventilation

• If hazards detected, place portable fresh alr blower to provide clean air into the space.

Physical Hazards

• Inspect area to ensure all hazards have been identified and eliminated or controlled prior to work commencing. Tight / restricted access and work area.

Personnel Protective Clothing or Equipment

Normal work clothing



SCHOOL DISTRICT 91 (NECHAKO LAKES)	CONFINED SPACE INVENTORY
Location:	Date:
	Date reviewed:
GPEJS – ID # 7	Reviewed by:
CONFINED SPACE ENTRY IDENTIFICATION	
& ENTRY GUIDELINES	

VESSEL / EQUIPMENT NAME: Overhead utility access



LOCATION of EQUIPMENT: Above office North West corner of shop

HAZARD DESIGNATION: Low hazard atmosphere

ACCESS LOCATION (S) INFORMATION: Access through side trap door from "mezzanine" along West wall. opening

NATURE of HAZARDS: No identifiable hazards under normal conditions

Maintenance Safety Program Manual

ENTRY PRECAUTIONS / GUIDELINES:

Entry permit requirements:

• Entries in the confined Space Entry log must be completed.

Lockouts and or Isolations

 No other lockouts or Isolations required unless working on equipment within the space.

Testing for Contaminates:

• No testing required for normal entry.

Ventilation

 Space has constant ventilation to deal with moisture problems. No additional ventilation needed unless a hazard suspected or work process produces hazards (i.e. welding / brazing).

Physical Hazards

• Inspect area of work to ensure that all hazards have been identified and eliminated or controlled prior to work being performed.

Personnel Protective Clothing or Equipment

• Normal daily work clothing.



SCHOOL DISTRICT 91 (NECHAKO LAKES)	CONFINED SPACE INVENTORY
Location:	Date:
	Date reviewed:
GPEJS – ID # 8	Reviewed by:
CONFINED SPACE ENTRY IDENTIFICATION	
& ENTRY GUIDELINES	

VESSEL / EQUIPMENT NAME: Overhead utility access



LOCATION of EQUIPMENT: In finishing room North corner of shop

HAZARD DESIGNATION: Low hazard atmosphere

ACCESS LOCATION (S) INFORMATION: Access through ceiling trap door

NATURE of HAZARDS: No identifiable hazards under normal conditions

Maintenance Safety Program Manual

ENTRY PRECAUTIONS / GUIDELINES:

Entry permit requirements:

• Entries in the confined Space Entry log must be completed.

Lockouts and or Isolations

 No other lockouts or Isolations required unless working on equipment within the space.

Testing for Contaminates:

No testing required for normal entry.

Ventilation

 Space has constant ventilation to deal with moisture problems. No additional ventilation needed unless a hazard suspected or work process produces hazards (i.e. welding / brazing).

Physical Hazards

• Inspect area of work to ensure that all hazards have been identified and eliminated or controlled prior to work being performed.

Personnel Protective Clothing or Equipment

Normal daily work clothing.



SCHOOL DISTRICT 91 (NECHAKO LAKES)	CONFINED SPACE INVENTORY
Location:	Date:
	Date reviewed:
LDSS – ID # 1	Reviewed by:
CONFINED SPACE ENTRY IDENTIFICATION	
& ENTRY GUIDELINES	

VESSEL / EQUIPMENT NAME: Bag House dust collection system



LOCATION of EQUIPMENT: Room off the Carpentry shop. Access to the room from the shop

HAZARD DESIGNATION: Low hazard atmosphere

ACCESS LOCATION (S) INFORMATION: Access to unit through man way on side of unit

Maintenance Safety Program Manual

NATURE of HAZARDS: Dust fire and dust explosion hazard

ENTRY PRECAUTIONS / GUIDELINES:

Entry permit requirements:

Entries in the confined Space Entry log must be completed.

Lockouts and or Isolations

• Follow normal established isolation. No other lockouts or Isolations required unless working on equipment within the space.

Testing for Contaminates:

• No testing required for normal maintenance procedures.

Ventilation

 Ensure system has been "down" long enough to allow dust to settle. No other ventilation considerations needed.

Physical Hazards

 Inspect area of work to ensure that all hazards have been identified and eliminated or controlled prior to work being performed. Dust fire / explosion is the greatest potential hazard

Personnel Protective Clothing or Equipment

• Normal daily work clothing.



SCHOOL DISTRICT 91 (NECHAKO LAKES)	CONFINED SPACE INVENTORY
Location:	Date:
	Date reviewed:
LDSS – ID # 2	Reviewed by:
CONFINED SPACE ENTRY IDENTIFICATION	
& ENTRY GUIDELINES	

VESSEL / EQUIPMENT NAME: Domestic hot water storage



LOCATION of EQUIPMENT: In utility room.

HAZARD DESIGNATION: PROHIBITED ENTRY

ACCESS LOCATION (S) INFORMATION: Access to unit through small opening on side of unit

NATURE of HAZARDS: Extremely small opening and interior space.

ENTRY PRECAUTIONS / GUIDELINES:

Entry permit requirements:

• Not applicable

Lockouts and or Isolations

• Not applicable

Testing for Contaminates:

• Not applicable

Ventilation

• Not applicable

Physical Hazards

• Not applicable

Personnel Protective Clothing or Equipment

• Normal daily work clothing.



SCHOOL DISTRICT 91(NECHAKO LAKES)	CONFINED SPACE INVENTORY
Location:	Date:
	Date reviewed:
LDSS – ID # 3	Reviewed by:
CONFINED SPACE ENTRY IDENTIFICATION	
& ENTRY GUIDELINES	

VESSEL / EQUIPMENT NAME: Under stage storage area



LOCATION of EQUIPMENT: In assembly / lunch room area.

HAZARD DESIGNATION: Low hazard atmosphere

ACCESS LOCATION (S) INFORMATION: Access to unit through Doorways at front of stage

NATURE of HAZARDS: No identifiable hazards under normal conditions

ENTRY PRECAUTIONS / GUIDELINES:

Entry permit requirements:

• Entries in the confined Space Entry log must be completed.

Maintenance Safety Program Manual

Lockouts and or Isolations

• No other lockouts or Isolations required unless working on equipment within the space.

Testing for Contaminates:

• No testing required for normal entry.

Ventilation

• No additional ventilation needed unless a hazard suspected.

Physical Hazards

• Inspect area of work to ensure that all hazards have been identified and eliminated or controlled prior to work being performed.

Personnel Protective Clothing or Equipment

• Normal daily work clothing.



SCHOOL DISTRICT 91 (NECHAKO LAKES)	CONFINED SPACE INVENTORY	
Location:	Date:	
	Date reviewed:	
LDSS – ID # 4	Reviewed by:	
CONFINED SPACE ENTRY IDENTIFICATION		
& ENTRY GUIDELINES		

VESSEL / EQUIPMENT NAME: Ceiling access



LOCATION of EQUIPMENT: Room off the Carpentry shop. Access to the room from the shop

HAZARD DESIGNATION: Low hazard atmosphere

ACCESS LOCATION (S) INFORMATION: Access to area through trap door in ceiling.

Maintenance Safety Program Manual

NATURE of HAZARDS: No identifiable hazards under normal conditions

ENTRY PRECAUTIONS / GUIDELINES:

Entry permit requirements:

• Entries in the confined Space Entry log must be completed.

Lockouts and or Isolations

No lockouts or Isolations required unless working on equipment within the space.

Testing for Contaminates:

No testing required for normal entry.

Ventilation

• No additional ventilation needed unless a hazard suspected.

Physical Hazards

• Inspect area of work to ensure that all hazards have been identified and eliminated or controlled prior to work being performed.

Personnel Protective Clothing or Equipment

Normal daily work clothing.



SCHOOL DISTRICT 91 (NECHAKO LAKES)	CONFINED SPACE INVENTORY	
Location:	Date:	
	Date reviewed:	
LDSS – ID # 5	Reviewed by:	
CONFINED SPACE ENTRY IDENTIFICATION		
& ENTRY GUIDELINES		

VESSEL / EQUIPMENT NAME: Air handlers 1 & 2



LOCATION of EQUIPMENT:

HAZARD DESIGNATION: Low hazard atmosphere

ACCESS LOCATION (5) INFORMATION: Access through side doors

NATURE of HAZARDS: No identifiable hazards under normal conditions

ENTRY PRECAUTIONS / GUIDELINES:

Maintenance Safety Program Manual

Entry permit requirements:

• Entries in the confined Space Entry log must be completed.

Lockouts and or Isolations

• No lockouts or Isolations required unless working on equipment within the space.

Testing for Contaminates:

• No testing required for normal entry.

Ventilation

• No additional ventilation needed unless a hazard suspected.

Physical Hazards

• Inspect area of work to ensure that all hazards have been identified and eliminated or controlled prior to work being performed.

Personnel Protective Clothing or Equipment

• Normal daily work clothing.



SCHOOL DISTRICT 91 (NECHAKO LAKES)	CONFINED SPACE INVENTORY
Location:	Date:
	Date reviewed:
LDSS Storefront – ID # 1	Reviewed by:
CONFINED SPACE ENTRY IDENTIFICATION	
& ENTRY GUIDELINES	

VESSEL / EQUIPMENT NAME: Crawl space



LOCATION of EQUIPMENT: Back corner of LDSS Storefront building

HAZARD DESIGNATION: Moderate hazard atmosphere

ACCESS LOCATION (S) INFORMATION: Trap door access

NATURE of HAZARDS: Possibly oxygen deficient atmosphere & hazardous gas buildup from decaying materials.

ENTRY PRECAUTIONS / PROCEDURES:

Lockouts and or Isolations

SCHOOL DISTRICT NECHAKO LAKES

School District No. 91 (Nechako Lakes)

Maintenance Safety Program Manual

 Confined Space Entry Permit must be completed and posted at or near the point of entry. Standby person must be stationed outside the space while someone is in the space.

Testing for Contaminates

Potential hazards to check for are: H2S, Carbon Monoxide, Methane and Oxygen
 Deficiency. This must be checked immediately before entry, to make sure that levels
 are safe enough to enter work area.

Ventilation

 Place portable fresh air blower to provide clean air into the and flush "stale" air, prior to entry.

Physical Hazards

• Inspect area to ensure all hazards have been identified and eliminated or controlled prior to work commencing. Stagnant air within this space and organic materials washed into the space could cause a hazardous atmosphere to be present.

Personnel Protective Clothing or Equipment

Normal work clothing



SCHOOL DISTRICT 91 (NECHAKO LAKES)	CONFINED SPACE INVENTORY
Location:	Date:
	Date reviewed:
ME – ID # 1	Reviewed by:
CONFINED SPACE ENTRY IDENTIFICATION	
& ENTRY GUIDELINES	

VESSEL / EQUIPMENT NAME: Crawl space access



LOCATION of EQUIPMENT: Furnace room

HAZARD DESIGNATION: Low hazard atmosphere

ACCESS LOCATION (5) INFORMATION: Access through opening in wall.

Maintenance Safety Program Manual

NATURE of HAZARDS: No identifiable hazards under normal conditions

ENTRY PRECAUTIONS / GUIDELINES:

NOTE: This space should be treated as a confined space ONLY for the purpose of working within the space.

Entry permit requirements:

• Entries in the confined Space Entry log must be completed.

Lockouts and or Isolations

• No lockouts or Isolations required unless working on equipment within the space.

Testing for Contaminates:

No testing required for normal entry.

Ventilation

• No additional ventilation needed unless a hazard suspected.

Physical Hazards

• Inspect area of work to ensure that all hazards have been identified and eliminated or controlled prior to work being performed.

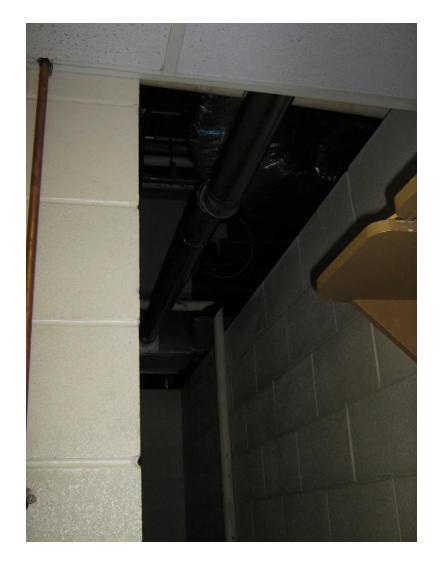
Personnel Protective Clothing or Equipment

• Normal daily work clothing.



SCHOOL DISTRICT 91 (NECHAKO LAKES)	CONFINED SPACE INVENTORY
Location:	Date:
	Date reviewed:
ME – ID # 2	Reviewed by:
CONFINED SPACE ENTRY IDENTIFICATION	
& ENTRY GUIDELINES	

VESSEL / EQUIPMENT NAME: Crawl space access



LOCATION of EQUIPMENT: Janitor room

HAZARD DESIGNATION: Low hazard atmosphere

Maintenance Safety Program Manual

ACCESS LOCATION (S) INFORMATION: Overhead access to above washrooms.

NATURE of HAZARDS: No identifiable hazards under normal conditions

ENTRY PRECAUTIONS / GUIDELINES:

NOTE: This space should be treated as a confined space ONLY for the purpose of working within the space.

Entry permit requirements:

• Entries in the confined Space Entry log must be completed.

Lockouts and or Isolations

No lockouts or Isolations required unless working on equipment within the space.

Testing for Contaminates:

• No testing required for normal entry.

Ventilation

• No additional ventilation needed unless a hazard suspected.

Physical Hazards

• Inspect area of work to ensure that all hazards have been identified and eliminated or controlled prior to work being performed.

Personnel Protective Clothing or Equipment

• Normal daily work clothing.



SCHOOL DISTRICT 91 (NECHAKO LAKES) Location: MME – ID # 1	CONFINED SPACE INVENTORY Date: Date reviewed: Reviewed by:
CONFINED SPACE ENTRY IDENTIFICATION & ENTRY GUIDELINES	

VESSEL / EQUIPMENT NAME: Above washroom access



LOCATION of EQUIPMENT: Custodial room accessed from washroom

HAZARD DESIGNATION: Low hazard atmosphere

ACCESS LOCATION (S) INFORMATION: Access to area through ceiling opening.

NATURE of HAZARDS: No identifiable hazards under normal conditions

ENTRY PRECAUTIONS / GUIDELINES:

Entry permit requirements:

• Entries in the confined Space Entry log must be completed.

Maintenance Safety Program Manual

Lockouts and or Isolations

• No lockouts or Isolations required unless working on equipment within the space.

Testing for Contaminates:

• No testing required for normal entry.

Ventilation

• No additional ventilation needed unless a hazard suspected.

Physical Hazards

• Inspect area of work to ensure that all hazards have been identified and eliminated or controlled prior to work being performed.

Personnel Protective Clothing or Equipment

• Normal daily work clothing.



SCHOOL DISTRICT 91 (NECHAKO LAKES) Location: MME – ID # 2	CONFINED SPACE INVENTORY Date: Date reviewed: Reviewed by:
CONFINED SPACE ENTRY IDENTIFICATION & ENTRY GUIDELINES	

VESSEL / EQUIPMENT NAME: Floor space access



LOCATION of EQUIPMENT: Upstairs air handler equip room

HAZARD DESIGNATION: Low hazard atmosphere

ACCESS LOCATION (S) INFORMATION: Access to area through floor opening.

NATURE of HAZARDS: No identifiable hazards under normal conditions

ENTRY PRECAUTIONS / GUIDELINES:

Entry permit requirements:

SCHOOL DISTRICT NECHAKO LAKES

School District No. 91 (Nechako Lakes)

Maintenance Safety Program Manual

• Entries in the confined Space Entry log must be completed.

Lockouts and or Isolations

• No lockouts or Isolations required unless working on equipment within the space.

Testing for Contaminates

• No testing required for normal entry.

Ventilation

• No additional ventilation needed unless a hazard suspected.

Physical Hazards

• Inspect area of work to ensure that all hazards have been identified and eliminated or controlled prior to work being performed.

Personnel Protective Clothing or Equipment

• Normal daily work clothing.



SCHOOL DISTRICT 91 (NECHAKO LAKES)	CONFINED SPACE INVENTORY
Location:	Date:
	Date reviewed:
MMP – ID # 1	Reviewed by:
CONFINED SPACE ENTRY IDENTIFICATION	
& ENTRY GUIDELINES	

VESSEL / EQUIPMENT NAME: Under building crawl space







LOCATION of EQUIPMENT:

HAZARD DESIGNATION: Low hazard atmosphere

ACCESS LOCATION (S) INFORMATION: Access through

NATURE of HAZARDS: No identifiable hazards under normal conditions

ENTRY PRECAUTIONS / GUIDELINES:

Entry permit requirements:

Entries in the confined Space Entry log must be completed.

Lockouts and or Isolations

• No other lockouts or Isolations required unless working on equipment within the space.

Testing for Contaminates:

No testing required for normal entry.

Ventilation

SCHOOL DISTRICT NECHAKO

School District No. 91 (Nechako Lakes)

Maintenance Safety Program Manual

• Space has constant ventilation to deal with moisture problems. No additional ventilation needed unless a hazard suspected or work process produces hazards (i.e. welding / brazing).

Physical Hazards

• Inspect area of work to ensure that all hazards have been identified and eliminated or controlled prior to work being performed.

Personnel Protective Clothing or Equipment

Normal daily work clothing.



SCHOOL DISTRICT 91 (NECHAKO LAKES)	CONFINED SPACE INVENTORY
Location:	Date:
	Date reviewed:
MMP – ID # 2	Reviewed by:
CONFINED SPACE ENTRY IDENTIFICATION	
& FNTRY CHIDELINES	

VESSEL / EQUIPMENT NAME: Drainage sump



LOCATION of EQUIPMENT:

HAZARD DESIGNATION: Moderate hazard atmosphere

ACCESS LOCATION (S) INFORMATION: Top of culvert

NATURE of HAZARDS: Possibly oxygen deficient atmosphere & hazardous gas buildup from decaying materials.

ENTRY PRECAUTIONS / PROCEDURES:

Maintenance Safety Program Manual

Lockouts and or Isolations

 Confined Space Entry Permit must be completed and posted at or near the point of entry. Standby person must be stationed outside the space while someone is in the space.

Testing for Contaminates

Potential hazards to check for are: H2S, Carbon Monoxide, Methane and Oxygen
 Deficiency. This must be checked immediately before entry, to make sure that levels
 are safe enough to enter work area.

Ventilation

• If clean respirable atmosphere not detected upon opening the space, place portable fresh air blower to provide clean air into the and flush "stale" air, prior to entry.

Physical Hazards

 Inspect area to ensure all hazards have been identified and eliminated or controlled prior to work commencing. Stagnant air within this space and organic materials washed into the space could cause a hazardous atmosphere to be present.

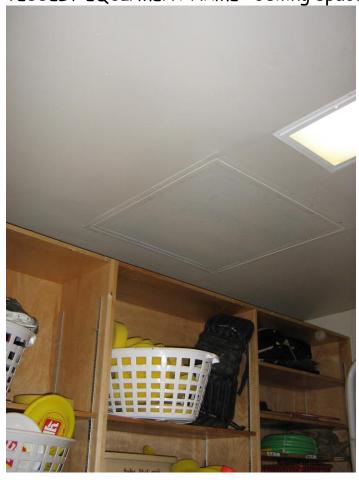
Personnel Protective Clothing or Equipment

Normal work clothing



SCHOOL DISTRICT 91 (NECHAKO LAKES)	CONFINED SPACE INVENTORY
Location:	Date:
	Date reviewed:
MMP – ID # 3	Reviewed by:
CONFINED SPACE ENTRY IDENTIFICATION	
& ENTRY GUIDELINES	

VESSEL / EQUIPMENT NAME: Ceiling space access



LOCATION of EQUIPMENT: Gym storage room ceiling

HAZARD DESIGNATION: Low hazard atmosphere

ACCESS LOCATION (S) INFORMATION: Access through tap door

NATURE of HAZARDS: No identifiable hazards under normal conditions

Maintenance Safety Program Manual

ENTRY PRECAUTIONS / GUIDELINES:

Entry permit requirements:

• Entries in the confined Space Entry log must be completed.

Lockouts and or Isolations

• No other lockouts or Isolations required unless working on equipment within the space.

Testing for Contaminates:

• No testing required for normal entry.

Ventilation

 Space has constant ventilation to deal with moisture problems. No additional ventilation needed unless a hazard suspected or work process produces hazards (i.e. welding / brazing).

Physical Hazards

• Inspect area of work to ensure that all hazards have been identified and eliminated or controlled prior to work being performed.

Personnel Protective Clothing or Equipment

• Normal daily work clothing.



SCHOOL DISTRICT 91 (NECHAKO LAKES)	CONFINED SPACE INVENTORY
Location:	Date:
	Date reviewed:
NVSS – ID # 1	Reviewed by:
CONFINED SPACE ENTRY IDENTIFICATION	
& ENTRY GUIDELINES	

VESSEL / EQUIPMENT NAME: Crawl space access



LOCATION of EQUIPMENT: Medical / First aid room

HAZARD DESIGNATION: Low hazard atmosphere

ACCESS LOCATION (S) INFORMATION: Access to area through floor opening.

Maintenance Safety Program Manual

NATURE of HAZARDS: No identifiable hazards under normal conditions

ENTRY PRECAUTIONS / GUIDELINES:

Entry permit requirements:

• Entries in the confined Space Entry log must be completed.

Lockouts and or Isolations

• No lockouts or Isolations required unless working on equipment within the space.

Testing for Contaminates:

No testing required for normal entry.

Ventilation

• No additional ventilation needed unless a hazard suspected.

Physical Hazards

• Inspect area of work to ensure that all hazards have been identified and eliminated or controlled prior to work being performed.

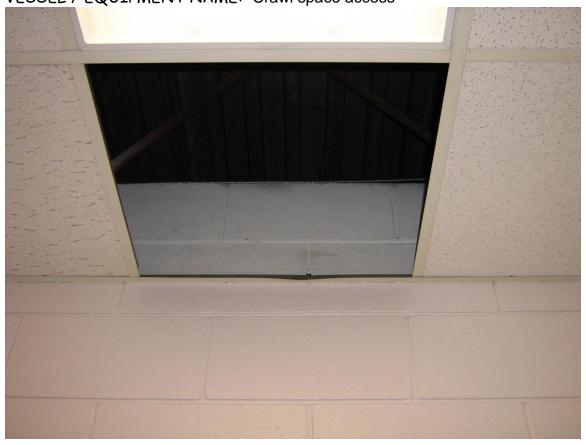
Personnel Protective Clothing or Equipment

Normal daily work clothing.



SCHOOL DISTRICT 91 (NECHAKO LAKES)	CONFINED SPACE INVENTORY
Location:	Date:
	Date reviewed:
NVSS – ID # 2	Reviewed by:
CONFINED SPACE ENTRY IDENTIFICATION	
& ENTRY GUIDELINES	

VESSEL / EQUIPMENT NAME: Crawl space access



LOCATION of EQUIPMENT: Gym / change room hall way

HAZARD DESIGNATION: Low hazard atmosphere

ACCESS LOCATION (S) INFORMATION: Access to area above change rooms. (remove ceiling tiles)

NATURE of HAZARDS: No identifiable hazards under normal conditions

ENTRY PRECAUTIONS / GUIDELINES:

Maintenance Safety Program Manual

Entry permit requirements

• Entries in the confined Space Entry log must be completed.

Lockouts and or Isolations

• No lockouts or Isolations required unless working on equipment within the space.

Testing for Contaminates

• No testing required for normal entry.

Ventilation

• No additional ventilation needed unless a hazard suspected.

Physical Hazards

• Inspect area of work to ensure that all hazards have been identified and eliminated or controlled prior to work being performed.

Personnel Protective Clothing or Equipment

• Normal daily work clothing.



SCHOOL DISTRICT 91 (NECHAKO LAKES)	CONFINED SPACE INVENTORY
Location:	Date:
	Date reviewed:
NVSS – ID # 3	Reviewed by:
CONFINED SPACE ENTRY IDENTIFICATION	
& ENTRY GUIDELINES	

VESSEL / EQUIPMENT NAME: Crawl space access



LOCATION of EQUIPMENT: Canteen storage room

HAZARD DESIGNATION: Low hazard atmosphere

ACCESS LOCATION (S) INFORMATION: Access to crawl space through floor opening.

Maintenance Safety Program Manual

NATURE of HAZARDS: No identifiable hazards under normal conditions

ENTRY PRECAUTIONS / GUIDELINES:

Entry permit requirements:

• Entries in the confined Space Entry log must be completed.

Lockouts and or Isolations

No lockouts or Isolations required unless working on equipment within the space.

Testing for Contaminates

• No testing required for normal entry.

Ventilation

• No additional ventilation needed unless a hazard suspected.

Physical Hazards

• Inspect area of work to ensure that all hazards have been identified and eliminated or controlled prior to work being performed.

Personnel Protective Clothing or Equipment

Normal daily work clothing.



SCHOOL DISTRICT 91 (NECHAKO LAKES)	CONFINED SPACE INVENTORY
Location:	Date:
	Date reviewed:
NVSS – ID # 4	Reviewed by:
CONFINED SPACE ENTRY IDENTIFICATION	
& ENTRY GUIDELINES	

VESSEL / EQUIPMENT NAME: Crawl space access



LOCATION of EQUIPMENT: Graphic arts room

HAZARD DESIGNATION: Low hazard atmosphere

ACCESS LOCATION (S) INFORMATION: Access to crawl space through floor opening.

NATURE of HAZARDS: No identifiable hazards under normal conditions

ENTRY PRECAUTIONS / GUIDELINES:

Entry permit requirements:

• Entries in the confined Space Entry log must be completed.

Lockouts and or Isolations

 No lockouts or Isolations required unless working on equipment within the space.

Testing for Contaminates

No testing required for normal entry.

Ventilation

No additional ventilation needed unless a hazard suspected.

Physical Hazards

• Inspect area of work to ensure that all hazards have been identified and eliminated or controlled prior to work being performed.

Personnel Protective Clothing or Equipment

Normal daily work clothing.

RESCUE:

Call 911



SCHOOL DISTRICT 91 (NECHAKO LAKES)	CONFINED SPACE INVENTORY	
Location:	Date:	
	Date reviewed:	
NVSS – ID # 7	Reviewed by:	
CONFINED SPACE ENTRY IDENTIFICATION		
& ENTRY GUIDELINES		

VESSEL / EQUIPMENT NAME: Crawl space access



LOCATION of EQUIPMENT: Custodial room between washrooms near library

HAZARD DESIGNATION: Low hazard atmosphere

ACCESS LOCATION (S) INFORMATION: Access to space through floor opening.

Maintenance Safety Program Manual

NATURE of HAZARDS: No identifiable hazards under normal conditions

ENTRY PRECAUTIONS / GUIDELINES:

Entry permit requirements:

Entries in the confined Space Entry log must be completed.

Lockouts and or Isolations

 No lockouts or Isolations required unless working on equipment within the space.

Testing for Contaminates:

No testing required for normal entry.

Ventilation

No additional ventilation needed unless a hazard suspected.

Physical Hazards

• Inspect area of work to ensure that all hazards have been identified and eliminated or controlled prior to work being performed.

Personnel Protective Clothing or Equipment

Normal daily work clothing.



SCHOOL DISTRICT 91 (NECHAKO LAKES)	CONFINED SPACE INVENTORY	
Location:	Date:	
	Date reviewed:	
NVSS – ID # 8	Reviewed by:	
CONFINED SPACE ENTRY IDENTIFICATION		
& ENTRY GUIDELINES		

VESSEL / EQUIPMENT NAME: Crawl space access



LOCATION of EQUIPMENT: Science prep room

HAZARD DESIGNATION: Low hazard atmosphere

Maintenance Safety Program Manual

ACCESS LOCATION (S) INFORMATION: Access to space through floor opening.

NATURE of HAZARDS: No identifiable hazards under normal conditions

ENTRY PRECAUTIONS / GUIDELINES:

Entry permit requirements:

Entries in the confined Space Entry log must be completed.

Lockouts and or Isolations

 No lockouts or Isolations required unless working on equipment within the space.

Testing for Contaminates

No testing required for normal entry.

Ventilation

No additional ventilation needed unless a hazard suspected.

Physical Hazards

 Inspect area of work to ensure that all hazards have been identified and eliminated or controlled prior to work being performed.

Personnel Protective Clothing or Equipment

Normal daily work clothing.



SCHOOL DISTRICT 91 (NECHAKO LAKES)	CONFINED SPACE INVENTORY	
Location:	Date:	
	Date reviewed:	
NVSS – ID # 9	Reviewed by:	
CONFINED SPACE ENTRY IDENTIFICATION		
& ENTRY GUIDELINES		

VESSEL / EQUIPMENT NAME: Crawl space access



LOCATION of EQUIPMENT: Custodial room next to electrical room

HAZARD DESIGNATION: Low hazard atmosphere

ACCESS LOCATION (S) INFORMATION: Access to space through two floor openings.

NATURE of HAZARDS: No identifiable hazards under normal conditions

Maintenance Safety Program Manual

ENTRY PRECAUTIONS / GUIDELINES:

Entry permit requirements:

• Entries in the confined Space Entry log must be completed.

Lockouts and or Isolations

 No lockouts or Isolations required unless working on equipment within the space.

Testing for Contaminates

No testing required for normal entry.

Ventilation

No additional ventilation needed unless a hazard suspected.

Physical Hazards

• Inspect area of work to ensure that all hazards have been identified and eliminated or controlled prior to work being performed.

Personnel Protective Clothing or Equipment

• Normal daily work clothing.



SCHOOL DISTRICT 91 (NECHAKO LAKES)	CONFINED SPACE INVENTORY	
Location:	Date:	
	Date reviewed:	
NVSS – ID # 10	Reviewed by:	
CONFINED SPACE ENTRY IDENTIFICATION		
& ENTRY GUIDELINES		

VESSEL / EQUIPMENT NAME: Crawl space access



LOCATION of EQUIPMENT: 2nd floor store room

HAZARD DESIGNATION: Low hazard atmosphere

ACCESS LOCATION (S) INFORMATION: Access to space through ceiling opening.

Maintenance Safety Program Manual

NATURE of HAZARDS: No identifiable hazards under normal conditions

ENTRY PRECAUTIONS / GUIDELINES:

Entry permit requirements:

• Entries in the confined Space Entry log must be completed.

Lockouts and or Isolations

 No lockouts or Isolations required unless working on equipment within the space.

Testing for Contaminates

No testing required for normal entry.

Ventilation

No additional ventilation needed unless a hazard suspected.

Physical Hazards

 Inspect area of work to ensure that all hazards have been identified and eliminated or controlled prior to work being performed.

Personnel Protective Clothing or Equipment

Normal daily work clothing.



SCHOOL DISTRICT 91 (NECHAKO LAKES)	CONFINED SPACE INVENTORY	
Location:	Date:	
	Date reviewed:	
SE – ID # 1	Reviewed by:	
CONFINED SPACE ENTRY IDENTIFICATION		
& ENTRY GUIDELINES		

VESSEL / EQUIPMENT NAME: Crawl space access



LOCATION of EQUIPMENT: Store room near kitchen

HAZARD DESIGNATION: Low hazard atmosphere

ACCESS LOCATION (5) INFORMATION: Ceiling access through trap door.

Maintenance Safety Program Manual

NATURE of HAZARDS: No identifiable hazards under normal conditions

ENTRY PRECAUTIONS / GUIDELINES:

Entry permit requirements:

• Entries in the confined Space Entry log must be completed.

Lockouts and or Isolations

 No lockouts or Isolations required unless working on equipment within the space.

Testing for Contaminates

No testing required for normal entry.

Ventilation

No additional ventilation needed unless a hazard suspected.

Physical Hazards

 Inspect area of work to ensure that all hazards have been identified and eliminated or controlled prior to work being performed.

Personnel Protective Clothing or Equipment

· Normal daily work clothing.



SCHOOL DISTRICT 91 (NECHAKO LAKES)	CONFINED SPACE INVENTORY
Location:	Date:
	Date reviewed:
SE – ID # 2	Reviewed by:
CONFINED SPACE ENTRY IDENTIFICATION	
& ENTRY GUIDELINES	

VESSEL / EQUIPMENT NAME: Crawl space access



LOCATION of EQUIPMENT: Closet in boys change room

HAZARD DESIGNATION: Low hazard atmosphere

ACCESS LOCATION (S) INFORMATION: Access to above wash rooms.

NATURE of HAZARDS: No identifiable hazards under normal conditions

Maintenance Safety Program Manual

ENTRY PRECAUTIONS / GUIDELINES:

Entry permit requirements:

• Entries in the confined Space Entry log must be completed.

Lockouts and or Isolations

 No lockouts or Isolations required unless working on equipment within the space.

Testing for Contaminates

No testing required for normal entry.

Ventilation

No additional ventilation needed unless a hazard suspected.

Physical Hazards

• Inspect area of work to ensure that all hazards have been identified and eliminated or controlled prior to work being performed.

Personnel Protective Clothing or Equipment

• Normal daily work clothing.



SCHOOL DISTRICT 91 (NECHAKO LAKES)	CONFINED SPACE INVENTORY
Location:	Date:
	Date reviewed:
SE – ID # 3	Reviewed by:
CONFINED SPACE ENTRY IDENTIFICATION	
& ENTRY GUIDELINES	

VESSEL / EQUIPMENT NAME: Crawl space access



LOCATION of EQUIPMENT: Janitor room between South wing wash rooms

HAZARD DESIGNATION: Low hazard atmosphere

Maintenance Safety Program Manual

ACCESS LOCATION (S) INFORMATION: Access to above wash rooms through trap door in ceiling.

NATURE of HAZARDS: No identifiable hazards under normal conditions

ENTRY PRECAUTIONS / GUIDELINES:

Entry permit requirements:

Entries in the confined Space Entry log must be completed.

Lockouts and or Isolations

 No lockouts or Isolations required unless working on equipment within the space.

Testing for Contaminates:

No testing required for normal entry.

Ventilation

No additional ventilation needed unless a hazard suspected.

Physical Hazards

 Inspect area of work to ensure that all hazards have been identified and eliminated or controlled prior to work being performed.

Personnel Protective Clothing or Equipment

Normal daily work clothing.



SCHOOL DISTRICT 91 (NECHAKO LAKES)	CONFINED SPACE INVENTORY
Location:	Date:
	Date reviewed:
SE – ID # 4	Reviewed by:
CONFINED SPACE ENTRY IDENTIFICATION	
& ENTRY GUIDELINES	

VESSEL / EQUIPMENT NAME: Crawl space access



LOCATION of EQUIPMENT: Janitor room between East wing wash rooms

HAZARD DESIGNATION: Low hazard atmosphere

ACCESS LOCATION (S) INFORMATION: Access to above wash rooms through trap door in ceiling.

Maintenance Safety Program Manual

NATURE of HAZARDS: No identifiable hazards under normal conditions

ENTRY PRECAUTIONS / GUIDELINES:

Entry permit requirements

Entries in the confined Space Entry log must be completed.

Lockouts and or Isolations

 No lockouts or Isolations required unless working on equipment within the space.

Testing for Contaminates

• No testing required for normal entry.

Ventilation

No additional ventilation needed unless a hazard suspected.

Physical Hazards

 Inspect area of work to ensure that all hazards have been identified and eliminated or controlled prior to work being performed.

Personnel Protective Clothing or Equipment

Normal daily work clothing.



SCHOOL DISTRICT 91 (NECHAKO LAKES)	CONFINED SPACE INVENTORY	
Location:	Date:	
	Date reviewed:	
SVE – ID # 1	Reviewed by:	
CONFINED SPACE ENTRY IDENTIFICATION		
& ENTRY GUIDELINES		

VESSEL / EQUIPMENT NAME: Crawl space access



LOCATION of EQUIPMENT: Room #7, Custodial & Electrical room

HAZARD DESIGNATION: Low hazard atmosphere

ACCESS LOCATION (5) INFORMATION: Crawl space access through floor opening.

NATURE of HAZARDS: No identifiable hazards under normal conditions

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ENTRY PRECAUTIONS / GUIDELINES:

Entry permit requirements:

• Entries in the confined Space Entry log must be completed.

Lockouts and or Isolations

 No lockouts or Isolations required unless working on equipment within the space.

Testing for Contaminates

No testing required for normal entry.

Ventilation

No additional ventilation needed unless a hazard suspected.

Physical Hazards

 Inspect area of work to ensure that all hazards have been identified and eliminated or controlled prior to work being performed.

Personnel Protective Clothing or Equipment

Normal daily work clothing.



SCHOOL DISTRICT 91 (NECHAKO LAKES)	CONFINED SPACE INVENTORY	
Location:	Date:	
	Date reviewed:	
SVE – ID # 2	Reviewed by:	
CONFINED SPACE ENTRY IDENTIFICATION		
& ENTRY CHIDELINES		

VESSEL / EQUIPMENT NAME: Crawl space access



LOCATION of EQUIPMENT: In hallway outside room #4

HAZARD DESIGNATION: Low hazard atmosphere

ACCESS LOCATION (5) INFORMATION: Crawl space access through floor opening..

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NATURE of HAZARDS: No identifiable hazards under normal conditions

ENTRY PRECAUTIONS / GUIDELINES:

Entry permit requirements:

• Entries in the confined Space Entry log must be completed.

Lockouts and or Isolations

 No lockouts or Isolations required unless working on equipment within the space.

Testing for Contaminates:

No testing required for normal entry.

Ventilation

No additional ventilation needed unless a hazard suspected.

Physical Hazards

 Inspect area of work to ensure that all hazards have been identified and eliminated or controlled prior to work being performed.

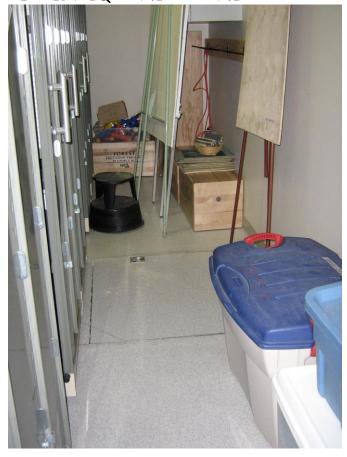
Personnel Protective Clothing or Equipment

Normal daily work clothing.



SCHOOL DISTRICT 91 (NECHAKO LAKES)	CONFINED SPACE INVENTORY
Location:	Date:
	Date reviewed:
WKE – ID # 2	Reviewed by:
CONFINED SPACE ENTRY IDENTIFICATION	
& ENTRY GUIDELINES	

VESSEL / EQUIPMENT NAME: Under building crawl space



LOCATION of EQUIPMENT: In floor of book storage room

HAZARD DESIGNATION: Low hazard atmosphere

ACCESS LOCATION (S) INFORMATION: Access through trap door in floor

NATURE of HAZARDS: Do identifiable hazards under normal conditions

ENTRY PRECAUTIONS / GUIDELINES:

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Entry permit requirements:

• Entries in the confined Space Entry log must be completed.

Lockouts and or Isolations

 No other lockouts or Isolations required unless working on equipment within the space.

Testing for Contaminates:

No testing required for normal entry.

Ventilation

 Space has constant ventilation to deal with moisture problems. No additional ventilation needed unless a hazard suspected or work process produces hazards (i.e. welding / brazing).

Physical Hazards

 Inspect area of work to ensure that all hazards have been identified and eliminated or controlled prior to work being performed.

Personnel Protective Clothing or Equipment

• Normal daily work clothing.



SCHOOL DISTRICT 91 (NECHAKO LAKES)	CONFINED SPACE INVENTORY	
Location:	Date:	
	Date reviewed:	
WKE – ID # 2	Reviewed by:	
CONFINED SPACE ENTRY IDENTIFICATION		
& ENTRY GUIDELINES		

VESSEL / EQUIPMENT NAME: Under building crawl space



LOCATION of EQUIPMENT: In floor of custodial room

HAZARD DESIGNATION: Low hazard atmosphere

ACCESS LOCATION (S) INFORMATION: Access through trap door in floor

NATURE of HAZARDS: No identifiable hazards under normal conditions

ENTRY PRECAUTIONS / GUIDELINES:

Entry permit requirements:

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• Entries in the confined Space Entry log must be completed.

Lockouts and or Isolations

 No other lockouts or Isolations required unless working on equipment within the space.

Testing for Contaminates

No testing required for normal entry.

Ventilation

 Space has constant ventilation to deal with moisture problems. No additional ventilation needed unless a hazard suspected or work process produces hazards (i.e. welding / brazing).

Physical Hazards

 Inspect area of work to ensure that all hazards have been identified and eliminated or controlled prior to work being performed.

Personnel Protective Clothing or Equipment

· Normal daily work clothing.



SCHOOL DISTRICT 91 (NECHAKO LAKES)	CONFINED SPACE INVENTORY
Location:	Date:
	Date reviewed:
WLM – ID # 1	Reviewed by:
CONFINED SPACE ENTRY IDENTIFICATION	
& ENTRY GUIDELINES	

VESSEL / EQUIPMENT NAME: Crawl space access



LOCATION of EQUIPMENT: North wing boot room

HAZARD DESIGNATION: Low hazard atmosphere

ACCESS LOCATION (5) INFORMATION: Crawl space access through floor opening.

NATURE of HAZARDS: No identifiable hazards under normal conditions

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ENTRY PRECAUTIONS / GUIDELINES:

Entry permit requirements:

• Entries in the confined Space Entry log must be completed.

Lockouts and or Isolations

 No lockouts or Isolations required unless working on equipment within the space.

Testing for Contaminates:

• No testing required for normal entry.

Ventilation

No additional ventilation needed unless a hazard suspected.

Physical Hazards

 Inspect area of work to ensure that all hazards have been identified and eliminated or controlled prior to work being performed.

Personnel Protective Clothing or Equipment

Normal daily work clothing.



SCHOOL DISTRICT 91(NECHAKO LAKES)	CONFINED SPACE INVENTORY	
Location:	Date:	
	Date reviewed:	
WLM – ID # 2	Reviewed by:	
CONFINED SPACE ENTRY IDENTIFICATION		
& ENTRY GUIDELINES		

VESSEL / EQUIPMENT NAME: Crawl space access



LOCATION of EQUIPMENT: Under gym space

HAZARD DESIGNATION: Low hazard atmosphere

ACCESS LOCATION (5) INFORMATION: Access through back of cupboard, doorway at bottom of stairs opposite equipment room.

NATURE of HAZARDS: No identifiable hazards under normal conditions

ENTRY PRECAUTIONS / GUIDELINES:

Entry permit requirements:

• Entries in the confined Space Entry log must be completed.

Lockouts and or Isolations

 No lockouts or Isolations required unless working on equipment within the space.

Testing for Contaminates

No testing required for normal entry.

Ventilation

No additional ventilation needed unless a hazard suspected.

Physical Hazards

• Inspect area of work to ensure that all hazards have been identified and eliminated or controlled prior to work being performed.

Personnel Protective Clothing or Equipment

• Normal daily work clothing.



SCHOOL DISTRICT 91 (NECHAKO LAKES)	CONFINED SPACE INVENTORY	
Location:	Date:	
	Date reviewed:	
WLM – ID # 3	Reviewed by:	
CONFINED SPACE ENTRY IDENTIFICATION		
& ENTRY GUIDELINES		

VESSEL / EQUIPMENT NAME: Crawl space access



LOCATION of EQUIPMENT: EBUS basement

HAZARD DESIGNATION: Low hazard atmosphere

ACCESS LOCATION (S) INFORMATION: Access from storage area through "elevated" door at bottom of basement stairs.

NATURE of HAZARDS: No identifiable hazards under normal conditions

ENTRY PRECAUTIONS / GUIDELINES:

Entry permit requirements:

• Entries in the confined Space Entry log must be completed.

Lockouts and or Isolations

 No lockouts or Isolations required unless working on equipment within the space.

Testing for Contaminates:

No testing required for normal entry.

Ventilation

No additional ventilation needed unless a hazard suspected.

Physical Hazards

• Inspect area of work to ensure that all hazards have been identified and eliminated or controlled prior to work being performed.

Personnel Protective Clothing or Equipment

• Normal daily work clothing.

ELEMENT 11

Asbestos Management Plan

1.1 Asbestos-related Emergencies

An asbestos related emergency could include a release of asbestos from water damaged ceilings, inadvertent disruption of Asbestos-containing Material (ACM) by maintenance staff or pipe rupture. The following steps should be taken:

- 1. Stop work immediately and leave the area.
- 2. Secure the area by closing and locking the doors.
- Contact the Manager of Facilities (250-570-9659) immediately. If the emergency occurs outside the normal working hours, contact Chubb Security Dispatch @ 1-800-355-6559
- 4. Do not reenter the area until instructed to do so by the Health and Safety Office or the Facilities Department.

EMERGENCY CONTACT NAMES AND TELEPHONE NUMBERS

The following is the sequence for any calls regarding questions, or to report an asbestos disturbance that may lead to potential exposure:

1. During normal operating hours (7:00 am- 3:00 pm):

Facilities Department

West-end	Lee Strizich	250-692-0684
East-end	Andy Penner	250-570-7425
District	Tim Bancroft	250-570-9659

2. After hours:

Chubb Security Dispatch:

Emergency	866-680-1001

Non-Emergency......250-564-7711

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1.2 Introduction

To ensure the proper management of asbestos-containing material, the Facilities Department has implemented this Asbestos Management Program.

This program emphasized the in-place management of asbestos-containing material because the mere presence of asbestos in a building does not mean that the health of building occupants is compromised. Development of disease requires exposure to airborne asbestos fibres. Intact and undisturbed asbestos materials do not pose a health risk. Asbestos-containing material which is in good condition, and is not damaged or disturbed, is not likely to release asbestos fibres into the air. When asbestos-containing material is properly managed release of asbestos into the air is prevented or minimized, and the risk of asbestos-related disease can be reduced to a negligible level.

The term asbestos describes naturally occurring fibrous minerals found in certain types of rock formations. Asbestos is mined in much the same way that other materials, such as iron, lead, and copper are. There are many varieties of asbestos: the three most common are chrysotile, amosite, and crocidolite. Asbestos is contained in more than 3,000 different building products. These include thermal insulation, fireproofing, floor coverings, ceiling tile, cement pipe, and acoustical and decorative treatment for ceilings and walls. Asbestos fibres are mixed during processing with material which binds them together so they can be used in various applications. Asbestos became a very popular commercial product because it is a relatively inexpensive, virtually indestructible material with desirable physical properties including chemical resistance, incombustibility, thermal insulating ability, electrical insulating ability, mechanical strength, flexibility and good friction and wear characteristics. The amount of asbestos in these products varies widely from less than 1 percent to nearly 100 percent. Any material with at least 1 percent asbestos is considered to be an asbestos-containing material (ACM). While it is often possible to "suspect" that a product or material is/or contains asbestos by visual determination, actual determinations can only be made by instrumental analysis. Until a product is tested, it is best to assume that the product contains asbestos.

1.3 Scope and Application

The purpose of this program is to minimize exposure of all building occupants to asbestos fibres. This will be accomplished by implementing an Asbestos Management Program which includes work practices to maintain asbestos-containing material in good condition, to ensure proper cleanup of asbestos fibres previously released, prevent further release of asbestos fibres, and monitor the condition of asbestos-containing material. Intact and undisturbed asbestos materials do not pose a health risk and improper removal can create a dangerous situation.

1.4 Health Effects

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Although asbestos is an excellent building material, it can also cause serious health problems if it is inhaled. The three illnesses most commonly associated with asbestos exposure include asbestosis (non-cancerous fibrous scarring of the lung), lung cancer and mesothelioma (a rare cancer of the lining of the chest or abdominal cavity). These diseases do not develop immediately after inhalation but may take 20 years or more before symptoms appear. Most cases of severe health problems resulting from asbestos exposure have been experienced by workers who held jobs in industries such as shipbuilding, mining, milling, and fabricating, where they were exposed to very high levels of asbestos. Regardless, appropriate measures must be taken to minimize exposure.

1.5 **Defense Mechanisms**

The body has natural defense mechanisms to eliminate asbestos fibres and other particles before they become lodged in the lung tissue where the contaminants remain. Many particles are stopped by the nose and mouth. The breathing passages are lined with a sticky mucous layer that traps small particles. Lining the bronchial tubes are hair-like projections (cilia) that continuously move the mucous layer towards the mouth for expectoration.

1.6 **Smoking**

Cigarette smoke impairs the human body's defense mechanism by paralyzing the cilia. Documentation shows that smokers who are also exposed to asbestos have an increased risk of lung cancer which is 50–55 times that of a non-exposed non-smoker. Non-smokers who are exposed to asbestos have a risk of 5 times that of non-exposed non-smokers.

1.7 Rules and Regulations

This program is based on the recommendations contained in the "WorkSafe BC" Occupational Health and Safety Regulations".

http://www.worksafebc.com/publications/health and safety/by topic/assets/pdf/asbestos.pdf

The program is operated in accordance with applicable rules and regulations including "WorkSafe B.C." Occupational Health and Safety Regulations" Specifically "Part 5 Chemical and Biological Substances" and "Part 6 Substance Specific Requirements These documents and other information concerning asbestos are available from the Office of Human Resources & Health and Safety or the Facilities Department.

1.8 Permissible Exposure Limits and Employee Exposure Monitoring

No employee shall be exposed to an airborne concentration of asbestos in excess of 0.1 fibre per cubic centimeter of air as an eight (8) hour time-weighted average (TWA). Also, no employee shall be exposed to an airborne concentration of asbestos in excess of 1.0 fibre per cubic centimeter of air as averaged over a sampling period of thirty

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minutes. The 30-minute period shall be referred to as the Excursion Limit (EL). Determination of employee exposures shall be made from breathing zone air samples that are representative of the 8-hour TWA and 30-minute short-term exposures of each employee.

1.9 Respiratory Protection

Respirators must be selected and approved according to CSA Standard CAN/CSA-Z94.4-93, or CSA -02, Selection, Use and Care of Respirators Or other standard acceptable to the Board. Respirators must also be provided and used in the following circumstances:

- While feasible engineering and work practice controls are being installed or implemented;
- During maintenance and repair activities, or other activities where engineering and work practice controls are not feasible;
- In work situations where feasible engineering and work practice controls are not yet sufficient to reduce exposure to or below the PEL and/or EL; and in emergencies.

The School District Facilities Department will provide and select respirators that will provide adequate protection. When respiratory protection is required, the employee must follow the respiratory program guidelines established by the "WorkSafe B.C." Occupational Health and Safety Regulations" "Part 8, Respiratory Protection 8.32 – 8.44".

An employee will not be assigned to tasks requiring the use of respirators if a physician determines that the employee is unable to function normally wearing a respirator or that the employee's safety and health or that of others would be affected by the employee's use of a respirator, for example, if a person is claustrophobic.

The Facilities Department, with the Health and Safety representative, will ensure that a respirator issued to an employee fits properly and exhibits minimum face piece leakage, by means of quantitative or qualitative fit tests, whichever are appropriate, at the time of initial fitting and at least annually for each employee wearing negative-pressure respirators. Respirators must be used along with other personal protective equipment.

1.10 Levels of Asbestos Exposure Risks

Level 1 Low-risk work activities

Include working adjacent to undisturbed asbestos-containing materials. Another example is moving asbestos-containing waste material that is contained within a cleaned, properly sealed bag and then double-bagged. Workers involved in such activities should have some knowledge of the hazards of asbestos and the location of the materials.

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Level 2 Moderate-risk activities

are activities that carry a moderate risk of exposure to airborne asbestos fibres and include:

- Using hand tools to cut, shape, drill, grind, or remove non-friable manufactured products containing asbestos, e.g., asbestos cement pipe
- Drilling or cutting (with wetting agents, or with local exhaust ventilation) through non-friable asbestos-containing materials
- Backing mounting screws out of asbestos cement products and removing the boards or tiles intact
- Buffing floor tiles with a coarse disc
- Collecting asbestos samples for laboratory analysis (see "Collecting bulk samples of materials suspected of containing asbestos,")
- Removing any part of a false ceiling to gain access to a work area (for example, during inspection) when friable asbestos-containing materials are identified on the surface of the false ceiling
- Removing drywall materials where joint-filling materials containing asbestos have been used
- Removing vinyl-asbestos floor coverings or other non-friable materials where the procedures do not create any friable waste
- Removing an entire piece of equipment or pipe with the asbestos-containing material remaining effectively intact ("wrap and cut" procedure)
- Demolishing a cinder-block wall that has asbestos debris in its cavity, provided the asbestos concentration in the debris is less than 0.5% - see Appendix 4 for specific Safe Work Procedures
- Dismantling a treated enclosure at completion of an asbestos removal project
- Setting up and removing a glove-bag apparatus for the removal of pipe insulation
- Using a prefabricated glove bag to remove asbestos insulation from piping systems

Level 3 Modified Medium Risk activities

Level 4 High Risk Activities

are activities that carry a high risk of exposure to airborne asbestos fibres include:

- Removing, encapsulating, or enclosing friable asbestos-containing materials during the repair, alteration, maintenance, demolition, or dismantling of any part of a building, structure, machine, or piece of equipment
- Cleaning, maintaining, or removing air-handling equipment in buildings where sprayed fireproofing materials containing asbestos have been applied to the airways or ventilation ducts or have been used as spray-on insulation

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- Repairing, altering, or dismantling any part of a boiler, furnace, kiln, or similar device in which insulating materials containing asbestos have been used or applied
- Removing non-friable materials in circumstanced where the materials will be damaged, resulting in friable asbestos waste or a significant release of fibres

Level 4 - High-Risk activities shall be conducted using engineering and work practice controls which minimize the exposure to employees performing the asbestos work and bystander employees. The work must be performed using wet methods and HEPA local exhaust ventilation when possible. Where the disturbance involves drilling, cutting, abrading, sanding, chipping, breaking, or sawing of thermal system insulation or surfacing material, impermeable drop cloths must be used, and the operation must be isolated by using mini-enclosures or glove bag system. Regardless of exposure assessments, employees are required to wear properly selected and fitted respirators when performing these activities.

1.11 Asbestos Abatement Activities

Asbestos abatement activities include:

- removal,
- enclosure (airtight, impermeable, permanent barrier around asbestoscontaining materials to prevent the release of asbestos fibres) or
- encapsulation (treatment of asbestos-containing materials with a
 material that surrounds or embeds asbestos fibres in an adhesive matrix
 to prevent the release of fibres, as the encapsulant creates a membrane
 over the surface or penetrates the material and binds its components
 together) of asbestos-containing material.

All abatement activities must be performed in accordance with all applicable federal, provincial, and District rules and regulations. The asbestos abatement designer must follow the most recent "WorkSafe B.C." Occupational Health and Safety Regulations" "Asbestos Abatement Guidelines and Policies" during design and specification writing. It shall be the asbestos abatement designer's responsibility to determine the material to be removed on each project, the means of removal and the protection that is required for both personnel and environment.

The only Asbestos related work that will be completed by the School District Facilities Department will be Level1 - Low Risk or Level 2-Medium Risk and this work will only be performed by employees who have received the appropriate level of training.

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1.12 Renovation Projects

Prior to initiation of any renovation project, the area to be renovated must be inspected to determine if there are any asbestos-containing materials that may be disturbed in the course of the project. Inspection must be conducted by a qualified person as defined by WorkSafe BC referencing the most current "Asbestos Survey" as a guideline. Where the inspector believes there is a "potential" that material not identified in the survey may be "Asbestos Containing Material" (ACM) Samples will be submitted to a specified laboratory for analysis prior to any disturbance of the material commences. This may require up to 7-10 days for the results of such testing.

1.13 Location of Asbestos-containing Material

All thermal system insulation, sprayed on and troweled-on surfacing materials, and asphalt and vinyl flooring installed no later than 1980 must be treated as asbestoscontaining material. In fact, all "suspect" material is presumed to be asbestoscontaining until it is sampled by an accredited inspector and analyzed by an accredited laboratory. "Asbestos Hazard Assessments" exist for each school. It identifies all locations each site where samples have been taken of "suspect" material. "Suspect" material not appearing on the list should be presumed to be asbestos-containing material. "Suspect" material includes thermal insulation, fireproofing, floor coverings, ceiling tile, cement pipe, and acoustical and decorative treatment for ceilings and walls.

All rooms or areas in which employees can be expected to enter and which contain asbestos-containing material must be labelled with signs identifying the material which is present, its location, and appropriate work practices which, if followed, will ensure that the material will not be disturbed.

A current copy of the asbestos survey will be maintained at both the Burns Lake and Vanderhoof maintenance facilities.

1.14 Inspection of Asbestos-containing Material

Once the asbestos-containing material is identified, the material will be periodically inspected by a qualified employee to monitor the condition of the material to assure that the undisturbed condition of the material is maintained. The degree of friability and accessibility of the material will determine the frequency of this inspection. Friability is the ease in which asbestos-containing material can be crumbled, pulverized, or reduced to powder by hand pressure. Thus, the more friable a material is, the more likely it is to become airborne. Asbestos containing material identified in the asbestos inventory will be inspected and recorded on an annual basis.

1.15 Training

All members of the Facilities Department, including custodians, who may work in a building that has asbestos-containing material must receive awareness training, whether or not they are required to work with asbestos-containing material.

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This training shall include, but not be limited to:

- Information regarding asbestos and its various uses and forms.
- Information on the health effects associated with asbestos exposure.
- Location of asbestos-containing materials, recognition of damage, deterioration, and delamination of asbestos-containing materials.
- Name and telephone number of the person designated as Program Administrator.

All employees who conduct any activities that will result in the disturbance of asbestos-containing material shall receive an appropriate amount of additional training.

The additional training shall include, but not be limited to:

- Descriptions of the proper methods of handling asbestos-containing material.
- Information of the use of respiratory protection, applicable federal, provincial and local rules and regulations.

1.16 **Disposal**

All asbestos waste must be disposed of in accordance with applicable federal, provincial and local regulations. All materials must be disposed of in an approved landfill. Asbestos-contaminated work clothing must be removed in change rooms and placed and stored in closed, labeled containers that prevent dispersion of the asbestos into the ambient environment. The waste must be double bagged (approved asbestos disposal bags) or wrapped with 6-mil polyethylene plastic and securely sealed with duct tape. The material must be labeled with asbestos warning labels prior to disposal. A chain-of-custody form must accompany each shipment with a copy maintained in the permanent files.

1.17 Responsibilities of Various Agencies

Environmental Health and Safety Representative

- Provides program oversight and serves as Project Supervisor for in-house Operations and Maintenance activities.
- Conducts bulk sampling for small scale renovations utilizing accredited personnel and maintains database of sample locations.
- Collecting bulk samples of materials suspected of containing asbestos
- Bulk samples of materials suspected of containing asbestos must be collected by a qualified person and sent for laboratory analysis to determine their content.

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The qualified person will do the following:

- Use appropriate moderate-risk activity precautions and work area preparations.
- Sample materials when the immediate area is not in use and all unprotected workers have been moved to a safe location. Note: Only the persons doing the sampling may be present in the immediate area.
- Spray the materials with a light mist of water to prevent the release of fibres during sampling.
- Avoid disturbing the materials more than necessary.
- Take a representative sample from within the materials suspected of containing asbestos by penetrating the entire depth of the materials (since the materials may have been applied in more than one layer or covered with paint or another protective coating).
- Take one sample for each floor or area of materials having the same colour or texture to ensure that materials of a different appearance are sampled separately. Some materials (e.g., drywall taping compound) may have to be sampled at multiple locations to assure that the original product has been collected (other than patches or repairs).
- Place samples in sealable, impervious containers and label them as laboratory samples.
- Seal exposed surfaces after the samples have been collected.
- If a piece of material break off during sampling, clean the contaminated area using a vacuum cleaner equipped with a HEPA-filtered exhaust or by wetcleaning. Where necessary, cover the area with poly drop sheets to catch and contain loose waste materials generated during sampling. Place any small amounts of the waste materials in poly bags or impervious containers, label and seal the bags or containers, and dispose of as asbestos waste.
- In addition, any worker near the sampling area must use a respirator. Depending upon the condition of the materials, sampling can generate significant amounts of airborne fibres.
- Conducts personal air sampling for O&M activities and maintains appropriate documentation.

Facilities Department

Maintains a current asbestos inventory based on updating the existing survey of all sites. This will include:

- testing and adding any suspect material found to be (ACM) to the inventory.
- Provides program manager for abatement projects who coordinates with the abatement contractor, EH&S and building occupants.
- Coordinates completion of WorkSafe BC "Notice of Project" (NOP) and communicates with affected locations for all abatement projects.
- Provides training opportunities for affected personnel.
- Provides appropriate PPE and other equipment for in-house O&M activities.

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• Coordinates scheduling of O&M activities with affected departments and EH&S.

Maintenance Staff

- Conducts O&M activities in accordance with applicable policies and regulations.
- Assure that suspect material is not damaged in routine activities and that any damaged material is reported immediately to EH&S.
- Attends asbestos and other pertinent safety training sessions provided by Facilities Department and/or EH&S.

Custodial Staff

- Attends asbestos awareness training.
- Assures that they do not damage suspect material while conducting routine custodial activities.
- Reports any damage immediately to supervisor and EH&S.

1.18 References

"WorkSafe B.C." Occupational Health and Safety Regulations" http://www.worksafebc.com/

Reviewed Date	Reviewed By	Training Required	Training Date

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APPENDIX 1

DEFINITIONS

Asbestos

includes chrysolite, amosite, crocidolite, tremolite asbestos, anthophyllite asbestos, actinolite asbestos, and any of these minerals that have been chemically treated and/or altered.

Asbestos-containing material (ACM)

any material containing more than 0.5% asbestos.

Authorized person

any person authorized by the employer and required by work duties to be present in regulated areas.

Certified Industrial Hygienist (CIH)

one certified in the practice of industrial hygiene by "WorkSafe B.C."

Employee exposure

exposure to airborne asbestos that would occur if the employee was not using respiratory protective equipment.

Fibre

a particulate form of asbestos 5 micrometers or longer, with a length-to-diameter ratio of at least 3 to 1.

High-efficiency particulate air (HEPA) filter

a filter, such as the N-100, capable of trapping and retaining at least 99.97 percent of 0.3 micrometer diameter mono-disperse particles.

Homogeneous area

an area of surfacing material or thermal system insulation that is uniform in color and texture.

Industrial hygienist

a professional qualified by education, training, and experience to anticipate, recognize, evaluate and develop controls for occupational health hazards.

PACM

presumed asbestos containing material.

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PEL

Permissible Exposure Limit.

Presumed asbestos containing material

thermal system insulation and surfacing material found in buildings constructed no later than 1980.

Regulated area

an area established by the employer to demarcate areas where airborne concentrations of asbestos exceed, or there is a reasonable possibility they may exceed, the permissible exposure limits.

Surfacing ACM

surfacing material which contains more than 1 percent asbestos.

Surfacing material

material that is sprayed, troweled-on or otherwise applied to surfaces (such as acoustical plaster on ceilings and fireproofing materials on structural members, or other materials on surfaces for acoustical, fireproofing, and other purposes).

Thermal System Insulation (TSI)

ACM applied to pipes, fittings, boilers, breeching, tanks, ducts or other structural components to prevent heat loss or gain.

Time-weighted Average Limit (TWA)

the employer shall ensure that no employee is exposed to an airborne concentration of asbestos in excess of 0.1 fiber per cubic centimeter of air as an eight (8) hour time-weighted average (TWA), as determined by the methods prescribed by OSHA and/or NIOSH, or by an equivalent method.

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APPENDIX 2

Safe Work Procedure for the removal of Cinder Block walls containing asbestos

- 1. Assemble all required PPE and tools, specifically:
 - a. duct tape
 - b. plastic sheeting
 - c. caution tape
 - d. demo tools, water for misting
 - e. deposable coveralls
 - f. heap vac
 - g. disposal bags
 - h. personal respirator
 - i. damp rags
- 2. Tarp and plastic off the area. Make sure to leave enough room to work and remove debris.
- 3. Label the area with caution or barrier tape and/or signage to inform others to stay outside of the area unless they use a respirator.
- 4. Construct barriers to keep people out of the work area so that they are not hit by pieces of falling cinder block.
- 5. Put on disposable Tyvek or similar coveralls, gloves, ½ respirator with P-100 cartridges, safety glasses and take tools into enclosure.
- 6. Remove block one at a time, starting from the top and working your way down the wall.
- 7. Throw out larger pieces of block as general waste
- 8. Scoop up smaller and fine pieces and place into disposable bags and treat as asbestos waste.
- 9. Using the hepa vac, vacuum up remaining dust
- 10. Spray with glue and wipe down tarps and poly.
- 11. Double bag asbestos waste make sure that it is labeled.
- 12. Wipe down tools with damp rags
- 13. Take down tarps and dispose of as asbestos waste.

APPENDIX 3

Safe Work Procedure for testing for asbestos and minor alterations

APPENDIX 4

Safe Work Procedure from removing Mechanical Elbows containing asbestos

APPENDIX 5

Safe Work Procedure for removing flooring containing asbestos

APPENDIX 6

Safe Work Procedure for removing asbestos from ceiling tiles

Element 13 Respirator Program

All maintenance staff will be fit-tested on an annual basis by a qualified inspector.

Reviewed Date	Reviewed By	Training Required	Training Date

Element 14 Ozone Management Program

 $\underline{http://www.worksafebc.com/publications/high_resolution_publications/assets/pdf/b} \\ \underline{k47.pdf}$

Reviewed Date	Reviewed By	Training Required	Training Date

Element 18 **Fall Protection Program**

http://www2.worksafebc.com/Publications/OHSRegulation/Part11.asp

PURPOSE

To establish and maintain effective standards and procedures which protect employees of School District 91 from the hazards of working at heights.

All personnel who work at heights of 10 ft. (3 metres) or more or where another identifiable risk is involved, shall be protected by either a fall-restraint system or a fall-arrest system, suitable to the work they are performing.

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OBJECTIVES:

- Guard rails shall be in place in all permanent elevated work or transit areas.
- Specific fall protection plans shall be in place for all elevated areas where
 work is performed on a regular basis and it is not possible or practical to
 meet Objective #1—Appendix "A", contains the fall protection CWP's for
 the school district
- In all areas where temporary fall protection has to be used a fall protection permit must be completed by the workers involved (Appendix "C" of this policy).
- All employees who are required to work at heights shall receive fall protection instruction from someone knowledgeable in fall protection safety practices, equipment, and training.
- All applicable regulations shall be met or, where possible, exceeded.
- At anytime any employee of School District #91 is exposed to a fall hazard, a rescue plan must be in place prior to commencing the work (Appendix "D" of this policy).

ROLES & RESPONSIBILITIES:

MANAGEMENT shall ensure that this document is current and that all employees are knowledgeable and complying with all aspects of this document and all applicable regulations. They shall supply all training and equipment required to ensure employee safety and to meet the objectives of this policy.

SUPERVISORS shall ensure that all employees under their supervision are meeting the policy objectives, are supplied with required equipment, and are trained in fall protection requirements and equipment use. Shall monitor the condition of fall protection equipment under their control and shall take appropriate action on reported concerns and situations which fall within this policy.

EMPLOYEES shall meet the objectives of this policy and properly use and maintain all equipment provided for their fall protection safety. They shall participate in the formation of fall protection plans and, where practical, shall take corrective actions to ensure the safety of themselves and their fellow employees. They shall direct any questions regarding fall protection to their supervisor, and report all safety violations to their supervisor.

Appendix 1

SAFE WORK PROCEDURES

PERSONAL RESTRAINT SYSTEMS

EQUIPMENT REQUIRED:

Lanyard — Fixed-length or "vertical lifeline" with rope grab, or retractable full-body harness

PROCEDURE:

- Never work alone.
- Ensure lanyard is secured to an anchor rated at 800 lb or better.
- Ensure lanyard is long enough to allow required freedom of movement but prevents the worker from falling.
- Ensure full body harness is worn properly and in good condition.
- Ensure rescue plan is in place.
- Ensure all other PPE's are worn as applicable (i.e., hard hat with chin strap).

Appendix 2

SAFE WORK PROCEDURES

PERSONAL FALL-ARREST SYSTEMS

EQUIPMENT REQUIRED:

Lanyard — Fixed-length or "vertical lifeline" with rope grab, or retractable full-body harness

PROCEDURE:

- Never work alone.
- Ensure lanyard is secured to an anchor rated at 800 lb or better.
- Ensure lanyard is long enough to allow required freedom of movement but restricts free fall distance to a maximum of 6 feet with shock absorber in place, 4 ft. without a shock absorber.
- Ensure full body harness is worn properly and in good condition.
- Ensure rescue plan is in place.
- Ensure all other PPE's are worn as applicable (i.e., hard hat with chin strap).

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Appendix 3

SAFE WORK PROCEDURES

HORIZONTAL-LIFELINE FALL-ARREST TEMPORARY SYSTEM

EQUIPMENT REQUIRED FOR TEMPORARY LIFELINE FIXTURES:

Anchor Assemblies
Horizontal Lifeline
Pulley
Lanyard — Fixed-length with shock absorber
— Retractable

Full-body harness

PROCEDURE:

- Never work alone.
- Ensure lifeline is secured, in good condition, and has been inspected as per maintenance schedule.
- Ensure pulley is applicable size for the lifeline, is attached properly, and moves smoothly on the lifeline.
- For fall arrest, ensure lanyard is long enough to allow required freedom of movement, but restricts free-fall distance to a maximum of 6 feet with shock absorber in place.
- For fall restraint, ensure lanyard is long enough to allow freedom of movement, but will not allow the worker to fall.
- With retractable lanyards, ensure extended length is applicable for freedom of movement in work area.
- Ensure full-body harness is worn properly and in good condition.
- Ensure rescue plan is in place.
- Ensure all other PPE's are worn as applicable (i.e., hard hat with chin strap).

Appendix 4 SAFE WORK PROCEDURES VERTICAL-LIFELINE FALL-ARREST SYSTEMS

EQUIPMENT REQUIRED:

Vertical Lifeline
Rope Grab
Lanyard — Fixed-length with shock absorber
Full-body harness

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PROCEDURE:

- Never work alone.
- Ensure vertical lifeline is secured to an anchor rated at 5000 lb. or better.
- Ensure rope grab is applicable size for the lifeline and that it is attached properly and moves smoothly on the lifeline.
- Ensure lanyard is long enough to allow required freedom of movement, but restricts free-fall distance to a maximum of 6 feet with shock absorber in place, 4 ft. without a shock absorber.
- Ensure full-body harness is worn properly and in good condition.
- Ensure rescue plan is in place.
- Ensure all other PPE's are worn as applicable (i.e., hard hat with chin strap).