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APPENDIX A – Con’t.

SITE EMERGENCY NUMBERS

Two Stage Alarms

<u>Building</u>	<u>Alarm System</u>	<u>Emergency Phone #</u>
Abbie J. Lane Bldg	Two Stage	473-3333
Centennial QEII	Two Stage	473-3333
Cobequid	Two Stage	473-3333
Dartmouth General	Two Stage	473-3333
Dickson Bldg QEII	Two Stage	473-3333
East Coast Forensic	Two Stage	460-6940
Eastern Shore Memorial	Two Stage	911
Halifax Infirmary QEII	Two Stage	473-3333
Hants Community Hospital	Two Stage	“0” or 911 if cell or external line
Mackenzie Bldg, QEII	Two Stage	473-3333
Mount Hope NSH	Two Stage	473-3333
Musquodoboit Valley	Two Stage	911
NS Rehab Centre QEII	Two Stage	473-3333
Purdy Bldg NSH	Two Stage	473-3333
Twin Oaks Memorial	Two Stage	911
Veteran’s Memorial QEII	Two Stage	473-3333
Victoria Bldg QEII	Two Stage	473-3333

If reporting an emergency to 9-1-1, please also notify Security at your facility upon completing the call to 9-1-1. If Security does not answer or is not available, notify your Supervisor/Manager immediately.

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NOVA SCOTIA OCCUPATIONAL HEALTH & SAFETY ACT

Central Zone recognizes the Nova Scotia *Occupational Health and Safety Act* and accompanying Regulations; relevant federal acts and regulations as minimum standards for occupational health and safety. The Occupational Health and Safety Act was created to help prevent workplace injury, illness and death. The Legislation is based on the Internal Responsibility System (IRS). The IRS means that every employee in Central Zone, from front line worker to senior executive, is responsible for safety. The Act ensures three fundamental rights to all Nova Scotia Employees:

The **Right to Know** About information on issues that affect your health and safety. What hazards you are expected to work with, and what preventative measures are in place to protect your health and safety

The **Right to Participate** as a safety representative on Joint Occupational Health and Safety Committees, Workplace Safety Teams/Representative (QEII) or in the selection of these safety representatives, by voicing your concerns or opinions on any issues affecting health and safety at the workplace, by reporting unsafe acts and conditions and participating in safety initiatives such as: inspections, the hazard assessment process and/or the development of safe work procedures

The **Right to Refuse** work that you believe is unsafe. If you choose to exercise this right, advise your immediate Manager or Supervisor. They will guide you through the specific process. *(The policy and procedure can be found at the Central Zone Policy webpage: CH80-045 Refusal to Work Situation.)*

KNOW YOUR RIGHTS – EXERCISE YOUR RIGHTS

POLICY CH 80-035: CENTRAL ZONE OCCUPATIONAL HEALTH AND SAFETY – RIGHTS AND ACCOUNTABILITIES:

Outlines the legislated rights, responsibilities and the accountability of all its employees associated with each level within the organization, including the Board of Directors, the CEO and VP's, managers and supervisors, employees. It also outlines the functions of the Joint Occupational Health and Safety Committees and Joint Occupational Health and Safety Policy Committee, and Workplace Safety Teams.

APPENDIX A – SITE EMERGENCY NUMBERS

Single Stage Alarms

<u>Building</u>	<u>Alarm System</u>	<u>Emergency Phone #</u>
Bayers Road	Single	911
Belmont House	Single	911
Bethune Building QEII	Single	473-3333
Breast Screening Clinic	Single	911
HI & VG Heating Plant/Maintenance	Single	473-3333
Cole Harbour Place	Single	911
CTP (Memory Lane, Lr. Sack)	Single	911
Connection Halifax (Clubhouse)	Single	911
Distribution Centre – Burnside	Single	911
Hugh Bell NSH	Single	473-3333
ICCS – Fall River Clinic	None	911
Joseph Howe Dr. (Continuing Care)	Single	911
Marshal Treatment NSH	Single	473-3333
Metropolitan Place – Wyse Road	Single	911
Mumford Road (Westend Mall)	Single	911
Musquodoboit Harbour Clinic	Single	911
New Beginnings – Dartmouth	Single	911
Power Plant and Laundry, NSH	Single	473-3333
Preston Sites – North and East	Single	911
Public Health – Burnside	Single	911
Royal Bank – Bedford Row	Single	911
Simpson Landing – NSH	Single	473-3333
Spryfield Medical Clinic	Single	911
Tacoma Drive	Single	911
Tantallon Wellness Centre	Single	911
Windsor Mall	Single	911

If reporting an emergency to 9-1-1, please also notify Security at your facility upon completing the call to 9-1-1. Also, notify your Supervisor/Manager immediately.

Safety is Everyone's Responsibility, from the Board of Directors to you. As a new employee, take your personal safety seriously. Your health, your family, your career and your co-workers are depending on you to make the smart decision.

All of the fire detection and suppressant equipment, health and safety policies and procedures, and all of the protective equipment such as masks, respirators, gloves, eye shields, etc. help us to stay safe and are important, BUT they do not replace the importance of an alert, knowledgeable, professional employee making the right decisions, working safe, knowing his/her safety rights and responsibilities, emergency procedures, reporting and participating in making the Central Zone a safe place to work.

Be Well...Be Safe...Be Healthy

As an employee, your responsibilities include:

- Work in a manner that is safe for themselves and others
- Report all hazards, concerns and incidents (with or without injury)
- Follow established safe work procedures
- Use machinery, equipment and materials only as authorized and trained
- Wear personal protective equipment as required and instructed
- Participate in training
- Cooperate with persons performing health and safety functions (supervisors, managers, co-workers, safety committee members and Safety and Prevention Programs Department)

CENTRAL ZONE'S OCCUPATIONAL HEALTH AND SAFETY PROGRAM

HAZARD IDENTIFICATION

The Nova Scotia Occupational Health and Safety Act and Central Zone Safety Policies all indicate that the employer is responsible for the identification and control of hazards.

Hazard Identification is a proactive process to identify hazards and eliminate or minimize/reduce the risk of injury to workers and damage to property, equipment and the environment. It also allows us to show our commitment and due diligence to a healthy and safe workplace. We must identify hazards and potential hazards in the workplace in order to be able to take action to eliminate or control them. Hazard Identification Assessment and Control are required by the Occupational Health & Safety Act.

SAFETY INSPECTION

Inspections are a proactive process to prevent injury and illness and must be regularly scheduled to ensure the safety of all persons in the workplace and to comply with the legal requirements of the *NS Occupational Health & Safety Act*. This process allows for effective identifying and control of hazards, correcting safety deficiencies and review and update of safe work practices and procedures.

INCIDENT PREVENTION AND REPORTING

All employees are responsible for following policies, procedures, guidelines, standards and protocols to prevent workplace injuries and illnesses. Remember that something you do, or do not do, may not result in harm to you – BUT – may result in harm to someone else.

All employees are required to report incidents, near misses, hazards, abusive behaviour, work environment concerns, and safety concerns to their immediate Supervisor or Manager and to SAFE. It is the responsibility of the Manager to investigate and take appropriate actions to eliminate or mitigate the hazards to prevent occurrence or recurrence.

To report, **you** must:

1. Seek first-aid or emergency assistance, if necessary
2. Tell your supervisor or manager, then
3. Contact **473-SAFE** [7233] to document.

SAFE

Is a 24 hour automated reporting service. All employees are required to call 473-SAFE (7233) and report all incidents, injuries, illness, near misses, abusive behaviour, work environment concerns and all hazards.

SAFE is a reporting service only and is used for documentation purposes.

Note: All needle sticks, exposure to body fluids, and incidents/illnesses that resulted in a visit to a Physician or time lost from work must be reported to WCB. The WCB claim will be initiated by SAFE on your behalf; therefore it is imperative that you report the incident immediately. [If time is lost or a doctor is seen at a later time, you must contact SAFE as soon as possible with the details].

If you are not satisfied with prevention measures or actions taken by your supervisor/manager (Department), the next step is to contact SAFE and your representative on the JOHSC or Workplace Safety Team, as applicable.

CONTACT INFORMATION

<u>Angela Keenan</u>	<u>Manager, Safety and Prevention Programs</u>	<u>473-1930</u>
<u>Sherida Flemming</u>	<u>Administrative Assistant</u>	<u>473-2313</u>
<u>Ben Beaton</u>	<u>Safety Officer</u>	<u>473-4033</u>
	Continuing Care Dartmouth General Hospital Distribution Centre – Burnside Eastern Shore Memorial Hospital Halifax Infirmary Maintenance and Plant Operations Musquodoboit Valley Memorial Hospital Twin Oaks Memorial Hospital Veterans Memorial Building	
<u>Linda Doherty</u>	<u>Safety Officer</u>	<u>4241546</u>
	Abbie J. Lane Building Cobequid Community Health Centre Connections Clubhouse East Coast Forensic Hospital Hants Community Hospital N.S. Environmental Clinic Nova Scotia Hospital <ul style="list-style-type: none">• Community Mental Health Teams Public Health Primary Health Care Victoria General Site Nova Scotia Rehabilitation Centre	
<u>Jackie Inder</u>	<u>Safety Response Officer</u>	<u>464-3006</u>
<u>Gary</u>	<u>Radiation Safety Officer</u>	<u>473-2767</u>
<u>Wilson/Brandon</u>		<u>473-3864</u>
<u>Hardy</u>		
<u>Drew MacSween</u>	<u>Fire Safety Officer</u>	<u>473-4116</u>
<u>Kelly MacRitchie</u>	<u>Occupational Hygienist</u>	<u>473-3875</u>
<u>Joanna Lu</u>	<u>Occupational Hygienist Tech.</u>	<u>473-7247</u>
<u>Wendy Rutledge</u>	<u>WCB Advisor</u>	<u>464-3006</u>
<u>Janet MacInnis</u>	<u>Accident Prevention Officer</u>	<u>464-3007</u>
<u>Jennifer Bullman</u>	<u>WCB Specialist</u>	<u>464-3098</u>
<u>Randy Tresidder</u>	<u>Injury Specialist</u>	<u>430-6631</u>

Browse our Web Site on the Central Zone Intranet!

<http://www.cdha.nshealth.ca/safety-injury-prevention>

SAFETY PROGRAMS EDUCATION

The Safety Programs division of Organizational Health offers a wide variety of training opportunities for staff within Central Zone facilities and programs. Some examples include:

- **Management and Employee Training** in hazard assessment and controls, inspections, investigations and incident prevention
- **Violence in the Workplace:**
We offer assistance to department managers in Violence Prevention Program including risk assessments and violence prevention plans.
- **JOHSC and WPST/WPSR Training:** Four Modules
Module 1: Legislation Responsibilities and Committee Framework
Module 2: Hazard Identification, Evaluation and Control
Module 3: Inspections, Reporting and Follow-up
Module 4: Incident Investigation and Reporting
- **Radiation Safety**
Specialized training is available to assist managers in ensuring staff working with radioactive materials or radiation devices, meet the requirements of Federal and Provincial Regulations. Everyone has a responsibility to work together with their Directors, Managers, Supervisors, and the CDHA Radiation Safety Officer to identify appropriate training and address any radiation safety issues.
- **Workplace Hazardous Materials Information System**
Training is provided for WHMIS Train the Trainer Education Sessions and One-on-one training on Central Zone's Material Safety Data Sheet (MSDS) Database.
- **Fire Prevention**
Training is provided for Fire Wardens, in Fire Orders and Procedures, Fire Extinguisher Use and Fire Drill Exercises.
- **Other**
Safety Programs offers information and training in areas such as:
 - Transportation of Dangerous Goods
 - Non-violent crisis intervention
 - Personal Protective Equipment
 - Fit testing and training for respirator use

For more information please see Safety and Prevention Programs on the CDHA Intranet or call 473-2313.

JOINT OCCUPATIONAL HEALTH & SAFETY COMMITTEES (JOHSC)

Central Zone has safety committees which are a collaborative employer-employee team established to jointly consult on safety issues and initiatives in the workplace.

Minutes of the committee meetings are available to all staff and posted on the designated bulletin board(s) for your facility.

WORKPLACE SAFETY TEAMS (WPST) [and Workplace Safety Representatives (WPSR)]

Workplace Safety Team(s) are established in departments and clinical programs as requested by the QEII Joint Occupational Health & Safety Committees or as required by Safety Programs upon consultation with Department Directors.

The Workplace Safety Teams are considered subcommittees of the QEII Joint Occupational Health & Safety Committees.

JOINT OCCUPATIONAL HEALTH & SAFETY POLICY COMMITTEE

This Committee is comprised of the Co-chairs (representatives) from the Joint Occupational Health and Safety Committees (JOHSC) from across CDHA. This Committee meets quarterly and is the line of communication from the organization to the JOHSC's. The primary function of this committee is to participate in the development of Capital District Health Authority's Health and Safety Policies and Programs.

The representatives are responsible to ensure that their respective committees are informed of the activities of the Joint Occupational Health and Safety Policy Committee.









WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM (WHMIS)

WHMIS is an information system designed to ensure that a standard method of identifying controlled products is used throughout Canada. The program was developed to provide employees with information to protect their health and safety while working with and from contact with controlled products in the workplace.

WHMIS has three key elements:

- **Labels** - Controlled products must have a supplier or workplace label to alert employers and employees to the hazards and basic safety precautions of the product.
- **MSDS** - Material Safety Data Sheets are technical documents that provide detailed information on such items as first aid, fire hazards, and health effects associated with controlled products.
- **Employee Education** - All employees are required to have General and Department Specific WHMIS training, followed by an annual re-certification. Managers/Supervisors are responsible to ensure that employee training is provided and that workers are competent on the hazards and safe work procedures of controlled products at their worksite.

HAZARD SYMBOLS

	Compressed Gas
	Corrosive Materials
	Flammable & Combustible Material
	Oxidizing Materials
	Poisonous Material Immediate & serious toxic effects
	Infectious & Biohazardous Materials
	Poisonous Materials Causing other toxic effects
	Dangerously Reactive Materials

HOW TO USE A FIRE EXTINGUISHER

Only use a fire extinguisher on small fires and in situations where there is no chance that you will become trapped by the fire.

To use a fire extinguisher, remember the word **PASS**.

- P**ull the pin All fire extinguishers have a pin that prevents accidental discharge. Set the extinguisher on the floor and pull the pin sharply. Do this well away from the fire.
- A**im the nozzle Aim the nozzle at the base of the fire and slowly approach the fire.
- S**queeze the handle Squeeze the handle to release the fire suppressant material. The extinguisher will only last between a few seconds and a minute.
- S**weep back & forth As you approach, sweep the nozzle back and forth. This will make the most effective use of the extinguishing material.

Remember! We can always replace equipment and furniture [and even buildings], but we cannot replace you. Stay safe!

Never let the fire get between you and your exit. If in doubt – don't. Back away. Let the fire department handle the situation.

FIRE ALARM SYSTEM

Buildings in Central Zone may have a single stage alarm system or a 2 stage system. It is important you know what the alarm system is for the building you are located in as the procedures are different. See *Appendix A – For Building Alarm Systems*

Single Stage Alarm System

During a single stage alarm system, the bell will sound at a rate of approximately 120 beats per minute which indicates a need to evacuate the building upon sounding of the alarm. Follow the directions of the Fire Warden and exit the building via designated evacuation routes.

2 Stage Alarm System (buildings with over night inpatients)

During stage 1, the bell will sound at a rate of 20 beats per minute. This indicates a Code Red situation and departmental procedures are initiated.

During stage 2, the bell will ring at a rate of 120 beats per minutes. This is a Code Green situation and evacuation procedures are initiated. Follow the directions of the Fire Warden.

FIRE ORDERS – WHEN AN ALARM SOUNDS

Upon activation of the fire alarm:

- Stop all activity, close doors & windows
- Proceed to the assembly area for your work place and follow the directions of the designated Fire Warden
- The Fire Warden will delegate individuals to ensure that all rooms have been searched for staff, visitors, clients and patients, and take a head count
- Rooms with patients that cannot be moved will be identified by taking note of whom and where they are located and provided to Fire Officials immediately.
- The Fire Warden will prepare to evacuate when;
 - The situation threatens the safety of persons in the area,
 - When directed by Administration or a fire official
 - Upon receiving a Code Green Precautionary or Code Green STAT message for your area, or
 - Upon hearing the Evacuation Alarm [120 beats per minute]
- Do not resume regular duties until the “*All-Clear*” is given either over the PA system, or by the Fire Warden.

HOSPITAL EMERGENCY PREPAREDNESS

It is the responsibility of all staff to become familiar with the emergency response procedures for their location. Certain units may have additional procedures that are specific to their area. Ask your manager to review them with you.

EMERGENCY FIRE ORDERS & EVACUATION ROUTES

It is up to you to know the Fire Procedures and Evacuation Routes for your area/unit. They are posted in your area/unit.

* See Appendix A for the emergency number for your facility.

EMERGENCY RESPONSE TRAINING & EXERCISING

Staff members are required to participate in training sessions, emergency exercises and fire drills.

EMERGENCY VOICE CODES

Emergency Voice Codes may be announced over a radio, via telephone or a paging system, and/or a runner. Some codes are common, while others are rarely used. Staff members are required to know the meaning of each code and how to enact the applicable procedures.

Code Red	A fire alert in the building
Code Green <i>Precautionary</i>	Precautionary evacuation of an area
Code Green <i>STAT</i>	Immediate evacuation of an area
Code Orange	External disaster
Code Yellow	Missing patient
Code Black	Bomb threat
Code Gray	External air exclusion/Shelter in Place
Code Brown	Hazardous substance spill/release
Code White	Violent person(s) or situations
Code Blue	Cardiac arrest/medical emergency
Code Pink	Pediatric medical emergency

Please refer to Central Zone's “*Staff Response to Coded Emergencies Booklet*” available at <http://chdintracdhanshealth.ca/departmentservices/peopleServices/wellnessAndSafety/emergencyPreparedness/emergVoiceCodes.html>

FIRE PROCEDURES

All facilities have procedures for responding to a fire alarm. All buildings have a fire alarm bell or a signal that indicates a fire alert within that facility or building.

Every employee is responsible to know:

- Where their fire orders/procedures are located
- Where the nearest fire extinguishers are located and how to use them
- Where the nearest alarm pull stations are located and how to use them
- Evacuation routes and emergency exits
- Who is in charge when the alarm is activated
- The emergency voice code announcements and how to enact the proper response
- How and when to evacuate an area and how to move patients in patient care areas
- The “Discovery of Fire” procedures
- The smoking policies
- How to report fire safety hazards

FIRE WARDENS

All units / areas have a designated Fire Warden. When there is a Code Red or Code Green emergency, the Fire Warden is identified by an orange vest. The Fire Warden is “in charge” and is responsible for enacting the emergency procedures and providing leadership and direction. Failure to follow their instructions during a fire alert, or evacuation, may result in disciplinary action.

The Fire Warden may provide leadership within their fire zone for other emergency events including evacuation coordinator (code green) or search coordinator (code black).

FIRE PREVENTION

DISCOVERY OF FIRE PROCEDURES

Although facilities throughout Central Zone are equipped with sprinklers and smoke/heat detectors, every employee is required to know how to react to the immediate threat of a fire. Most times, we can smell and see the problem before it activates the alarm; therefore employees need to know what to do if they discover a fire. **SCATEE** is the procedure to be followed at all Central Zone facilities and buildings.

S ave	Remove all persons from the fire affected area
C ontain	Close the door(s) to the fire affected area
A larm	Activate the nearest fire alarm
T elephone	Dial Emergency Number and give the exact location of the fire (See Appendix A for Emergency numbers for your facility)
E vacuate	Evacuate the area if necessary
E xtinguish	Return to fight the fire, if it is small and not between you and your exit. <i>When in doubt; don't!</i>