CITY OF HAMILTON - CORPORATE SAFETY GUIDELINE

DEVELOPED BY: CORPORATE WORKPLACE SAFETY SECTION  Guideline # COH-RQ-GD-013
DATE: October 2001  APPROVED BY: Corporate Management Team

Safety Tips and Guidelines for Volunteers:

All work must be performed in compliance with the Occupational Health and Safety Act and the appropriate Regulations.

Every Volunteer must have the proper qualifications for the work to be performed and present proof of training on safety and health issues relevant to the area of work to be performed. If not able to provide qualifications, the volunteer must be trained by the City.

In addition to the above, Volunteers are expected to enhance their personal health and safety by exercising mature, appropriate behavior and sound judgment in the course of the work to be performed.

A "project safety plan" shall be developed for the work and an "operations meeting" will be held with all Volunteers before the commencement of the work.

WHMIS:

The Workplace Hazardous Materials Information System requires that all WHMIS controlled products are contained in proper containers, with proper labeling and that a current Material Safety Data Sheet be available for all such products, on site. All Volunteers working with WHMIS controlled products must present proof of the required WHMIS training. If not able to provide proof, the volunteer must be trained by the City.

HOT WORK:

Any welding, brazing, or other work involving sources of heat and/or combustion shall be performed only with a proper "hot work permit" authorized, by a representative of the City.
CONFINED SPACE ENTRY:

A "confined space" shall be entered only when a "confined space entry permit" is authorized by a representative of the City and only after confirmation that all measures have been taken to comply with the "confined space entry" requirements of the Industrial Regulations.

PERSONAL PROTECTIVE EQUIPMENT:

Volunteers shall wear such protective clothing and use such personal protective equipment or devices as are necessary to protect the worker against the hazards to which the Volunteer may be exposed.

Volunteers shall provide proof of adequate training in the care and use of the personal protective equipment, clothing and device OR be so trained by the City, before wearing or using it.

As a minimum, the following personal protective equipment shall be worn on the project:

- Protective headwear
- Protective footwear
- Appropriate protection in circumstances where there is a risk of eye injury to the Volunteer
- Appropriate protection in circumstances where there is a risk of noise induced hearing loss to the Volunteer
- Protection appropriate in the circumstances where there is a risk of injury from contact with a noxious gas, liquid, fume or dust; an object that may puncture, cut or abrade the skin; a hot object, hot liquid or molten metal; or radiant heat
- Protection in the event the worker is exposed to hazard of falling more than 3 meters; falling into machinery; falling into water or another liquid; falling into a hazardous substance or liquid, falling through an opening on a work surface.

ASBESTOS:

The "Asbestos Management Program" requires that the "Asbestos Location Survey" for the building/facility be reviewed prior to the commencement of the work. A "log book" is to be completed and signed indicating the possible disturbance of any asbestos containing materials in the building/facility. If asbestos exposure/disturbance is likely in
the course of the project, controls must be put in place, in consultation with Building Services, before the project may begin.

Should any suspect materials be encountered during the course of the work, the work shall cease until Building Services (Facilities) has evaluated the suspect materials and cleared the work.

**TOOLS:**

All power/hand tools provided for use must be in good condition and meet all standards as required under the Industrial Regulations.

The Volunteers must be trained or provide proof of training in the use, care and maintenance of all tools used for the project.

**EMERGENCY PLAN:**

An [emergency plan](#) shall be developed to ensure the proper response to an emergency. This may include the spill and control of any controlled product; fire and response to a medical emergency and/or accident.