
Section 1

Health & Safety Program
Template Document

TEMPLATE

Health & Safety Program Template Document

January 2016

TEMPLATE

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1. PROGRAM OBJECTIVE

The objective of this program is to ensure that necessary measures are taken at all levels of the organization to ensure a healthy and safe work environment.

2. HEALTH AND SAFETY POLICIES

2.1. Health and Safety Statement

The Board of Directors Executive reviews and communicates the Health and Safety Statement on an annual basis. Among other things, this statement indicates the Society's level of commitment towards health and safety; it describes the different stakeholders' responsibilities to ensure the maintenance of a safe environment and emphasizes the importance of collaboration between the Board of Directors, Committees, employees and volunteers in order to effectively implement the policy.

The Board of Directors Executive is responsible to review the Health and Safety Statement on an annual basis in consultation with the Health & Safety Committee and Management.

The Management is responsible for posting the Health and Safety Statement where it will be easily accessible to employees and volunteers. An example of a Statement is provided in **Appendix A**.

3. RESPONSIBILITIES TOWARDS HEALTH AND SAFETY

3.1. Employees

- Work safely at all times, in a manner that will not create a hazard to their own safety and health or the safety of other employees, volunteers and / or museum patrons.
- Report any accidents, incidents, near misses and / or injuries immediately to their immediate supervisor.
- Report any anticipated loss of work to their immediate supervisor without delay.
- Inform their immediate supervisor to their possible return to work date.
- Collaborate in their safe return to work plan.
- Follow the occupational health and safety procedures established by the [Name of Institution].
- Cooperate with the Board of Directors Executive, Board of Directors and / or the Health & Safety Committee.

3.2. Management

- Provide a safe work environment.
- Take the necessary measures to correct any and all dangerous behaviours or situations.
- Review the Employee Safety Orientation Checklist (**Appendix D**) with new employees and volunteers.
- Make the Health & Safety Program available to the employees and volunteers.
- Undertake accident investigation to determine underlying causes and take appropriate action to correct the unsafe condition(s).
- Promote health and safety at all times and provide a good example for employees by always directing them and performing work in a safe manner.
- Cooperate with the Board of Directors Executive, Board of Directors [Executive], Health & Safety Committee, employees and volunteers on all occupational health and safety aspects.
- Collaborate on returning the employee to work quickly and safely follow a work accident or an occupational illness.
- Ensure that museum employees and volunteers are trained on and practice safe work procedures.
- Take disciplinary action as required in order to ensure that health and safety rules are respected.

- Make recommendations in order to improve the Health and Safety Program and ensure its effectiveness by completing the Annual Safety Program Assessment Worksheet (**Appendix N**).
- Ensure that first aid supplies and equipment are adequate (**Appendix B**).
- Ensure that there is a Material Safety Data Sheet for each cleaning product and chemical that is available and used in the museum as well as for the fire extinguishers.
- Ensure that workplace inspections are conducted on a monthly basis.
- Complete and maintain the Health and Safety Program forms (refer to section 10 of the Health and Safety Program).

3.3. First Aiders

- Administer first aid as required and inform the person in charge of the museum at the time of the incident.
- Inform the person in charge of the museum if the injured worker requires treatment beyond the scope of his / her training / certification and / or if the employee must be transported to a medical facility.
- Maintain a first aid log of all employees who received first aid on the First Aid Log Sheet (**Appendix C**).

3.4. Board of Directors [Executive]

- Provide a safe work environment.
- Take the necessary measures to correct any and all dangerous behaviours or situations.
- Develop and maintain health and safety programs and related training material.
- Collaborate on returning the employee to work quickly and safely follow a work accident or an occupational illness.
- Ensure that workplace inspections are conducted on a monthly basis.
- Ensure all established safety policies and programs are administered and enforced in all areas.
- Provide the Health & Safety Committee and Management with the support they need to execute their function in an effective manner.

3.5 Health & Safety Committee

- Develop and maintain health and safety programs and related training material.
- Ensure all established safety policies and programs are administered and enforced in all areas.
- Review annually the Health and Safety Statement in collaboration with the Board of Directors [Executive] and Management.
- Ensure compliancy with legal requirements.
- Provide the Board of Directors [Executive] and Management with the support they need to execute their function in an effective manner.

4. EMPLOYEES' AND VOLUNTEERS' RIGHTS

- **The right** to information on issues that affect the health and safety of employees.
- **The right to refuse** unsafe or unhealthy work.
- **Report** unsafe conditions and share with management, concerns or opinions on any issue that affects the employee's health and safety, or the health and safety of anyone at the workplace.

5. HEALTH AND SAFETY TRAINING

The purpose of this section is to ensure that all museum employees and volunteers receive sufficient and appropriate information to perform their job as safely as possible.

The information provided to new employees and volunteers will promote their awareness and understanding of the organization's expectations for health and safety.

Health and Safety training includes:

- New employee / volunteer orientation
- Training for Management
- Training for Board of Directors [Executive] and Health & Safety Committee

5.1. New Employee / Volunteer Orientation

Definition of new employee / volunteer is any employee who is:

- New to the workplace / museum;
- Returning to the workplace where the hazards in that workplace have changed during the employee's / volunteer's absence;
- Affected by a change in the hazards of a workplace;
- Relocated to a new workplace with different hazards.

The Management is responsible to review the Employee Safety Orientation Checklist (**Appendix D**) with new employees / volunteers. Some topics must be covered before the employee / volunteer carries out his / her work-related duties, while others can be covered during the first month of employment / service.

5.2. Training for Management

Training of management on legal obligations as well as the organization's Health and Safety Program is essential to ensure the success of the health and safety campaign.

The Board of Directors [Executive] and Health & Safety Committee are responsible for the development of the training material and the training of management.

The Management is responsible to read and understand the Health and Safety Program Training Module (located in the second tab of the Health and Safety binder).

6. BOARD OF DIRECTORS [EXECUTIVE] AND HEALTH & SAFETY COMMITTEE

6.1. Health and Safety Matters

In situations where the Management is unable to resolve a health and safety issued within a reasonable timeframe, the Management may ask the Board of Directors [Executive] and / or Health & Safety Committee to intervene in order to settle the matter.

6.2. Roles and Responsibilities

The main responsibility of the Board of Directors [Executive] and / or Health & Safety Committee include identifying real or potential hazards in the work environment and providing recommendations for eliminating or preventing these hazards.

The main responsibilities of the Board of Directors [Executive] and / or Health & Safety Committee are listed below:

- Identify and evaluate potential workplace hazards and recommend corrective action to the Management.
- Handle health and safety complaints and suggestions from employees.

- Make recommendations to Management for the improvement of occupational health and safety in the museum.
- Follow-up on implemented recommendations.
- Participate in workplace inspections and accident investigations.

7. HAZARD IDENTIFICATION AND CONTROL

7.1. Hazard Assessment

A hazard is any situation, condition or thing that may be dangerous to the safety or health of employees and volunteers. A hazard has the potential to cause an injury or illness.

Solid knowledge of the most common hazards found in the museum industry will help employees and volunteers be more vigilant when performing their tasks and prevent work accidents.

A table summarizing the hazards related to the tasks carried out by employees and volunteers as well as the measures put in place by the organization to control these hazards can be found in the Hazard Assessment tab of the Healthy and Safety binder.

Management's responsibilities:

- To ensure all new museum employees and volunteers read the Hazard Assessment Report for the museum – Summary Table (Hazard Assessment tab of the Health and Safety binder) during their health and safety orientation.
- To inform all museum employees and volunteers of any changes made to the Hazard Assessment Report for the museum.

Health & Safety Committee responsibilities:

- To conduct a hazard assessment on a yearly basis, at the same time as the annual review of the Health and Safety Program effectiveness or when a new work process is introduced or changed.

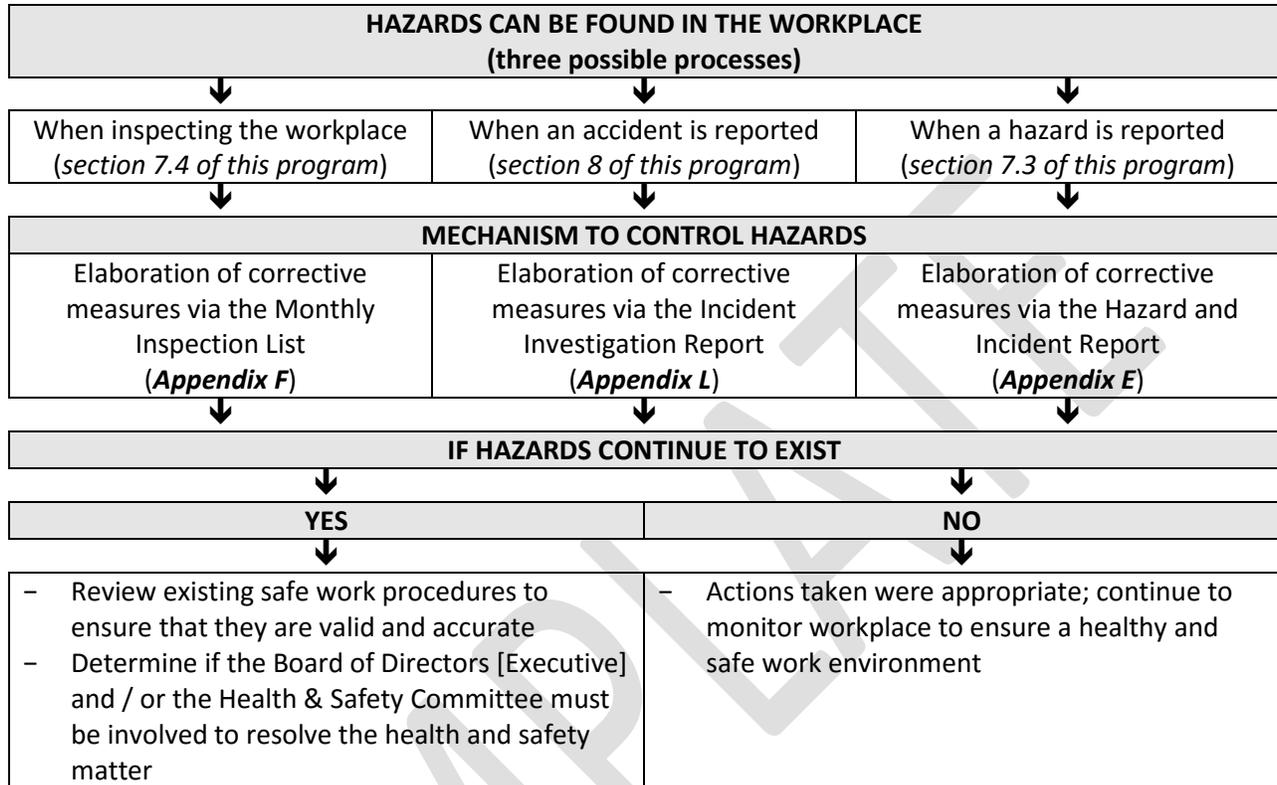
Board of Directors [Executive]:

- To communicate to all museum employees and volunteers any changes brought to the Hazard Assessment Report for the museum.

The organization values employees' and volunteers' knowledge about their tasks and work procedures. Any concerns or recommendation regarding the hazards listed on the Hazard Assessment Report for the museum or the related control measures should be forwarded to the Health and Safety Committee.

7.2. Hazard Identification Process

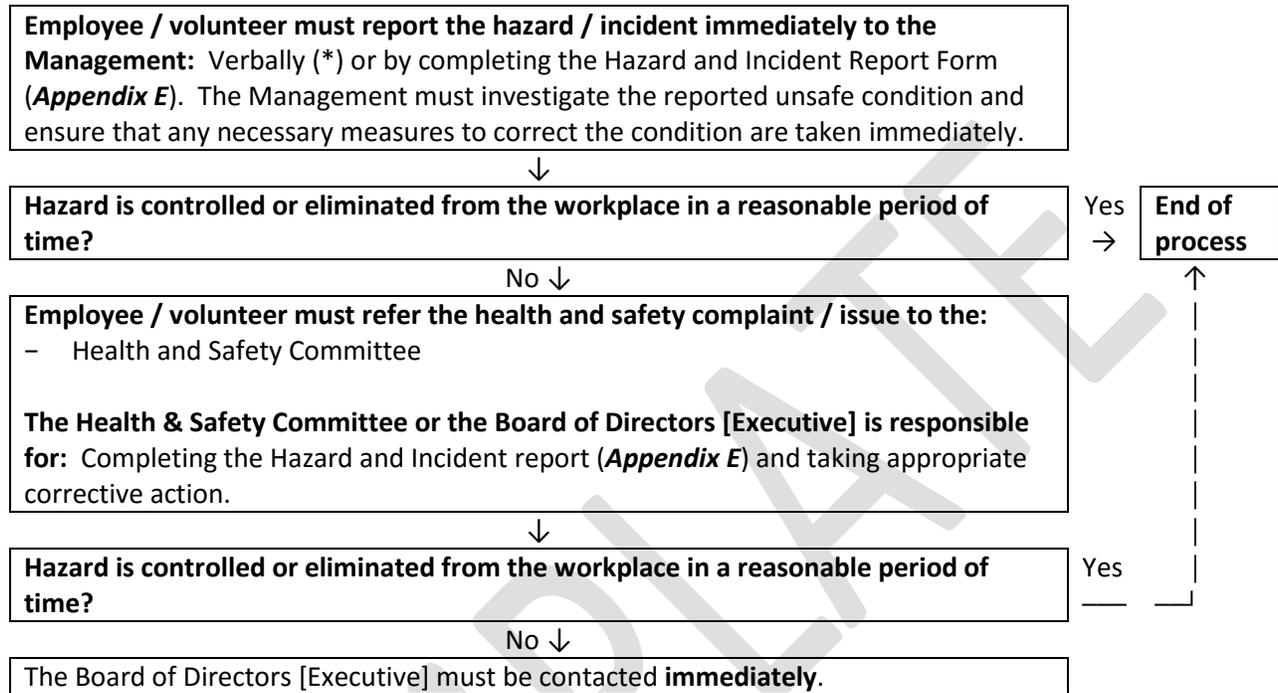
It is possible that additional hazards may be found at the workplace. For this reason, the museum has implemented the following hazard identification process and mechanism that will allow the Management to control other hazards found at the workplace.



As illustrated in the above table, a hazard can be found when performing a workplace inspection or when an employee or volunteer reports an accident, an incident or a hazard. It is therefore important to understand what to do when a hazard is identified as well as your role and responsibilities for the correction of hazards.

7.3 Hazard and Incident Reporting Process

An incident usually refers to an unexpected event that did not cause injury or damage this time but had the potential to do so. “Near miss” and “dangerous occurrence” are also terms for an event / situation that could have caused injury or property damage. **The process below explains the procedure to follow to report an incident or a hazard:**



(*) In most situations, a verbal report of hazardous situations can enable the management team to take quicker action; however, an employee / volunteer can also report a dangerous situation in writing by completing the Hazard and Incident Report (**Appendix E**).

7.4 Workplace Inspection

The Management or person representing the employees / volunteers is responsible for conducting monthly inspections with the Monthly Inspection List (**Appendix F**). This list contains items that may impose a risk if not attended to.

In cases where there is no Management or person representing the employees / volunteers, the Board of Directors or members of the Health & Safety Committee becomes responsible to carry out the monthly workplace inspections up until a new Management is hired.

The completed Monthly Inspection List must be filed in Tab “Health and Safety Records” of the Health and Safety binder.

7.5. Safe Work Procedures

A Safe Work Procedure is a systematic process for performing a task as safely as possible, from beginning to end. It can also consist of guidelines that assist in performing activities in a safe fashion.

Safe work procedures are provided in **Appendix G**. They must be reviewed with new employees and volunteers during their orientation.

In the event that a new task is introduced in the museum that may imply a health and safety risk to employees and volunteers that a safe work procedure must be updated, the Management must contact the Board of Directors [Executive] or Health & Safety Committee as soon as possible, who will elaborate as safe work procedure for the new task in collaboration with the Management.

7.6. Workplace Hazardous Materials Information Systems (WHMIS)

WHMIS is a system that provides information on controlled products (chemicals) used in the workplace.

Examples of chemicals used in the museum: cleaning products, accessioning supplies and substance contained in the fire extinguisher

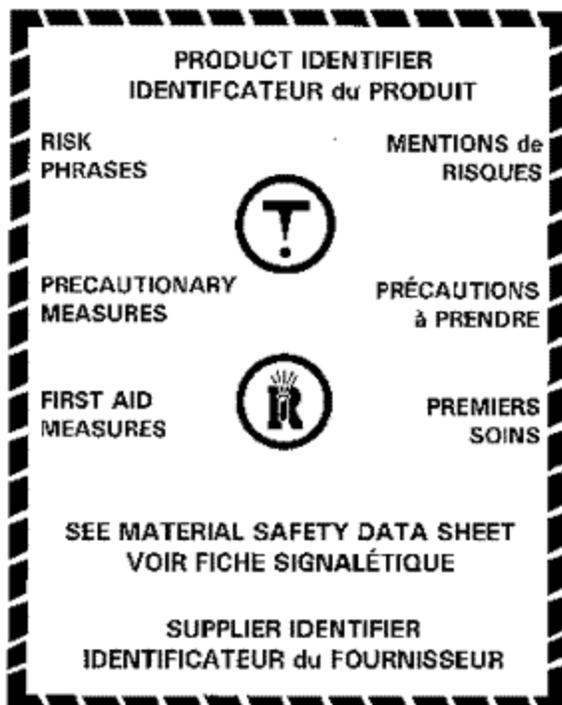
Three (3) methods are used to provide information on chemical products:

- Labels
- Material Safety Data Sheets (MSDS)
- Training

7.6.1. Labels

Labels are important because they are the **first alert that there may be hazards** associated with using a product. The labels also tell what **precautions to take when using the product**. It is therefore important that all museum employees and volunteers are made aware of the location of the WHMIS label on the fire extinguisher and cleaning products during their orientation session (**Appendix D**).

Note: Most of the labels have a distinctive border and show WHMIS symbols, which make them easier to find.



This WHMIS label indicates the seven information items which must be included on the WHMIS label. **Please inform the Management immediately** should a chemical product container not have a WHMIS label or should the label be incomplete.

A poster illustrating WHMIS symbols and the type of hazards they represent can be found in **Appendix H**. It is important that all museum employees and volunteers be familiar with these symbols before using any chemical products.

7.6.2 Material Safety Data Sheets (MSDS)

MSDS provide information on potential hazards, prevention measures pertaining to the utilization and storage of chemical products (for example cleaning products) as well as first aid treatments. It is therefore important that all employees know where MSDS are located.

Management is responsible to ensure that there is an up-to-date MSDS for each chemical product available and used in the museum as well as for the fire extinguishers (refer to Tab “MSDS” of the Health and Safety binder).

An up-to-date MSDS is **less than three years old**.

7.6.3. Guidelines for Handling Controlled Products

A safe work procedure with regards to the use of cleaning products can be found in **Appendix G**. This safe work procedure must be posted near the cleaning products for quick reference.

7.6.4. Training

Information on WHMIS will be provided to:

- All new museum employees and volunteers at the time of their health & safety orientation, i.e., when reviewing the Employee Safety Orientation Checklist (**Appendix D**)
- All museum employees on an annual basis. Topics to be reviewed with museum employees can be found in the WHMIS section of the Employee Safety Orientation Checklist (**Appendix D**).

8. IN CASE OF INJURY AT WORK

Employees

Step 1:

Following an accident, if required, have someone provide first aid. If needed, send the employee to the hospital / clinic. Provide the injured employee with a Work Reassignment Form (**Appendix I**).

Step 2:

Following an accident, with or without time lost: Management is responsible for **immediately complete the “Occupational Accident and Incident Report” (Appendix J)**. This form must be shared within 24 hours following the accident to the Board of Directors Executive.

Note: On the day of the accident, the injured employee will be paid normal wages for the entire shift.

Step 3:

Employee Payroll Procedure

On the day of the accident:

- Note the regular hours worked by the employee on the timesheet
- If the employee leaves during the middle of his / her shift, include the missed hours on the timesheet with a note explaining the injury

Step 4:

Following the medical visit, the injured employee is responsible to provide Management with information on his / her medical status. Injured employees are to provide all medical documents, including the Work Reassignment Form (**Appendix I**).

Step 5:

It is of primary importance that any documents or information received about the injured employee during his / her leave, be immediately communicated to the Board of Directors Executive by Management.

Volunteers

Step 1:

Following an accident, if required, have someone provide first aid. If needed, send the volunteer to the hospital / clinic.

Step 2:

Following an accident, with or without time lost: Management is responsible for **immediately complete the “Occupational Accident and Incident Report” (Appendix J)**. This form must be shared within 24 hours following the accident to the Board of Directors Executive.

Step 3:

Following the medical visit, the injured volunteer is responsible to provide Management with information on his / her medical status.

Step 4:

It is of primary importance that any documents or information received about the injured volunteer during his / her leave, be immediately communicated to the Board of Directors [Executive] by Management.

The poster entitled “In Case of Injury at Work” (Appendix K) describes all the steps to follow in case of injury at work. This poster must be posted in the staff room in a visible area so that museum employees can refer to it, if need be.

9. INVESTIGATION FOLLOWING A WORK ACCIDENT

The term “accident” can be defined as an unplanned event that interrupts the completion of an activity, and generally includes injury or property damage.

Accidents that result in an injury or property damage as well as incidents which did not involve injury to an employee / volunteer but had the potential for causing serious injury to an employee / volunteer must be investigated in order to:

- Determine the cause and to prevent similar accidents in the future, and
- Comply with health and safety provincial legal obligations.

Incidents or “near misses” which do not involve injury or property damage should also be investigated in order to determine the hazards that should be corrected / controlled; however this is left at the Management’s discretion.

Note: Management must **immediately** inform the Board of Directors [Executive] of the occurrence of any accident that resulted in serious injury to or the death of an employee.

9.1. Management's Responsibilities

- Following a workplace accident, conduct an investigation as soon as possible, in collaboration with a representative from the Board of Directors [Executive] and / or Health and Safety Committee.
- Complete the Incident Investigation Report (**Appendix L**).
- Determine and implement appropriate measures to eliminate hazard or prevent recurrences.
- File the completed Incident Investigation Report in Tab "Health & Safety Records" of the Health and Safety binder.

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10. MAINTENANCE OF RECORDS

The documents below must be completed and kept according to the following directives:

FORM	PERSON RESPONSIBLE	THE RESPECTIVE FORM MUST BE COMPLETED:
First Aid Kit Item Checklist (This sheet can be destroyed when the current one has ended)	Person responsible for the workplace inspection	<u>Monthly</u> , during the workplace inspections
First Aid Log Sheet (This form must be kept in Tab "Health & Safety Records" of the Health and Safety binder, for a period of 5 years)	First Aider	<u>Each time</u> the first aider administers first aid treatments
Employee Safety Orientation Checklist (Once completed, the form must be filed in the employee's file)	Management	<u>Each time</u> a new employee is hired
Hazard and Incident Report (This form must be kept in Tab "Health & Safety Records" of the Health and Safety binder, for a period of 5 years and then can be destroyed)	All employees	<u>Each time</u> an employee chooses to report a hazard / incident in writing
Monthly Inspection List (This form must be kept in Tab "Health & Safety Records" of the Health and Safety binder, for a period of 2 years and then can be destroyed)	Management or person representing the Board of Directors and / or Health & Safety Committee	<u>Monthly</u> , during the workplace inspection
Occupational Accident & Incident Report (The completed form must be kept in the employee file and a copy forwarded to the Board of Directors Executive)	Management and injured employee / volunteer	<u>Each time</u> an accident (with or without lost time) occurs in the workplace
Work Reassignment Form (The completed form must be kept in the employee file and a copy forwarded to the Board of Directors Executive)	Management	<u>Each time</u> an employee seeks medical care and is unable to perform his / her regular duties or hours
Incident Investigation Report (This form must be kept in Tab "Health & Safety Records" of the Health and Safety binder, and a copy must be sent to the Board of Directors Executive)	Management	<u>Each time</u> an incident involving time lost, medical care or property damage occurs in the workplace
Annual Safety Program Assessment Worksheet (This form must be kept in Tab "Health & Safety Records" of the Health and Safety binder, and a copy must be sent to the Board of Directors Executive)	Management	<u>Annually</u> , In January of each year for the previous year
Health and Safety General Information Sheet (This form must be posted on the health and safety board, no filing requirement)	Management	<u>Whenever</u> : <ul style="list-style-type: none"> - The Health and Safety Program is implemented for the first time - An emergency number changes - There is a new first aider or Board / Health & Safety Committee representative

FORM	PERSON RESPONSIBLE	THE RESPECTIVE FORM MUST BE COMPLETED:
WHMIS Quiz (Once completed, the form must be filed in the employee's file)	Management	<u>Each time</u> a new employee is hired or volunteer starts <i>and</i> on an annual basis
Monthly Safety Summary Form (The completed form must be kept in Tab "Health & Safety Records" of the Health and Safety binder for a period of 5 years and then can be destroyed)	Management	Monthly, at the beginning of the month for the previous month
Learning Assessment Questionnaire (Once completed the form must be kept in the employee / volunteer file)	Management	Following the reading of the Health & Safety Program and Training Module
Management's Questions for the Question and Answer Document (Once completed, the form must be forwarded to the Board of Directors Executive)	Management	Only if the Management has questions regarding the Health & Safety Program or related training material.

11. PROGRAM EFFECTIVENESS

11.1. Management's Responsibilities

- On a monthly basis, complete the Monthly Safety Summary Form (**Appendix M**). The purpose of this form is to maintain museum statistics, to facilitate the evaluation of the Health and Safety Program effectiveness and to comply with health and safety legal obligations.
- On an annual basis, evaluate the Health and Safety Program effectiveness by completing the Annual Safety Program Assessment Worksheet (**Appendix N**). The purpose of this worksheet is to provide a systematic and structured assessment of the Health and Safety program. This assessment will also assist in identifying the Program's strengths and weaknesses.
- Forward a copy of the completed Annual Safety Program Assessment Worksheet to the Board of Directors.

11.2. Health & Safety Committee Responsibilities

- Make the appropriate recommendations to Management concerning the components of the Health and Safety Program (e.g. monthly inspections, employee / volunteer training, hazard report process, etc.) by completing the Annual Safety Program Assessment Worksheet (**Appendix N**).

11.3. Board of Directors [Executive] Responsibilities

- Make appropriate changes to the Health and Safety Program according to the recommendations received from the Management and the Health & Safety Committee.
- Submit recommendations to Health & Safety Committee as well as Management on measures to take in order to increase their performance with regards to health and safety (e.g. setting objectives, adding safety procedures, etc.).

12. CURATORIAL HEALTH AND SAFETY

The purpose of this section is to provide information on occupational health and safety hazards that are unique to the museum work environment. You will find guidance to assist you in ensuring a healthful and safe curatorial setting.

12.0. Types of Safety Hazards in a Museum Collection

When you work with museum collections, you may face a wide variety of potential health and safety hazards, including:

- hazardous materials used in collections care:
 - o toxic and flammable solvents, such as solvents in waxes or lacquers
 - o preservatives, such as alcohol and formalin, used for storing natural history specimens
 - o pesticides used to kill or discourage pests
- hazardous objects and conditions in collections
 - o pesticide residues from past treatment of collections, such as arsenic
 - o objects with inherent vice such as unexploded ordnance or cellulose nitrate film
 - o biological hazards such as mould and insects/arachnids
 - o sharp or broken edges on object

You may also create safety hazards through carelessness in handling collections and supplies (for example, careless lifting and carrying). You need to know your own susceptibility to allergens and irritants (for example, bee stings or dust) and take appropriate precautions. You need to acquaint yourself with typical hazards and how you can ensure a healthful and safe curatorial environment.

12.1. General Categories of Occupational Hazards

All of these categories are present in the museum work place:

- Chemical Hazards—including any chemical that can cause a physical or a health hazard. Hazardous chemicals can be in the form of liquids, mists, vapors, dusts, fumes, gases and solids
- Physical Hazards—including radiation, extreme temperature levels and noise
- Biological Hazards—including exposures to bacteria, fungi, viruses and parasites and allergic reactions to plants, animals and other substances
- Ergonomic Hazards—including problems with the design and selection of a work environment and poor choices in tools and equipment so that excess physical strain and stress occur

Common hazardous materials you should be aware of include: asbestos, biological samples, cellulose nitrate and cellulose acetate, decaying animal matter, disinfectants and other cleaning chemicals, heavy metal-based dyes and paints, laboratory and photographic chemicals, lead-based paints, medications, munitions, oil-filled electrical equipment (such as transformers and large capacitors), pesticides and some rocks and minerals.

12.2. Understanding Health and Safety Issues

A hazardous substance is any material that can harm the body if it is absorbed in large enough quantities over time. Each hazardous material, or group of materials, has specific toxic effects.

- **Toxicity** is the material's capacity to produce injury to the human body. The higher the toxicity of a substance, the smaller the quantity of this substance needed to cause injury.
- **Chronic health effects** result from a slow accumulation of small amounts of a hazardous substance. The quantities may seem insignificant; however, with daily exposure over a period of years, material can accumulate in the body. Health effects include respiratory problems, cancer, birth defects in offspring and damage to the heart, liver and kidneys.
- **Acute health effects** result when a worker is accidentally exposed to large quantities of a hazardous substance. A few symptoms are burning eyes, dizziness and light-headedness.

- **The exposure limit** for a substance is the highest exposure level recommended in a work area when workers are in that area without any special protection.

Many hazardous materials have good initial warning properties that signal exposure to a potential injury:

- odor
- burning eyes
- skin, nose and throat irritation
- breathing difficulty

However, after a time, olfactory fatigue may set in, and you will no longer be able to smell the contaminant. Other hazardous materials, especially particulates, give little or no warning. These materials can cause harm when they are present in quantities too small to be detected by odour or other unpleasant indications.

You must identify all hazardous materials in the workplace.

Identifying all hazardous materials in the workplace allows you to identify ways to block and limit exposure.

12.2.1. Absorbing Substances

There are three ways your body absorbs substances:

- **Skin Contact:** Healthy, undamaged skin often provides an effective barrier against the absorption of many hazardous substances. Some substances, however, will dissolve or destroy the skin's protective layer. Punctures, scrapes and cuts increase the risk of absorption. Once a substance is absorbed through the skin, it can cause systemic damage. Be aware of any burning, pain, redness or irritation when using substances.
- **Inhalation:** Hazardous substances are very often airborne (for example, dusts, mists, fumes, vapors, gases). When you inhale these materials, they are absorbed into the blood stream and distributed to all parts of your body. Some materials will damage your lungs; others will pass through into your blood stream. Be aware of common warning signs, such as coughing, a burning sensation, heaviness in the chest and wheezing or breathing difficulty.
- **Ingestion:** You may unknowingly absorb small quantities of a toxic substance into your gastrointestinal system from food or drink or from contaminated hands.

12.2.2. Evaluating Health Hazards

The factors that determine the degree of a health hazard from a given substance are:

- Toxicity of a substance
- Amount of a substance
- Duration (length and frequency) of exposure
- Protective measures used (for example, ventilation, respirators, gloves)
- Susceptibility (your health condition at the time of exposure)
- Environmental conditions at time of exposure (temperature, airflow and humidity affect the dispersion of a hazardous substance, its availability for absorption, and the amount and speed of absorption.)

By looking at each of these factors, you can decide how to limit the hazard to yourself and others in the workplace. For example, you may choose to use a less toxic substance. You might limit how long each

day you use the substance. You could choose to wear gloves and protect yourself from direct skin exposure. Looking at each of these factors gives you a number of ways to minimize the hazard.

Obvious hazards in the curatorial workspace include:

- exposure to toxic chemicals, such as pesticides, preservatives and solvents
- exposure to dangerous microorganisms
- exposure to hazardous materials in collections (for example, nitrate film, radioactive specimens)
- falls from ladders or step stools
- injuries from power tools when constructing storage racks
- injuries from lifting and carrying objects

12.3. Controlling Exposure to Hazardous Substances

When evaluating ways to control exposure in the workspace consider:

- limiting the use of hazardous materials
- installing proper ventilation (including fume hoods, when necessary)
- wearing appropriate personal protective equipment
- practicing good housekeeping and personal hygiene
- storing, handling and labeling hazardous materials appropriately
- disposing of hazardous materials properly

12.3.1. Limiting Use of Hazardous Material

Where possible, use a less hazardous material, or use a different method. For example, substitute water-based paints and inks for solvent-based paints and ink. Nitrate negatives can be duplicated and copies provided for research use.

Limit the time of exposure to hazardous substances. Break up tasks that require exposure to hazardous substances into short blocks of time over a number of days.

Close all containers of chemicals when they are not in use. For example, keep the top on the lacquer that you use for numbering objects.

12.3.2. Ventilation

You should have good ventilation if you regularly work with hazardous materials. If only low concentrations of hazardous materials are used in your workspace, portable ventilators may be a practical solution. Portable fume or air scrubbers draw air through a charcoal absorption filter with a fan. The filtered air is then released back into your workspace. This is a less expensive alternative, but you must change the filter regularly for these ventilators to remain effective.

12.3.3. Personal Protective Equipment

Use Personal Protective Equipment (PPE) only when other management controls (for example, ventilation, adoption of an alternative procedure or substance, time limitations on exposure) are not possible. ***Never consider PPE as your primary source of protection.***

PPE includes:

- respiratory devices
- eye and face protection devices
- protective clothing

There is no personal protective equipment designed for universal use. The type of PPE you wear depends on the specific hazardous substances you are using. Material Safety Data Sheets (MSDS) provide specific information about appropriate types of PPE to be used with a specific hazardous substance.

12.3.4. Respiratory Protective Devices

You should use respiratory equipment when engineered ventilation controls are not feasible (for example, if you work in a dusty attic or basement) or in an emergency. Air-Purifying Respirators purify air drawn through filters or cartridges before you inhale it. This type of respirator may be made out of a variety of materials depending on the application.

Use the following criteria to select a respirator:

- You must have a leak-tight seal between the face and respirator face piece. Facial hair may interfere with the seal.
- Choose the proper filtration system. Air-purifying respirators use two types of purifying material—a filter or a chemical cartridge. Filters trap dusts and mists. For chemical vapours, you must use a cartridge. Choose a cartridge that is designed for the specific substance in your workspace. Consult the applicable MSDS for the specific type of respirator required.
- Consider comfort. Respirators can become uncomfortable after a few hours. Some materials may be more irritating to a wearer than the presence of the contaminant.
- Consider cost and maintenance. Some respirators (for example, paper) are disposable. Others are not and require periodic maintenance and cartridge replacement.

12.3.5. Gloves

There are many types of gloves manufactured to protect against different types of materials. Consider the chemicals you are handling and the permeability rate. For example, gloves made from butyl give the best protection from acetone. You may use properly maintained butyl gloves for over 17 hours before replacing them. In contrast, neoprene gloves provide only 10 minutes of protection from acetone before it penetrates to your skin. Refer to the MSDS or check with manufacturers for each chemical that you are using to identify recommended types of gloves.

12.3.6. Good Housekeeping and Personal Hygiene

Good housekeeping and personal hygiene can go far in protecting you and others from contact with hazardous substances. Follow these rules:

- Establish a routine program for cleaning floors and work surfaces.
- Clean up any spills immediately.
- Do not allow smoking in workspaces.
- Do not allow eating or drinking in workspaces.
- After working with objects, wash your hands before eating, applying makeup, brushing your hair or leaving work.
- Take special note of personal habits and refrain from biting your nails or chewing on pencils.

12.3.7. Storing, Handling and Labeling Hazardous Material

Follow these rules:

- Store all chemicals in an approved dedicated space and only with compatible materials. Never store these materials in the same space with a museum collection.
- Store large quantities of flammable and combustible materials in special cabinets that meet safety specifications.

- Label all containers. Post appropriate warning signs in the storage area.
- Close all chemical containers when they are not being used.
- Wear appropriate personal protective equipment when using chemicals.

12.3.8. Hazardous Waste Disposal

Hazardous waste is any hazardous solid, liquid or contained gaseous material that you no longer use. You must recycle, discard or store hazardous waste. Common materials that you use in museum tasks may become hazardous waste, such as alcohol and formaldehyde, pesticides and other solvents.

You must dispose of all hazardous waste in accordance with the law. All catalogued museum objects that are disposed of because of hazards must first be evaluated and deaccessioned.

12.4. Hazardous Chemicals and Materials Used in Collections Care

Collections care requires the use of numerous hazardous chemicals. The following information gives you basic information about commonly used materials; however, you should evaluate your own workspace and identify all hazardous substances.

12.4.1. Solvents

You may find numerous hazardous substances in the curatorial workspace. These can include:

- paints
- varnishes
- waxes
- cleaning materials
- preservatives and consolidants
- adhesives

Some of the common hazardous solvents are acetone, ethanol, kerosene, methanol, mineral spirits, toluene, turpentine and xylene. Mineral spirits, V.M.&P® Naphtha, and Stoddard Solvent are used in cleaning wooden furniture. The clear and white lacquers for numbering objects contain acetone.

12.9.2. Fumigants and Other Pesticides

Museums have traditionally used chemicals to control biological infestations, including fumigation and topical application of pesticides. In more recent years, Integrated Pest Management (IPM) has become the standard for protecting collections. However, many collections are still contaminated with residues from these past treatments.

Fumigation can introduce toxic gas into a fixed space that contains the objects. Fumigants used on museum collections could include:

- dichlorvos (DDVP, Vapona)
- ethylene oxide
- methyl bromide
- paradichlorobenzene
- naphthalene (moth balls)
- sulphuryl fluoride (Vikane®)
- thymol

Materials that have been applied through topical application include:

- arsenic

- DDT (dichlorodiphenyltrichloroethane)
- mercuric chloride

12.9.3. Pesticides

Pesticide residues are a serious problem in museum collections and the full extent of the problem is just becoming known. In many cases there is little documentation on past pesticide usage.

Information in *Biological Infestations* will help you to identify problems in your collections and show you how to limit or halt the future use of pesticides by using IPM techniques. Work with Health and Safety Committee and Collections Committee to develop alternative strategies to pesticide use.

There may be times when it is appropriate to use a fumigant on museum objects. It may also be appropriate to use pest deterrent chemicals, such as crack and crevice solutions, in the museum space around collections. However, be sure you make the decision to use pesticides with the approval and advice of experienced and trained pest control professional and report fumigant use to your Health and Safety Committee and Collections Committee.

12.10. Hazard Communication Standard

The museum must implement a program to communicate essential information on hazardous chemicals. This means you must:

- Inventory all hazardous substances
- Obtain and maintain a Material Safety Data Sheet (MSDS) for all hazardous chemicals
- Label all hazardous substances
- Provide a space for communication

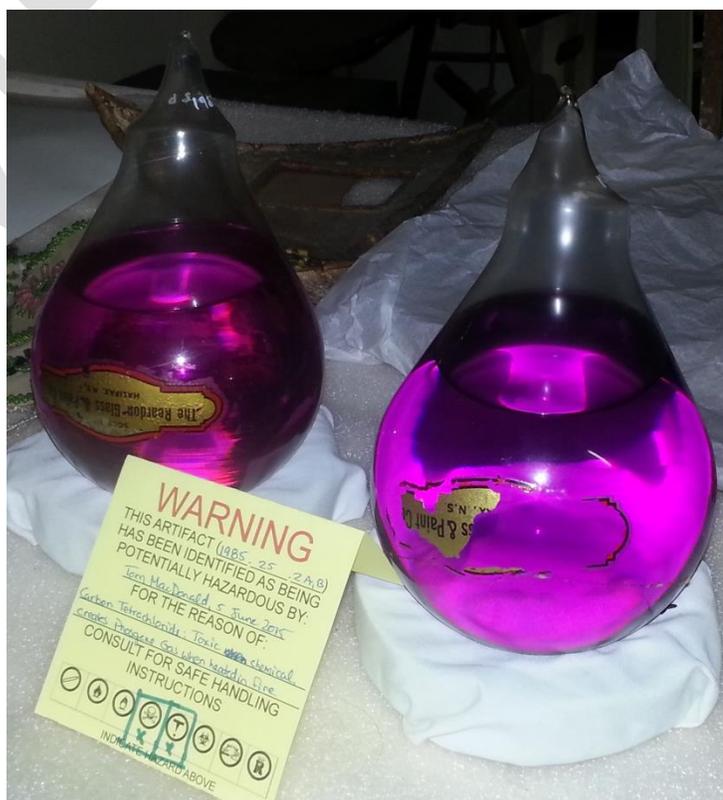
12.10.1. Material Safety Data Sheet (MSDS)

See Section 7.6.2

12.10.2. Labeling Hazardous Substances

Prepare labels for chemicals you use in your daily work, such as the lacquer you use for numbering objects. Include the following information on all labels:

- chemical name and any synonym
- signal word to indicate the degree of severity of a hazard (in increasing order):
 - o CAUTION!
 - o WARNING!
 - o DANGER!
 - o POISON! (used only for highly toxic chemicals)
- statement of hazard
- precautionary statement
- effects of over exposure
- first aid procedures



12.11. Hazardous Objects in Collections

This section describes what to do with the most common hazards in collections including:

- pesticide residues
- hazardous geological specimens (radioactive minerals, asbestos, toxic minerals)
- cellulose nitrate and cellulose acetate film and negatives
- firearms, edged weapons, ammunition, and unexploded munitions
- medical objects and drugs/chemicals
- objects containing asbestos

You should familiarize yourself with the types of hazardous objects that are typically found in collections. Be aware of the health and safety risks.

12.11.1. Pesticide Residues in Biological Specimens and Organic Ethnographic and Historic Objects

Many historical biological specimens (birds, mammals and plants) and ethnographic and historic organic materials were treated with pesticides. These pesticides can leave residues.

Under no circumstances should any taxidermy mount be used for “hands-on” demonstrations for children or adults before it has been tested for the presence of arsenic.

When possible, collect and document information on pesticide use in the collection. Talk to individuals who worked in the museum in the past. Search documents such as:

- Accession and catalog records
- Annual reports
- Maintenance records
- Purchasing records
- Diaries or other informal records from previous employees
- Conservation records

12.11.2. Arsenic

Arsenic can be readily absorbed through the skin, inhaled and ingested. Arsenic can cause acute symptoms or may lead to chronic disorders. It is a known human carcinogen. In working with contaminated ethnographic and biological collections (especially bird and mammal specimens) use the following handling precautions:

- Do not touch specimens with bare skin. Wear plastic gloves and a protective smock or lab coat. Wear a dust mask rated for toxic dust. If possible, handle an object or specimen by a container or a mount.
- Always wash hands after working with specimens. Discard gloves. Keep the protective smock or lab coat clean. Do not take protective clothing home to wash—especially if you live with small children or elderly people.
- Obtain a Material Safety Data Sheet (MSDS) on arsenic and keep in the collection's workspace. Consult the MSDS for specific information on arsenic.
- Label museum cabinets or storage spaces that house specimens contaminated with arsenic with the warning sign "ARSENIC." Also, label individual specimens that have been tested. Prepare and post a written set of instructions for handling specimens contaminated with arsenic.

12.11.3. Identifying Specimens that are Contaminated with Arsenic

You should inspect all biological collections (birds, mammals) and ethnographic objects made from organic materials (leather, basketry, textiles). These collections were typically treated with arsenic.

Follow these procedures to identify arsenic:

- Assume that pre-1970 taxidermied and insect specimens have arsenic.
- Wear plastic gloves and a lab coat or smock while you inspect each specimen or object. Look for powdery or crystalline deposits. On bird and mammal specimens, look on the tips of feathers and hair, along eyes, in or at the base of ears, around mouth or bill, along ventral incision, at the base of tail, and on foot pads. On ethnographic objects, look along seams, at the base and tips of feathers or hair, in areas of stitching, in folds and on the shelving beneath an object. Some application techniques, however, dispersed the arsenic as such fine powder that you may not be able to see it. Not all white powder means arsenic; some white powder is borax.
- Study each specimen and object's history. Try to determine who collected and prepared the specimen, when it was collected, and where it was collected.
- Tag specimens and objects suspected of having arsenic with an "ARSENIC" warning sign and add information to the accession file and Virtual Collections file.
- Disclose any suspected pesticide contamination to researchers or visitors who may touch objects.
- Develop an emergency response plan to deal with the rescue of contaminated objects after a flood or fire. These objects are a severe health risk when wet.
- Objects suspected of having arsenic should be stored in a safe manner.

12.11.4. Cellulose Nitrate and Diacetate Negatives

Both aging cellulose nitrate and acetate film off-gas chemicals that can be irritants and toxic hazards. Cellulose nitrate emits nitrogen oxide gas, which has a sweet odor; cellulose acetate emits acetic acid, which has a sharp vinegar odor.

Cellulose nitrate is also volatile and flammable. Motion picture film is especially dangerous and in extreme cases has been known to self-ignite when stored improperly. The by-products can also cause deterioration of other materials stored in the same space.

Acute symptoms include:

- eye irritation
- rashes and sores on the face and skin
- vertigo
- nausea
- headaches
- swollen glands
- respiratory irritation and difficulty breathing

Repeated exposure by inhalation to the emissions of these deteriorating films may result in chronic symptoms, such as bronchia irritation or development of an emphysema-like condition.

In addition, the silver salts present in negative emulsions may irritate the skin.

To protect yourself while working with nitrate and acetate film follow these steps:

- Plan for your project. Make sure you have the required work-space, equipment and time. Identify any special protective equipment you will need.
- Ensure that the workspace has proper ventilation to remove emitted gases from your breathing zone.

- Wear goggles unless proper ventilation is established. Do not wear contact lenses. Gases can concentrate under contact lenses causing eye injury and damage to the contact lens.
- Wear plastic gloves (vinyl, latex, nitrile) to minimize the risk of skin irritation. You can wear cotton gloves over the plastic gloves.
- Do not work with nitrate and acetate negatives more than two or three hours a day.
- After each work session, clean the work surface with a solution of baking soda and water. Mix one teaspoon baking soda with one pint of water. This solution neutralizes any acid that the negatives deposit.
- Keep a log in the work area. Note any odors you detect, the time spent each day on the project, and physical discomfort you have during or after work. If you experience any ill effects, notify Management.

12.11.5. Archival Records

Other major archival health and safety issues are:

- Asbestos that has contaminated records
- Broken glass plate negatives and transparencies, which can be difficult to handle without cutting yourself
- Bird, bat, insect and rodent contaminated materials or flooded materials that may have viral or bacterial contamination, including hantavirus
- Chemically or radiologically contaminated records
- Mold, fungi, and yeasts, which can cause allergies, asthma, histoplasmosis and ringworm

12.11.6. Firearms and Live Ammunition

If you have firearms in your collection then you are required to have a firearms safety license. You must inspect all firearms when you acquire them to make sure they are not loaded. Until a historic firearm is examined, treat it as if it were loaded. Inspect all breach loading firearms and pistols for cartridges. Remove any cartridges that you find.

Follow these steps to check a muzzleloader for live ammunition. You will need a wooden dowel smaller in diameter than the firearm's caliber and longer than its barrel.

- Select a safe, dedicated work area. Place the firearm on a padded table. Point the muzzle so nothing will be harmed if it accidentally fires. Never stand in front of a firearm's muzzle.
- Wear leather gloves and safety goggles.
- Be sure the firearm is not cocked.
- Standing to the side of the firearm, gently push the dowel into the muzzle until it stops. Hold the dowel between the thumb and forefinger so that the dowel will be propelled between the fingers should the firearm discharge. Do not hold the dowel in such a way that it can be propelled into your hand.
- Place a pencil mark on the dowel where it just clears the muzzle of the barrel.
- Gently withdraw the dowel from the barrel.
- Place the dowel on top of the barrel with the pencil mark aligned with the muzzle. If the other end of the dowel extends the full length of the barrel, the weapon is not loaded. However, if the measurement indicates that the dowel stopped forward of the touch-hole, consider the firearm to be loaded with a live round.
- Inform the Executive Director and the Collections Committee of the potential problem. Label the firearm as unsafe and arrange to store it in a secure space.
- Contact the proper authorities for instructions on disarming the weapon.

12.11.7. Small Arms Ammunition

Small arms ammunition includes paper musket cartridges, metallic cartridges and contemporary pistol, rifle, and machine gun ammunition. These small arms cartridges do not pose a serious risk unless they are damaged. Tests have repeatedly demonstrated that such ammunition will not detonate by itself. This kind of ammunition requires a direct blow to its primer or a direct spark or flame to detonate the powder. If this ammunition is accidentally detonated when it is not confined within the barrel of a firearm, the pressure drops rapidly. The bullet will fly out of the cartridge with about the same velocity as a cork from a champagne bottle.

Follow these general rules for safely handling small arms ammunition:

- Never attempt to deactivate small arms ammunition. Procedures such as drilling holes in a cartridge case or pulling a bullet to remove the powder and charge can be extremely dangerous. If you must deactivate the ammunition, contact a specialist.
- As with all museum collections, prohibit smoking.
- Store live cartridges in a separate museum cabinet. Clearly label the cabinet with a warning sign to notify fire-fighting personnel.
- If you want to put fixed ammunition on exhibit, it must be rendered inert.

12.11.8. Unexploded Munitions

Unexploded munitions (e.g., cannon balls, Borman fuses, grenades, artillery projectiles) constitute a major health and safety risk. Treat any unexploded ordnance discovered in a collection with extreme caution. Considerations for the safety of staff, visitors and resources take precedence over the preservation of even rare ordnance.

Do not handle this material unless you have received specific training and authorization in writing by the Collections Committee. If you discover ordnance that you suspect is unexploded, immediately take the following steps:

- Do not move or disturb the object.
- Keep all other persons away from the object. Secure the storage space.
- Notify the Collections Committee and Executive Director.
- Contact Base Gagetown.
- Work with Base Gagetown and the Executive Director to have the object(s) examined and evaluated by an appropriate authority to identify the type of ordnance, manufacturer, historic period and significance.

If the object is rare, novel, or limited in production, make every attempt to defuse it and preserve the inert object in the collection.

12.11.9. Medical Objects and Drugs / Chemicals

Museum collections can contain a variety of hazardous medical objects and drugs/chemicals. Handle old medical equipment and medicine or chemical bottles with extreme caution.

Knives, saws, scissors and other objects from military and civilian medical kits may still carry viable germs and may contain active toxic substances (for example, strychnine, opium and morphine). The active ingredients of drugs or chemicals, originally very potent, may have become even more potent over time. Drugs, medicinals and other preparations in pharmaceutical collections may contain toxic materials and / or controlled substances (for example, narcotics). Watch for bottles containing:

- Acids and other corrosive liquids (for example, nitric acid)
- Fuels (for example, kerosene, naphtha®)
- Solvents (for example, paint thinners, turpentine)

These chemicals are hazardous and pose the threat of fire. Very often old chemicals contain such labels as "Oil of Vitriol" (sulfuric acid) and "Aqua Fortis" (nitric acid).

Survey the museum's collections to determine if they contain any drugs, medicinals or other preparations that pose potential health or safety hazards and report findings to the Executive Director and Collections Committee. If the survey identifies such materials are in the collection, notify the Executive Director and Collections Committee and proceed with the following steps:

- Prepare an inventory of the drugs and medicinal chemicals. Start with the containers that have labels. Include the following information in the inventory:
 - o Name of the substance
 - o All information on the label
 - o Type of container (for example, glass bottle, metal canister, cardboard box) and its lid or stopper
 - o Condition of container (for example, condition of seal; cracked, chipped bottle; rusty metal; punctured box)
 - o Other (for example, strong odor being emitted from container)
- List material that cannot be identified and isolate it on a separate shelf for a more detailed examination. Local pharmacists and local pharmaceutical manufacturers can provide assistance with identifying this material.
- Conduct a detailed examination. Based on the inventory list or an examination by appropriate specialists, divide the substances into the following groups:
 - o "over-the-counter" preparations that are considered non-toxic if precautions are followed and that are not controlled substances
 - o non-controlled drugs or preparations that may be toxic or potentially hazardous in some applications or that would require a physician's prescription to get today
 - o controlled substances (such as narcotics and dangerous drugs)
 - o drugs that may pose a health / safety hazard because of their age or level of deterioration
- Implement an action plan.

Based on your inventory and on the detailed examination, pursue the following actions:

- If drugs, medicinals and preparations are not controlled, are non-toxic (with usual precautions), and pose no other hazards to the rest of the collection or to the staff then you should retain them.
- If drugs, medicinals and preparations are not controlled but may be toxic or require a prescription to obtain then you should retain them only if they are stable and pose no health- hazards to the staff or risk to the rest of the collection. House this material in a locked utility cabinet.

If the materials will become a hazard in the future, deaccession and dispose of in a safe manner. This ensures that future staff will not be exposed to hazards from these substances.

Dispose of drugs and medical chemicals that are:

- Controlled substances
- So toxic that their continued presence in the collection poses an unacceptable risk
- An immediate hazard to the rest of the collection or the staff because they are dangerously unstable, corrosive or explosive

Contact the Hazardous Waste Coordinator for instruction on proper disposal of the material.

Take into account preservation of the original containers when saving or destroying drugs and medical chemicals in the collection. You can open an original, unopened container for the purpose of removing its contents only when:

- The act of opening will not permanently damage the container or diminish its value
- There are urgent and compelling health and safety reasons for opening the container
- The contents are endangering the container (for example, by corrosion) and removal of the contents is the only way to stop the problem
- The act of opening the container poses no safety problem (for example, container exploding or releasing toxic material)

If you are keeping substances in the collection, you may want to transfer them to modern containers. Do this if the original containers can no longer hold them safely. Preserving the original containers is a high priority.

If your collections include original, unopened containers of substances that must be destroyed to comply with the law, the containers are in good condition and thus would not have to be opened otherwise, but cannot be opened without causing unacceptable permanent damage, then the containers and their contents shall be deaccessioned (out of scope).

Keep full descriptive information about the transferred objects, including one or more photographs, with the museum's catalog records.

When substances in the collection are to be destroyed, save the original containers. Previously opened containers may be emptied as necessary with routine precautions taken for their preservation. Clean emptied containers thoroughly before returning them to storage or exhibit.

If the container held a controlled substance, NO residue may remain in the container.

Section 2

Training for Management

TEMPLATE

HEALTH AND SAFETY PROGRAM

TRAINING FOR
MANAGEMENT

Province of New Brunswick

October 2015

OUTLINE

- Learning Objective
- Instructions to Management
- Legal obligations
- Key Stakeholders' Responsibilities
 - The Organization
 - First Aiders
 - Employees / Volunteers
 - Board of Directors [Executive] and Health & Safety Committee Health and Safety Training
- Hazards
 - Identification and Control
 - Investigation Following a Work Accident
 - Workplace Hazardous Materials Information System (WHMIS)
- Health & Safety Program Maintenance
 - Keeping Records
 - Program Effectiveness
- Questions and Answers
- Conclusion

LEARNING OBJECTIVES

Provide Management with the necessary information and tools to:

- Familiarize themselves with Health and Safety legal requirements as prescribed by the Occupational Health and Safety Act and Regulations.
- Effectively implement the organization's Health & Safety Program.

TEMPLATE

INSTRUCTIONS TO MANAGEMENT

- **Step 1:** Read the Health and Safety Program in order to familiarize yourself with its content
 - **Step 2:** Review this Training Module and refer to the Health and Safety Program when a reference is made in this document. It is important to have the Health and Safety Program on hand to be able to simultaneously refer to all the documents when reading the training material.
 - **Step 3:** Should you have any questions after reading the Health and Safety Program and the training material, please contact the Board of Directors [Executive] for assistance.
 - **Step 4:** Once you have reviewed the Health and Safety Program and Training Module, you must complete the Learning Assessment Questionnaire (**Appendix R**) and forward a copy to the Board of Directors [Executive] and place a copy in your employee file. You may consult the materials provided to you in the Health & Safety binder while you are completing the questionnaire.
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LEGAL OBLIGATIONS

The table below summarizes the employer’s obligations according to the Occupational Health & Safety Act and Regulations. Many tools have been prepared to help management comply with these obligations. These tools can be found in the “Appendix” section of the Health & Safety binder.

Requirements Under the Occupational Health and Safety Act and Regulation	Under the Health & Safety Program, This is Achieved By:
<p>To post a copy of the Occupational Health and Safety Act and Regulations</p> <p>OHS Act, section 44(1)(a)</p>	<p>Posting the Act and Regulations in the museum staff workroom</p>
<p>To take reasonable precaution to ensure the health and safety of your employees</p> <p>OHS Act, section 9(1)(a)</p>	<p>Taking immediate action to control or eliminate a hazard as soon as it is brought to your attention</p>
<p>To ensure that the place of employment is inspected at least once a month</p> <p>OHS Act, section 9(2)(a. 1)</p>	<p>Conducting monthly inspections of the workplace (i.e. the museum’s galleries, backroom and storage areas)</p>

Requirements Under the Occupational Health and Safety Act and Regulation	Under the Health & Safety Program, This is Achieved By:
<p>To provide such information, instruction, training and supervision as are necessary to ensure an employee's and volunteer's health and safety</p> <p>OHS Act, section 9(2)(c)</p>	<p>Conducting health and safety orientation sessions with new employees</p>
<p>To ensure that employees / volunteers working with controlled products (e.g. cleaning products) are informed of all hazard information received from a supplier</p> <p>Regulation 88-221 of the OHS Act, 5(1)</p>	<p>Training employees on the Workplace Hazardous Materials Information System (WHMIS)</p>
<p>To ensure that any equipment used at the museum (e.g. stepladders) is maintained in good working order</p> <p>OHS Act, section 9(2)(a)</p>	<ul style="list-style-type: none"> - Carry out monthly inspections of the workplace - Inspecting equipment before use - Instructing employees / volunteers not to use defective equipment

LEGAL OBLIGATIONS

First Aid

The Board of Directors [Executive] is responsible for determining if the museum requires first aiders as well as the type of training required. Should the museum require first aiders, management will be informed accordingly.

Management's responsibilities:

- Ensure first aid kits are available in the workplace (one on each level).
 - Maintain first aid supplies. A first aid kit item checklist is provided in **Appendix B**. This list should be placed near the first aid kit and be referred to during monthly inspections.
 - Maintain a written record (**Appendix C**) of all first aid treatment provided to employees / volunteers for a period of five years after the date of injury.
 - Maintain a sufficient number of first aiders at the workplace in collaboration with the Board of Directors [Executive] and Health & Safety Committee.
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LEGAL OBLIGATIONS

Working Alone

To work alone means to be working by yourself and when there is no one to provide assistance that is “readily available” in case of an emergency, injury or illness. An employee, who cannot be seen or heard by persons capable of offering and willing to offer assistance in a timely manner or an employee working alone with customers during open hours is considered working alone.

LEGAL OBLIGATIONS

Working Alone Continued

You will find below the working alone requirements under Regulation 92-133 of the Occupational Health and Safety Act as well as Management's responsibilities in order to comply with these requirements:

Working Alone Requirements Under Regulation 92-133 of the OHS Act	Management's Responsibilities When One of Their Employees is Working Alone:
<p>To establish a Code of Practice to ensure, so far as is reasonably practicable, the health and safety of an employee / volunteer who works alone.</p> <p>Among others, the Code of Practice must include:</p> <ul style="list-style-type: none">- The risks associated with working alone- The procedures to be followed in order to minimize the risks associated with working alone.	<p>This step has already been done for you. The Code of Practice for Working Alone can be found in Tab "Code of Practice" of the Health and Safety binder.</p>
<p>To train employees working alone on the measures put in place by the employer to reduce the hazards associated with working alone.</p>	<p>At the time of the health & safety orientation, Management must ensure that new employees / volunteers read the Code of Practice for Working Alone as well as the related organizational policies.</p>

KEY STAKEHOLDERS' RESPONSIBILITIES

Organizational Responsibilities:

- The employer's primary responsibility with regards to health and safety is to protect the health and safety of employees by:
 - Ensuring that the workplace is hazard-free (e.g. by inspecting the work premises, immediately taking action when a hazard is brought to his attention, and conducting investigations after accidents occur in order to determine the cause and prevent similar accidents in the future).
 - To provide advice and tools for managers with regards to health and safety matters.
 - You are asked to read section 3.2 of the Health and Safety Program, which provides a list of your primary responsibilities with regards to health and safety, including those determined by both the organization and health and safety legislation.
-

KEY STAKEHOLDERS' RESPONSIBILITIES

Organization's Responsibilities:

The employees / volunteers are primarily responsible for:

- Protecting their health and safety as well as that of the other employees / volunteers by:
 - o Safely using the equipment provided by the employer.
 - o Reporting any unsafe situation to their immediate supervisor.
- Section 3.1 of the Health and Safety Program provides a list of primary employee / volunteer responsibilities with regards to health and safety including those determined by both the organization and health and safety legislation.

First Aiders' Responsibilities:

- First aiders' responsibilities are listed in section 3.3 of the Health and Safety Program.
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KEY STAKEHOLDERS' RESPONSIBILITIES

The employees' / volunteers' rights are listed in section 4 of the Health and Safety Program. Here are a few details about these rights:

Employees' Right	Comments
To know about danger	Employees and volunteers receive information on safe work procedures and on hazards related to their work during their health and safety orientation.
To refuse unsafe work	Refer to the following page for more details on work refusal.
To report unsafe conditions and share health and safety concerns with management	A Hazard and Incident Report form has been created. An example of the form is available in Appendix E . The procedure for reporting a hazard or an incident is outlined in section 7.3 of the Health and Safety Program.

KEY STAKEHOLDERS' RESPONSIBILITIES

Employees' / Volunteers' Rights to Refuse Unsafe Work

- Section 19 of the Occupational Health & Safety Act indicates that any employee or volunteer may refuse to perform a task at the employee's / volunteer's place of employment where s/he has reasonable grounds for believing that the task is likely to endanger his / her health or safety or the safety of others.
 - The procedure to follow in case of a work refusal is provided on the following page.
 - Although it would be unlikely that an employee / volunteer refuses to work given the working conditions at the museum, should the situation arise, you are asked to immediately contact the Health & Safety Committee and / or Board of Directors [Executive], who will be responsible to resolve the situation.
-

KEY STAKEHOLDERS' RESPONSIBILITIES

Employees' / Volunteers' Rights

Procedures to Follow in Case of a Work Refusal

- Step 1: Employee must immediately *report his / her refusal to work to Management* and must explain the reasons why s/he is refusing to work.
 - Employee must remain in safe area
 - Management may temporarily assign the employee who is refusing to carry out work to other work that s/he is reasonably capable of performing until s/he is able to return to his / her regular duties.
 - Step 2: *Management* must investigate the situation immediately in the presence of the employee and Board or Health & Safety Committee Representative, and ensure that any unsafe condition is remedied immediately. In addition, Management must complete the Hazard and Incident Report (**Appendix E**).
 - Step 3: If Step 2 does not resolve the matter, Management must report the situation to the Board of Directors [Executive] who will be responsible to resolve the situation.
-

KEY STAKEHOLDERS' RESPONSIBILITIES

Health and Safety Training

- **Section 5 of the Health and Safety Program** provides information about the training that should be provided under the Health and Safety Program.
 - **Three types of training are required under the Health and Safety Program:**
 - Management training (which is covered in this training module)
 - Training for new hires and new volunteers
 - Board of Directors [Executive] and Health & Safety Committee training
 - **Training for new hires and new volunteers:** The sections to be covered with the employee / volunteer at the time of the orientation are outlined on the Employee Safety Orientation Checklist (**Appendix D**). Some topics must be covered before the employee / volunteer carries out his / her duties, while others can be covered during the first month of employment.
 - **Training** required for the Board of Directors [Executive] and Health & Safety Committee is outlined on next page of this training module.
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KEY STAKEHOLDERS' RESPONSIBILITIES

Board of Directors Executive, Board of Directors / Health & Safety Committee Health and Safety Training

Training consists of briefly reviewing and explaining the following topics:

- New Brunswick Occupational Health and Safety Act and Regulations
 - Hazard identification process (section 7.2 of the Health & Safety Program)
 - Hazard and incident reporting process (section 7.3 of the Health & Safety Program)
 - Health and safety matters (section 6.2 of the Health & Safety Program)
 - Workplace inspections (training module)
 - Incident investigations (training module)
 - Role and responsibilities under the Health and Safety Program (section 6.3 of the Health and Safety Program)
-

HAZARDS

Identification and Control

- A risk or a hazard is a practice, a behaviour, a condition or a combination of these elements that can cause an accident, an injury, an illness or property / material damages.
 - Refer to **section 7.2 of the Health and Safety Program**, which explains the process whereby existing hazards in the work environment (in the museum) can be controlled. This table outlines how hazards can be **identified using the following three (3) methods**:
 - By conducting an inspection of the work premises
 - When an accident occurs (through accident reporting process)
 - When an employee reports a hazard or an incident
 - A tool has been developed for each of the three methods used to identify a hazard to ensure that you take effective measures to eliminate the hazard in question.
 - The following pages contain more details on the three methods used to identify and control hazards.
-

Hazards

Identification and Control

Method 1: Workplace Inspections

- The inspection of the workplace is an effective means of identifying and eliminating hazards before they cause accidents.

Who should perform the inspection?

- Management is responsible to carry out monthly workplace inspections; however, if this function is vacant, a representative from the Board of Directors [Executive] or Health & Safety Committee is responsible to carry out the inspections up until new Management is hired.
- It is strongly suggested that an **inspection calendar** be drawn up and posted, which indicated the upcoming inspection dates.

How often should the inspection take place?

- Monthly
-

HAZARDS

Identification and Control Continued

Method 1: Workplace Inspections Continued

What is the inspection process?

- Management must visit the workplace and determine potential hazards (e.g. debris on the floor that people could slip on). An inspection list has been developed to simplify the task (**Appendix F**).

What are Management's other workplace inspection responsibilities?

- With the assistance of the Board of Directors [Executive] and / or Health & Safety Committee, to ensure that the inspections are carried out every month.
 - With the assistance of the Board of Directors [Executive] and / or Health & Safety Committee, to take the necessary measures to eliminate the dangers identified in the inspection.
 - Keep a copy of the inspection report in the Health & Safety Records tab of the Health and Safety binder.
-

HAZARDS

Identification and Control Continued

Method 1: Workplace Inspections Continued

How to conduct an inspection of your work environment?

- Draw attention to the presence of any **immediate danger** and take necessary measures to eliminate or control the dangers.
 - **Set aside unsafe equipment** (e.g. a broken ladder) in order for it not to be used by employees / volunteers until it is repaired.
 - Look up, down and around your work environment. **Be methodical and thorough.** Do not spoil the inspection with a “once-over-lightly” approach.
 - Clearly describe each hazard and its exact location on the inspection list as well as the action taken to eliminate the hazard.
 - Record what you have or have not examined in case the inspection is interrupted.
-

HAZARDS

Identification and Control

Method 2: Hazard and Incident Reporting Process

- Reporting hazards and incidents is another effective means of identifying and preventing accidents.
- The process in place for reporting a hazard and incident is outlined in **section 7.3 of the Health and Safety Program**. It is imperative that you attentively read this section.
- The Hazard and Incident Report included in **Appendix E** should be easily accessible and visible to your employees / volunteers in order for them to use it if need be.
- When an employee submits a Hazard and Incident Report, it is important that you complete section B of the form (where you will have to record the measures taken to eliminate the hazard). Once completed, the form must be filed in the Health & Safety Record tab of the Health and Safety binder, in case the employee's complaint is forwarded to the Board of Directors [Executive].

Note: Please refer to the following page for the procedure to report a work accident.

HAZARDS

Identification and Control

Method 3: Accident Report

- Another way to identify a hazard is when an accident occurs. This is a reactive rather than a preventative measure since it involves a reaction after the event has occurred.
 - Management is responsible for conducting an investigation following an accident. An investigation **methodology is provided in the training module.**
 - It is important to conduct an investigation following an accident to determine the cause and prevent similar accidents from recurring.
 - **Section 8 of the Health and Safety Program** explains the steps to follow in case of an accident.
 - **Section 9 of the Health and Safety Program** outlines the circumstances under which Management must conduct an investigation. It also outlines the responsibilities of Management concerning the investigation.
-

HAZARDS

Incident Investigation

- **Accident investigations** are conducted to find out the cause of the accidents and to prevent them from recurring.
 - **Accidents that resulted in an injury or property damage as well as incidents which did not involve injury to an employee / volunteer but had the potential for causing serious injury to an employee / volunteer** must be investigated.
 - **Section 9 of the Health and Safety Program** provides additional details concerning the investigation that you must conduct following a work accident.
 - An Incident Investigation Report (**Appendix L**) was created to help you carry out an investigation and document your observations.
 - As little time as possible should pass between the moment of an incident and the beginning of the investigation. In this way, one is most likely to be able to observe the conditions as they were at the time of the accident, prevent disturbance of evidence and identify witnesses.
-

HAZARDS

Investigation Following a Work Accident

Steps for investigating an accident

Steps	Comments
<u>Step 1</u> : Investigate the accident	This is done by completing the Incident Investigation Report (Appendix L)
<u>Step 2</u> : Identify the causes	The causes of any accident can be grouped into five categories: task, material, environment, personal and management. For each of these categories, questions have been developed on the Incident Investigation Report (Appendix L) in order to help you determine the possible causes. Simply write a checkmark next to the question where the cause of the incident you are investigating is identified.
<u>Step 3</u> : Report the findings	This is done by completing the Incident Investigation Report (Appendix L).
<u>Step 4</u> : Develop a plan for corrective action	The most important step is to provide recommendations designed to prevent recurrences of similar accidents. Recommendations should be realistic and as detailed as possible.
<u>Step 5</u> : Implement the action plan	This is done by following the plan elaborated at step 4 (above).

HAZARDS

Workplace Hazardous Materials Information System (WHMIS)

- Although most of the cleaning products used in the museum can be purchased in a convenience store or pharmacy and seem safe to use, as an employer, we have the obligation to ensure that employees:
 - Know where to find Material Safety Data sheets (MSDS) in the museum
 - Recognize and understand WHMIS symbols
 - Safely use cleaning products (controlled products)
 - In order to meet the above obligations, Management is required to train new employees and volunteers on WHMIS at the time of their orientation (refer to the Employee Safety Orientation Checklist in **Appendix D**).
 - The WHMIS poster (**Appendix H**) and the safe work procedure for using controlled products (**Appendix G**) must be posted near the cleaning products or on the Health & Safety bulletin board for quick reference in the event of an emergency.
-

HEALTH & SAFETY PROGRAM MAINTENANCE

Keeping Records

- **Section 10 of the Health and Safety Program** defines the responsibilities of Management with regards to keeping records of the health & safety forms which must be completed under the Health & Safety Program.

Program Effectiveness

- As indicated in **section 11 of the Health and Safety Program**, the evaluation of the program's effectiveness makes it possible to identify its strengths and weaknesses and make the necessary adjustments to the program in order to improve it.

TEMP

HEALTH & SAFETY PROGRAM MAINTENANCE

Program Effectiveness continued

- In order to help you evaluate the program's effectiveness in the Museum, two tools have been developed:
 - The Monthly Safety Summary Form (**Appendix M**). This form makes it possible to keep a history of all the difference accidents and incidents that occurred in the Museum.
 - The Annual Safety Program Assessment Worksheet (**Appendix N**).
 - The Annual Safety Program Assessment Worksheet (**Appendix N**) must be completed in January of each year for the previous year in question. This information will enable the Board of Directors [Executive] and / or Health & Safety Committee to make appropriate changes to the program further to your recommendations.
 - Once completed, the Annual Safety Program Assessment Worksheet must be sent to the Board of Directors [Executive] by January 31st of each year.
-

QUESTIONS & ANSWERS

- The Question and Answer Document provides answers to frequently asked questions.
- In order to update the Question and Answer Document (Q&A), indicate your questions regarding the Health & Safety Program or the Training Module **on the “Management Questions for the Question and Answer Document” (Appendix Q)** and forward it to the Board of Directors Executive.
- The Q&A Document should be updated on an as needed basis.

TEMPLATE

CONCLUSION

During the training we have learned that:

- As an employer, we must comply with a few **legal obligations**, for example, to train employees on safe work procedures, to report hazards and accidents, etc.
- There are several **means for controlling the hazards**, for example: by conducting monthly workplace inspections, by conducting an investigation following a workplace accident, etc.
- **The program's effectiveness** must be reviewed on an annual basis in order to attain the ultimate objective, which is to prevent accidents from occurring and reduce the number of accidents in the workplace.

You are now ready to **complete the Learning Assessment Questionnaire (Appendix R)**. Please forward the completed questionnaire to the Board of Directors [Executive].

Section 3

Appendixes

TEMPLATE

Health & Safety Program

APPENDIXES

TEMPLATE

APPENDIXES

- A... Health and Safety Statement
 - B... First Aid Kit Item Checklist
 - C... First Aid Log Sheet
 - D... Employee Safety Orientation Checklist
 - E... Hazard and Incident Report
 - F... Monthly Inspection List
 - G... Safe Work Procedures
 - Safe Lifting or Handling
 - Handling in Teams of Two
 - Handling, Using and Storing Controlled Products
 - Cleaning the Floor
 - Preventing Slips, Trips and Falls
 - Using a Stepladder
 - Avoiding Cuts
 - H... Poster “Workplace Hazardous Materials Information System”
 - I... Work Reassignment Form
 - J... Occupational Accident and Incident Report
 - K... Poster “In Case of Injury at Work”
 - L... Incident Investigation Report
 - M... Monthly Safety Summary Form
 - N... Annual Safety Program Assessment Worksheet
 - O... WHMIS Quiz
 - P... Answers to the WHMIS Quiz
 - Q... Management Questions for the Questions and Answer Document
 - R... Learning Assessment Questionnaire
 - S... Health and Safety General Information Sheet
-

APPENDIX A: Health and Safety Statement

POST PERMANENTLY Health and Safety Statement

Scope:

This policy applies to all Fredericton Region Museum employees and volunteers.

The York Sunbury Historical Society Limited is proud to offer a safe work environment that is aligned with our culture of respect, connection and leadership and that is reflected in our people practices, namely in sound health and safety measures that focus on the best interests of our employees, volunteers, patrons and partners. Consequently, we are committed to making every possible effort to prevent workplace accidents and provide a healthy and safe environment for employees, volunteers and patrons.

In order to meet this objective as well as to respect the New Brunswick health and safety legislation, the commitment and support of employees at all levels of the organization are of primary importance. It is therefore important that every one of us understands their role and responsibilities with regards to health and safety. The main ones are:

Employees and Volunteers:

Employees play a key role in the prevention of accidents. As an employee, our first obligation is to protect our health and security and that of others at all times, especially in:

- ☛ Understanding and following the Society's safety policies and procedures (example of procedures to follow: lifting or handling artefacts, using ladders, handling and using cleaning products, etc.)
- ☛ Immediately reporting to their supervisor, all work accidents, result with or without loss of time (including minor injuries that may seem unimportant)
- ☛ Immediately reporting to their supervisor, any dangerous situation that could result in a work accident (e.g., defective ladder, obstructed pathways, materials not stored in a secure manner, etc.)
- ☛ Suggesting ways to eliminate hazards
- ☛ Keeping a safe work environment (e.g., picking up debris on the floor, mopping a wet floor, etc.)

Management (e.g. Executive Director, Committee Chairs, Summer Student Supervisor):

- ☛ Ensure that the health and safety program is implemented and applied in all stores
- ☛ Ensure that upon hiring, all employees are trained on health and safety policies and safe work procedures and ensure that they are applied at all times when carrying out their job duties
- ☛ Take the necessary measures to correct unsafe situations which are brought to their attention in order to prevent accidents from occurring
- ☛ Ensure that all work accidents are reported within 24 hours of the incident to the Board of Directors

Board of Directors:

- ☛ Identify, control and eliminate all potential hazards in the workplace (i.e. galleries, storage room and staff offices / rooms)
- ☛ Develop tools and training material necessary to ensure that employees and volunteers use the utmost safety while carrying out their duties

In conclusion, the York Sunbury Historical Society Limited recognizes that the success of health and safety in the workplace relies on the cooperation of everyone as well as open communication between the Board of Directors, management team and all their employees and volunteers.

Maxine Campbell
President

Robert MacNeil
1st Vice President

Gary Campbell
2nd Vice President

William Acheson
Treasurer

Fred White
Past-President

APPENDIX D: Employee Safety Orientation Checklist

Employee Safety Orientation Checklist Fredericton Region Museum

Purpose:

- ☛ To ensure that all newly hired employees receive the appropriate information to perform their job in a safe fashion.

Instructions:

- ☛ The Executive Director must complete this form before the newly hired employee (or volunteer) begins performing his / or her duties. The completed form must be filed in the employee's file.

Name of Employee: _____ Start Date: _____			
Name of Supervisor: _____			
Health & Safety Topic	Tool to refer to	Date Reviewed	Employee's Initial
Fredericton Region Museum Health & Safety Statement	☛ Posted Health & Safety Statement		
Employees' rights and obligations with regards to health and safety			
Names of Health and Safety Representative or Committee members	☛ Posted Health & Safety General Information Sheet		
Safe Work Procedures	☛ Appendix G (Health & Safety binder)		
Reporting Accidents	☛ Section 8 of the Health & Safety Program		
List of Hazards & Control Measures	☛ Hazard Assessment tab of the Health & Safety binder ☛ Section 7.1 of the Health & Safety Program ☛ Code of Practice tab of the Health & safety binder ☛ Workplace Violence ☛ Bank Deposits / Counting of Money		
Hazard / Incident Reporting Process	☛ Section 7.3 of the Health & Safety Program		
Emergency Numbers	☛ Posted Health & Safety General Information Sheet		
Emergency Procedures	☛ Fredericton Region Museum Emergency Plan		
First Aid ☛ Names of First Aiders ☛ First Aid Kit	☛ Posted Health & Safety General Information Sheet ☛ Show location of first aid kit(s)		
Workplace Hazardous Materials Information Systems (WHMIS)*	☛ Section 7.6 of the Health & Safety Program ☛ MSDS tab of the Health & Safety binder ☛ WHMIS Poster ☛ Posted safe work procedure for handling, using & storing controlled products ☛ WHMIS Quiz		

* New employees must receive WHMIS training within the first month of employment or immediately preceding the use of the cleaning products for the first time.

APPENDIX G: Safe Work Procedures (Safe Lifting or Handling)

Safe Work Procedures Fredericton Region Museum

Safe Lifting or Handling

- ☛ Where possible, avoid lifting and carrying heavy or awkward objects. Instead, drop the box on the floor and drag provided it is not going to cause damage to the object.
- ☛ Get help from others
- ☛ Lift smaller loads by planning and adjusting weight distribution ahead of time
- ☛ Ensure that there are no obstructions in your path before lifting the box / object
- ☛ Ensure that you can see around the sides of a load when lifting it
- ☛ Ensure that there is adequate room to place the box / object

Procedure

- ☛ Move as close to the load as possible and position your feet about shoulder width apart
- ☛ Test the object's weight by lifting one end
- ☛ Tighten your muscles to prepare for the lift
- ☛ Grab the object firmly, keeping the load balanced
- ☛ Bend your knees, keeping your back as straight as possible and use your legs to lift the object – **Lift with the legs and not the back**
- ☛ Lift smoothly and slowly
- ☛ Try to keep the load between your knees and shoulders
- ☛ Move your feet to turn – do not twist your body



APPENDIX G: Safe Work Procedures (Handling in Teams of Two)

Safe Work Procedures Fredericton Region Museum

Handling in Teams of Two

When manipulating a box with two people, the following procedures ~~must be followed~~:

1. Call over a *colleague* to help you lift the load.
2. *Determine* who will give the handling *directives*.
3. Make sure you have *enough room* to lift safely.
4. Position yourself *close to the load* you plan to lift. Face the direction in which you must move.
5. ~~Position your feet slightly apart (approximately 1 foot) to provide a firm base of support.~~
6. *Grip the box tightly*, using the handle located on your respective side of the box.
7. Keep your chine in, bend your knees and keep your *back straight*.
8. If lifting a box from the floor, straighten your knees and use thigh muscles to lift the load. When lifting, *it is important to follow the same techniques and your movements must be synchronized* by using a *countdown "3-2-1-lift"*.
9. Follow directives (using a *countdown "3-2-1-drop"*) to place or drop the box at the desired place.



APPENDIX G: Safe Work Procedures (Handling, Using & Storing Controlled Products)

Safe Work Procedures Fredericton Region Museum

Handling, Using & Storing Controlled Products

The Canadian Centre for Occupational Health and Safety states that a controlled product is the name given to products, materials and substances that are regulated by WHMIS legislation. All controlled products fall into one or more of six WHMIS classes, defined according to the dangers that each of these materials may represent. If a product corresponds to one or more of these classes, it then becomes what is known as a "controlled" product. Controlled products are hazardous materials such as cleaning products and the substance contained in the fire extinguishers.

Although most of the chemical products used in the museum can be purchased in public stores and seem safe to use, employees / volunteers must follow the procedure below when handling, using and storing controlled products to prevent potential injuries:

1. Before handling controlled products, locate the WHMIS label and symbols on the product / fire extinguisher as they indicate the type of hazards you may be exposed to. If you are not familiar with the symbols shown on the product, refer to the WHMIS Poster, which are stored in the Health & Safety binder.
2. Read carefully the Workplace Hazardous Materials Information System (WHMIS) label located on the product or fire extinguisher (if any) and follow the usage & handling directives.
3. Only use or handle controlled products with the required personal protective device (e.g. gloves or glasses), if applicable.
4. In the event of a spillage, read carefully the directives to follow located on the Material Safety Data Sheet (MSDS).
5. Before storing controlled products, read carefully the storage directives located on the product.

In case first aid treatments are required:

1. Call a First Aider and inform your supervisor.
2. The person administering the first aid treatments must follow the first aid treatment directives found on the MSDS that are kept in the Health & Safety binder.
3. Should the situation worsen, depending on the situation, have the employee / volunteer transported to the nearest clinic / hospital and / or call the emergency number found on the product MSDS.



APPENDIX G: Safe Work Procedures (Cleaning the Floor)

Safe Work Procedures Fredericton Region Museum

Cleaning the Floor

- ☛ Place a Wet Floor warning sign when washing floors
- ☛ Use the recommended cleaning products at the suggested strength
- ☛ Removed excess water
- ☛ Removed the Wet Floor sign as soon as the area is dry



APPENDIX G: Safe Work Procedures (Using a Stepladder)

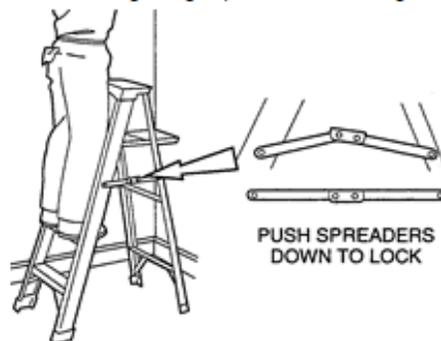
Safe Work Procedures Fredericton Region Museum

Using a Stepladder

When possible, choose to work at the ground level in order to avoid working in height. If you do use a ladder, here are some tips to help protect you and your co-workers.

Working with a Stepladder

- ☛ **Always inspect a ladder before use.** If a ladder has a loose, broken or missing rung, a split side rail, or other hazardous defects, report to Management. *Do not use it.*
- ☛ **Position the stepladder properly:**
 - Fully open the stepladder's spreaders
 - Place the stepladder on a level and firm surface
 - Do not place the stepladder on or against flexible or movable objects
 - Make sure the areas around the base and the top of the ladder are clear of obstructions
 - Work within arms' reach and avoid bending to reach the working area
- ☛ **Use a stepladder that is long enough:**
 - Choose a stepladder which will prevent you from climbing on the top two steps of the stepladder; this could compromise the stepladder's stability
- ☛ **Climb and use the stepladder carefully:**
 - Always maintain 3-point contact while climbing and going down (e.g. one hand and two feet)
 - Face the stepladder treads while going up or down in order to maintain the 3-point contact
 - When you are on the ladder, keep your centre of gravity between the side rails, especially if you are holding materials.
 - Never carry objects while using a stepladder that would prevent you from maintaining the 3-point contact (e.g. a bulky box that needs to be carried with two hands). Should this situation occur, ask a colleague to give you the box from the ground and vice versa).



APPENDIX G: Safe Work Procedures (Avoiding Cuts)

Safe Work Procedures Fredericton Region Museum

Avoiding Cuts

When you use a knife:

- ✦ Use the right knife for the job and make sure it is sharp
- ✦ Always cut away from yourself and always store knives separately
- ✦ Use a flat surface or cutting board
- ✦ Never use a knife for anything other than cutting
- ✦ Hold the knife in your stronger hand
- ✦ To clean the knife, direct the edge away from you and wipe with the cloth on the dull edge of the blade
- ✦ Wear leather or metal mesh gloves if your employer requires them

SAFETY FIRST

**WORK CAREFULLY
WITH KNIVES**

APPENDIX H: Poster “Workplace Hazardous Materials Information System”
SAMPLE

WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM

Classes of WHMIS Controlled Products

CLASS A – Compressed Gas



CLASS B – Flammable and Combustible Material

Division 1: Flammable Gases *Division 4:* Flammable Solids
Division 2: Flammable Liquids *Division 5:* Flammable Aerosols
Division 3: Combustible Liquids *Division 6:* Reactive Flammable Materials



CLASS C – Oxidizing Material



CLASS D – Poisonous and Infectious Material

Division 1: Materials Causing Immediate and Serious Toxic Effects
Subdivision A: Very Toxic Material
Subdivision B: Toxic Material



Division 2: Materials Causing Other Toxic Effects
Subdivision A: Very Toxic Material
Subdivision B: Toxic Material



Division 3: Biohazardous Infectious Material



CLASS E – Corrosive Material



CLASS F – Dangerously Reactive Material



For more information, please
visit the National WHMIS Web site:
www.hc-sc.gc.ca/whmis

APPENDIX I: Work Reassignment Form



PO Box 1312 Station A
Fredericton, NB E3B 5C8

Work Reassignment Form

(Temporary work following a work related accident or illness)

To be completed by attending physician

Employee					
Last Name	First Name	Accident Date	Year	Month	Day
Address		City			
Telephone Number		Position held at time of injury			
Work Reassignment					
Is the employee able to perform his or her regular tasks?			Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Does the employee have any functional limitations?			Yes <input type="checkbox"/>	No <input type="checkbox"/>	
If yes, what are they?					
Can the employee perform the following tasks:					
	Yes	No	Length of Time	Limitations	Additional Comments
Walking					
Kneeling					
Bending					
Carrying					
Lifting					
Work standing up					
Work sitting down					
Work with the public					

Here are a few tasks recommended for work reassignment:	
Please identify the tasks the employee is allowed to perform:	
<input type="checkbox"/>	Clerical work – standing (i.e. filing documents)
<input type="checkbox"/>	Clerical work – sitting (i.e. sorting documents, data entry, telephone calls / follow-up)
<input type="checkbox"/>	Stocking shelves in retail space <input type="checkbox"/> sitting <input type="checkbox"/> standing
<input type="checkbox"/>	Dusting – standing, some bending, using an extension to reach
<input type="checkbox"/>	Customer service (i.e. admissions desk) – sitting
<input type="checkbox"/>	Tour Guide – standing, moving, climbing stairs
<input type="checkbox"/>	Performing tasks on the computer - sitting
Please provide the date the employee will be able to resume his or her regular tasks, without restriction?	
Name of attending physician:	
Physician's Signature:	Date:

APPENDIX J: Occupational Accident and Incident Report

Occupational Accident and Incident Report Fredericton Region Museum

Section A - Instructions

- The immediate supervisor must complete this report each time an employee has sustained an occupational accident or illness.
- This report must be completed by the employer's supervisor and must be signed by both the injured employee and his/her immediate supervisor.
- The fully completed form must be submitted to the Board of Directors within 24 hours from the time of the accident.

Section B - Personal Information (accident victim)

Last Name: _____ First Name: _____ Date of Birth: _____ Sex: _____ Height: _____ Weight: _____
 Address: _____ City: _____ Province: _____
 Full-Time Part-Time Contract

Section C - Description of the accident (worker's version of the event)

General description of the accident (location, time, date, etc.): _____
 What activities were you performing at the time of the accident? _____
 Describe the circumstances that caused the accident or occupational disease.

Date	Year	Month	Day
Accident			
Reported to Supervisor			
Reported to Work			
Work Resumed			

Accident Site: _____
 Did the worker seek physician treatment? Yes No Consultation date (if applicable): _____
 Physician name, address and telephone: _____
 To whom did you report the accident? (include date and time): _____
 Name of witnesses: _____

Section D - Injury

Please use the diagram overleaf to indicate the location(s) of the injury.

Has the employee suffered an injury or experienced pain on this part of the body prior to the accident? Yes No

Was the employee careless? Yes No

Was the work performed by the employee at the time of the accident part of his/her regular work? Yes No

Was first aid administered? Yes No

Section E - Work Schedule Information

Number of hours worked the day of the accident: _____
 Number of hours scheduled on the last day of work: _____
 Number of hours paid for on the last day of work: _____
 Average number of hours worked every week: _____ Per Day: _____

Indicate the number of hours normally scheduled to work by this employee:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
_____	_____	_____	_____	_____	_____	_____

Section F - Employee Claim and Consent Form

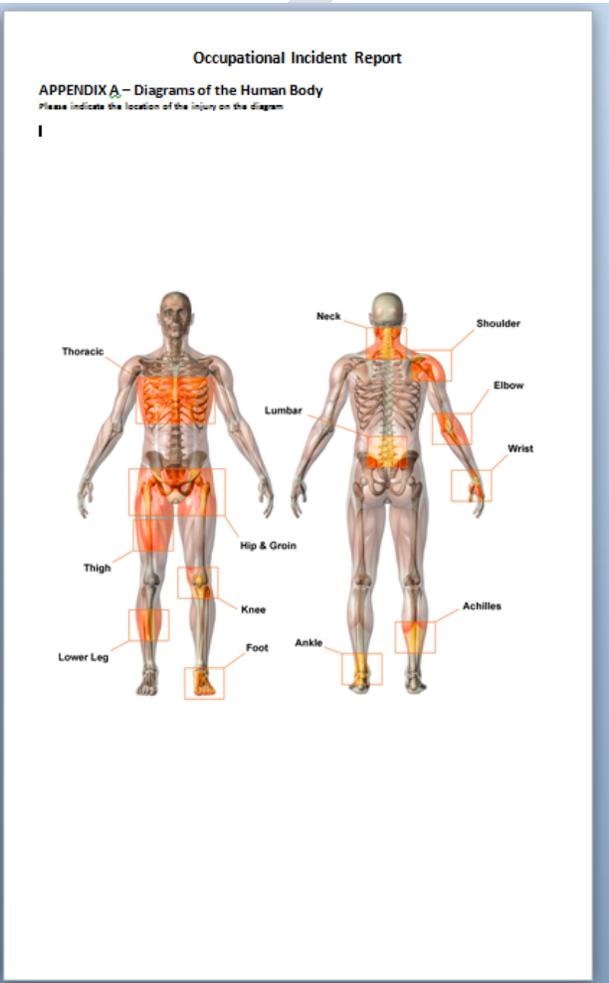
Worker Signature: _____
 I am hereby claiming benefits under the Workplace Safety and Insurance Act, 1997, following an injury received at work or an occupational disease. I also authorize any healthcare professional who is treating me to send to my employer and to the Workplace Safety and Insurance Board all information about my abilities indicated on the Board's Functional Abilities for Sundry Return to Work form, at the following address:
 York Sumbury Historical Society
 PO Box 1312, Station A
 Fredericton, NB E3B 5G3

Name (in full) of Board Officer: _____ Signature: _____

Section G - Declaration and Release

I declare that I have read this form and that all the information it contains is true and accurate to the best of my knowledge.

Signature of Worker: _____ Date: _____
 Signature of Supervisor: _____ Date: _____



APPENDIX K: Poster “In Case of Injury at Work”



AS AN EMPLOYER,

we have the responsibility to:

Keep a Safe and Well-Maintained Work Environment

The organization commits to taking all reasonable precautions to protect our employees from illness and to provide a healthy and safe work environment.

AS A WORKER,

you have the responsibility to:

Work Safely and Report Unsafe Working Conditions.

Do not take risks. You might injure yourself or another worker. If you see something that looks unsafe, tell your immediate supervisor immediately. Do not wait until someone gets hurt.

IN CASE OF INJURY at WORK

STEP 1:

Following an accident, if required, have someone provide first aid. If needed, send the employee to the hospital / clinic and provide the injured employee with a Work Reassignment Form.

STEP 2:

Following an accident, with or without time lost: Management is responsible to ~~immediately complete~~ the Occupational Accident and Incident Report. This form ~~must be distributed~~ within 24 hours following the accident to the Board of Directors. On the day of the accident, the injured employee will be paid normal wages for the entire shift.

STEP 3:

Following the medical visit, the injured employee is responsible to provide Management with information on his / her medical status and to provide all medical documents, including the Work Reassignment Form.

STEP 4:

It is of primary importance that ~~any documents or information received about the injured employee during his / her leave be immediately communicated to the Board of Directors by Management.~~

STEP 5:

Management is responsible to notify the Board of Directors of all information concerning the reintegration of an injured employee to work (modified duties, reduced work schedule, etc.)

MUSÉE de la région de
FREDERICTON
Region MUSEUM



York Sunbury Historical Society – PO Box 1312 Station A, Fredericton NB, E3B 5C8

APPENDIX L: Incident Investigation Report

Incident Investigation Report Fredericton Region Museum

Section A - Instructions					
<ul style="list-style-type: none"> Management must complete this report following each incident with lost time, medical care or property damage that occurs in the workplace. Management must give a copy of this report to the Board of Directors. Management must keep a copy of this report in the employee's file. 					
Section B - Personal Information (accident victim)					
Last Name	First Name	Position			
Section C - Details of Incident					
Description of Incident (where, when, sequence of event)		Date of incident:			
		Time of day:			
		Type of incident	Yes	No	
		Time lost			
		First aid			
Medical care					
Property / equipment damage					
Incident reported to management					
Section D - Incident Cause(s)					
Task	Yes	No	Equipment / Material	Yes	No
Was a safe work procedure used/ Had conditions changed to make the normal procedure unsafe?			Was there an equipment failure?		
Were the appropriate materials available and used?			Were hazardous substances involved? (Acid, Gas, Liquid, etc.)		
Were safety devices working properly?			Were appropriate equipment used? Best kept used? (Use XXX, used?)		
Environment	Yes	No	Management	Yes	No
Was housekeeping a problem?			Were safety rules communicated to and understood by all employees?		
Was it too hot or too cold?			Were written procedures available? (Acid, Gas, Liquid, etc.)		
Was noise a problem?			Was there adequate supervision?		
Was there adequate light?			Were workers trained to do the work?		
Were toxic or hazardous gases, dusts or fumes present?			Did hazards have appropriate identification? Employees have knowledge to overcome them?		
Personnel	Yes	No	Were unsafe conditions corrected? Was corrective maintenance of equipment carried out?		
Were workers experienced in the work being done?			Were regular safety inspections carried out?		
Did they have adequate training?			Other cause(s):		
Were they tired or under stress (work or personal)?					
Witness statement attached					
Section E - Recommendations					
Corrective / Preventative Measure(s)		Responsible		Date of implementation	
Section F - Declaration and Release					
I declare that I have read this form and that all the information it contains is true and accurate to the best of my knowledge.					
Signature of Person in Charge of Investigation			Date		
Signature of Other Participant			Date		

APPENDIX N: Annual Safety Program Assessment Worksheet

Annual Safety Program Assessment Worksheet Fredericton Region Museum

Purpose:

- ☛ To evaluate the effectiveness of the Health and Safety Program and related initiatives.
- ☛ To make appropriate changes to the Health and Safety Program, further to recommendations received from the field.

Instructions:

- ☛ Management must complete this form in January of each year for the previous year in question. Once completed, Management must send a copy of this form to the Health and Safety Department by January 31st of each year.



Name of person(s) performing the assessment: _____			
Date of assessment: _____			
Assessment		Yes	No
1	Does the York Sunbury Historical Society have a written policy?		
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
Follow-up			
If you have answered "no" to any questions listed above, complete the following section to determine the necessary action.			
Recommendations / Corrective Measures	Responsible	Date of Implementation	

Appendix O: WHMIS Quiz

WHMIS Quiz Fredericton Region Museum

Instructions:

- This quiz must be completed by museum employees /volunteers at the end of the Health & Safety Orientation session and subsequently on an annual basis
- While completing this quiz, employees /volunteers may consult all Health & Safety material available at the museum
- Once completed, the Executive Director must review the correct answers (found in the Appendix section of the Health and Safety Program) with the employee / volunteer and file the completed quiz in the employee / volunteer file

Name: _____ Date: _____

A. WHMIS stands for?

- Work Hearing Management Information Study
- Workplace Heating and Maintenance Industrial System
- Workplace hazardous Materials Information System
- Workplace Health and Maintenance Improvement System
- Work Hazards Maximization Improvement Strategy

B. The WHMIS hazard symbol for flammable material is:



C. How many WHMIS classes (excluding divisions and subdivisions) are there?

- 5 6 7 8 9 10

D. Where can you find information on hazardous material in the museum

- MSDS (Material Safety Data Sheet)
- WHMIS label on cleaning product / container
- WHMIS Poster
- All of the above

E. The WHMIS hazard symbol for a poisonous material, which can cause immediate and serious toxic effect is?



1

F. The purpose of a WHMIS label on a product / container is to:

- Identify the hazardous material in the container
- Warn you about its hazards
- Remind you that the MSDS (Material Safety Data Sheet) is available
- All of the above

G. If you transfer glass cleaner from a supplier container into a spray bottle, what would you do next?

- Write your name on the spray bottle
- Use the spray bottle immediately
- Attach a copy of the material safety data sheet (MSDS) to the spray bottle
- Label the bottle

H. Where are the MSDS located in the museum?

I. Which of the following statements about Material Safety Data Sheets are correct?

- They must be located near work areas using hazardous substances
- They must be accessible to all workers in areas using hazardous substances
- All of the above

J. Which of the following information can be found on a MSDS (Material Safety Data Sheet)?

- First aid treatment
- Toxicology properties / health hazards data
- Preventive measures
- Handling and disposal procedures
- Hazardous ingredients
- Fire and explosion data
- All these answers are correct

K. You are planning to use a product that you have not used before. Before you use the product, what should you do?

- Read the product label
- Read the MSDS
- Wear the appropriate personal protective equipment, if required
- All of the above

2

APPENDIX P: Answers to the WHMIS Quiz

WHMIS Quiz – Answer Sheet
Fredericton Region Museum

Instructions:

- This quiz must be completed by museum employees / volunteers at the end of the Health & Safety Orientation session and subsequently on an annual basis
- While completing this quiz, employees / volunteers may consult all Health & Safety material available at the museum
- Once completed, the Executive Director must review the correct answers (found in the Appendix section of the Health and Safety Program) with the employee / volunteer and file the completed quiz in the employee / volunteer file

Name: _____ Date: _____

A. WHMIS stands for?

- Work Hearing Management Information Study
- Workplace Heating and Maintenance Industrial System
- Workplace Hazardous Materials Information System**
- Workplace Health and Maintenance Improvement System
- Work Hazards Maximization Improvement Strategy

B. The WHMIS hazard symbol for flammable material is:

C. How many WHMIS classes (excluding divisions and subdivisions) are there?

5 6 7 8 9 10

D. Where can you find information on hazardous material in the museum?

- MSDS (Material Safety Data Sheet)**
- WHMIS label on cleaning product / container**
- WHMIS Poster
- All of the above

E. The WHMIS hazard symbol for a poisonous material, which can cause immediate and serious toxic effect is?

1

F. The purpose of a WHMIS label on a product / container is to:

- Identify the hazardous material in the container
- Warn you about its hazards
- Remind you that the MSDS (Material Safety Data Sheet) is available
- All of the above**

G. If you transfer glass cleaner from a supplier container into a spray bottle, what would you do next?

- Write your name on the spray bottle
- Use the spray bottle immediately
- Attach a copy of the material safety data sheet (MSDS) to the spray bottle
- Label the bottle**

H. Where are the MSDS located in the museum?

in the office vestibule

I. Which of the following statements about Material Safety Data Sheets are correct?

- They must be located near work areas using hazardous substances
- They must be accessible to all workers in areas using hazardous substances
- All of the above**

J. Which of the following information can be found on a MSDS (Material Safety Data Sheet)?

- First aid treatment
- Toxicology properties / health hazards data
- Preventive measures
- Handling and disposal procedures
- Hazardous ingredients
- Fire and explosion data
- All these answers are correct**

K. You are planning to use a product that you have not used before. Before you use the product, what should you do?

- Read the product label
- Read the MSDS
- Wear the appropriate personal protective equipment, if required
- All of the above**

2

APPENDIX Q: Management's Questions for the Question and Answer Document

Management's Questions for the Question & Answer Document Fredericton Region Museum

Purpose:

- ☛ To give Management the opportunity to ask questions related to the Health & Safety Program and related training module

Instructions:

- ☛ This form must be completed by Museum Management if s/he has questions following the reading of the Health & Safety Program and training module
- ☛ Once completed, the form must be sent to the Board of Directors Executive.

1. _____

2. _____

3. _____

4. _____

Name: _____

Date: _____

APPENDIX R: Learning Assessment Questionnaire

Learning Assessment Questionnaire Fredericton Region Museum

Purpose:

To ensure that Management has the necessary skills and knowledge to successfully implement the York Suburbs Historical Society Ltd. Health and Safety Program.

Instructions:

This form must be completed by Management following the reading of the Health and Safety Program and related training module.

Once completed, a copy of the form must be sent to the Board of Directors and the original filed in the employee's file.

A. State three (3) legal obligations according to provincial health and safety legislation.

1. _____
2. _____
3. _____

B. Under what circumstances must an incident investigation be conducted?

C. What should an employee do if s/he sees a safety hazard at work?

D. An accident just occurred in the museum; briefly explain what should Management do?

1

E. Health and safety is a shared responsibility. Which of the following are among the employee's responsibilities?

- Work safety
- Elaborate safe work procedures
- Report unsafe conditions
- Report an accident
- All the above

F. State five (5) health and safety responsibilities for which Management is accountable:

1. _____
2. _____
3. _____

G. Who is responsible for conducting workplace inspections?

- Management
- Board of Directors
- Employees / Volunteers

H. State three (3) topics to be covered with all new employees / volunteers:

1. _____
2. _____
3. _____

I. A hazard was reported to Management who took action right away to control the hazard. Unfortunately, the employee feels that the action taken by Management was not sufficient to control eliminate the hazard. The employee should then report it to:

- Board of Directors
- Other Employees / Volunteers
- Santa Claus

Name: _____

Date: _____

2

APPENDIX S: Health and Safety General Information Sheet

Health and Safety General Information Sheet Fredericton Region Museum

Emergency Numbers

	Non-Emergency	Emergency
Fire	460-2510	911
Police	460-2300	911
Capital Security (alarm system / cameras)	458-5668	
Capital Safe and Lock	458-5668	
Ambulance	452-5058	911
Poison Control		911
Hospital	452-5400	911
Power Outages (NB Power)	1-800-442-4424	
Riverwatch, (recorded message)	1-888-561-4048	
NB Emergency Measures Organization	453-2133	1-800-561-4034
Distress (air and marine emergencies)		1-800-565-1582
Environment (oil, pesticide & chemical spills)		1-800-565-1633
Canadian Conservation Institute (CCI)		(613) 998-3721
RCMP (District2)	357-4300	

Position	Name	Phone (work)	Cell Phone	Phone (home)
Staff:				
Executive Director	Ruth Murgatroyd	455-6041	461-5711	455-9223
Board:				
President	Maxine Campbell			
Past President	Fred White		476-1877	457-0990
Other:				
Volunteer	Richard Phillips			455-5374
Bookkeeper	Deborah Williams	453-3747		363-2794
Department of Transportation and Infrastructure Fredericton Office	Brent Bell, Supervisor	444-4552		

Section 4

A Place to Store Completed Forms Such As:

Monthly Safety Summary Form

Monthly Safety Inspection Form

Safety Checklist

Incident Investigation Report

Occupational Accident and Incident Report

First Aid Kit Item Checklist

TEMPLATE

Section 5

Hazard Assessment Report – Summary Table

TEMPLATE

Hazard Assessment Report – Summary Table

[Museum Name]

TASKS	HAZARDS	CONTROL MEASURES	LOCATION OF THE CONTROL MEASURE
Climbing a stepladder	Fall	Safe Work Procedure: Using a Stepladder	Health and Safety Program
Moving around the museum	Slip and fall	Safe Work Procedures: <ul style="list-style-type: none"> - Cleaning the Floor - Preventing Slips, Trips and Falls 	Health and Safety Program
<ul style="list-style-type: none"> - Travelling to and from work - Opening and closing the museum - Dealing with irate customers - Shoplifting 	Violence	<ul style="list-style-type: none"> - Workplace Violence Policy - Shoptheft, Robberies and Hold-Ups Policy 	Policies and Procedures Manual
Lifting and Carrying Objects	Back and overuse injuries	Safe Work Procedures: <ul style="list-style-type: none"> - Safe Lifting or Handling - Handling in Teams of Two 	Health and Safety Program
Cleaning Floors and / or Washrooms	<ul style="list-style-type: none"> - Working with unknown chemicals - Side effects of chemical products 	<ul style="list-style-type: none"> - WHMIS Training - MSDS for each cleaning product used in the museum - Personal protective equipment (eye glasses and gloves if required on a MSDS) 	Health and Safety Program
Moving Objects and Setting Up Displays	<ul style="list-style-type: none"> - Objects falling down - Damaged shelves or display stands 	<ul style="list-style-type: none"> - Monthly Inspection Checklist - Hazard and Incident Reporting Process 	Health and Safety Program
Working Alone	Not having anyone to help in case of an emergency	List of Emergency Numbers	<ul style="list-style-type: none"> - Health and Safety General Information Sheet - Code of Practice for Working Alone (Health and Safety Program) - Emergency Plan
Counting Money and Bank Deposits	Violence	Bank Deposit and Counting of Money Policy	Policies and Procedures Manual

Section 6

Codes of Practice

TEMPLATE

Code of Practice – Working Alone

[Museum Name]

Purpose:

- To ensure, as far as is reasonably practicable, the health and safety of employees who are required to work alone
- To ensure compliance with the New Brunswick Code of Practice for Working Alone Regulation

Scope:

- This Code of Practice applies to all employees and volunteers who are required to work alone

Definition:

- An employee / volunteer is considered to be working alone when s/he does not have assistance that is readily available in case of emergency, injury or illness. If an employee cannot be seen or heard by persons capable of providing assistance in a timely manner, the s/he should be considered as working alone. Please take note that customers are not considered to meet the definition of assistance that is “readily available”, therefore, an employee / volunteer working alone with customers is deemed working alone.

Instructions to Management:

- To complete this Code of Practice. Once completed, it must be filed in the Code of Practice tab of the Health and Safety binder.
- To review this Code of Practice and related policies with any employee / volunteer required to work alone
- To ensure that this Code of Practice is adhered to at the museum

1. Work Location	
[Museum Name] [Address] [Telephone Number] Nature of Business: Museum	
2. Hazards Related to Working Alone and Related Control Measures	
HAZARDS	CONTROL MEASURES
<ul style="list-style-type: none"> - Violence in the workplace - Travelling to and from work - Opening and closing the museum - Dealing with irate customers - Shoplifting 	Procedures to be followed in order to minimize the risks identified in the left column of this table: <ul style="list-style-type: none"> - Workplace Violence Policy - Shoptheft, Robberies and Hold-Ups Policy - Emergency Plan
3. Means by Which an Employee Working Alone Can Secure Emergency Assistance	
<ul style="list-style-type: none"> - If medical assistance is required: Call 9-1-1, provide your name, museum name, museum address, telephone number and give as much information as possible about the situation. - Threat / Violence: Contact the local police by dialing 9-1-1 and take whatever emergency steps are available and appropriate to protect yourself from immediate harm, such as going to a safe location / leaving the area. - For further details regarding the above procedures and for any other emergency situation or crisis, please refer to the Emergency Plan. 	

Section 7

Storage For Material Safety Data Sheets

TEMPLATE

Section 8

Codes of Practice

TEMPLATE

HEALTH AND SAFETY PROGRAM

WHMIS
TRAINING

Province of New Brunswick

September 2014

OUTLINE

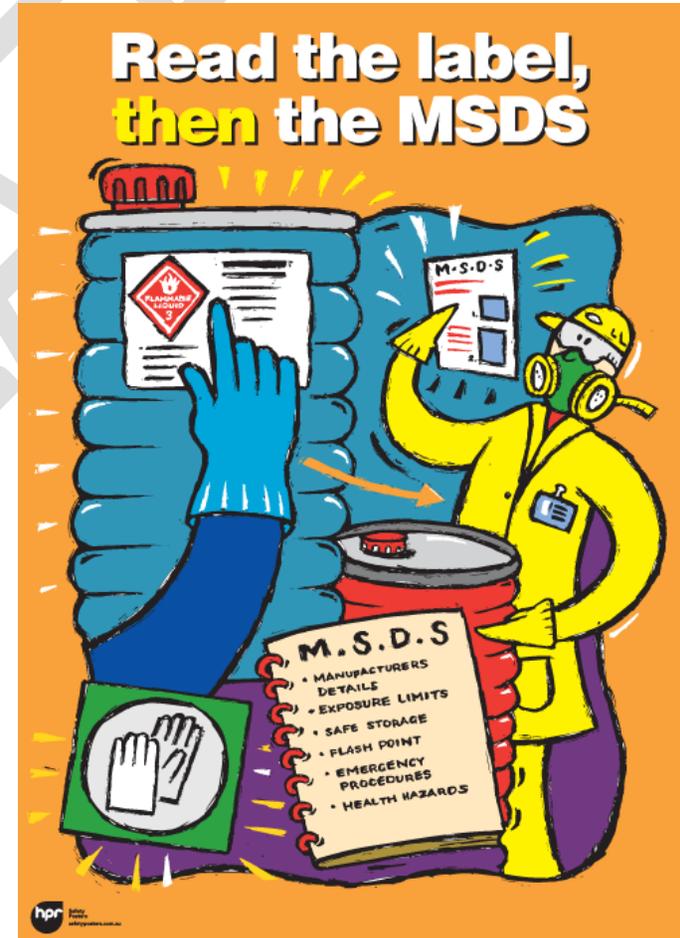
- What is WHMIS
- 3 Components of WHMIS
- [Museum] WHMIS Policy
- WHMIS Classes and Symbols
 - o Class A -Compressed Gas
 - o Class B -Combustible/Flammable
 - o Class C -Oxidizing Material
 - o Class D1 -Immediate and Serious Toxic Effects
 - o Class D2 -Material Causing Other Toxic Effects
 - o Class D3 -Bio-hazardous Infectious Material
 - o Class E -Corrosive Material
 - o Class F -Dangerously Reactive
- Routes of Exposure
 - o Ingestion
 - o Inhalation
 - o Absorption
 - o Injection
- Material Safety Data Sheet (MSDS)

- Product Information
- Hazardous Ingredients
- Physical Data
- Fire or Explosion Hazard
- Reactivity Data
- Toxicological Properties
- Preventive Measures
- First Aid Measures
- Preparation Information
- Responsibilities
- Labels
 - Supplier Labels
 - Workplace Labels
- Personal Protective Equipment
- Emergencies
- WHMIS Training Checklist
- The WHMIS Quiz

WHMIS

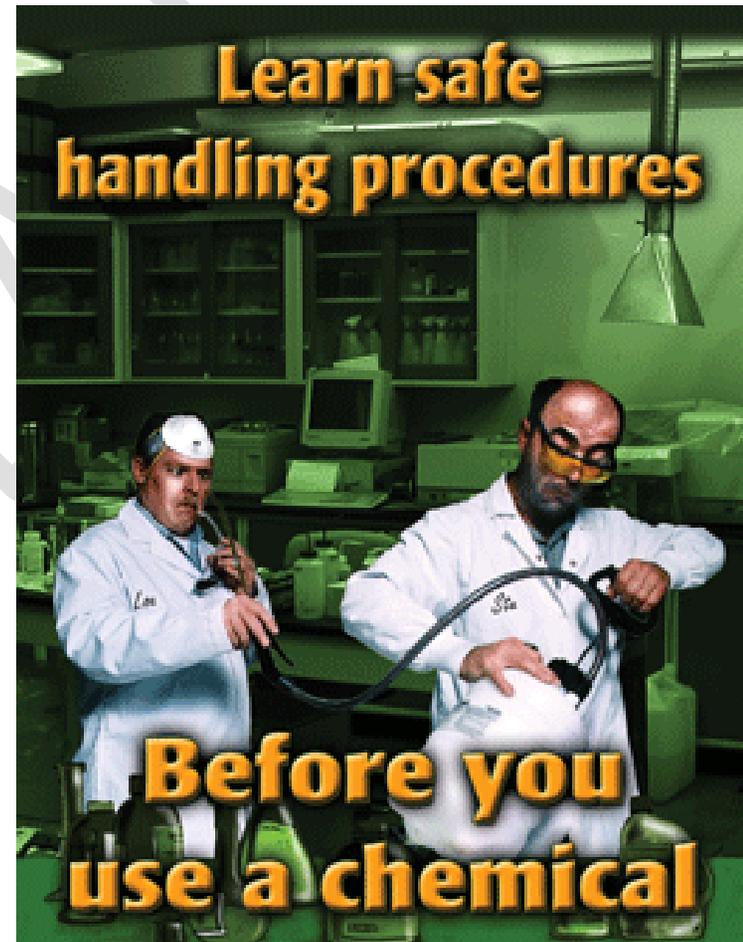
What is it?

- Workplace Hazardous Material Information System
- A system of information delivery



3 COMPONENTS OF WHMIS

- Labels for hazardous materials which alert employers and workers
- MSDS (material safety data sheets) which provide detailed hazard and precautionary information
- Worker Education which provides information on hazards and training in work procedures



MUSEUM WHMIS POLICY

- The health and safety program binder contains an inventory of all known hazardous materials in the museum and an MSDS sheet for each one.
- All containers of hazardous materials in the workplace will be properly labeled with the appropriate WHMIS supplier label, or in-house workplace label.
- Training in WHMIS requirements will be done for each employee / volunteer. It will include training in:
 - WHMIS legislation and hazard classifications
 - Information on labels and MSDSs
 - Chemical effects on the body
 - Control measures when handling any hazardous material

Every year all museum employees and volunteers will have a WHMIS review or when changes to this policy or the MSDS sheets occur.

WHMIS CLASSES & SYMBOLS

- There are six classes with one class divided into three divisions.
- Therefore, there are eight corresponding WHMIS symbols



Compressed
Gas



Flammable



Oxidizer



Poisonous



Toxic



Biohazard



Corrosive



Reactive

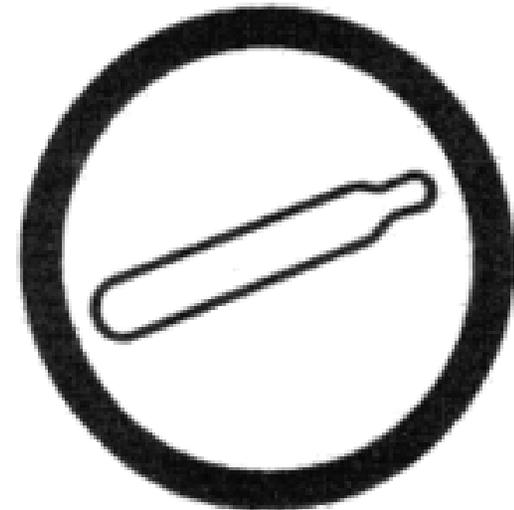
CLASS A – COMPRESS GAS

Risk

- Danger of explosion

Precautions

- Do not drop
- Avoid heat
- Store in the designated area



CLASS B – COMBUSTIBLE / FLAMMABLE

Risk

- Potential fire hazard

Precautions

- Avoid even low heat
- Do not smoke
- Store in cool, fireproof area approved by supervisor



CLASS C – OXIDIZING MATERIAL

Risk

- Explosion or fire

Precautions

- Keep away from combustible materials such as wood and fuels
- Keep away from sources of ignition
- Wear protective equipment & clothing, including eye, face and hand protection



CLASS D1 – IMMEDIATE & SERIOUS TOXIC EFFECTS

Risk

- May cause death or permanent damage if it enters the body in any way
- May burn eyes or skin

Precautions

- Extreme caution
- Wear protective equipment & clothing including eye, face, hand and breathing protection
- Use in well-ventilated areas only
- Wash and shower thoroughly after use
- Store in designated area only



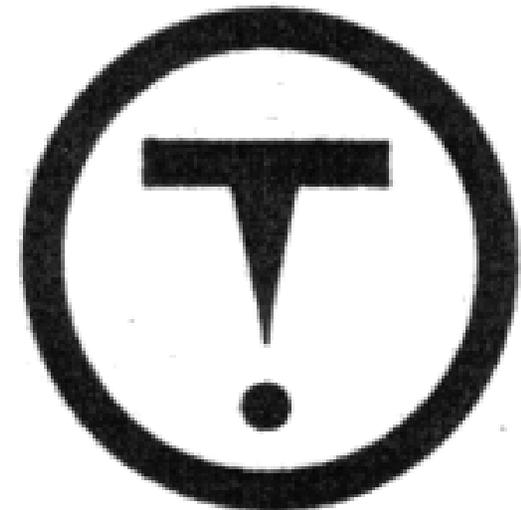
CLASS D2 – MATERIAL CAUSING OTHER TOXIC EFFECTS

Risk

- May cause death or permanent damage with multiple exposures over time
- Skin or eye irritation
- Chemical allergy
- Cancer
- Birth defects or sterility

Precautions

- Wear protective equipment and clothing including eye, face, hand and breathing protection
- Use in well-ventilated areas only
- Store in designated area only



CLASS D3 – BIOHAZARDOUS INFECTIOUS MATERIAL

Risk

- May cause a serious disease leading to illness or death

Precautions

- Extreme caution
- Use proper protective equipment
- Use in designated areas only with proper engineering controls



CLASS E – CORROSIVE MATERIAL

Risk

- Severe skin and eye irritation upon contact
- Serious tissue damage with prolonged contact
- Harmful if inhaled

Precautions

- Keep container tightly closed
- Wear proper protective clothing including eye, face, hand and breathing equipment
- Use in well-ventilated areas only



CLASS F – DANGEROUSLY REACTIVE

Risk

- Very unstable
- May react with water to release toxic or flammable gas
- Container may explode if heated or dropped

Precautions

- Keep away from heat
- Open carefully, do not drop
- Store in cool, flameproof area approved by supervisor



ROUTES OF EXPOSURE

There are four (4) main routes that materials can enter the body.

Ingestion

Inhalation

Absorption

Injection

INGESTION

- Materials entering the body by mouth
- Can be ingested by eating contaminated food
- Can be ingested by hand-to-mouth contact after touching contaminated objects or bio-hazardous materials
- Hazardous material enters the body and may harm the digestive tract, and may be transported to other parts of the body by the bloodstream
- Hazardous materials can accumulate in certain organs such as the liver and kidney
- Poor hygiene can contribute to, or be the cause of this type of exposure
- Food and beverages must not be stored or consumed in areas where hazardous materials are stored, handled, or disposed of
- Wash your hands after handling lab materials and chemicals even when wearing gloves!

Inhalation

- Materials entering the body through the respiratory system (inhaling or breathing in hazardous dusts, fumes, vapour or mists)
- Hazardous material enters the body and causes harm to the respiratory system
- Small particles may be absorbed into the bloodstream and affect other organs or body systems
- Appropriate ventilation should be used
- Appropriate personal protective equipment (PPE) should be used (e.g. respiratory protection) should be worn when an inhalation hazard is present

ABSORPTION

- Materials entering the body through contact with skin, eyes or mucous membranes
- Can cause direct damage to the skin Or can be absorbed and travel to other parts of the body and organs
- Personal Protection Equipment (PPE) such as gloves, gowns, protective eyewear or face shield and aprons should be worn to prevent absorption

INJECTION

- Materials entering the body through puncture from needles, syringes, scalpels, or another contaminated sharp object
- Can be exposed to medications or blood-borne pathogens
- Follow proper use and handling of knives and dispose of sharp objects in a safe manner

MATERIAL SAFETY DATA SHEET (MSDS)

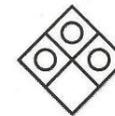
An MSDS is a Technical Data Sheet providing information on:

- Health effects of overexposure
- Health evaluation related to product handling, storage and use
- Measures to protect workers at risk of overexposure
- Emergency procedures

An MSDS acts as:

- A reference for health information at the work site
- A method to keep health information up-to-date

Material Safety Data Sheet
 May be used to comply with OSHA's
 Hazard Communication Standard,
 29 CFR 1910.1200. Standard must be
 consulted for specific requirements



IDENTITY FORMULA 77

SECTION I

Manufacturer's Name KOOL MIST CORPORATION	Emergency Telephone Number (562) 246-0949
Address 9218 NORWALK BLVD. SANTA FE SPRINGS, CA 90670	Emergency Telephone for Information (562) 246-0949 DATE PREPARE: JANUARY 1, 2012 or until superseded

SECTION II - Hazardous Ingredients/Identity Information

NO HAZARDOUS INGREDIENTS
 AS DEFINED IN OSHA 29 CFR 1910, 1000 (SUBPART Z) OR
 CALIFORNIA HAZARDOUS SUBSTANCES LIST

SECTION III - Physical/Chemical Characteristics

BOILING POINT	212° F	SPECIFIC GRAVITY (H2O-1)	1.104
VAPOR PRESSURE (mm Hg)	NA	MELTING POINT	NA
VAPOR DENSITY (Air-1)	>1	EVAPORATION RATE (BUTYL ACETATE-1)	NA
SOLUBILITY IN WATER	100%		
APPEARANCE AND ODOR GREEN LIQUID, MILD PLEASANT ODOR			

SECTION IV - Fire and Explosion Hazard Data

Flash point (Method Used)	Flammable Limits	LEL	UEL
NA SELF- EXTINGUISHING	NA	NA	NA
Extinguishing Media: NOT REQUIRED. NO FIRE HAZARD			
Special Fire Fighting Procedures: NONE			
Unusual Fire and Explosion Hazards: NONE			

MATERIAL SAFETY DATA SHEET (MSDS)

The MSDS does **NOT** give all information needed for safe use of a product. Conditions of use change from one location to another, and each work area should develop safe work procedures based on information from the MSDS and the work site.

An MSDS must have the following 9 sections:

1. Product Information
2. Hazardous Ingredients
3. Physical Data
4. Fire & Explosion Hazard
5. Reactivity Data
6. Toxicological Properties
7. Preventive Measures
8. First Aid Measures
9. Preparation Information

PRODUCT INFORMATION

The intention of this section is to provide product and manufacturer / supplier identification and a description of product use. It is of particular use in organizing data sheets for quick retrieval and in emergency circumstances for contact with the manufacturer and supplier.

HAZARDS

- Product Identifier –the identification of the product by generic name, trade name, brand name, common name, chemical name, code name or code number specified by the supplier. The name of the product on the MSDS must match the name on the label.
- Product Use –the way the product is being used should match the manufacturer’s intended use, so that safety information will be correct.
- Manufacturer’s and Supplier’s Information –the name, street address, city, province, postal code and emergency telephone number must appear for both manufacturer and supplier, if any of the information changes, a new MSDS should be issued.
- Product Identification Number (PIN) –a 4-digit reference number to help locate additional hazard information.

HAZARDOUS INGREDIENTS

This section provides information on the identity, concentration and estimators of acute toxicity for ingredients in a controlled product.

PHYSICAL DATA

This section provides a physical description of the product which is useful for product recognition, understanding its response to changes in the physical environment, and has specific applications for ventilation system design and emergency procedures.

FIRE OR EXPLOSION HAZARD

The intent of Section 4 is to provide information to assist with fire and explosion prevention, and procedures in the event of an emergency. This section is particularly important with flammables, solvents, organic peroxides, explosives, metal dusts and other unstable substances. If the product is not flammable or explosive, information in this section must reflect that fact.

REACTIVITY DATA

This section provides information on the stability of the product and its likelihood of dangerous reaction with other chemicals. Information here has implications for handling procedures, storage arrangements and may be useful along with Section 4 for the prevention and control of fires and explosions.

TOXICOLOGICAL PROPERTIES

This section provides information on how a material is likely to enter the body and what short-and long-term health effects it is likely to have on an exposed worker, including signs and symptoms of exposure and pre-existing medical conditions which may be aggravated.

PREVENTATIVE MEASURES

The intent of this section is to provide a clear direction for the provision of measures to protect worker health and safety during the transportation, storage, use and disposal of the product, as well as emergency procedures related to accidental release.

FIRST AID MEASURES

Provides information necessary for the safe evacuation and immediate treatment of a person experiencing acute effects of overexposure to the controlled product.

Information is meant for use by workers on site, including first aid personnel, and will normally expand on and must always be consistent with first aid measures on the label.

PREPARATION INFORMATION

Information in this section is designed to help ensure compliance with current Material Safety Data Sheets, in that they be no older than three years.

RESPONSIBILITIES

The supplier, employer and employee share the responsibility for WHMIS in the workplace.

The Supplier must:

- Classify and label all controlled products sold to the workplace
- Prepare and update the MSDS (minimum every three years)

The Employer must

- Ensure all containers of controlled products are labelled with the appropriate labels
- Keep MSDS's readily accessible to employees,
- Provide training to employees on WHMIS

The Employee must

- Participate in WHMIS training
- Work safely on the job
- Report hazards and deficiencies to supervisor or manager

LABELS

Supplier Label

- The supplier label must be included on all WHMIS controlled products before entering Capital Health facilities.
- The label acts to alert you to health dangers of the products, and
- indicate that an MSDS with additional information is available.
- Has a hash mark border
- Seven pieces of information if the bottle size is 100 ml or more
- Four pieces of information if the bottle size is less than 100 ml
- If the supplier has been granted Trade Secret Rights, they can withhold the product name (and use a generic name) and the Supplier information.

Sample supplier label

JET BLACK SPRAY PAINT
PEINTURE À VAPORISER "JET BLACK"

RISK PHRASES

- Spray may catch fire if directed at open flame.
- Gases or flammable vapours when drying.
- Respiratory and eye irritant.
- Danger of cumulative effects.

PRECAUTIONARY MEASURES

- Keep in a cool place.
- Do not store with oxidizers.
- Do not spray near ignition source.
- Wear safety glasses for normal use.
- Wear gloves if skin contact may occur.
- If used in poorly ventilated areas, use respirator.

FIRST AID MEASURES

- If gets in eyes, flush with water for 15 minutes and call doctor immediately.
- If gets on skin, wash with soap and water.
- If breathing difficulties develop, remove from exposure and call physician immediately.




DESCRIPTION DES RISQUES

- Le spray peut s'enflammer si dirigé vers une flamme ouverte.
- Dégazage des vapeurs irritantes au séchage.
- Irritant pour les yeux et les muqueuses.
- Risque d'irritation des effets cumulatifs.

MEASURES DE PREVENTION

- Tenir au frais.
- Ne pas conserver en présence d'agents oxydants.
- Ne pas vaporiser près d'une source d'ignition.
- Porter un appareil de protection pour les yeux.
- Porter des gants.
- En cas d'utilisation dans une zone à ventilation insuffisante, utiliser un appareil respiratoire approprié.

MEASURES DE SECOURS D'URGENCE

- En cas de contact avec les yeux, rincer avec de l'eau pendant 15 minutes et appeler un médecin immédiatement.
- En cas de contact avec la peau, laver avec de l'eau et du savon.
- Si il y a apparition de problème respiratoire, faire de la zone d'exposition et appeler un médecin immédiatement.

Refer to material safety data sheet for further information
Pour plus d'information, consulter la fiche de renseignements

CORPUS INFORMATION SERVICE
1450 Don Mills Rd., Don Mills, Ont. M3C 1X7
416/445-6641

Reference to the MSDS: A statement to the effect that an MSDS is available, indicating label number of the more comprehensive source of information.

First aid measures: Phrases explaining the measures to be taken in case of an acute exposure.

Precautionary measures: The control measures to be taken when using, handling or working in the presence of a controlled product.

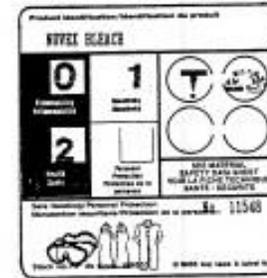
The label shown above is a sample label only.

WORKPLACE LABELS

A workplace label is added to the container if:

- A controlled product is produced in the workplace
- A controlled product is transferred from an original container to an unlabelled container
- The supplier label cannot be read or is accidentally removed
- All workers must know and understand label symbols on both supplier and workplace labels, and must tell WHMIS trainers when labels need to be replaced.

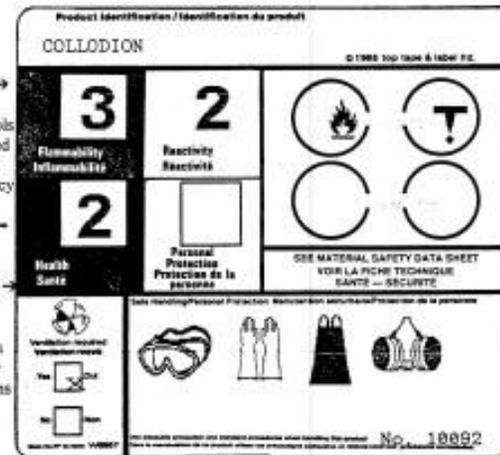
Workplace Labels



Product Identifier →

National Fire Protection Association (NFPA) Color and Number symbols refer to the hazards created by short term exposure ... in fire or related emergency conditions. Numbers range from 0-4 → Minimal to severe risk.

Personal Protection letter → refers to the W.I.S.H. Pocket Card Risk Chart; F= gloves, goggles, apron and, dust/vapor respirator as identified by pictograms



← WHMIS Symbols - 8 different symbols Describing compressed gas, flammable, oxidizing, poisonous, toxic, biohazardous, corrosive and reactive materials.

← Equipment required for Safe handling of the Product.

Number refers to MSDS file # Assigned by WHMIS Clerk Specific to this product.

PERSONAL PROTECTIVE EQUIPMENT

Offers worker protection from workplace hazards to the:

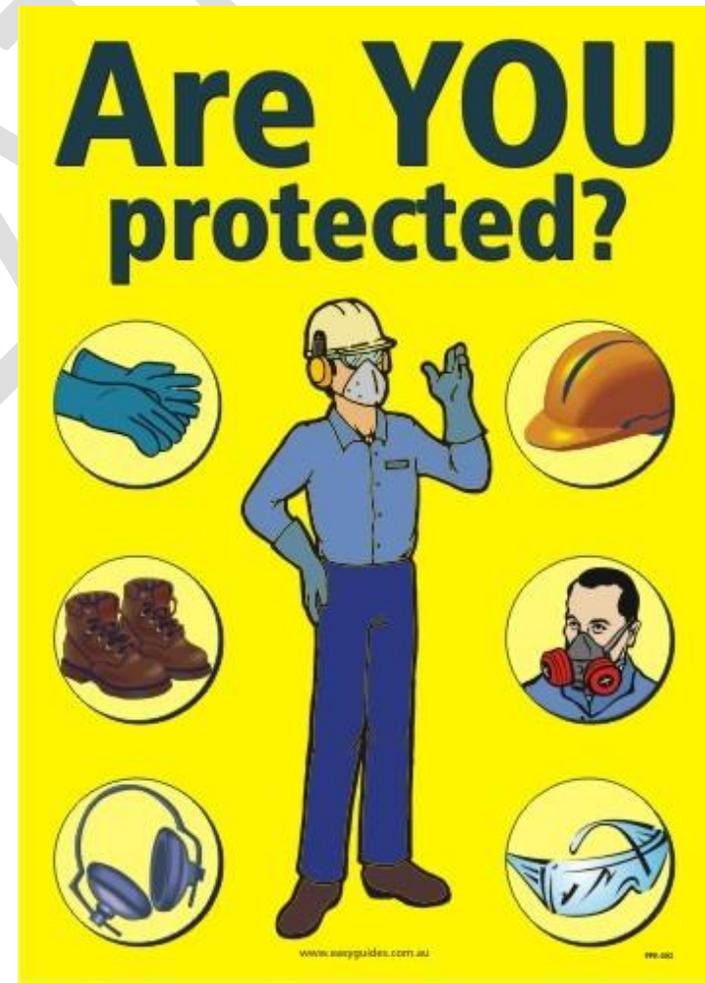
- Head (eyes and ears)
- Body (arms, hands, feet)
- Respiratory system

PPE does not eliminate the hazard.

If it fails, exposure will occur.

It is only effective if:

- The equipment is properly selected for the situation
- Employees are trained in its use
- The equipment is maintained
- The equipment is used by employees



EMERGENCIES

Step 1:

Following an accident, if required, have someone provide first aid. If needed, send the employee / volunteer to the hospital / clinic and provide the injured employee / volunteer with a Work Reassignment Form.

Step 2:

Following an accident, with or without time lost: Management is responsible for **immediately complete the “Occupational Accident and Incident Report”**. This form must be shared within 24 hours following the accident to the Board of Directors Executive.

Step 3:

Employee Payroll Procedure

On the day of the accident:

- Note the regular hours worked by the employee on the timesheet
- If the employee leaves during the middle of his / her shift, include the missed hours on the timesheet with a note explaining the injury

Step 4:

Following the medical visit, the injured employee is responsible to provide Management with information on his / her medical status and to provide all medical documents, including the Work Reassignment Form.

Step 5:

It is of primary importance that any documents or information received about the injured employee / volunteer during his / her leave, be immediately communicated to the Board of Directors Executive by Management.

EMERGENCIES

Emergency Numbers

	Non-Emergency	Emergency
Fire	***_****	911
Police	***_****	911
Security (alarm system / cameras)	***_****	
Locksmith	***_****	
Ambulance	***_****	911
Poison Control	***_****	911
Hospital	***_****	911
Power Outages (NB Power)	1-800-442-4424	
Riverwatch (recorded message)	1-888-561-4048	
NB Emergency Measures Organization	***_****	1-800-561-4034
Distress (air and marine emergencies)		1-800-565-1582
Environment (oil, pesticide & chemical spills)		1-800-565-1633
Canadian Conservation Institute (CCI)		(613) 998-3721
RCMP (District#)	***_****	

WHMIS TRAINING CHECKLIST

- I know the location of the Health and Safety Program binder with the WHMIS tab YES NO
- I know the WHMIS labeling system (What & How) YES NO
- I have reviewed all products listed in the MSDS Binder YES NO
- I have viewed the WHMIS Orientation Program YES NO
- I have taken the WHMIS Quiz YES NO

Notes & Documents For Review

TEMPLATE

Health and Safety Centre Outline

Purpose:

- To keep employees and volunteers informed

Proposed Location:

- Vestibule (small room between the office and workroom)

Proposed Components:

- Health and Safety Statement
- Copy of New Brunswick Occupational Health and Safety Act and Regulation
- Clip Board to post current relevant meeting minutes
- List your First Aiders
- Emergency Numbers
- Safe Work Procedure Posters
- In Case of Injury Poster

TEMPLATE

Health and Safety Statement

Scope:

This policy applies to all [Museum Name] employees and volunteers.

The [Name of Operational Organization] is proud to offer a safe work environment that is aligned with our culture of respect, connection and leadership and that is reflected in our people practices, namely in sound health and safety measures that focus on the best interests of our employees, volunteers, patrons and partners. Consequently, we are committed to making every possible effort to prevent workplace accidents and provide a healthy and safe environment for employees, volunteers and patrons.

In order to meet this objective as well as to respect the New Brunswick health and safety legislation, the commitment and support of employees at all levels of the organization are of primary importance. It is therefore important that every one of us understands their role and responsibilities with regards to health and safety. The main ones are:

Employees and Volunteers:

Employees play a key role in the prevention of accidents. as an employee, our first obligation is to protect our health and security and that of others at all times, especially in:

- Understanding and following the Society's safety policies and procedures (example of procedures to follow: lifting or handling artefacts, using ladders, handling and using cleaning products, etc.)
- Immediately reporting to their supervisor, all work accidents, result with or without loss of time (including minor injuries that may seem unimportant)
- Immediately reporting to their supervisor, any dangerous situation that could result in a work accident (e.g. defective ladder, obstructed pathways, materials not stored in a secure manner, etc.)
- Suggesting ways to eliminate hazards
- Keeping a safe work environment (e.g. picking up debris on the floor, mopping a wet floor, etc.)

Management (e.g. Executive Director, Committee Chairs, Summer Student Supervisor):

- Ensure that the health and safety program is implemented and applied in all stores
- Ensure that upon hiring, all employees are trained on health and safety policies and safe work procedures and ensure that they are applied at all times when carrying out their job duties
- Take the necessary measures to correct unsafe situations which are brought to their attention in order to prevent accidents from occurring
- Ensure that all work accidents are reported within 24 hours of the incident to the Board of Directors

Board of Directors Executive and Directors:

- Identify, control and eliminate all potential hazards in the workplace (i.e. galleries, storage room and staff offices / rooms)
- Develop tools and training material necessary to ensure that employees and volunteers use the utmost safety while carrying out their duties

In conclusion, the [name of operational organization] recognizes that the success of health and safety in the workplace relies on the cooperation of everyone as well as open communication between the Board of Directors, management team and all their employees and volunteers.

Name Name
President

Name Name
Vice President

Name Name
Board Position

Name Name
Treasurer

Name Name
Past-President

First Aid Kit Item Checklist

[Museum Name]

Purpose:

- To ensure the first aid kit contains the necessary materials.

Instructions:

- This form must be posted near the first aid kit.
- The person responsible to conduct workplace inspections must complete this form during each [monthly/quarterly] workplace inspection.

Materials	Quantity	Year: _____											
		J	F	M	A	M	J	J	A	S	O	N	D
Standard First-Aid manual (English and French)	1												
Record book and pen/pencil	1												
Safety Pins (variety pack)	1												
Tweezers	1												
Stainless steel scissors (140mm)	1												
Sterile adhesive strip bandages	24												
Sterile gauze pads	12												
Rolls of sterile gauze bandage (75mm x 9m)	2												
Rolls of elastic bandages (7.5cm)	2												
Sterile compress dressing (100mm x 100mm)	4												
Triangular bandages (1m)	6												
Rolls of adhesive tape (25mm x 9m)	2												
Burn dressings (various sizes)	4												
Abdominal dressings individually wrapped (20cm x 25cm)	6												
Antiseptic cleansing towelettes individually wrapped (14cm x 19cm)	12												
Individual packages of sugar	6												
Container of antiseptic disinfectant for the skin (not iodine)	1												
Water soluble burn treatment (55g tube or more)	1												
Pairs of disposable gloves (latex or vinyl)	6												
Face shield with a one-way valve (disposable)	1												
Package of cotton tipped applicators	1												
Hand wipes (12) or 1 bottle of hand cleaner	12 or 1												
Shock blanket	1												
Puncture resistant plastic bags	several												
Date of Inspection													
Verified by (initials)													

Employee Safety Orientation Checklist

[Museum Name]

Purpose:

- To ensure that all newly hired employees receive the appropriate information to perform their job in a safe fashion.

Instructions:

- The Executive Director must complete this form before the newly hired employee (or volunteer) begins performing his / or her duties. The completed form must be filed in the employee's file.

Name of Employee: _____ Start Date: _____			
Name of Supervisor: _____			
Health & Safety Topic	Tool to refer to	Date Reviewed	Employee's Initial
[Museum Name] Health & Safety Statement	- Posted Health & Safety Statement	✓	
Employees' rights and obligations with regards to health and safety			
Names of Health and Safety Representative or Committee members	- Posted Health & Safety General Information Sheet		
Safe Work Procedures	- Appendix G (Health & Safety binder)		
Reporting Accidents	- S1.8 of the Health & Safety Program		
List of Hazards & Control Measures	- Hazard Assessment tab of the Health & Safety binder - S7.1 of the Health & Safety Program - Code of Practice tab of the Health & Safety binder - Workplace Violence (pending) - Bank Deposits / Counting of Money		
Hazard / Incident Reporting Process	- S7.3 of the Health & Safety Program		
Emergency Numbers	- Posted Health & Safety General Information Sheet		
Emergency Procedures	- [Museum Name] Emergency Plan		
First Aid - Names of First Aiders - First Aid Kit	- Posted Health & Safety General Information Sheet - Show location of first aid kit(s)		
Workplace Hazardous Materials Information Systems (WHMIS)*	- S7.6 of the Health & Safety Program - MSDS tab of the Health & Safety binder - WHMIS Poster - Posted safe work procedure for handling, using & storing controlled products - WHMIS Quiz		

*New employees must receive WHMIS training within the first month of employment or immediately preceding the use of the cleaning products for the first time.

Hazard and Incident Report

[Museum Name]

Purpose:

- To ensure appropriate actions are taken to prevent injuries when hazards or incidents are reported to Management.

Instructions:

- Employee / volunteer must complete section A
- Management must complete section B
- The completed form must be kept in tab "Health & Safety Records" of the Health & Safety binder for a period of five years and then be destroyed

Section A – To be completed by the employee / volunteer

Name: _____ **Date:** _____

Description of the hazard or incident:

Suggested corrective action to be taken:

Section B – To be completed by Management

Remarks:

Corrective action taken:

Management Signature: _____ Date: _____

Monthly Inspection Form

[Museum Name]

Purpose:

- To ensure that efficient monthly inspections of the workplace premises (including all stockroom locations) are carried out.

Instructions:

- This form must be completed on a monthly basis by a member of the Health & Safety Committee or Representative. In the absence of a Health & Safety Committee member / Representative, this form must be completed by a member of the [name of operational organization] Board of Directors.
- The completed forms must be kept in the museum for a period of 2 years in the Health and Safety binder under the "Health & Safety Records" tab.

Date of Inspection: _____

Inspected by: _____

Housekeeping	Yes	No
1. Is the museum floor clear and unobstructed?		
2. Is it slippery, greasy or wet?		
3. Are the exits and corridors clear and unobstructed to ensure safe evacuation?		
4. Is the garbage removed on a regular basis?		
5. Is all the flooring in good condition?		
Fire Safety	Yes	No
1. Have the fire extinguishers been inspected in the last 12 months? Date last inspected: _____ <i>If one of the fire extinguishers has not been inspected in the last 12 months, please contact the [Name of Company].</i>		
2. Do all the employees know the location and proper use of the fire extinguisher?		
3. Are all cleaning products stored in a cool, dry and well-ventilated area and kept away from heat and sparks?		
4. Are smoking regulations observed throughout the museum?		
5. Are all kitchen appliances (microwave, toaster oven, refrigerator) plugged directly into electrical sockets and not extension cords?		
6. Are electrical extension cords in good condition?		
7. Are circuit breakers working properly (breakers must not be hot or stuck on 'on' or 'off' positions)?		
General Safety	Yes	No
1. Are materials (e.g. boxes, racks, etc.) stable, neatly and safely piled?		
2. Are the emergency lights in working order? <i>If one of the emergency lights are not working, please contact the [Name of Company].</i>		
3. Are the exit signs properly lit?		

<i>If one of the exit lights are not lit properly, please contact the [Name of Company].</i>		
General Safety (continued)	Yes	No
4. Are the stair hand railings secure and safe?		
5. Are the ladders and stepladders: <ul style="list-style-type: none"> - in good condition, safe and well-maintained (stable, with slip-resistant feel, without defects and free from broken or bent parts); - removed from museum galleries when not in use; <p><i>Ladders and stepladders that are defective or in bad condition, must be removed from the museum.</i></p>		
6. Are the first-aid kits fully stocked?		
7. Is there a working flashlight available?		
8. Are emergency phone numbers (such as fire department, police, ambulance and hospital) posted?		
9. Are the CCTV working?		
10. Are emergency and evacuation procedures up-to-date, have they been reviewed with all museum employees and are they posted and visible to all employees?		
11. Is the Health & Safety board current and complete? <p><i>This should include a current copy of the <i>New Brunswick Occupational Health and Safety Act and Regulation.</i></i></p>		
12. Have all new employees reviewed and signed the Employee Safety Orientation Checklist?		

For each unsafe situation observed above, an explanation of the corrective measure to be applied must be provided in the table below. Should you require assistance, please contact the Executive Director, the Health & Safety Committee or the [name of operational organization] President.

Corrective Measures	Action Dates	Compliance Date

Safe Work Procedures

[Museum Name]

Safe Lifting or Handling

- Where possible, avoid lifting and carrying heavy or awkward objects. Instead, drop the box on the floor and drag provided it is not going to cause damage to the object.
- Get help from others
- Lift smaller loads by planning and adjusting weight distribution ahead of time
- Ensure that there are no obstructions in your path before lifting the box / object
- Ensure that you can see around the sides of a load when lifting it
- Ensure that there is adequate room to place the box / object

Procedure

- Move as close to the load as possible and position your feet about shoulder width apart
- Test the object's weight by lifting one end
- Tighten your muscles to prepare for the lift
- Grab the object firmly, keeping the load balanced
- Bend your knees, keeping your back as straight as possible and use your legs to lift the object – **Lift with the legs and not the back**
- Lift smoothly and slowly
- Try to keep the load between your knees and shoulders
- Move your feet to turn – do not twist your body



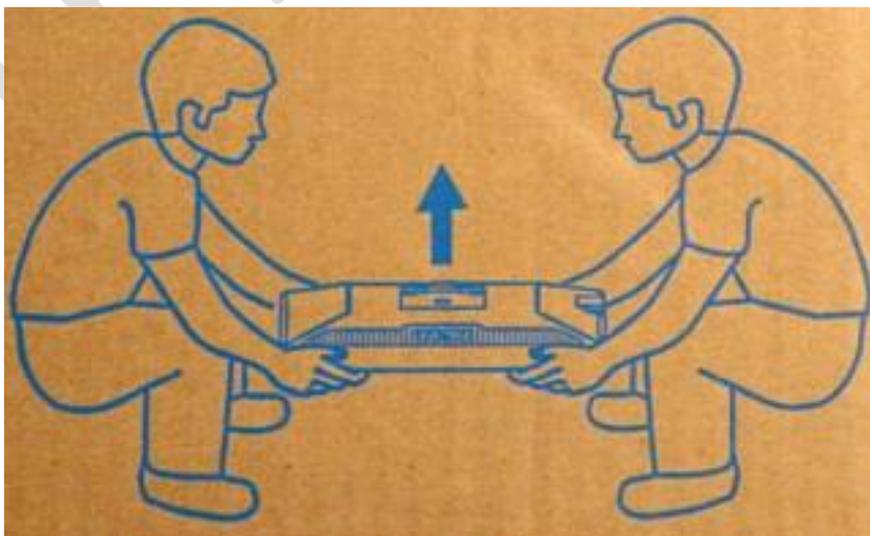
Safe Work Procedures

[Museum Name]

Handling in Teams of Two

When manipulating a box with two people, the following procedures must be followed:

1. Call over a **colleague to help you** lift the load.
2. **Determine** who will give the handling **directives**.
3. Make sure you have **enough room** to lift safely.
4. Position yourself **close to the load** you plan to lift. Face the direction in which you must move.
5. Position your **feet slightly apart** (approximately 1 foot) to provide a firm base of support.
6. **Grip the box tightly**, using the handle located on your respective side of the box.
7. Keep your chine in, bend your knees and keep your **back straight**.
8. If lifting a box from the floor, straighten your knees and use thigh muscles to lift the load. When lifting, **it is important to follow the same techniques and your movements must be synchronized** by using a **countdown** "3-2-1-lift".
9. Follow directives (using a **countdown** "3-2-1-drop") to place or drop the box at the desired place.



Safe Work Procedures

[Museum Name]

Handling, Using & Storing Controlled Products

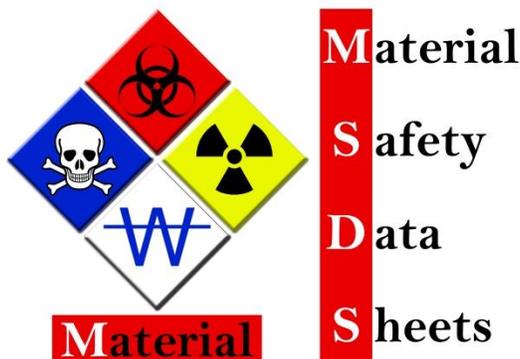
The Canadian Centre for Occupational Health and Safety states that a controlled product is the name given to products, materials and substances that are regulated by WHMIS legislation. All controlled products fall into one or more of six WHMIS classes, defined according to the dangers that each of these materials may represent. If a product corresponds to one or more of these classes, it then becomes what is known as a “controlled” product. Controlled products are hazardous materials such as cleaning products and the substance contained in the fire extinguishers.

Although most of the chemical products used in the museum can be purchased in public stores and seem safe to use, employees / volunteers must follow the procedure below when handling, using and storing controlled products to prevent potential injuries:

10. Before handling controlled products, locate the WHMIS label and symbols on the product / fire extinguisher as they indicate the type of hazards you may be exposed to. If you are not familiar with the symbols shown on the product, refer to the WHMIS Poster which are stored in the Health & Safety binder.
11. Read carefully the Workplace Hazardous Materials Information System (WHMIS) label located on the product or fire extinguisher, (if any) and follow the usage & handling directives.
12. Only use or handle controlled products with the required personal protective device (e.g. gloves or glasses), if applicable.
13. In the event of a spillage, read carefully the directives to follow located on the Material Safety Data Sheet (MSDS).
14. Before storing controlled products, read carefully the storage directives located on the product.

In case first aid treatments are required:

1. Call a First Aider and inform your supervisor.
2. The person administering the first aid treatments must follow the first aid treatment directives found on the MSDS that are kept in the Health & Safety binder.
3. Should the situation worsen, depending on the situation, have the employee / volunteer transported to the nearest clinic / hospital and / or call the emergency number found on the product MSDS.



Safe Work Procedures

[Museum Name]

Cleaning the Floor

- Place a Wet Floor warning sign when washing floors
- Use the recommended cleaning products at the suggested strength
- Removed excess water
- Removed the Wet Floor sign as soon as the area is dry



Safe Work Procedures

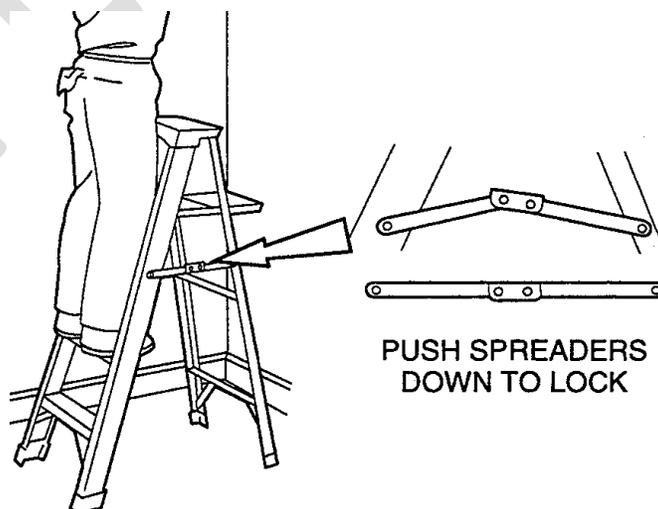
[Museum Name]

Using a Stepladder

When possible, choose to work at the ground level in order to avoid working in height. If you do use a ladder, here are some tips to help protect you and your co-workers.

Working with a Stepladder

- **Always inspect a ladder before use.** If a ladder has a loose, broken or missing rung, a split side rail, or other hazardous defects, report to Management. **Do not use it.**
- **Position the stepladder properly:**
 - o Fully open the stepladder's spreaders
 - o Place the stepladder on a level and firm surface
 - o Do not place the stepladder on or against flexible or movable objects
 - o Make sure the areas around the base and the top of the ladder are clear of obstructions
 - o Work within arms' reach and avoid bending to reach the working area
- **Use a stepladder that is long enough:**
 - o Choose a stepladder which will **prevent you from climbing on the top two steps of the stepladder**; this could compromise the stepladder's stability
- **Climb and use the stepladder carefully:**
 - o Always maintain 3-point contact while climbing and going down (e.g. one hand and two feet)
 - o Face the stepladder treads while going up or down in order to maintain the 3-point contact
 - o When you are on the ladder, keep your centre of gravity between the side rails, especially if you are holding materials.
 - o Never carry objects while using a stepladder that would prevent you from maintaining the 3-point contact (e.g. a bulky box that needs to be carried with two hands). Should this situation occur, ask a colleague to give you the box from the ground and vice versa).



Safe Work Procedures [Museum Name]

Avoiding Cuts

When you use a knife:

- Use the right knife for the job and make sure it is sharp
- Always cut away from yourself and always store knives separately
- Use a flat surface or cutting board
- Never use a knife for anything other than cutting
- Hold the knife in your stronger hand
- To clean the knife, direct the edge away from you and wipe with the cloth on the dull edge of the blade
- Wear leather or metal mesh gloves if your employer requires them

SAFETY FIRST

**WORK CAREFULLY
WITH KNIVES**

WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM

Classes of WHMIS Controlled Products

CLASS A – Compressed Gas



CLASS B – Flammable and Combustible Material

Division 1: Flammable Gases *Division 4:* Flammable Solids
Division 2: Flammable Liquids *Division 5:* Flammable Aerosols
Division 3: Combustible Liquids *Division 6:* Reactive Flammable Materials



CLASS C – Oxidizing Material



CLASS D – Poisonous and Infectious Material

Division 1: Materials Causing Immediate and Serious Toxic Effects
 Subdivision A: Very Toxic Material
 Subdivision B: Toxic Material



Division 2: Materials Causing Other Toxic Effects
 Subdivision A: Very Toxic Material
 Subdivision B: Toxic Material



Division 3: Biohazardous Infectious Material



CLASS E – Corrosive Material



CLASS F – Dangerously Reactive Material



For more information, please visit the National WHMIS Web site: www.hc-sc.gc.ca/whmis

Insert Logo Here

[Name of Institution]
 [Address, Phone Number]
 (Temporary work following a work related accident or illness)
To be completed by attending physician

Employee					
Last Name:	First Name:	Accident Date:	Year	Month	Day
Address:			City:		
Telephone Number:		Position held at time of injury:			
Work Reassignment					
Is the employee able to perform his or her regular tasks?			Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Does the employee have any functional limitations?			Yes <input type="checkbox"/>	No <input type="checkbox"/>	
If yes, what are they?					
Can the employee perform the following tasks:					
	Yes	No	Length of Time	Limitations	Additional Comments
Walking					
Kneeling					
Bending					
Carrying					
Lifting					
Work standing up					
Work sitting down					
Work with the public					

Here are a few tasks recommended for work reassignment:

Please identify the tasks the employee is allowed to perform:

- Clerical work – standing (i.e. filing documents)
- Clerical work – sitting (i.e. sorting documents, data entry, telephone calls / follow-up)
- Stocking shelves in retail space sitting standing
- Dusting – standing, some bending, using an extension to reach
- Customer service (i.e. admissions desk) – sitting
- Tour Guide – standing, moving, climbing stairs
- Performing tasks on the computer - sitting

Please provide the date the employee will be able to resume his or her regular tasks, without restriction?

Name of attending physician:

Physician's Signature:

Date:

Occupational Accident and Incident Report

[Museum Name]

Section A - Instructions

- The immediate supervisor must complete this report each time an employee has sustained an occupational accident or illness.
- This report must be completed by the employee's supervisor and must be signed by both the injured employee and his / her immediate supervisor.
- The duly completed form must be submitted to the Board of Directors Executive within 24 hours from the time of the accident.

Section B – Personal Information (accident victim)

Last Name:	First Name:	Date of Birth:	Day	Month	Year
Address:		City:		Position:	
<input type="checkbox"/> Full-time		<input type="checkbox"/> Part-time		<input type="checkbox"/> Contract	

Section C – Description of the accident (worker's version of the event)

Description of the incident (brief description of the activities of the accident victim at the time of the accident. If applicable, specify the size, weight and description of the items that caused the accident or occupational disease.)	Dates	Year	Month	Day
	Accident			
	Accident Reported on			
	Return to Work			
	Work Reassignment			

Accident Site: _____

Did the worker consult a physician following the accident?
 Yes No Consultation date (if applicable): _____

Physician name, address and telephone: _____

To whose attention was the accident first brought? (include date and time): _____

Names of witness(es): _____

Location of Injury: _____

Please use the diagram overleaf to indicate the location(s) of the injury

Has the employee suffered an injury or experienced pain on this part of the body prior to this accident? Yes No

Was the employee careless? Yes No

Was the work performed by the employee at the time of the accident part of his/her regular work? Yes No

Was first aid administered Yes No

Section D – Work Schedule Information

Number of hours worked the day of the accident:						
Number of hours scheduled on the last day of work:						
Number of hours paid for on the last day of work:						
Average number of hours worked every week:	Per Day:					
Indicate the number of hours normally scheduled to work by this employee:						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Section E – Employee Claim and Consent Form

Worker Signature:
 I am hereby claiming benefits under the Workplace Safety and Insurance Act, 1997, following an injury received at work or on an occupational disease. I also authorize any healthcare professional who is treating me to send to my employer and to the Workplace Safety and Insurance Board all information about my abilities indicated on the Board's Functional Abilities for timely Return to Work form, at the following address:

[Name of Operational Organization]
[Mailing Address]

Name (in full) in block letters
Signature

Section F – Declaration and Release

I declare that I have read this form and that all the information it contains is true and accurate to the best of my knowledge.

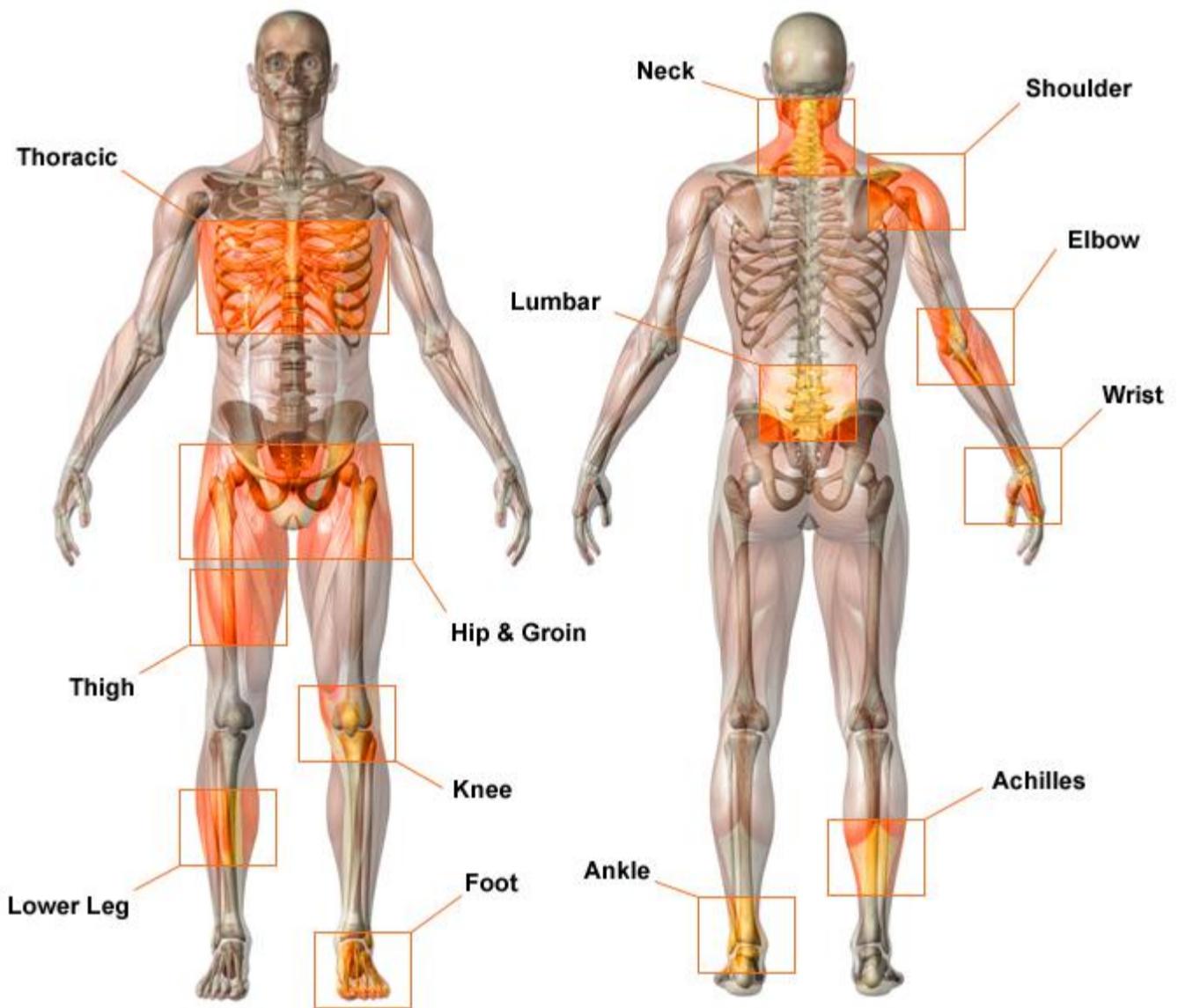
Signature of Worker
Date

Signature of Supervisor
Date

Occupational Incident Report

APPENDIX A – Diagrams of the Human Body

Please indicate the location of the injury on the diagram





AS AN EMPLOYER,

we have the responsibility to:

Keep a Safe and Well-Maintained Work Environment

The organization commits to taking all reasonable precautions to protect our employees from illness and to provide a healthy and safe work environment.

AS A WORKER,

you have the responsibility to:

Work Safely and Report Unsafe Working Conditions.

Do not take risks. You might injure yourself or another worker. If you see something that looks unsafe, tell your immediate supervisor immediately. Do not wait until someone gets hurt.

IN CASE OF

INJURY at WORK

STEP 1:

Following an accident, if required, have someone provide first aid. If needed, send the employee to the hospital / clinic and provide the injured employee with a Work Reassignment Form.

STEP 2:

Following an accident, with or without time lost: Management is responsible to immediately complete the Occupational Accident and Incident Report. This form must be distributed within 24 hours following the accident to the Board of Directors. On the day of the accident, the injured employee will be paid normal wages for the entire shift.

STEP 3:

Following the medical visit, the injured employee is responsible to provide Management with information on his / her medical status and to provide all medical documents, including the Work Reassignment Form.

STEP 4:

It is of primary importance that any documents or information received about the injured employee during his / her leave, be immediately communicated to the Board of Directors by Management.

STEP 5:

Management is responsible to notify the Board of Directors Executive of all information concerning the reintegration of an injured employee to work (modified duties, reduced work schedule, etc.)

Insert Logo Here

[Name of Operational Organization] – [Address]

Incident Investigation Report

[Museum Name]

Section A - Instructions

- Management must complete this report following each incident with lost time, medical care or property damage that occurs in the workplace.
- Management must give a copy of this report to the Board of Directors Executive.
- Management must keep a copy of this report in the employee's file.

Section B – Personal Information (accident victim)

Last Name:	First Name:	Position:
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Section C – Details of Incident

Description of the incident (where, when, sequence of event)	Date of Incident:		
	Time of Event:		
	Type of Incident	Yes	No
	Time lost		
	First aid		
	Medical care		
Property / equipment damage			
Incident reported to management			

Section D – Incident Cause(s)

Task	Yes	No	Equipment / Material	Yes	No
Was a safe work procedure used/			Was there an equipment failure?		
Had conditions changed to make the normal procedure unsafe?			Were hazardous substances involved? Were they clearly identified?		
Were the appropriate materials available and used?			Should personal protective equipment (PPE) have been used? Was PPE used?		
Were safety devices working properly?			Management	Yes	No
Environment	Yes	No	Was safety rules communicated to and understood by all employees?		
Was housekeeping a problem?			Were written procedures available? Were they being enforced?		
Was it too hot or too cold?			Was there adequate supervision?		
Was noise a problem?			Were workers trained to do the work?		
Was there adequate light?			Had hazards been previously identified? Had procedures been developed to overcome them?		
Were toxic or hazardous gases, dusts or fumes present?			Were unsafe conditions corrected? Was regular maintenance of equipment carried out?		
Personnel	Yes	No	Were regular safety inspections carried out?		
Were workers experienced in the work being done?			Other cause(s):		
Had they been adequately trained?					
Were they tired or under stress (work or personal)?					
Witness statement attached					

Section E – Recommendations

Corrective / Preventative Measure(s)	Responsible	Dates of Implementation

Section F – Declaration and Release

I declare that I have read this form and that all the information it contains is true and accurate to the best of my knowledge.

Signature of Person in Charge of the Investigation	Date
Signature of Other Participant	Date

Monthly Safety Summary Form

[Museum Name]

Purpose:

- To record the necessary information to evaluate the Health and Safety Program and related effectiveness.

Instructions:

- Management must complete this form at the beginning of each month for the previous month and keep a record of all completed forms in tab "Health & Safety Records" of the Health and safety binder for a period of five years and then be destroyed.

Name of Manager / Supervisor: _____												
Year: _____												
Number of:	J	F	M	A	M	J	J	A	S	O	N	D
Hazards reported												
Hazards controlled												
Total accidents reported												
Accidents with no lost time												
Accidents with lost time												
Accidents with first aid												
Accidents with medical care												
Workplace inspections												
Incident investigations												
New Employee orientation												
Work refusal												

Annual Safety Program Assessment Worksheet

[Museum Name]

Purpose:

- To evaluate the effectiveness of the Health and Safety Program and related initiatives.
- To make appropriate changes to the Health and Safety Program, further to recommendations received from the field.

Instructions:

- Management must complete this form in January of each year for the previous year in question. Once completed, Management must send a copy of this form to the Health and Safety Department by January 31st of each year.

Name of person(s) performing the assessment: _____			
Date of assessment: _____			
Assessment		Yes	No
1	Does the [Name of Operational Organization] have a written policy?		
2	Does it apply to your workplace?		
3	Has your health and safety performance improved since last year?		
4	Was an action plan developed to correct the situation, if any?		
5	Are hazards reported, assessed and controlled?		
6	Are the safe work procedures and practices currently in place followed by employees?		
7	Is appropriate safety training being conducted?		
8	Are workplace inspections being performed? Indicate frequency: _____		
9	Are emergency response procedures in place?		
10	Are emergency numbers posted and accessible?		
11	Are meeting minutes pertaining to health and safety posted?		
12	Were new employees and volunteers trained on work practices and procedures?		
13	Were new employees and volunteers trained and tested on WHMIS?		
14	Are accident investigations being conducted?		
15	Do the results of the investigation initiate corrective action when required?		
16	Is the Monthly Safety Summary Form up to date?		
Follow-up			
If you have answered "no" to any questions listed above, complete the following section to determine the necessary action.			
Recommendations / Corrective Measures	Responsible	Date of Implementation	

WHMIS Quiz

[Museum Name]

Instructions:

- This quiz must be completed by museum employees / volunteers at the end of the Health & Safety Orientation session and subsequently on an annual basis
- While completing this quiz, employees / volunteers may consult all Health & Safety material available at the museum
- Once completed, the Executive Director must review the correct answers (*found in the Appendix section of the Health and Safety Program*) with the employee / volunteer and file the completed quiz in the employee / volunteer file

Name: _____ Date: _____

A. WHMIS stands for?

- Work Hearing Management Information Study
- Workplace Heating and Maintenance Industrial System
- Workplace hazardous Materials Information System
- Workplace Health and Maintenance Improvement System
- Work Hazards Maximization Improvement Strategy

B. The WHMIS hazard symbol for flammable material is:



C. How many WHMIS classes (including divisions but excluding subdivisions) are there?

- 5 6 7 8 9 10

D. Where can you find information on hazardous material in the museum

- MSDS (Material Safety Data Sheet)
- WHMIS label on cleaning product / container
- WHMIS Poster
- All of the above

E. The WHMIS hazard symbol for a poisonous material which can cause immediate and serious toxic effect is?



F. The purpose of a WHMIS label on a product / container is to:

- Identify the hazardous material in the container
- Warn you about its hazards
- Remind you that the MSDS (Material Safety Data Sheet) is available
- All of the above

G. If you transfer glass cleaner from a supplier container into a spray bottle, what would you do next?

- Write your name on the spray bottle
- Use the spray bottle immediately
- Attach a copy of the material safety data sheet (MSDS) to the spray bottle
- Label the bottle

H. Where are the MSDS located in the museum?

I. Which of the following statements about Material Safety Data Sheets are correct?

- They must be located near work areas using hazardous substances
- They must be accessible to all workers in areas using hazardous substances
- All of the above

J. Which of the following information can be found on a MSDS (Material Safety Data Sheet)?

- First aid treatment
- Toxicology properties / health hazards data
- Preventive measures
- Handling and disposal procedures
- Hazardous ingredients
- Fire and explosion data
- All these answers are correct

K. You are planning to use a product that you have not used before. Before you use the product, what should you do?

- Read the product label
- Read the MSDS
- Wear the appropriate personal protective equipment, if required
- All of the above

WHMIS Quiz – Answer Sheet

[Museum Name]

Instructions:

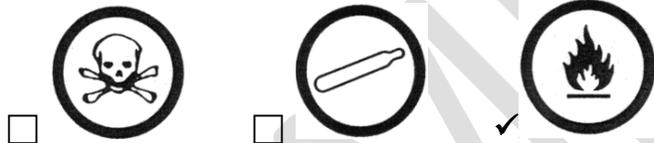
- This quiz must be completed by museum employees / volunteers at the end of the Health & Safety Orientation session and subsequently on an annual basis
- While completing this quiz, employees / volunteers may consult all Health & Safety material available at the museum
- Once completed, the Executive Director must review the correct answers (*found in the Appendix section of the Health and Safety Program*) with the employee / volunteer and file the completed quiz in the employee / volunteer file

Name: _____ Date: _____

L. WHMIS stands for?

- Work Hearing Management Information Study
- Workplace Heating and Maintenance Industrial System
- Workplace Hazardous Materials Information System**
- Workplace Health and Maintenance Improvement System
- Work Hazards Maximization Improvement Strategy

M. The WHMIS hazard symbol for flammable material is:



N. How many WHMIS classes (including divisions but excluding subdivisions) are there?

- 5 6 7 8 9 10

O. Where can you find information on hazardous material in the museum

- MSDS (Material Safety Data Sheet)**
- WHMIS label on cleaning product / container**
- WHMIS Poster
- All of the above

P. The WHMIS hazard symbol for a poisonous material which can cause immediate and serious toxic effect is?



Q. The purpose of a WHMIS label on a product / container is to:

- Identify the hazardous material in the container
- Warn you about its hazards
- Remind you that the MSDS (Material Safety Data Sheet) is available
- ✓ All of the above**

R. If you transfer glass cleaner from a supplier container into a spray bottle, what would you do next?

- Write your name on the spray bottle
- Use the spray bottle immediately
- Attach a copy of the material safety data sheet (MSDS) to the spray bottle
- ✓ Label the bottle**

S. Where are the MSDS located in the museum?

In the office vestibule

T. Which of the following statements about Material Safety Data Sheets are correct?

- They must be located near work areas using hazardous substances
- They must be accessible to all workers in areas using hazardous substances
- ✓ All of the above**

U. Which of the following information can be found on a MSDS (Material Safety Data Sheet)?

- First aid treatment
- Toxicology properties / health hazards data
- Preventive measures
- Handling and disposal procedures
- Hazardous ingredients
- Fire and explosion data
- ✓ All these answers are correct**

V. You are planning to use a product that you have not used before. Before you use the product, what should you do?

- Read the product label
- Read the MSDS
- Wear the appropriate personal protective equipment, if required
- ✓ All of the above**

Management's Questions for the Question & Answer Document [Museum Name]

Purpose:

- To give Management the opportunity to ask questions related to the Health & Safety Program and related training module

Instructions:

- This form must be completed by Museum Management if s/he has questions following the reading of the Health & Safety Program and training module
- Once completed, the form must be sent to the Board of Directors Executive.

W. _____

X. _____

Y. _____

Z. _____

Name: _____ Date: _____

Learning Assessment Questionnaire

[Museum Name]

Purpose:

- To ensure that Management has the necessary skills and knowledge to successfully implement the [Name of Operational Organization] Health and Safety Program.

Instructions:

- This form must be completed by Management following the reading of the Health and Safety Program and related training module.
- Once completed, a copy of the form must be sent to the Board of Directors Executive and the original filed in the employee's file.

AA. State three (3) legal obligations according to provincial health and safety legislation.

1. _____
2. _____
3. _____

BB. Under what circumstances must an incident investigation be conducted?

CC. What should an employee do if s/he sees a safety hazard at work?

DD. An accident just occurred in the museum; briefly explain what should Management do?

EE. Health and safety is a shared responsibility. Which of the following are among the employee's responsibilities?

- Work safety
- Elaborate safe work procedures
- Report unsafe conditions
- Report an accident
- All the above

FF. State five (5) health and safety responsibilities for which Management is accountable:

1. _____
2. _____
3. _____

GG. Who is responsible for conducting workplace inspections?

- Management
- Board of Directors
- Employees / Volunteers

HH. State three (3) topics to be covered with all new employees / volunteers:

1. _____
2. _____
3. _____

II. A hazard was reported to Management who took action right away to control the hazard. Unfortunately, the employee feels that the action taken by Management was not sufficient to control . eliminate the hazard. The employee should then report it to:

- Board of Directors
- Other Employees / Volunteers
- Santa Claus

Name: _____

Date: _____

Health and Safety General Information Sheet

[Museum Name]

Emergency Numbers

	Non-Emergency	Emergency
Fire	***_****	911
Police	***_****	911
Security (alarm system / cameras)	***_****	
Locksmith Company	***_****	
Ambulance	***_****	911
Poison Control	***_****	911
Hospital	***_****	911
Power Outages (NB Power)	1-800-442-4424	
Riverwatch (recorded message)	1-888-561-4048	
NB Emergency Measures Organization	***_****	1-800-561-4034
Distress (air and marine emergencies)		1-800-565-1582
Environment (oil, pesticide & chemical spills)		1-800-565-1633
Canadian Conservation Institute (CCI)		(613) 998-3721
RCMP (District2)	***_****	

Position	Name	Phone (work)	Cell Phone	Phone (home)
Staff:				
Board:				
Other:				

BANK DEPOSITS / COUNTING OF MONEY	P.P. ####
	Board Resolution: [insert date]
	Replaces: [insert date]

POLICY

Cash

The bank deposit for money collected from the day's business is to be prepared at the end of the business day during peak season (June, July and August). The deposit slip must be made after the float is counted and must include all money collected from the day's business.

The bank deposit for money collected from the week's business is to be prepared on the Monday of each week during shoulder seasons (April, May and September, October, November). The deposit slip must be made after the float is counted and must include all money collected from the week's business.

The bank deposit for money collected from the month's business is to be prepared on the first Monday of the month for the previous month during the off-season (December, January, February and March). The deposit slip must be made after the float is counted and must include all money collected from the month's business.

Cheques

- The bank deposit for cheques of less than \$500 are to be deposited within a week of receipt.
- The bank deposit of cheques of more than \$500 are to be deposited with 24 hours of receipt.

Employee / Volunteer Safety

Our employees' / volunteers' safety is a priority. Therefore, the following policies are to be adhered.

- When two (2) or more employees / volunteers are available, at least two (2) employees / volunteers should bring the bank deposit, regardless of its amount, to the bank.
- When one (1) employee is available, the deposit can be made alone but with care.
- When possible, vary your hours when bringing the bank deposit to the bank. The bank deposit must be carried discreetly, in such a way that no one is able to tell that money is being carried, and held securely by the person carrying it.
- Under no circumstance may a prepared deposit remain in the museum longer than one (1) business day, except when the bank is closed for two (2) consecutive business days.

PROCEDURES

Fraud Prevention

If you suspect any dishonest, unusual or fraudulent employee / volunteer behaviours in regards to the banking procedures, immediately contact the Executive Director and / or the Bookkeeper.

Counting of Money

1. For security reasons, money may be counted at the cash counter only when the museum is not open for business and that the museum's doors are locked. If you feel that there is a safety risk, whereby passersby can observe this activity, then the counting of money for a bank deposit should be done in an alternate room and not at the cash register.

2. At the end of the business day, count the float in the cash register.
3. The bank deposit must include all money collected from the day's business (the take).

Bank Deposits – Inside the Bank

1. Provide Steps
2. ...

Bank Deposits – Bank Machine

1. Provide Steps
2. ...

If an error is made:

- If an error is made when completing the deposit slip, do not make any corrections. Mark "VOID" on the erroneous slip and prepare a new deposit slip which shows no changes or alterations.
- If an error is made on the deposit slip and is noticed only after the deposit has been delivered to the bank, make the corrections and initial next to the correction.

"Overages" and "Shortages"

Overages and shortages of **\$10 or greater** must be immediately investigated. Communicate the reason and details of the verification conducted in writing. Ensure to include the following:

- Date of occurrence
- Steps taken to investigate the reason for the overage / shortage
- Name(s) of the employee(s) verifying the overage / shortage
- Signatures of the employee(s) verifying the overage / shortage

Bank Deposit Slips

The [Organization Name] banks with the [Name of Bank]. Due to the customization of deposit slips, it is not possible to borrow, lend or share deposit slips with another business.

The slips contain the following information:

- The name of the company "[Institution Name]"
- The address of the bank branch
- The account number

The only information that you are required to enter on the slip is the following:

- The business date
- The cheque information
- The cash breakdown
- Total amount being deposited
- Initials of employee in the "Deposited By" section

For deposit book replenishment, contact the [Name of Bank] via fax using the reorder form found at the front of the deposit book. As you will need to allow at least 3 weeks delivery for the slips, ensure that you do not run out before re-ordering.

WORKPLACE VIOLENCE	P.P. ####
	Board Resolution: [insert date]
	Replaces: [insert date]

POLICY

The possibility of violence in the workplace can be an unfortunate reality that employees must deal with. The [Name of Institution] will provide a workplace as safe from the threat of violence as possible.

Violence means the attempted or actual exercise of any physical forces so as to cause injury to an employee / volunteer, and includes threatening statement or behaviour which gives an employee / volunteer reasonable cause to believe that s/he is at risk of injury. Incidents of violence:

- Include any attempted or actual threatening statement or behaviour towards an employee / volunteer by any person which gives the employee / volunteer reasonable cause to believe s/he is at risk of injury
- May not necessarily occur on the job site. Any incident of violence is considered workplace violence if it arises out of the employee's employment.

No person shall engage in any improper activity or behaviour that might create or constitute a hazard to one or any other employee. For the purpose of this regulation, improper activities or behaviour include scuffling, fighting or similar conduct.

PROCEDURES

TRAVELLING TO AND FROM WORK

Arriving at Your Parking Spot

1. Park in well-lit areas
2. Use caution in parking garages
3. Lock your vehicle
4. As you enter the designated parking area, prior to leaving your vehicle, scan the area for suspicious persons. Have a back-up plan ready
5. Prepare yourself to get out of your vehicle with everything you need prior to unlocking the vehicle door. Ensure you have the key to the museum, a whistle or personal alarm and other personal belongings. Avoid having to reach back into the vehicle for items after you have exited.

Walking to Museum

1. Walk with your head erect and be alert
2. Use the main entrance as much as possible. Avoid rear or secluded entrances.

Returning to Your Vehicle

1. Prepare yourself to leave the museum with everything you need, such as keys to the museum (if applicable), the key to open your vehicle and a whistle or personal alarm
2. Avoid dark or secluded areas
3. Scan the area for menacing individuals; have a back-up plan if there is danger
4. Walk with your head erect and be alert
5. Scanning your route, proceed directly and quickly to your vehicle. If possible, avoid walking to your vehicle alone.
6. Once you are in your vehicle, ensure all doors are locked and windows are up

OPENING AND CLOSING THE MUSEUM

Standard Opening and Closing Procedures

1. **Always** keep the front door locked from the inside until the museum opens for business and at the official closing hour
2. **Always** ensure that the door is closed tightly
3. Re-lock the door each time an employee / volunteer enters

Emergency Opening

If you are called by the police, fire department, or the alarm service to open the museum for an emergency, try to have the appropriate emergency service personnel (police, fire department) enter the museum with you. Obtain the telephone number and name of the service the person represents (e.g. telephone number of the police station, alarm service, etc.). To ensure that the call is legitimate, telephone the person who called you back.

Report emergency openings to the Board of Directors.

WORKING ALONE

There may be times when you have to work alone. During these times, take extra precautions to remain safe:

1. Alert the Board of Directors that there will be times that you will be working alone
2. Keep emergency numbers for assistance easily accessible
3. Never leave open doors unattended
4. If possible, do not empty the garbage at night, especially if the dumpster is in a secluded spot or back alley

Assault Prevention Tips for When You are Working Alone

If attacked, scream as loud and as long as possible. Run to a neighbouring business or to the nearest well-lit area and continue calling for help.

Telephone the police immediately after any incident and record appearance and mannerisms of the offender. If someone grabs your purse, deposit bag or other personal property, do not resist and do not chase the thief.

DEALING WITH IRATE CUSTOMERS

Since you work with the public, it is almost inevitable that you will have to deal with an irate customer at some point.

1. Try to avoid escalating the situation. Find ways to help the irate customer save face.
2. Listen carefully and empathize with the customer, so you can better understand how to solve the problem.
3. If you cannot calm the person, ask for help from Management.

SHOPTHEFT

Refer to P.P. ####, "Shoptheft / Robberies / Hold-Ups."

Refer to FRM Emergency Plan "Theft & Vandalism & Other Situations"

ROBBERIES, HOLD-UPS AND BREAK-INS

Refer to P.P. ####, "Shoptheft / Robberies / Hold-Ups."

Refer to Museum Emergency Plan "Theft & Vandalism & Other Situations"

MAKING BANK DEPOSITS

Refer to P.P. ####, "Bank Deposits / Counting of Money."

EMERGENCIES / UNUSUAL EVENTS

Refer to P.P. ####, "Museum Closure Due to Unusual or Hazardous Situations."

Refer to P.P. ####, "Emergency Management."

Shoptheft / Robberies / Hold-Ups	P.P. ####
	Board Resolution: [insert date]
	Replaces: [insert date]

POLICY

Shoptheft, robbery and hold-ups are serious and potentially dangerous crimes. A robber commits a hold-up because s/he believes that their profit will be worth the risk. By decreasing the possible profit and increasing the risk of apprehension, potential victims can reduce their chance of becoming a target. Personal safety is always the most important consideration when planning how to react to an armed robbery, theft or hold-up.

The [Name of Institution] understands that there is the possibility of robbery, Shoptheft and hold-ups at the museum and that they should give security training a high priority. Employees and volunteers should be trained in the methods of robbery prevention, which will improve their chances for safety and their ability to provide information that could help in the apprehension of the criminal. In addition, this preparation can lessen the emotional after effects of being involved in an armed robbery.

Theft refers to someone stealing something in secret. Robbery usually refers to someone stealing something using force or the threat of violence.

Shoplifting is the theft of goods that are on display in a store (such as the museum store). It is easier, and safer to prevent shoplifting than it is to deal with a shoplifter.

Watch out for people who...

- Seem nervous or avoid eye contact
- Wander around the store without buying anything
- Leave the store and come back soon after
- Stay in a part of the store where it is difficult to see them
- Keep looking around or watching you

To discourage potential shoplifters...

- Greet and acknowledge anyone who enters the museum
- Be friendly and polite to all customers. Ask whether they need help
- If someone looks suspicious, make friendly eye contact with him or her
- Keep the museum and museum store area clean and orderly
- Know where shoplifting is most likely to occur
- Make your museum store a less desirable target.

Fill out the Violent Incident Report and give it to Management. This will also provide valuable information for the police. Make a point of trying to describe the suspect's footwear. Many thieves and robbers will change their clothing afterwards, but not their shoes.

Robberies typically present the greatest risk of violence to retail workers and customers. Making the museum a more difficult target will help protect your employees and volunteers from possible violent situations and provide a safer environment for patrons.

To prevent robbery...

- Dress neatly and keep the store area and museum neat and clean. A tidy, orderly place of business is inviting to customers but not to robbers
- Keep the museum well lit. Replace any burned-out bulbs
- Be friendly. Make eye contact and offer patrons a friendly greeting as they enter the museum
- Stay alert. Watch for people showing the same behaviours as potential shoplifters
- If someone suspicious is standing in line, ask the customer ahead of the suspicious person, "Are you together?" The customer will usually turn around and look at the other person
- If you see something suspicious, call the police. Never try to handle it yourself
- Encourage the police to stop by periodically
- Handle cash carefully and keep the amount of cash in registers to a minimum. If a patron tries to pay with a large bill, politely ask for a smaller one. Explain that you keep very little cash on hand

PROCEDURES

If the incident has just happened, immediately notify:

- All staff and volunteers
- The Executive Director and the Executive Board
- Notify the Police Department by dialling **9-1-1** immediately
- Notify the Security Company to download the video from the CCTV (if applicable)

If the incident involves artefacts, take the appropriate steps to mitigate the effects of the incident (i.e. neutralize chemical agent) and call the members of the Collections Committee immediately.

Shoplifting:

For the purposes of this document, it is assumed that shoplifting refers to taking something from the gift shop rather than stealing an artefact and that the suspect is still within the building.

- Inform the Executive Director and/or the Society President
- Assess the individual situation to decide which course of action is the safest and most prudent keeping in mind circumstances such as other staff in the building, the appearance of the shoplifter, proximity to a door, other visitors, etc. Also, keep in mind that a person cannot be accused of shoplifting until they have actually exited the building with the item. Until that point in time, they can argue, even if they are blatantly lying, that they fully intended to pay for the item(s) and were just waiting until the end of their visit.

OPTION 1:

If certain that the individual is carrying stolen goods, you could strike up a conversation working in a mention of the Hall's security system (keep in mind that we have no authority to search the individual). In addition, any attempt at physical restraint could result in unneeded lawsuits. Use the "chat" to take special notice of their physical description (gender, height, weight, eye/hair color, skin tone, clothing, distinguishing features, speech mannerisms etc.)

- Without being terribly obvious, but without losing site of the individual(s), give them the space to make the decision regarding their next course of action (might go to the second floor to dump the stolen goods in second floor galleries or pass them to a partner who is also "visiting" the FRM.)
- Contact Police and explain the situation - if possible, another staff person should be calling or keeping an eye on the shoplifter
- If the police arrive before the shoplifter(s) has exited the building, they will take over from that point
- Notify Capital Security to download the video from the CCTV (if applicable)
- Fill out a Violent Incident Report

OPTION 2:

If the shoplifter(s) has left before the police arrive, try to take note of the direction he went upon leaving the hall, if he/she met up with anyone, etc. Keep in mind that we have no right to attempt to detain / search the individual. Wrongly accusing someone of theft could damage the image of the FRM. While waiting for the police prepare a report with a description of the item(s) taken or show police sample from stock that remains.

Robbery / Hold-Up:

For the purposes of this document, robbery differs from theft in that a robber makes no effort to hide or disguise his actions and he/she will likely claim to have some sort of weapon (gun, knife, etc.) which he/she may or may not reveal and are, most likely, after money rather than an artefact.

- REMAIN CALM AND DO NOTHING THAT WILL PLACE YOURSELF, OR OTHERS, IN DANGER.
- The safety of the people (staff and visitors) in the building is the first priority
- Follow the robber's instructions quickly and efficiently, chances are that money is all they are after
- Attempt to note any information about the individual that you can (gender, age, height, eye/hair color, skin tone, clothing, distinguishing features, speech mannerisms, etc.)
- Contact the authorities as quickly as possible after it is determined it is safe to do so
- Notify staff, the Executive Director and the Society President
- Notify Capital Security to download the video from the CCTV (if applicable)
- Fill out a Violent Incident Report

MAKING BANK DEPOSITS

Refer to P.P. ####, "Bank Deposits / Counting of Money."

Violent Incident Report

[Name of Museum]

Section A - Instructions			
<ul style="list-style-type: none"> - Employees and volunteers involved must complete this report following each violent incident - Witness statements must be collected, signed and attached - Management must give a copy of this report to the Board of Directors Executive. - Management must keep a copy of this report in the employee's file. 			
Section B – Personal Information			
Last Name:	First Name:	Position:	
Section C – Witness Information			
Last Name:	First Name:	Telephone:	
Last Name:	First Name:	Telephone:	
Section D – Offender Information			
Last Name (if known):	First Name (if known):	Male or Female:	
Height:	Weight:	Complexion:	
Offender's relationship to you (for example, a customer, co-worker, spouse, ex-girlfriend, or ex-boyfriend):			
Any other information (for example, accent, hair colour, skin colour, tattoos, clothing, or footwear):			
Section E – Details of Incident			
Description of the incident (where, when, sequence of event)		Date of Incident:	
		Time of Event:	
		Type of Incident	Yes
		Verbal Abuse	<input type="checkbox"/>
		Physical Threat	<input type="checkbox"/>
		Pushing / Slapping	<input type="checkbox"/>
		Robbery / Hold-Up / Shoptheft	<input type="checkbox"/>
		Incident reported to management	<input type="checkbox"/>
Section F – Post Incident Information			
	Yes	No	Describe any other relevant information:
Did you receive first aid or other medical attention?	<input type="checkbox"/>	<input type="checkbox"/>	
Was the incident captured on a security camera?	<input type="checkbox"/>	<input type="checkbox"/>	
If yes, was Capital Security notified to download a copy to a jump drive?	<input type="checkbox"/>	<input type="checkbox"/>	
Has this incident been reported to the police?	<input type="checkbox"/>	<input type="checkbox"/>	

If available, Police file #:			
How has this incident affected you	Yes	No	
Missed Work			
Emotional Trauma			
Physical Injury			
Witness statement(s) attached			
Section G – Suggestions for Preventing a Similar Incident			
Section H – Declaration and Release			
I declare that I have read this form and that all the information it contains is true and accurate to the best of my knowledge.			
_____			_____
Signature			Date

TEMPLATE