

EMILY CARR
UNIVERSITY OF ART + DESIGN

Health & Safety

STUDENT HANDBOOK

TABLE OF CONTENTS

INTRODUCTION.....4

GENERAL INFORMATION.....4

 CONTACT INFORMATION4

 EMERGENCY PROCEDURES.....4

 Evacuation5

 Fire5

 Earthquake5

FIRST AID & SAFETY INCIDENTS5

HAZARDS6

STUDENT RESPONSIBILITIES7

SAFETY TOPICS.....8

 ERGONOMICS8

 LADDER SAFETY9

 PERSONAL PROTECTIVE EQUIPMENT (PPE).....9

 PORTABLE TOOLS10

 SHOP SAFETY.....10

 Training10

 PREPARATION11

 DEMONSTRATION11

 OBSERVATION.....11

 Personal Protective Equipment in Shops11

 Safe Work Procedures and Practices12

STUDIO SAFETY12

VIOLENCE PREVENTION.....12

WHMIS.....13

 Workplace Hazardous Materials Information System13

RESOURCES14

LADDER SAFETY 14

COMPUTER WORKSTATION SET-UP 15

SHARPS SAFETY 15

ONLINE COURSES AND RESOURCES..... 16

<http://blogs.eciad.ca/safety/> 16

<http://courses2.ecuad.ca/course/view.php?id=311> 16

<http://ergo.human.cornell.edu/cuergoguide.html> **Error! Bookmark not defined.**

<http://www.actsafe.ca/> 17

EMERGENCY CONTACTS 17

INTRODUCTION

Emily Carr University is committed to providing a healthy and safe environment for all students. Students are expected to conduct their work safely, in accordance with all applicable occupational health & safety regulations, institute policy and procedures.

The information in this handbook provides an overview of key information related to health & safety on campus. More information can be obtained from the Safety & Security Manager or Shop Technician.

You are responsible for your own safety and the safety of others by ensuring you follow instructions, safety policies, procedures and approved work guidelines!

GENERAL INFORMATION

CONTACT INFORMATION

- Address: 520 East 1st Avenue, Vancouver, BC V5T 0H2
- Security & First Aid Response (Behind reception) 604-844-3838
- First Aid Room (C1292)
- Safety, Conduct and Emergency Management Manager
• (Room D2354) 604-844-3816
- University Safety Blog: <http://blogs.eciad.ca/safety/>

EMERGENCY PROCEDURES

If you find yourself in any emergency situation and it is safe to do so, contact **Security at (604) 844-3838, 3838** on an internal line or via a black emergency phone located throughout the campus.

In the event of life threatening emergencies, call 911, then contact Campus Security if possible and notify them of the emergency.

Evacuation

In the event of an emergency evacuation, the alarms will sound. Stop what you are doing, evacuate immediately and calmly head to the nearest exit and assemble at the east side of the north building, adjacent to the parking lot.

Keep clear of main entrances for Emergency Services Personnel access and your own safety.

Do not use elevators during evacuation or re-enter the building until advised by Security personnel or Fire Wardens.

Fire

If you discover a fire, make sure you are not caught between it and a safe exit route.

If the fire cannot be controlled, activate the building alarm by pulling on a red fire pull-station located throughout the campus and follow the Evacuation protocol.

Contact **Security** at **(604)844-3838, 3838** on an internal line or via an emergency phone located throughout the campus.

Earthquake

During an earthquake, take cover under sturdy furniture and hold on. If it is safe, stay where you are until further advised by Emergency Response Personnel.

Do not attempt to evacuate the building as falling debris may cause injury or death. There may be further aftershocks.

FIRST AID & SAFETY INCIDENTS

What is an incident?

An incident is an accident or near miss that results in, or has the potential to result in, injury, illness, or damage to property, equipment or materials.

All incidents should be reported to a Shop Technician, Instructor or Campus Security.

What happens if I am injured or become ill on campus?

Contact First Aid by calling Campus Security at:

- **604-844-3838 or 3838 on an internal line**
- **or using an emergency black phone which dials automatically.**

Security personnel provide First Aid services. Contact them if first aid is required and provide them with the following information:

- Your name
- Your location on campus
- The nature and severity of the injury or injured person
- Whether you are able to meet them at the First Aid room (if not, they will come to you to you or the injured person and provide first aid)
- The First Aid room is not permanently staffed but is located on the lowest floor, quadrant C room C1292.

911

For life threatening emergencies, call **911**, then contact campus **Security (604)844-3838, 3838** on an internal line or via an emergency phone located throughout the campus) if possible and notify them of the emergency.

What happens after I report an incident, injury or near miss?

- Security will complete an injury report form and forward it to the Safety, Conduct and Emergency Management Manager, who may initiate an incident investigation, depending on the nature of the incident.

HAZARDS

You will encounter health and safety hazards on campus. Often we don't think much about these hazards until something happens, particularly in non-supervised areas like studios and classrooms.

But what is a hazard? How do you report one? And why is it so important to do this?

What is a hazard?

A hazard is any condition, practice or situation that could cause injury or illness to you or others on campus. Some campus examples include:

- blocked exits (can stop safe exit of building in an emergency)
- unsafe work practices (can cause injury from poor practice)
- chemicals and paints (fumes can cause illness or sensitivities to skin and breathing)
- cement (silica dust can cause long term damage to lungs)
- power tools and equipment (can cause cuts, kick-back injuries, loss of fingers or limbs)
- sharps (box cutters and x-acto knife blades can break off and injure or knives can slip when working with them and injure)
- noise (noise from many shop equipment and impact from hammers can cause hearing loss)

One of the best ways to help you spot hazards is to ask yourself **"What if?"**. For example:

- What if there was a fire and this exit was blocked, how would I escape?
- What if I handled this chemical without knowing what it was, how would I know if I should wear a respirator to protect myself from inhaling possible hazardous fumes?

Once you spot a hazard, you need to ask yourself:

- How could this hurt me?
- How seriously could it hurt me?
- How likely is it to hurt me?
- What can I do to prevent it from hurting me?

What should you do if you discover a hazard?

- Address it yourself if possible (e.g wear safety glasses when using power tools or keep cords clear from tripping in your studio space)
- Inform a Shop Technician or Security immediately if the hazard is something you cannot correct
- Provide as much detail about how serious a threat the hazard poses

STUDENT RESPONSIBILITIES

- You have the right to know about health or safety hazards on campus.
- You must participate in mandatory training and other safe work procedures where directed.
- You must not carry out any work that may harm or impact your health & safety or the health & safety of other members of the campus community.

- Use and wear personal protective equipment (PPE) as instructed and where appropriate
- If you are unsure whether a hazard exists or if what you are working on is safe, check with a Technician, your Instructor or the Manager, Safety, Conduct and Emergency Management. **(When in doubt, ask!)**
- Report all injuries to Security and the local area Technician
- You must not work with any powered equipment, tools that may cause injury or any hazardous products, while under the influence of alcohol or any drugs that may impair your judgment to work safely
- Any actions that jeopardize the safety of yourself or others may be dealt with under the student code of conduct

SAFETY TOPICS

ERGONOMICS

It can be described as the science of fitting the human body, work related tasks and work tools together. In essence, everything we do in the workplace is related to ergonomics and as such, there is a risk of injuries called Musculoskeletal Injuries (muscular or soft tissue damage) that can result from a number of factors either chronic or acute, such as:

- Posture (poor, awkward equipment design or shape, overreaching etc)
- Overexertion or excessive force
- Repetition
- Contact stress
- Duration of exposure

Some examples of tasks that could lead to musculoskeletal pain include:

- Drawing at an easel for extended periods of time
- Working in an editing suite for an extended period of time
- Working in studios with projects that are of an unusual shape and design and require awkward postures

Some tips for reducing the chance of ergonomic pain include:

- When seated, make sure your body is in a neutral position, do not overreach for a mouse or keyboard, ensure your shoulders are relaxed and arms are close to your body (if you extend your arms for a length of time, shoulder muscles can become tired and painful as they are engaged to keep your arms up)
- Keep moving (this means take micro breaks every 20-30 minutes, they only have to be for a minute to give your body a break. Get up and get a drink or go to the washroom)

LADDER SAFETY

Falling from any height can potentially result in injury, so it is important to make sure you are using the correct equipment for the job. This means using a ladder that is the correct height for the task you're doing, and not standing on a chair, boxes etc. Ladders can be signed out from the Tool Crib (Room C1272), while other shops may also have some available.

When using ladders follow these safe work procedures:

- always inspect the ladder before use to make sure rungs are not damaged, are secured to the ladder & there's no dirt on rungs to cause a slip
- when opening a ladder, make sure it is fully extended
- always use a long enough ladder (the top 2 steps are not for standing on!) so you don't have to overextend your reach
- when climbing a ladder, always have 3 points of contact on the ladder (2 hands & a foot or 2 feet & a hand)
- always make sure the ladder is on a level and stable surface
- always face the ladder, never face away from the ladder when on it
- do not carry equipment while climbing ladder, have it handed to you or attach it to a belt etc. when climbing

PERSONAL PROTECTIVE EQUIPMENT (PPE)

PPE is any equipment or clothing you have to use or wear to protect you from the hazards you are working with. It includes but is not limited to gloves, respirators, safety shields, glasses or goggles, hard hats or hearing protection.

You have a responsibility to use PPE when directed to do so. You are also required to inspect your equipment prior to using it. If you're not sure about the right PPE to wear, ask a Shop Technician.

Note: PPE should not create additional hazardous situations. If you are concerned that your PPE is inappropriate or inadequate for the job, review this with a Shop Technician.

PPE basics:

- Ensure it is appropriate for the job you are doing
- Ensure it fits properly (For respirators, make sure you have been fit tested)
- Always inspect your equipment before use to ensure it is providing adequate protection
- Report concerns or defects immediately to a Shop Technician
- Keep PPE clean and well maintained; replace PPE when needed

- Don't store PPE in contaminated areas, but in a clean area and wipe down as needed

PORTABLE TOOLS

There are many portable tools that you will use during your time at Emily Carr, from X-acto knives and hammers to small power tools such as jigsaws and brad nailers. All of these present hazards to your safety in some way, so it is important that you know how to use them all safely.

Never use a portable tool if you are unsure how to work with it safely. Always check with a Technician when in doubt. Most injuries on campus occur from various knives, blades and hammers.

When you check out a tool from the Tool Crib, make sure you review the safe work procedure for that particular tool before using it to remind yourself how to safely operate it and what protective equipment to use.

SHOP SAFETY

While there are a variety of Shops on campus, most have some minimum requirements that have to be met when it comes to safety, including:

- orientation & training
- personal protective equipment (PPE) requirements
- sign-in requirements (either on a sign-in sheet or via card access restrictions)
- following of safe work procedures

Training

To work in a shop, you will have to complete the basic shop orientation as well as receive specific equipment operation training.

Individual training is a key element to achieving a safe environment. Every student is accountable for ensuring they are properly trained in order to use shop equipment or power tools safely.

This training is provided by a Shop Technician for the specific shop you are working in.

You must ensure that you have received adequate training and you must demonstrate your ability to perform your job assignment prior to commencing work or a new job.

There are three steps to ensure you have received proper training.

Have I Been Properly Trained?

1 PREPARATION

- Was the job explained in detail?
- Were any safety precautions explained?
- Was I instructed on proper use of PPE (personal protective equipment)
- Were my questions answered?
 - Were my questions answered?

2 DEMONSTRATION

- Did my trainer demonstrate the equipment operation at normal speed?
- Did my trainer demonstrate the equipment operation again at slow speed and answer all my questions?
- Were safety precautions demonstrated?

3 OBSERVATION

- Did my trainer watch me do the job and answer all my questions?
 - Was I told where to go for help if I need it?
 - Has my progress been checked to ensure that I am doing the job efficiently and in a safe manner?

If the answer to any of the above questions are no, please follow up with your Shop Technician.

Personal Protective Equipment in Shops

At a minimum most shops have standard requirements for wearing of protective equipment, which may include but not be limited to:

- Safety glasses or goggles
- Closed shoes (no open toed shoes, heels or sandals)

- Hearing protection
- Respirator protection

Safe Work Procedures and Practices

Once you have been oriented and trained on safe work procedures for shops and equipment, it is an expectation that you will comply with those requirements. Failure to do so may result in a loss of privileges and access.

STUDIO SAFETY

Many of the hazards that exist in shops also exist in studio areas (e.g. hand and small power tools are used in studios, paints and chemicals are also used in studios) so it is important to remember to apply what you have learnt about safety in shops, to your work in studio spaces.

Take advantage of areas in the school that can be used for specific tasks such as assembly rooms and spray booths, and also make sure that you use PPE in studios to protect yourself from hazards (e.g. safety glasses when using sharps or power tools to prevent eye injuries)

Make sure that you comply with studio restrictions which are usually signposted within studios (e.g. where to clean brushes, what types of paints can't be used, what types of tools can't be used etc.).

If you sign out tools from the Tool Crib (Room C1272), make sure you follow safe work procedures and use PPE that comes with the tools.

VIOLENCE PREVENTION

The University is committed to reducing violence on campus, and incidents of violence will not be tolerated. It is important to report all incidents of violence or threatening behavior in the same manner as an injury, whether intentional or not, whether verbal or physical and regardless of whether an injury occurred.

Any incidents of violence or threatening behavior should be reported immediately to Campus Security.

Any reported acts or threats of violence or self-harm, or any disturbing behavior that are reported to the Threat Assessment Team, will result in an assessment of the situation to determine whether a student is fit to be on campus and whether the safety of others is impacted. Where the Team determines there is a concern with behavior or otherwise, a variety of sanctions may be implemented, including but not limited to:

- A behavioral contract
- Student conduct discipline
- Suspension or expulsion

WHMIS

Workplace Hazardous Materials Information System

WHMIS is a system for providing information on the safe use of hazardous materials used in the workplace. Information is provided by means of product labels, safety data sheets (SDS) and employee education programs.

Students working with controlled products should complete the online WHMIS training:

<http://courses2.ecuad.ca/enrol/index.php?id=311>

You can protect yourself from hazardous materials if you:

- follow all safety rules and instructions and use the correct protective equipment
- learn the facts and know how to use the information on hazards as outlined in current SDS
- know what to do in an emergency (eg. know where the emergency eyewash stations are located)
- ask a Technician for help if you do not understand something or do not know what to do

RESOURCES

LADDER SAFETY

1 Position the ladder properly

Fully open the stepladder on a level surface and lock its spreaders in place.

Never use a stepladder folded up and leaning against a surface.

2 Use a ladder that is long enough

Never climb on the top two steps of a stepladder.

Never place the stepladder on boxes or unstable bases to gain extra height.



3 Climb and use the ladder carefully

Maintain 3-point contact with the ladder while climbing (such as 1 hand and 2 feet).

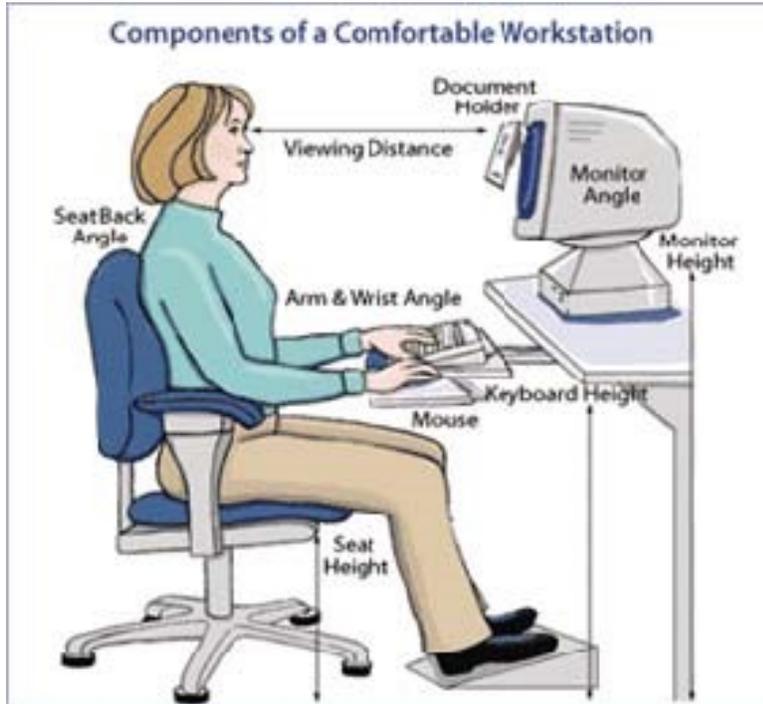
Brace yourself with your free hand, if possible.

Always face the stepladder treads while using a stepladder.

Never overreach or lean to one side while using a stepladder.

Never carry heavy, bulky, or other objects that may make going up or down a ladder unsafe.

COMPUTER WORKSTATION SET-UP



SHARPS SAFETY

X-acto knives of all varieties and other cutting tools such as chisels are extremely useful to an artist, but they can cause cuts and punctures to hands and fingers, or even injure eyes if blades become brittle and break off while in use.

Why do they injure?

- ❑ Blunt blades, which require more force to cut
- ❑ Blades opened too far
- ❑ Cutting towards ones fingers, hand or body
- ❑ Not retracting blades or covering with a cap
- ❑ Protective equipment not used
- ❑ Not cutting on a firm surface



How to protect yourself?

- ✓ Use safety gloves & protective eyewear when cutting
- ✓ Use a cutting board or stable surface where possible
- ✓ Use a ruler with a Safety Edge to protect your hands and fingers
- ✓ Always cut away from your body
- ✓ Always store knives with protective cover in place or blade retracted
- ✓ Never carry or transport an open blade
- ✓ Only use a sharp blade
- ✓ Always dispose of blades in sharps containers located in the workshops

ONLINE COURSES AND RESOURCES

The Emily Carr Safety Blog has a variety of useful information and links:

<http://blogs.eciad.ca/safety/>

Online Safety Orientation must be completed if you are hired as a Student Monitor, Research Assistant or other type of employment on campus. Self-enrolment key is the word 'safety':

<http://courses2.ecuad.ca/course/view.php?id=149>

WHMIS Training must be completed if you are hired as a Student Monitor:

<http://courses2.ecuad.ca/course/view.php?id=311>

WorkSafeBC is the regulator of employee safety in British Columbia:

<http://www.worksafebc.com/>

Actsafes is a local organization that addresses safety issues in the entertainment industry, as well as conducting safety courses on a variety of topics:

<http://www.actsafe.ca/>

EMERGENCY CONTACTS

- **911** For any life threatening emergencies
- **604-844-3838** Security / First aid on campus (or use an emergency phone)
- **604-844-3816** Manager, Safety, Conduct and Emergency Management for any safety related questions

In any emergency, remember to try and stay calm, and provide as much detail as possible to first responders. Never hang up a phone on a first responder as they may have more questions.