

SAFETY @ SAIT



Safety Orientation Information

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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.

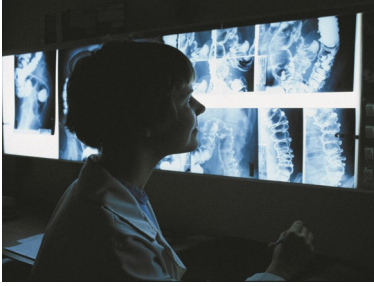
Management supports participation in the health and safety program by all employees and provides the proper equipment, training and procedures to perform our work tasks safely. Employees and students are responsible for following all rules, practices and procedures, working safely, and, whenever possible,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

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



Injury or Illness on Campus

To know what to do if you are injured or ill on campus and require medical treatment, please review [Injury or Illness on Campus](#) on SAIT's website. If you have [respiratory virus symptoms](#) or test positive for any respiratory illness, you should stay home until your symptoms have improved, you feel well enough to resume normal activities and are fever free for 24 hours.



First aid kits are located in the following rooms:

Basement:
NR23

First Floor:
NL107, NL109, NL112
NR103, NR107, NR114,
NR116

Second Floor:
NH201, NH203, NH208,
NH209
NL203, NL205, NL207,
NL210, NL214, NL218
NR201, NR213

Third Floor:
NL303, NL305
NR301, NR303, NR312,
NR316, NR318, NR320

Fourth Floor:
NR410, NR416, NR421A

Fifth Floor:
NR502, NR512



Numbers to Know

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

Helpline - 403.210.HELP (4357)

#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

#4 Parking

- Daytime Parking Concerns

Information Technology Services— Technical Support

Visit the [ServiceNow self-service portal](#).
Or email ITS.Support@sait.ca

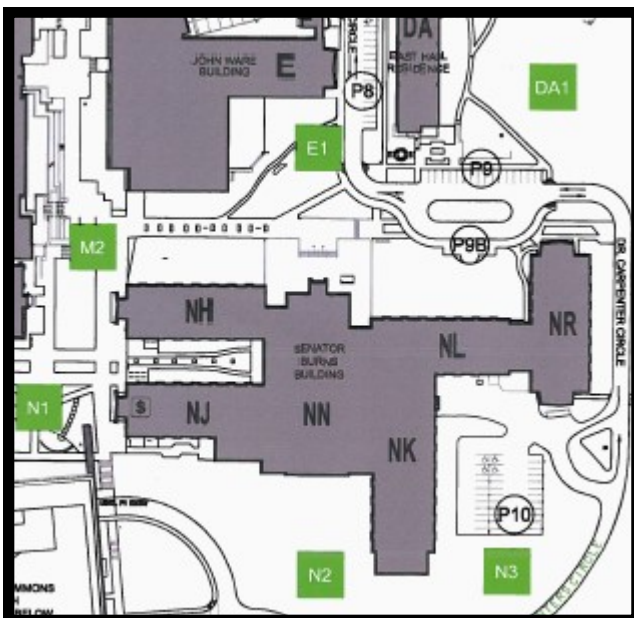
Evacuation Procedures



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

EVACUATION FAST SIREN STROBE FLASHES Message "EVACUATE"	STAND BY SLOW SIREN STROBE FLASHES Message: "Fire Being Investigated" Will repeat for 5 minutes <i>Do not evacuate...just get ready</i> Do not go to lockers!
EVACUATE IMMEDIATELY	FAST ALARM STROBE FLASHES ALARM STOPS STROBE STOPS
	EVACUATE RELAX

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.



Senator Burns
Building SAIT Main
Campus



Student Safety Responsibilities

Students are considered workers under Alberta Occupational Health and Safety (OHS) legislation.

OHS legislation requires workers (including students) to:

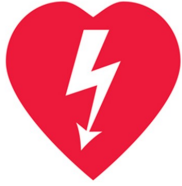
- Work safety
- Co-operate with their employers, managers, or instructors by following health and safety rules for the task at hand
- Take responsibility to protect the health and safety of themselves and others
- Know the 3 Rights of Workers
 - ◊ The right to know their hazards
 - ◊ The right to participate in health and safety activities
 - ◊ The right to refuse unsafe work
- Report any unsafe conditions or circumstances immediately to the instructor
- 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

Emergency Equipment

Check your classrooms and labs for the nearest:

- Fire Extinguisher
- Fire Alarm Pull Station
- Eyewash Station
- Chemical Shower

AED



Automated External Defibrillators (AED)

AED Locations in the Senator Burns Building

NN Main Floor – In rotunda on a main pillar just north of the K-wing entrance and Tim Horton's

NN 4th Floor – heading towards NL-wing from NN

NN 7th Floor—in the elevator lobby

NN 10th Floor— in the elevator lobby

HPS Safety Bulletin Boards

There are 8 School of HPS Safety Bulletin Boards in the Senator Burns Building for your quick and easy access to safety information.

The Safety Bulletin Boards are located on each floor of the NR-wing (5th floor to the basement), 2nd floor NL-wing and 2nd floor NH-wing.

Locations of First Aid kits, AEDs and emergency procedures are posted on the board.

SAITALERT

SAIT's Official Safety App

Get notifications about on campus emergencies and safety information through the free SAITALERT app. This app enables SAIT to quickly provide you with critical information should there be an emergency on or around our campus locations.

SAITALERT features include:

- Mobile Bluelight: Send you location to SAIT security in real-time in case of a crisis
- Friend Walk: Send your location to a friend, who can watch you walk home in real-time
- Emergency Contacts
- Emergency Plans
- WorkAlone: Use the app to "check in" with you periodically while working alone or during late hours. If you do not respond, the app will alert Campus Security.

Download the free app from [Google Play](#) or the [App Store](#).

Incident Reporting

All incidents, including near misses and close calls, must be reported promptly to ensure that corrective actions are taken to prevent a recurrence and more injuries. Prompt report is also in compliance with applicable Occupational Health and Safety (OHS) and environmental legislation.

Students must notify their instructor as soon as possible following an incident.

An [incident report/investigation form](#) must be completed and submitted to Health, Safety, and Environmental Services.

Incidents are investigated to make recommendations to prevent recurrent injuries.

Health, Safety, and Environment Services/Emergency Response

[Health, Safety, and Environment \(HSE\) Services](#) is a department at SAIT that provides guidance and direction to the SAIT community to achieve a safe working and learning environment.

HSE Services creates and communicates:

- Health, Safety, and Environment Management System (HSEMS)
- Employer Responsibilities
- Student Responsibilities

[SAIT's Emergency Management program](#) is based on emergency management principles and gives direction on what to do in an emergency.



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 working with 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.

- All personnel must use available protective devices.
- Follow the ALARA principle (as low as reasonably achievable) .

Skin Protection

Hand and skin protection is required when an employee or student is exposed to unguarded 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 lift equipment, and to prevent ankle sprain or strain.

Foot Protection Guideline

- Safety foot wear must be CSA approved.
- Safety footwear must not be modified in any way. To do so goes against the manufacturers' 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 footwear 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.

Safety Orientation Checklist

Do I know about or how to find:

- ◇ Safety Bulletin Board locations
- ◇ Right to Refuse Unsafe Work
- ◇ My Safety Responsibilities
- ◇ Personal Protective Equipment Requirements
- ◇ Incident Reporting
- ◇ Evacuation Procedures
- ◇ First Aid Equipment Location
- ◇ Location of Safety Data Sheets (SDS)
- ◇ Fire Extinguisher & Alarm Pull Station Location
- ◇ Eyewash Station Locations
- ◇ Chemical Shower Locations
- ◇ How to use the "Helpline"
- ◇ Automated External Defibrillator (AED) locations
- ◇ SAITALERT

Safety Data Sheets (SDS)

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.



Injury Prevention

Learning to safely work with new tools

- ◆ Do assigned reading prior to lab (if applicable)
- ◆ Listen to instructions carefully
 - ◆ Work slowly
- ◆ Pay attention to the task at hand
- ◆ Ask for help if having difficulties

Active Shooter Education

A group of Alberta post-secondary institutions, including SAIT, have an initiative to educate staff and students about how to respond in the case of an assailant.

The following link leads to a video dramatization by Campus Alberta Risk and Assurance Committee (CARA) for [surviving an active shooting incident](#).

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 heart rate 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