UNIVERSITY OF LETHBRIDGE

FACULTY/STAFF
MOVING
ORIENTATION

Aside from the obvious importance of getting the Research and Teaching programming operational in the Science & Academic Building,

Our first priority is to ensure the safety of everyone involved.

For laboratory personnel the nature of the risks are clear but we need to consider that many of the tradesmen, summer laborers, and especially Science Facilities Director do not have laboratory experience.

We move heavy equipment and have tradesmen in the laboratories and hallways the risks for injury may not be apparent to the science personnel. Our intention is to ensure all people working towards this common goal have an understanding of the overall risks.

Over the past months the Faculty and move team have spent considerable time to develop strategies to address the general laboratory move, specific equipment requirements and hazardous/controlled equipment and goods. Considering a single laboratory move and renovation often takes substantial planning and effort to execute, a move of this magnitude will present challenges across the board.

With the existing laboratory procedures in mind, the chronology below is intended to serve as guideline to users as we prepare for the move. Please review this will all personnel in your department/laboratory/area and ensure they have a forum where they can ask questions and raise concerns.

30 Days prior to moving day:

Principle Investigators (PI)/Lab Managers should be making arrangements to have the following in place, as applicable. Review **SAB Move Manual 2019.** Sections of the Manual are referenced below**.**

PIs and lab staff participating accompanying the Move Team must to complete the required training and orientation prior to their lab move.

- Packing materials; boxes, tape, labels, pens, bubble wrap etc. are delivered.
- Review **Clearance to Work in Laboratories Procedure** to prepare the laboratory for safe access by movers and tradesmen.
- Clean and prepare a staging area for packing boxes and storing packed items ready to move Commence decommissioning, decontamination, general cleanup and packing and labeling**.**
- If you have chemicals or other hazardous/controlled goods in your lab please speak to your move coordinators for appropriate procedures.
- Large equipment may move prior to or after the scheduled lab move. Please consult the **Master Equipment Schedule** for dates and prepare equipment accordingly.
- Any non-standard equipment or items that could pose a risk to personnel or University property must have a written move procedure (SOP). i.e. Glovebox, Solvent Purification System, etc.

5 days prior to moving day:

- Research and Teaching Lab clearances need to be posted and proper cleaning and decontamination of equipment must be complete.
- Post **Clearance to Work in Laboratories Form** on lab door. Tradesmen and Move Team personnel will need to see this before they can access the laboratory to do equipment decommissioning or hook ups.
- Highly technical equipment have been scheduled in close consultation with the PI responsible.
- Any doubt or clarification needed, please Contact Safety Services to review preparations PI has made to ensure move team safety.

On moving day:

- **At ~8:00AM**, Lab personnel, Move Team, etc. involved in the move will meet for a jobsite hazard assessment prior to beginning work.

- **Old Lab:**
  - Pack hazardous materials that could not be packed in advance of the move (i.e. flammables). Refer to **Section 5** for appropriate procedures.
  - Move Team and contractors will relocate items to new lab location
  - PIs and non-Move Team staff may be asked to vacate the lab area during heavy lifts and other move activities with significant risk.
  - Technicians, movers and trades have priority access to complete the work scheduled, please give them room to work.

- **New Lab:**
  - PI's must have someone available at the new lab location to receive items.
  - PI's and lab staff start unpacking.
  - Chemicals requiring specific storage (e.g. flammables, corrosives, chemicals requiring cold storage, etc.) are a priority to be moved into designated storage areas **ASAP BEFORE** the end of the day. Refer to **Section 5.**
  - Hoard used lab packing materials for recycling or reuse. Return packing supplies etc. to the Move Team. All plastic tubs used to move chemicals needs to be returned to E820 for further department moves.
  - Ensure any materials that could be contaminated are identified, cleaned and if necessary properly disposed.

After move day:

- **Old lab**
  - Some major equipment may be scheduled to move after the main laboratory move is completed. This enables workers to access the lab without people or things in the way. Refer to the **Master Equipment Move Schedule**.
  - **Complete the Lab Closeout for your old laboratory within 14 days**. This is mandatory in order to ensure that the lab is properly decommissioned and left in safe condition for future renovation/occupancy.
  - Contact Safety Services for final lab inspection and sign off.

- **New lab**
  - The shared laboratories in the SAB will see a significant amount of activity as the new occupants, lab materials and equipment come together. The Move Team, equipment technicians and tradesmen will need to access the new laboratories and must be able to do so safely. Refer to the **Master Equipment Schedule** to ensure the lab is safe for non-lab personnel to enter. **Implement the Clearance to Work in Laboratories Procedure, as required.**
  - Before commencing lab work refer to **Section 9** and other **appropriate lab safety and procedure manuals** (e.g. Lab Chemical Safety and Procedures Manual, Biosafety at Code of Practice).

ACCESS

As users have begun moving into the Science & Academic Building a number of questions about building access have been raised.

The construction personnel continue to work to complete the building and much of the owner directed work like A/V systems, Security and Door systems is ongoing as well.

During this transitional period Campus Safety will be working to facilitate access during the daytime hours. Through this summer, as the door and security systems become fully functional, an increased level of public access will be facilitated.

For the month of May Campus Security will be facilitating access as follows:

- Monday to Friday including Holidays 0700 hrs - 2000hrs (13 hours/day) until building is fully operational in September.
- The SAB Lev 8 west main entrance, Lev 8 south (Foot Bridge), and Lev 6 hallway adjoining to UH Lev 6 doors will be opened during these hours for access.
- Do not prop and leave any secured area doors open as the public will have access to the building.
- Report any suspicious activities or person to Security immediately.
- Requests for weekend access should be directed to Campus Security at 403-329-2345. Please have ID available for Campus Security's review.

KEYS

1. All visitors are required to check into the Destination Project Office at the west entrance of the Science & Academic Building on Coulee Drive. Access badges will be provided to those that require business inside. Once you have occupancy and keys you may come and go when the building is open.

2. Tracking of all access badges and key cards are strictly enforced and must be returned to the DPO at the completion of tasks or at end of each day whichever comes first. Badges must not leave the building.

Facilities will reach out to each head of departments/chairs to collect the information on who needs access where based on their move dates.

There are two types of keys for the building; hard keys and wifi cards.

Facilities will give the below information to Nick Gabbin for each individual, that requires access:

- **First name**
- **Last name**
- **Required room to access**

With this information in conjunction with other information previously collected (email, ID#, Position), card access can be assigned to each individual prior to moving into the building.

- Facilities will change key cylinders in doors and assign Keys to an area in the SAB based on the department's current key designation in their department area on campus. This is to prevent unauthorized personnel entering a space while the access control system is being implemented.

- Keys will be cut in bulk for users once Mike Pinder knows quantities.

Only authorized Key Requestors in each Department will be able to request keys/cards through our SimpleK system. Card requests need to be clearly detailed in the notes section and with the following information included.

1. If it is a key or card you are requesting
2. the room that access is required to and,
3. key holder name. The key and card associated with that room will be assigned to that user.

In coordination with individuals move dates and the processing of the key request, the **individual may obtain keys and access cards from Facilities (TH101) and sign them out.**
Signing out keys and cards, the user agrees to the terms and conditions of keys and card usage policy.

Due to limitations of the integration from the temporary system to the final product, there will be few small window's in which the cards will not work during the access control system. Please be patient as this process is evolving and we are working diligently to Note:

- If a user's information is not submitted to the appointed Destination Project member, the user will not be given any access to spaces within the Science and Academic Building.

- Hardwired card readers are used for anticipated high traffic doors, securing labs and quadrants.

- Wireless locks are used for low traffic areas, offices, support spaces, electrical and telecom rooms.

- **Keys are for specific moving departments only**, as it pertains to areas of responsibility, associated with the Move schedule. **Under no circumstance should staff allow access to areas for other University Employees or Students.**

- It is also understood that moving staff will not make use of telephones, computers, equipment of any nature or review files and / or documentation exposed on desks or shelves in offices, classrooms, labs or any space which may contain personal, confidential or information of University affairs.

- Should the moving staff member be approached, for any reason, to unlock a door; the person is to be directed to the **Destination Project office** on **Level 8** at the **Main Entrance** of the Science and Academic Building for the room in question or contact **Campus Security**.

Any person possessing keys, knowingly accessing a secured space without authorization or allowing access to others without proper authorization, or accessing confidential information in that space will be subject to disciplinary action with the possibility of dismissal and / or prosecution.

Orientation & Training –

Safety

- Destination Project Office and Science Facilities believes in maintaining safe and healthy working conditions for our employees. To achieve our goal of providing a safe workplace, each employee must be safety conscious. We ask all employees to continually be on the lookout for unsafe working conditions or practices.
- If you observe an unsafe condition, please warn others and report the condition to your supervisor immediately. You will be required put an incident report on-line for a near miss or an accident.
- If you have a question regarding the safety of your workplace and practices, please ask your supervisor/manager for clarification.

Incident/Near Miss Reporting and Investigation

Immediate notification of all accidents, incidents and near misses is required as per the Alberta Occupational Health & Safety Act Regulation & Code to ensure that any health, safety or risk issues are addressed.

Responsibilities and procedures are defined in the **Incident Reporting and Investigation Standard.**

All accidents, incidents and near misses must be reported by completing the Campus Accident/Incident Report (CAIR) form. Employees and students also need to immediately advise their supervisor.

It is the **Supervisor's responsibility to ensure that all incidents, accidents and near misses are investigated within 3 working days.**

Supervisors are also responsible for evaluating all recommendations stemming from their investigation, including implementation and monitoring of corrective and preventative actions.

Supervisors can submit the completed Incident Investigation Report to Safety Services

If you have any questions or concerns about the completion of the Campus Accident/Incident Report please contact Safety Services. Safety Services is available as an advisory resource to assist with addressing health and safety concerns.

Inquiries concerning WCB claims should be directed to Wellness and Recognition at (403) 332-5217.

Campus Accident / Incident Report

Report all Campus Accidents/Incidents and Near Misses within 24 hours

The Alberta Occupational Health and Safety Code (Section 182) requires that all illnesses and injuries that occur at a worksite MUST be reported.

Emergency assistance (24/7):	**Campus Security (403) 329-2345**
General enquiries:	**Campus Safety (403) 329-2603**

Instructions:

1. **Employees must immediately report all incidents/accidents and near misses to their Supervisor**.
   (Note: Students must immediately inform their class instructor/professor.)

2. **Supervisors must complete an Incident Investigation Report (IIR) form in consultation with the employee/student and submit it to safety.services@uleth.ca**

This serves to identify corrective measures that may prevent recurrence.

For personal security concerns please proceed to the following link:
http://www.uleth.ca/policy/harassment-and-discrimination-policy
Or Call (403) 329-2274

On-line forms can be found at https://www.uleth.ca/risk-and-safety-services/incident-reporting-investigation-0

INFO SHEET "MOUSE" CONTROL

GENERAL INFORMATION

We will be moving materials and equipment that have been in the same location for a significant amount of time. This creates great opportunities for mice to nest in areas that we haven't had access to in a very long time.

Mice typically migrate indoors in the spring and fall, and once inside, usually nest within 10 to 15 feet of a food supply.

The Caretaking Department looks after the control of mice in all campus buildings. Staff has been trained to deal with trapping of mice and the clean-up of infected areas.

If you see a mouse or evidence of mice in your area such as mouse droppings or food that has been nibbled on, remember the following:

- **DO NOT** attempt to catch the mouse on your own.
- **DO NOT** clean up mouse droppings or contaminated food.
- Call **Facilities Service Desk 403-329-2602**,

  open Monday to Friday from 8 a.m. - 4:30 p.m.
- After hours and/or on weekends, phone Security 403-329-2345 that will then contact Caretaking Services and respond as quickly as possible.

DISPOSAL OF "HAZARDOUS" WASTE

GENERAL INFORMATION

In compliance with Government regulations, Safety Services coordinates the collection and transportation of hazardous wastes generated by Departments within the University Community. **CHEMATIX** is an online system used to manage chemical inventory and waste disposal for the University. Additional information on how to submit requests for chemical waste disposal is provided below:

- **Hazardous Chemical Waste Disposal Procedure**
- **CHEMATIX Waste Dispoal - Quick Reference Sheet**

Collection is scheduled monthly by Safety Services, and is also available anytime when required. To access CHEMATIX, go to http://www.uleth.ca/risk-and-safety-services/chematix-chemical-inventory

Departments that produce hazardous waste must obtain proper waste containers for appropriate disposal.

More details on collection and transportation of hazardous waste go to the Safety Services website: https://www.uleth.ca/risk-and-safety-services/hazardous-waste-management

DISPOSAL OF "SHARP OBJECTS"

GENERAL INFORMATION

Sharp objects that are not properly disposed can pose a serious risk of injury to Caretaking staff that remove waste from campus.

Be aware of what is being thrown away in regular garbage bins. All sharp objects should be boxed or bagged separately and clearly labeled so that Caretaking staff is aware of the hazard.

Alternately, the Caretaking department can be notified ahead of time by phone at 403-329-2060.

If a large amount of sharp items needs to be collected Caretaking can provide a disposal cart for removal.

Sharp objects, such as scalpels, broken lights, or needles, may also present a biohazard and must be disposed of in appropriate disposal containers. Glass boxes are available for laboratories and sharps containers are located in most public washrooms on campus.

Contact caretaking to arrange for this service. Additional information on glass and sharps disposal is provided on the Safety Services website: https://www.uleth.ca/risk-and-safety-services/hazardous-waste-management

INFO SHEET" FOR EYE & FACE PROTECTION

GENERAL INFORMATION

This PPE is designed to protect the worker from such hazards as:

- splashing liquids, and

This PPE has two types. The first type, "basic eye protection", includes:

- eyecup goggles
- monoframe goggles and spectacles with or without side shields

Hardened glass prescription lens and sport glasses are not an acceptable substitute for proper, required Industrial safety eye protection.

Comfort and fit are very important in the selection of safety eyewear. Lens coatings, venting or fittings may be needed to prevent fogging or to fit with regular prescription eyeglasses.

Basic eye protection should be worn with face shields. Face shields alone often aren't enough to fully protect the eyes from work hazards. When eye and face protection is required, advice from Safety Services, Safety Data Sheet (SDS) or your supplier, will help in your selection.

For more information, look at:
Alberta's O. H. & S. Act, Regulation & Code and
CSA Standard "Industrial Eye and Face Protectors" 294.3

Do

- ensure your eye protection fits properly (close to the face)
- clean safety glasses daily, more often if needed
- store safety glasses in a safe, clean, dry place when not in use
- replace pitted, scratched, bent and poorly fitted PPE (damaged face/eye protection interferes with vision and will not provide the protection it was designed to deliver).

Don't

- modify eye/face protection
- use eye / face protection which does not have a CSA certification (CSA stamp for safety glasses is usually on the frame inside the temple near the hinges of the glasses)

"INFO SHEET" FOR HEARING PROTECTION

General Information

Hearing protection is designed to reduce the level of sound energy reaching the inner ear.

The "rule of thumb" for hearing protection is: use hearing protection when you can't carry on a conversation at a normal volume of voice when you are 3 feet apart.

Remember this is only a rule of thumb. Any sound over 80 dba requires hearing protection. Hearing loss can be very gradual, usually happening over a number of years.

The most common types of hearing protection in the construction industry are earplugs and earmuffs. Do not assume that just any type of earplugs and/or muffs will provide adequate protection.

Hearing protection must be rated for the type and intensity of noise that a worker is exposed to.
Sound level measurements must be completed to identify the type of hearing protection required. Workers exposed to excess noise levels must also undergo regular audiometric testing as part of the University's Hearing Conservation Program.

Concerns about excess noise exposure should be directed to your supervisor who will contact Safety Services for advice on noise management and hearing protection.

Additional information is provided on the Safety Services webpage:
http://www.uleth.ca/risk-and-safety-services/hearing-conservation-program-1

“INFO SHEET” FOR HEAD PROTECTION

General Information

Safety headwear is designed to protect the head from impact from falling objects, bumps, splashes from chemicals or harmful substances, and contact with energized objects and equipment.

In construction, the recommended type of protective headwear is the Class B hard hat which has the required "dielectric strength". There are many designs but they all must meet the CSA requirements for Class B Industrial head protection.

Most head protection is made up of two parts:

1. the shell (light and rigid to deflect blows)
2. the suspension (to absorb and distribute the energy of the blow)

Both parts of the headwear must be compatible and maintained according to manufacturer's instructions. If attachments are used with headwear, they must be designed specifically for use with the specific headwear used. Bump caps are not considered a helmet. In Alberta they can only be used when the only hazard is where a worker might strike his/her head against a stationary object.

Inspection and Maintenance

Proper care is required for headgear to perform efficiently. The service life is affected by many factors including temperature, chemicals, sunlight and ultraviolet radiation (welding). The usual maintenance for head gear is simply washing with a mild detergent and rinsing thoroughly.

Do:

- replace headgear that is pitted, holed, cracked or brittle
- replace headgear that has been subjected to a blow even though damage cannot be seen
- remove from service any headgear if its serviceability is in doubt
- replace headgear and components according to manufacturer's instructions
- consult Safety Services or your supplier for information on headgear.

Don't:

- drill, remove peaks, alter the shell or suspension in any way
- use solvents or paints on the shells (makes shells "break down")
- put chin straps over the brims of Class B headgear
- use any liner that contains metal or conductive material
- carry anything in the hard hat while wearing the hard hat

PROPER LIFTING TECHNIQUES

The three major causes of back injury are
1) over-extension,
2) poor lifting techniques and
3) trying to lift too heavy an object.

The following tips should help reduce the chances of injuring your back.

- Test the load. If too heavy ask for help!
- Keep your back straight.
- Get as close to the object as possible to avoid over-extension.
- Place one foot slightly ahead of the other in the direction you intend to move the object.
- Bend your knees and get a good grip on the object.
- Lift with your legs.
- Move forward in the direction of your most forward foot to avoid twisting your back
- Reverse the procedure when placing the object down.
- If at all possible, keep the objects off of the floor, to reduce the strain of lifting in awkward positions.

To reduce the strain on your back while standing.

- Whenever possible, stand with one foot elevated.
- Change positions often.
- Interrupt long periods of standing by sitting whenever possible.

Additional information is provided on the Safety Services website:
http://www.uleth.ca/risk-and-safety-services/musculoskeletal-injury-msi-program-manual-material-handling

USE OF STEP LADDERS

As with all ladders, make sure that the Step Ladder is in good condition, and is the right ladder for the job to be done.

- Step Ladders are to be used only on clean and even surfaces.
- No work is to be done from the top two steps of a Step Ladder, counting the top platform as a rung.
- No work is to be done from the back side of the Step Ladder.
- When in the open position ready for use, the incline of the front step section shall be one (1) horizontal to six (6) vertical.
- The Step Ladder is only to be used in the fully opened position with the spreader bars locked in place.
- Tops of Step Ladders are not to be used as a support for scaffolds.
- Don't overreach while on the ladder. Climb down and move the ladder over to a new position.
- Only CSA Standard ladders will be used.
- Due to health and safety concerns, a step ladder is not loaned to any building occupant who has not received training approved by U of L Occupational Health & Safety department.
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A-Frame:

- Do not stand above the 3rd step of the ladder in the A-frame or one side vertical position.
- The Step Ladder is only to be used in the fully opened position with the spreader bars locked.

Additional information is provided on the Safety Services website:
http://www.uleth.ca/risk-and-safety-services/ladder-safety

INFO SHEET" FOR FOOT PROTECTION

General Information

Safety footwear is designed to protect against foot hazards in the workplace.

Safety footwear protects against compression, puncture injuries, and impact.

Safety footwear is divided into three grades, which are indicated by colored tags and symbols.

1. The tag color tells the amount of resistance the toe will supply to different weights dropped from different heights.
2. The symbol indicates the strength of the sole. For example, a triangle means puncture-resistant sole able to withstand 135 kg (300 ft. lips.) of pressure without being punctured by a 5 cm (2 inch) nail. For more information, look at Alberta's O. H. & S. Statute and Regulations or CSA Standard "Protective Footwear" 2195-M1981.
3. In construction, it is recommended that only the green triangle grade of footwear, which also gives ankle support, be used.
4.

You choice of protective footwear should always over protect, not under protect.

Do

- choose footwear according to job hazard and CSA Standards.
- lace up boot and tie laces securely; boots don't protect if they are a tripping hazard or fall off.
- use a protective boot dressing to help the boot last longer and provide greater water resistance (wet boots conduct current).
- choose a high cut boot to provide ankle support (less injuries).

Don't

- wear defective safety footwear (i.e., exposed steel toe caps).
- under protect your feet or modify safety footwear.

HOUSEKEEPING

- Keep aisles, walkways and stairs clear.
- Do not block fire exits and fire fighting equipment with materials.
- Materials should be stored with adequate room between for easy access.
- Tools and materials should be cleaned up and put away in designated storage areas after a job is done and at the end of each workday.
- Keep all articles to be disposed of in a designated location and remove regularly.
- Clean up spills immediately in order to avoid a slipping hazard.
- Store flammable liquids in approved sealed containers away from open flame, sparks or sources of ignition.

OFFICE MOVES

GENERAL / BRIEF DESCRIPTION OF TASK:

- Moving furniture between offices throughout campus buildings.

FREQUENCY OF TASK PERFORMED:

- Daily.

HAZARDS IDENTIFIED:

#9 – Repetitive Strain / Motion
#10 – Lifting
#12 – Ice / Docks & Roads

P.P.E. REQUIRED: SPECIAL TOOLS REQUIRED (if any):

- Steel Toed Boots
- Gloves (optional)

Moving Cart
Pallet Jack
General Hand Tools

SAFE WORK PROCEDURE:

- Visually inspect area for possible hazards.
- If furniture is too awkward to move by yourself, obtain help to reduce injuries due to repetitive strain / motion.
- Before moving furniture always check to ensure any objects resting on top of furniture have been removed, preventing personal injury or damage to materials.
- When moving large or heavier objects, mechanical means (moving cart) are to be used.
- Extreme caution should be used when moving across icy docks or roads to prevent damage to materials and personal injury.
- If moving cart by yourself, do not stack furniture or boxes higher than what you can see over to avoid running into walls, workers, or passersby resulting in personal injury or damage to materials and or structures.
- If larger pieces of furniture are to be moved, this should be done by two people, with one person walking beside the cart at the front to help guide direction of travel and prevent the cart from wandering, and the second person pushing the weight of the cart from behind.
- Switch off duties at regular intervals to reduce / eliminate injuries due to repetitive strain / motion.

WORK ALONE POLICY

DEFINITION

The Working Alone program is to enhance the personal safety of faculty, staff and students when they are working alone on campus, particularly in the evening or outside of normal working hours. Advise Security Services if you would like them to touch base with you and/or if you require Safe Walk to assist you as you depart campus.

Any life threatening situation phone 911 and or Security Services at 403-329-2345.

The following is to notify University Security, for information purposes only, that you are currently on campus in the following room and available at the phone number (s) provided. Security will not increase their patrols in the area unless you request so. Please follow the University's Working Alone Protocol as well as your department's working alone procedures. For those who are working away from campus please notify your supervisor and follow your department's procedures and the U of L Working Alone protocol.

https://www.uleth.ca/security/working-alone