



MAINTENANCE SHOP SAFETY POLICY

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Approved by:	
	Pamela Mullin, CFO

PURPOSE

Management is firmly committed to this Maintenance Shop Safety Policy and ensuring that all work activities are carried out safely (in accordance with the Canada Labour Code, Part II), with all reasonable measures taken to reduce risks to the health, safety and welfare of employees, contractors and authorized visitors.

SCOPE

This policy applies to all Maintenance Shop employees, who, regardless of level of employment (part-time, temporary, full-time workers), location or job description, all have a role and responsibility in creating and maintaining an injury-free workplace.

POLICY

GENERAL SHOP SAFETY:

- Only authorized persons, age 14 and older are permitted admittance into the Shop area (refer to "Visitor Policy");
- Work boots and long pants must be worn at all times for all jobs;
- No rings, watches or jewelry of any kind are permitted to be worn while working in the shop;
- Hearing protection must be worn when grinding or working around running engines.
- Gloves are not to be worn while operating drills, lathes or other types of machinery that contain rotating spindles or cutting tools;
- Smoking is not permitted inside of any KBD building, including the Shop;
- Compressed air guns are not to be used to clean clothing or hair, and never to be aimed at another individual;
- Equipment is not to be operated unless the operator is familiar with its operation and has been authorized by a Shop Supervisor (Pat, Toby, or Bruce);
- Oily rags are to be stored in a metal container with a closed metal lid;
- No work may be performed unless at least two employees are in the shop area and can see each other;
- Always use the right tool for the right job;
- Keep the shop floor clean and free from trip hazards;
- Practice cleanliness and orderliness in the shop area, cleaning up after each job is completed;
- Never indulge in horseplay in the Maintenance Shop area (refer to "Horseplay Prevention Policy");

- Never remove shields or guards from shop machinery;
- Keep fire exits clear, unblocked and unlocked;
- Keep emergency eyewash stations clean and accessible;
- Know where all emergency equipment is and familiarize yourself with how to use it;
- Do not use damaged, worn, or kinked extension cords;
- Material Safety Data Sheets (MSDS) are to be referenced and read before utilizing any new material or product;
- Gas cylinders must be secured in a cart at all times. Spare cylinders are secured to the wall with a chain;
- Report safety hazards to the Safety & Compliance Manager immediately upon notice;
- Report all workplace injuries to the Safety & Compliance Manager immediately; and,
- Report all NEAR MISSES (refer to the “Near Miss Reporting Policy & Procedure”) to the Safety & Compliance Manager.

PERSONAL PROTECTIVE EQUIPMENT:

All workers in the Maintenance Shop are required to wear personal protective equipment (PPE) relative to the job they are performing (such as welding protective apron, welding mask, grinding mask, eye protection, hearing protection, dust masks). These employees have a responsibility under the Occupational Health & Safety Regulations for the use and care of the equipment, whether the equipment is provided by the employer or worker. These responsibilities include:

- Using the equipment according to instructions provided by the manufacturer or supplier;
- Inspecting the equipment for damage before use, such as cracks in respirators;
- Keeping PPE clean and in good working order;
- Removing the equipment when leaving the work area where it is required if wearing the equipment elsewhere would be hazardous. (For example, hearing protection should not be worn in areas without hazardous noise because it could prevent you from hearing potential dangers such as approaching trucks and trailers); and,
- Report any equipment malfunction to the Safety & Compliance Manager immediately.

WELDING & CUTTING SAFETY:

Welding and cutting activities can expose shop workers to many different hazards including fire, electrical shock, and exposure to welding fumes and gases. When welding and cutting, the following controls must be in place:

- A welding mask and welding apron, long sleeved shirt and gloves must be worn when welding/cutting;
- Ear plugs must be worn to prevent any sparks from entering the ear canal;
- Move the workpiece to a safe location for carrying out hot work (welding, brazing, cutting, soldering or using heat guns);
- Ensure there is proper ventilation by opening Shop doors;
- Remove nearby combustible materials (including but not limited to flammable liquids, wood, paper, textiles, packaging or plastics);
- Protect nearby combustible materials that cannot be moved by using suitable guards or covers such as metal sheeting, mineral fibre boards or fire-retardant blankets;
- Prevent flame, heat, sparks or hot spatter from landing on the hoses; keep fire extinguishers nearby;
- Safety glasses will be worn during all welding and cutting activities; and,
- Turn the gas supply off at the cylinder when the job is finished.

GRINDING SAFETY:

- Stay alert;

- Loose clothes, gloves, long hair can be caught in moving parts. Keep them away;
- Wear a grinding mask to protect your eyes and face;
- Avoid accidental starting. Be sure all switches are off before plugging in. Carrying tools with your finger on the switch, or plugging in tools that have the switch on invites accidents;
- Do not over-reach. Keep proper footing and balance at all times. Proper footing and balance enable better control of the tool in unexpected situations;
- Keep other employees away while operating power tools;
- Always use proper guard with grinding wheel to protect the operator from broken wheel fragments. Turn the wheel guard so that the closed area is towards the operator;
- Present a work piece to the grinder only once it is running and fully operational;
- Endangered areas must be protected with flame-resistant covers to ensure that sparks produced are not igniting flammable substances. Ensure that sparks do not constitute a risk to the user or any other individuals. Other workers in the Shop are made aware that there is grinding taking place and are advised to maintain a safe distance.
- Ensure that no combustible or flammable materials are nearby that could be ignited by sparks from the grinder wheel (such as rags, cardboard boxes, etc). Fire-risk areas must be protected with an ABC 10 lb fire extinguisher;
- Never use cutting discs for grinding purposes. Cutting discs must not be subjected to any lateral pressure;
- Use clamps or another safe and practical way to secure and support the work piece to a stable platform. Do not hold the work by hand or against a body because this instability can lead to loss of control;
- Use a locking plier or clamp to hold small pieces;
- Use the correct tool for the application;
- Abrasive wheels must be stored and handled with care in accordance with manufacturer's instructions;
- Ensure that the guard covers at least 270 degrees of the grinding wheel on bench-mounted machines;
- Do not grind non-ferrous materials;
- Safety glasses will be worn during all grinding activities; and,
- Report to the Safety & Compliance Manager, before use, when a grinding wheel is badly worn or cracked.

JACKING UP OF EQUIPMENT:

- Only certified purchased jack stands are used for supporting heavy equipment when equipment is jacked off of the floor;
- The only safe place to jack up equipment is on a cement floor or pavement;
- Jack stands must be used and positioned only on the frame or on the axles;
- Where prolonged placement of equipment occurs, the support structures shall be re-inspected at the start of each shift and prior to anyone going beneath the elevated load;
- Properly shaped, manufactured wheel chocks shall be used to chock the wheels of the vehicle to prevent moving.

GETTING UNDER EQUIPMENT SITTING ON RAMPS:

- Properly shaped, manufactured wheel chocks shall be used to chock the wheels on both front and back of the tires to prevent movement;
- No one should be under a truck until brakes are ON;
- Safety glasses will be worn while working under a truck; and,
- Check and double-check to ensure all safety measures are in place.

TIRE REMOVAL/INSTALL:

- Only those employees with Wheel & Rim Service training will install/dismount tires;
- Ensure mounting surfaces are cleaned with a wire brush;
- Always inflate tires in a safety cage up to 10-15 lbs, then install the tire on the truck or trailer and once secured properly, finish the inflation;
- During inflation, employees are to stand clear using a clip-on air chuck, and keep all others out of the trajectory (danger zone);
- Employees are not to stand, and are to instruct and prevent others from standing, in front of the tire/rim during deflation; and,
- Before putting nuts on studs, a drop of oil is to be positioned on the stud and in the wheel nut ring also.

WORKING UNDER THE HOOD:

- Employees are forbidden from working under the hood until the electric cooling fan (which continues to cool the engine even after the key has been turned off) has shut off – employees are instructed to pull the fuse if necessary;
- Regarding the rad cap, employees are instructed to wait until the upper rad hose is lukewarm to the touch before opening. Use extreme caution! Using a rag, crack the rad cap open to vent, staying clear of the live stream;
- Safety glasses will be worn when working under the hood; and,
- Employees are advised to be cautious when working with fuel lines, which can be extremely dangerous when there is remaining fuel in the line – it is under pressure. A few spilled drops can cause a fire.

HANDLING FREON:

- Only those holding a current Ozone Depletion Prevention (ODP) Certificate are authorized to handle Freon. (*KBD Certificate holders are: Pat McLean, Toby Mullin, Harry Wyss and Riley Barry*);
- Employees must wear safety goggles and gloves at all times when handling refrigerants or servicing a refrigeration system;
- Before handling, employees must reference and read the appropriate MSDS then follow the identified level of protection required;
- Proper ventilation (by opening shop doors) is required for any work on equipment in an enclosed area where a leak is suspected;
- Employees are warned and expected to be especially cautious not to smoke or weld when there is a reasonable risk that refrigerant vapors are present;
- Safety glasses will be worn when handling freon; and,
- Inspect refrigerant cylinders prior to use. Do not use the cylinders if they show signs of rust, distortion, denting, or corrosion. Store cylinders secured and upright in an area where they will not be knocked over or damaged.

LADDER SAFETY:

- Employees must use ladders only once inspected to ensure it is in good working condition. Ladders that are painted, have cracks, loose or missing parts, are rickety or have an ability to sway or lean to one side when opened are not to be used but rather placed out-of-service immediately.
- The ladder selected must be the right size for the job. To avoid falling from the ladder, do not over-reach or lean while working;
- Before climbing a ladder, employees must inspect and confirm that the ladder is in the fully open and locked position;
- Employees are instructed to stay off a ladder when they are feeling tired or dizzy, or are at risk of losing balance;
- Employees are not to use ladders in high winds or storms;



- Wear clean (free from grease) boots when climbing;
- When the ladder is set-up for use, it must be placed on firm level ground, with no slippery conditions present at either the base or top support points;
- Only one person at a time is permitted on a ladder unless the ladder is specifically designed for more than one climber (such as a Trestle Ladder);
- Ladders must not be placed in front of closed doors that can open toward the ladder. The door must be blocked open, locked, or guarded; and,
- When climbing a ladder, employees are instructed to utilize Three Points-of-Contact to minimize potential slips and falls from the ladder. At all times during ascent, descent, and working, the climber must face the ladder and have two hands and one foot, or two feet and one hand on the ladder.

MANUAL LIFTING:

- Prior to lifting, check the weight of the object by tipping it slightly. If the object is too heavy or awkward, do not attempt to lift it alone;
- Employees are not to lift unless they are on level ground; and,
- To prevent injury, employees are advised to take a good stance with feet planted firmly, with legs a shoulder width apart, back straight, then bend at the hips and avoid any type of twisting motion!

RESPONSIBILITIES

KBD SHOP EMPLOYEES will:

- Protect their own health and safety at all times;
- Protect the health and safety of other individuals in the shop when it is reasonable and possible to do so;
- Work in a healthy and safe manner at all times, performing job duties in accordance with instructions and training provided by KBD;
- Use Personal Protective Equipment (PPE) provided for their own safety;
- Report to the Safety and Compliance Manager any real and/or potential hazards which they identify in the workplace;
- Carry out work in a safe and aware manner as long as there does not exist an imminent danger to the health or safety of themselves and or fellow employees/individuals; and,
- Aid and cooperate with the Safety and Compliance Manager at all times to maximize the opportunity to reduce safety risks to themselves and others.

The **SAFETY AND COMPLIANCE MANAGER** will:

- Develop and implement safe work and operating procedures for work performed by employees under supervision;
- Ensure that employees use PPE as required;
- Ensure that all PPE is available and in safe operating condition;
- Investigate and follow-up on safety-related work refusals as necessary;
- Conduct regular safety meetings with Shop employees to update and train them on pertinent safety issues;
- Provide the information, training and supervision necessary to ensure the health and safety of employees under supervision;
- Oversee the maintenance of a workplace and the necessary equipment, systems and tools, ensuring to the best of abilities, the safety of employees;
- Educate and ensure awareness by employees under supervision of the hazards identified in the workplace;

- Educate and ensure awareness of employees in controls and safe work practices and procedures;
- Identify potential/actual hazards associated with work performed by employees under supervision, evaluating the hazard and implementing controls to reduce or eliminate the hazard; and,
- Participate in and/or conduct Hazard/Accident/Incident investigations as required, and review, implement and follow up on controls and corrective actions.

KBD MANAGEMENT will:

- Provide guidance and support to the Safety and Compliance Manager in implementing this policy including but not limited to support, consultation, and training through the approval and provision of funding, advice and assistance.

DEFINITIONS

Imminent

Danger

Conditions or practices in a place of employment which are such that a danger exists which could reasonably be expected to cause death or serious physical harm;

Trajectory

Path followed by a projectile flying or an object moving under the action of given forces.