Health, Safety and Environmental Policy

The School of Health and Public Safety (School of HPS) at SAIT is committed to creating a working and learning environment that protects staff, students, property, the public and the environment from incidents. The School will achieve this safe and healthy work environment by complying with all legislative requirements and institutional standards.

Employees at every level, including management, are responsible and accountable for the school’s overall safety performance. Complete and active participation by everyone is necessary to achieve the safety excellence the school expects.

Management supports participation in the health and safety program by all employees and provides the proper equipment, training and procedures to perform our work tasks safely. Employees and students are responsible for following all rules, practices and procedures, working safely, and, whenever possible, improving safety measures.

An injury and incident free workplace is our goal. Through continuous safety and loss control efforts, we can accomplish this.

Safety Orientation Information

Topics covered:

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Safety is everyone’s responsibility!
SAFETY @ SAIT

Numbers to Know

- **EMERGENCY**
  - 9-911 or 911
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  - Campus Security: 403.284.8000
  - Campus Health: 403.284.8666
  - Safewalk: 403.284.7233
  - HELP Line: 403.210.4357
  - E-mail: helpline@sait.ca

#1 Campus Security Issues
- Chemical Spills
- Personal Safety
- Thefts, Break-ins, Vandalism
- Door Openings
- After Hours Parking Concerns

#2 Facilities Management Requests
- Custodial
- Maintenance
- Furniture and Equipment
- Heating Ventilation & Air Conditioning
- Occupational Health, Safety & Environmental
- Work Order
- Light Bulb Replacement

#3 Computer/Telecommunications Issues
- Telephone Problems & Inquiries
- Computer & Networking Assistance
- Audio Visual Equipment Maintenance
- Password Resets or Computer Account Information

#4 Parking
- Daytime Parking Concerns

First aid kits are located in the following rooms:

- **Basement**: NR21, NR23
- **First Floor**: NR103, NR107, NR114, NR116
- **Second Floor**: NH203, NH208, NH209, NL203, NL205, NL207, NN202, R201, NR209, NR213
- **Third Floor**: NL305, NR301, NR303, NR316, NR318
- **Fourth Floor**: NR410, NR416, NR421
- **Fifth Floor**: NR502, NR512

Helpline - 403.210.HELP (4357)
Evacuation Procedures

“If instructed to evacuate, you must do so. Evacuation is mandatory for everyone. No exceptions.”

1. Take the Stairs!
2. Evacuate through the nearest exit and assemble at least 60 METERS from the building at a muster point.
3. Wait for “ALL CLEAR” air horn to sound before re-entering building.

Student Safety Responsibilities

Student
- Report any unsafe conditions or circumstances immediately to the instructor
- Follow all Department safe work practices, procedures and safety rules
- Use and wear Personal Protective Equipment as required
- Report any injuries or incidents to their instructor
- Participate in emergency response drills, safety training and incident investigations

“You have the right to refuse unsafe work if you believe the work you are doing poses imminent danger to yourself or coworkers.”

Article 35 Alberta Health Act

Emergency Equipment

Check your classrooms and labs for the nearest:
- Fire Extinguisher
- Fire Alarm Pull Station
- Eyewash Station
- Chemical Shower
SAITALERT

SAIT’s Voice/Text Message Emergency Notification System

Get notifications about emergencies on campus through SAITALERT Voice/Text Message Emergency Notification System. This system enables SAIT to quickly provide you with critical information should there be an emergency on or around our campus locations.

SAITALERT will provide you with time sensitive information or instructions through the use of text messages, or voice message via the communication method you select in your profile.

Create an account and add your contact and location information. Log into mySAIT.ca, choose the SAIT Resources tab and click on SAITALERT under Safety and Security.

Safewalk

Call 403.284.SAFE (7233) or visit MC107 Stan Grad Centre

Campus Safewalk is a group of dedicated SAIT student volunteers who will walk you from SAIT to your destination safely. Safewalk will walk you to your car, Calgary Transit, or home within a 10 block radius of SAIT campus.

All volunteers have undergone police security checks, first-aid, CPR training and self-defense training.

Interested in volunteering? New volunteers are accepted year round. Drop off your resume or fill out an application form at the SAITSA Resource Center—MC107 Stan Grad Center.

Incident Reporting

It is the policy of the School of Health and Public Safety (HPS) to investigate all incidents, near misses, occupational illness, property damage and environmental damage incidents that are reported.

Students must report incidents to their Instructors or HPS staff as soon as it is possible to do so, whether on campus or off campus during practicum.

The Instructor will fill out an Incident form and an investigation will take place. An incident investigation is a fact finding process and not a fault finding process, to see what improvements the School needs to make.

Hand Hygiene

is the single most effective way to prevent the spread of communicable diseases and infections.

Alberta Health Services
Personal Protective Equipment Guidelines

Eye and Face Protection
Eye and face protection is required when an employee or student is exposed to flying debris, dust, steam, body fluids, chemical liquids or solvents, vapours and harmful rays. The appropriate eye and face protection will be worn based on the hazards of the work being performed.

Eye Protection Guidelines
- Only CSA approved safety glasses are permitted.
- Eye protection must be kept clean using the approved cleaning solutions and wipes to reduce scratches and damage to the lenses.
- Safety glasses must be stored in a safe and clean place that will be free from impact and/or other damage when not in use.
- Altering CSA approved eye and face protection is strictly forbidden.
- Eye and face protection must be used according to the manufacturers’ instructions.

Radiation Protection
Radiation protection is required when an employee or student is exposed to radioactive materials or equipment that emits radiation. The appropriate radiation protection will be determined by the specific guidelines or procedures of the different programs.

Radiation Protection Guidelines
- Personal dosimeters must be worn and stored according to the recommendations of the dosimetry service provider.
- All persons, except for those persons whose presence is essential, must leave the room when the irradiation is carried out.

Skin Protection
Hand and skin protection is required when an employee or student is exposed to un guarded pinch-points, machine parts, hot spots, and machine/material surfaces. In addition, protection is required when an employee or student is exposed to a hazard that may cause injury and/or illness (disease) in a work/learning environment.

Skin Protection Guidelines
- Employees and students involved in housekeeping of the work area (picking up sharp objects and general debris, handling of/storing of chemicals, fluids or solvents) will wear the appropriate type gloves for the hazard.
- Employees and students will not wear gloves near machine gears or other devices in which a glove can get caught on moving parts.
- If a Material Safety Data Sheet indicates the need to wear skin protection, employees and students must wear that protection according to the nature of hazards involved.

Foot Protection
Foot protection is required when a worker is at risk of foot or ankle injury from falling or rolling objects, cuts and punctures, temperature extremes, chemical handling and storage, electrical hazards, weather elements, operating or guiding heavy equipment, and to prevent ankle sprain or strain.

Foot Protection Guideline
- Safety foot wear must be CSA approved.
- Safety foot wear must not be modified in any way. To do so goes against the manufacturer’s recommendations and therefore is not acceptable.
- Ensure foot wear is stored in a clean and dry area.
- Foot wear must be tied all the way to the top of the boot.
- Toe cap guards are recommended to extend the life of the boot.
- Closed toe, closed heel foot wear with non-slip soles must be worn in the labs.

Respiratory Protection
Respiratory protection will be worn and used in accordance with the manufacturer’s specifications. Fit tests will be conducted in accordance with the Alberta Occupational Health and Safety Code.

Results of fit tests will be recorded on a SAIT Respiratory Protection Training Record.

SDS and Safety Forms
SDS are available in hard copy for each program. Check with your program to find out where you can find quick access to this important information.
Fainting

What is fainting?
Fainting (syncope) is a sudden, brief loss of consciousness. When people faint, they usually fall down which can result in other injuries. Once lying down, people usually recover quickly.

What causes fainting?
Fainting is caused by a sudden drop in blood flow to the brain which can be triggered by:
- Stress/fear
- Postural hypotension (sudden drop in blood pressure with change in position)
- Dehydration
- Low blood sugar levels (hypoglycemia)
- Migraine attack
- Pregnancy

How to prevent fainting?
- Drink plenty of fluids to prevent dehydration
- Stand up slowly
- Eat breakfast before coming to class
- Get a good night’s sleep
- Don’t get over warm

Signs & symptoms of fainting:
- Blurred vision
- Confusion
- Lightheadedness or dizziness
- Feeling warm or hot
- Nausea
- Cold, clammy sweat
- Pale skin

What to do if you feel faint?
- Inform someone (classmate or Instructor); don’t be silent
- Remove yourself from the situation i.e. if uncomfortable about blood or needles, leave the room (only after telling someone) or think about something else
- Sit with your head between your knees or lie down
- Drink something with calories and sugar, like soda or juice
- See a physician if it happens frequently or is associated with shortness of breath, chest pain, rapid/uneven heartrate or numbness/tingling on one side of the body or face.

What to do when someone faints?
- Position the person on their back, elevating the legs if possible
- Loosen constrictive clothing
- Do not crowd around the person
- Do not get the person up too quickly to prevent from fainting again
- Make sure airway is clear—watch for vomiting
- If the person does not regain consciousness quickly, call 911
- Treat any bumps, bruises or cuts appropriately