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ARTIFACTS

Hazards: Muscle and back strain, bruises and cuts, biological, allergic reactions, toxic chemicals and mould, severe skin irritation or other toxic symptoms

Hazard Control:

- Wear protective gloves for handling artefacts where necessary. Glass, ceramics and other slippery artefacts should be handled with bare or latex/rubber gloves to avoid breakage.
- Artefacts may be sharp and/or rusted in areas and therefore it is advised that employees obtain and maintain tetanus immunization.
- Pre-plan any artifact move. Determine how many people needed to carry artefact, if special moving equipment will be necessary, how will the lift be coordinated, how doors and stairs will be dealt with. Make sure there is a clear pathway before starting the move.
- Read the Lifting and Handling Standard Operating Procedure.
- When moving and cleaning artifacts and storage area, dust may be a problem. Use vacuum where possible, use dust inhibitor on floor to smother dust clouds when sweeping, wear dust mask when needed.
- Cleaning should be done in a well-ventilated and lit area.
- Appropriate protective clothing to be worn as required.
- Use correct tools for the job.
- Do not eat or drink while working with artifacts or where artifacts are located.
- Wash hands and face after completing cleaning jobs.
- When dealing with mouldy artifacts:
- Consult local health authorities or provincial occupational health ministry if there are concerns over the quantity of mould or the possibility of being exposed to pathogenic fungi when removing bat or bird guano.
- For non-chemical control of mould, follow recommended procedures. Do not disturb the mould, even if it is inactive, without first taking precautions that will prevent the spores from spreading.
- For chemical control - Fungicides - follow all instructions on the Material Safety Data Sheet when using toxic materials. Use only recommended procedures.
- When handling mounted specimens and pelts; wear disposable gloves and appropriate protective clothing.
- When dealing with medical equipment and chemicals proceed with extreme caution. Read all labels and identify any chemicals before handling.
- When dealing with military equipment, guns and memorabilia proceed with extreme caution. If unable to identify a piece request an expert's advice before handling.
- Make sure all physical hazards (i.e. broken hinged lid) are clearly labelled and identified when noticed.



CHEMICALS

a) Cleaning Materials

Hazards: Skin and eye injury, fumes; muscle and back strain

Hazard Control:

- All cleaning fluids to be used and stored according to Material Safety Data Sheets (MSDS) or manufactured guidelines.
- Wear protective equipment as required (e.g. Protective gloves, closed shoes, goggles)
- Read labels/MSDS to ensure compatibility you consider mixing any cleaning chemicals. Hazardous fumes and/or gases may result.
- Use correct lifting techniques at all times.
- Keep storage area closed and secure at all times.

b) Hazardous Materials

All employees must have WHMIS training; and any other workplace specific hazardous materials information; and training before using hazardous chemicals.

Hazards: Exposure to chemicals; health hazards include immediate skin and eye injury, development of chronic conditions due to long term exposure; chemical vapours may cause nausea or unconsciousness.

Hazard Control:

- Read and be sure you understand the label and Material Safety Data Sheet (MSDS) to determine the degree of toxicity of a particular chemical.
- All chemicals (e.g. Cleaning materials, photocopier toner, 'white out') to be used and stored according manufacturers' guidelines or MSDS.
- Wear protective equipment as required.
- Never attempt to use smell or taste to identify a chemical.
- Read and be sure you understand labels and chemical data sheets carefully before you consider mixing any chemicals.
- Keep storage area clean and free from obstructions.
- Keep storage area closed and secure at all times.
- Know where First Aid instructions are on MSDS.

The training must include the safe use, handling, storage, personal protection and emergency procedures for the specific chemicals utilized in the workplace.



DEAD ANIMALS

Hazards: Contamination from remains and infectious diseases, muscle back strain.

Hazard Control:

- Wear disposable plastic gloves to avoid skin contamination.
- Small animals should be removed with the aid of a shovel and;
 - a. In Rural areas - taken to ditch area and buried. Ensure 6" of soil cover remains.
 - b. In Urban areas - place in a garbage bag within a cardboard box or in a disposable metal pail. Once placed in the bag, fold the bag up and into the box or seal the disposable metal can. Dispose of contaminated plastic gloves.
- Animals too large or heavy to be moved with a shovel will have to be lifted with the assistance of additional workers. Elbow length rubber gloves are available and must be worn when handling large animals. Plastic sheets should be spread out over the floor of the vehicle box to prevent contaminating the vehicle and other tools and equipment.
- Clothing that has become contaminated should be removed as soon as possible and the area of skin washed with soap and water as soon as possible. Care should be taken when returning the shovel to the vehicle to place it in a position to prevent contamination of other equipment and tools. This may require placing the shovel on a sheet of plastic or in a plastic bag.
- Any contaminated equipment, tools or parts of the vehicle must be disinfected (1% sodium hypochlorite/Javex) and rinsed.
- Contaminated clothing and gloves, once removed should either be washed or discarded.
- Animal remains should not be disposed of in regular garbage bins. Unburied remains should be transported to the landfill site for disposal.

DRIVING

Hazards: Vehicular accidents, muscle strain, hazardous material spills.

Hazard Controls:

- Always operate the vehicle within the parameters of the Highway Traffic Act
- Perform routine circle check, inspect for damage (lights, horn, brakes, oil leaks, tires, etc.) or any other conditions, which may create an unsafe condition.
- Report deficiencies to a supervisor and ensure all vehicle-operating problems are repaired and recorded in logbook.
- Be aware of possible hazardous spills or leakage and required clean-up procedures
- Report all vehicle and equipment damage accidents to your supervisor and record in logbook.



Sample Museum Operating Procedures

- Backing up vehicles where there is not a clear view back of the rear of the vehicle should be done with the assistance of a guide (second person in truck) using the appropriate hand and voice signals. If the driver is alone, she/he will get out of the vehicle and inspect the area behind before backing-up
- Riding on the sides, tool boxes, tailgate, running boards, in rear bodies (pickup, dump box, flatbed) or roof of any truck is not permitted
- All items to be transported either in a truck or trailer, which may move during transit, will be secured.
- Only authorised personnel shall be permitted to drive or operate vehicles or equipment.
- Employees who operate a vehicle or equipment must report any suspension or revocation of their Driver's licence to their Supervisor. All employees must have the proper class "Drivers Licence" for the size of the vehicles they operate.
- No vehicle shall be left unattended with the ignition key left in the ignition.
- Company vehicles may only park in "No Parking" zones in emergency situations or in required performance of their official duties. Vehicle hazard/emergency blinkers will be kept operating during these times.

EMERGENCY PROCEDURES

1. IN CASE OF ACCIDENT

All serious or life threatening injuries are to be treated as an emergency, immediate transportation to the nearest hospital by ambulance or other suitable transportation is mandatory.

2. IN CASE OF FIRE

- UPON DISCOVER OF FIRE:
 - Leave fire area immediately
 - Close doors
 - Sound Fire Alarm
 - Leave building by nearest exit
- UPON HEARING FIRE ALARM:
 - Leave building by nearest exit
 - Close doors behind you

CAUTION

IF YOU ENCOUNTER SMOKE IN PASSAGE WAY, USE AN ALTERNATE EXIT.

REMAIN CALM



FILE CABINETS:

Hazards: Bumps, bruises, falling materials, muscle back strain.

Hazard Control:

- Open one drawer at a time and close after use.
- Do not leave file drawers open if leaving the area - even for a few seconds.
- Close cabinets with the hand, not bumping with the body, or applying the foot.
- Do not climb on open file drawers. Use stool for reaching high drawers.
- Proper lifting techniques shall be used at all times.

ELECTRICAL EQUIPMENT

Hazards: Electric shocks, burns, fire, muscle and back strain, slips, falls, and machine damage.

Hazard Control:

All electrical equipment is to be considered “live” until you know that it is dead.

- No one is permitted to make changes in wiring or do any electrical repair work without the specific approval of the Maintenance Supervisor.
- Do not handle ‘live’ wires while standing in water or on moist or steel surfaces.
- Check cords and equipment for defects. Report electrical trouble or defective equipment immediately.
- Equipment must be stopped with the stop button, never with the disconnect switch.
- Turn the switch off before opening any switchbox.
- Use the fuse puller (if indicated) when changing fuses.
- If you find a loose, exposed or fallen electrical wire, do not touch it. Guard it and have someone report it to your supervisor immediately.
- Never leave a light socket empty.
- Do not touch an electrocuted person in contact with a live wire.
- Never spray water on electrical equipment.
- Only dry powder fire extinguishers (rated Class C) can be used on an electrical fire.
- Learn what do to in case of electrical shocks. (Electrical shock may often cause the heart to stop beating. CPR can maintain life until medical help arrives)
- Do not attempt to leave or touch vehicles, which have come into contact with live wires.
- Understand operating instructions before use. Always operate equipment in correct manner.
- Always use the right piece of equipment for the job.
- Use correct lifting techniques at all times.



- Use care when walking/working on wet surfaces. Place safety warnings as required.
- Never leave unattended equipment plugged in or with cords across walking areas.
- Return all equipment to the correct storage area.

ENVIRONMENTAL HAZARDS

a) Low temperature

Hazards: Frostbite, hypothermia

Basic Cold Temperature Illnesses

Frostbite

A person's ears, face, fingers and toes are the most vulnerable areas to frostbite. Frostbite appears as a sudden whiteness. In the early stages, frostbite is painless and may not be noticed by the person who has been affected. As the frostbite progresses, the skin will appear waxy, is numb and firm to the touch, but the tissues beneath are soft and resilient. First aid for frostbite is a gradual warming of the affected areas, which can be done by:

- Breathing on the frost bitten areas;
- Place hands over the frostbitten areas;
- If the hands or feet have been afflicted, put them under a jacket, armpit or groin;
- Do not rub the frostbitten areas, or put snow or cold water on them; and
- Seek medical assistance.

Hypothermia

Hypothermia is when the body's temperature is lowered faster than the body can produce heat. Hypothermia can be accompanied by frostbite. The stages of hypothermia range from intense shivering through confusion, stupor, unconsciousness and coma.

The stages of hypothermia can be recognized by the following signs with corresponding body temperatures:

37-35 C° Intense shivering. Muscles become stiff especially in use of hands.

35-33 C° Violent shivering, difficulty speaking, sluggish thinking, beginning amnesia, and slow stumbling pace.

33-30 C° Shivering decreases and stops. Muscles become rigid, erratic jerky movements, confusion, irrationality, and total amnesia possible. Skin becomes blue and puffy. Victim usually retains some contact with environment.

30-27 C° Pulse and breathing slows down, stupor. Pupils are dilated.



27-26 C° Unconsciousness sets in. Most reflexes cease to function. Heartbeat is erratic.

Below 26 C° Coma, weak irregular pulse. Breathing stops, heart stops, hemorrhage in lungs, death.

First Aid for hypothermia is:

- Remove the employee from the cold;
- Provide shelter to protect the employee from the wind and from cold or wet ground;
- Use reflected heat from vehicle heaters or indoor heaters;
- Seek medical aid as quickly as possible.

Hazard Control:

- Ensure your meals contain nutritious foods to maintain a protein and carbohydrate diet, eat at regular intervals so that the body can keep warm. Do not eat 'junk' food.
- Clothing must be capable of maintaining body heat, but it will not increase perspiration. Wear clothing in layers because the protective potential of trapped air is greater than one layer of clothing. Wear mittens, if work permits, for optimum finger warmth.
- Stay dry by avoiding wetness from perspiration, rain or snow, which contributes to heat loss.
- Provide appropriate first aid (appended).

b) High temperature

Hazards: Heat stroke, heat exhaustion, heat cramps

Basic Heat Illnesses

Heat Stroke

A heat stroke victim will have hot, dry skin and usually red or spotted skin. The victim may suffer from confusion, convulsions, and delirium and finally become unconscious.

First Aid for heat stroke is:

- Have the employee sip water for one hour;
- Loosen clothing;
- Have the employee lie down and raise their feet 20-30 cm;
- Dampen clothes with water, and move to a cool place;
- If vomiting occurs, do not administer any more water; and
- Seek medical assistance



Heat Cramps

Heat cramps are painful muscle spasms. Usually the arms, legs and abdominal muscles are affected first but tired muscles are the most susceptible.

First Aid for heat cramps is:

- Exert firm pressure with the hands on the cramped muscles or gently massage them to help relieve the spasm;
- Give the victims sips of salt water (1 teaspoon per glass), approximately one hour; and
- Seek medical assistance

Hazard Control:

- Start the days at a slower pace and gradually increase the body's activities. This will allow the body to adapt to the working environment.
- The clothing an employee wears should be made out of a lightweight cloth (cotton or texture weave); a hat and sunscreen should be used to protect the skin from the sun's harmful ultra-violent rays.
- Schedule high exertion activities during the early morning
- Drink cool liquids every 15-20 minutes.
- Do not use salt tablets.
- At the first sign or symptom of illness (appended), remove the worker from the heat and inform supervisor.

GENERAL HOUSEKEEPING

Hazards: Trips, slips, fire, health hazards, puncture wounds, emergency exit problems.

Hazard Control:

- Fire extinguishers, alarms, exit doors shall be kept free of any obstructions.
- Keep aisles, halls and passageways clear. Clear up any spills or loose materials.
- Use containers provided to dispose of paper, scrap, garbage, etc.
- Keep storage areas and cabinets closed and secured.
- Keep the inside and outside of all premises clean and orderly at all times.
- Pile and store all materials (in yard and on job site) in an orderly fashion. Round objects (drums, cylinders, pipe etc) to be blocked as required.
- Use trash containers provided to dispose of scrap, cuttings, etc.
- Use proper containers provided to dispose of oily rags and other flammable material.
- Avoid using too much grease or oil when servicing or operating machinery. Immediately wipe up any spills. Monitor vehicles and equipment for leaks etc.
- Store and dispose of all controlled products in compliance with current WHIMIS and Environmental legislation.



GROUNDSKEEPING

Hazards: Cuts, eye injury, muscle and back injury, abrasions, flammable liquids, sunburn, electrical storms, insect bites.

Hazard Control:

When working with mowers, grass cutters and clearing saws, read, become familiar with, and follow procedures in the specific Operator's Manual.

- Wear personal protective equipment, safety boots at all times, gloves, glasses or goggles, masks, long sleeve shirts and long leg pants, as required.
- Avoid wearing loose clothes. No rings should be worn.
- Use proper lifting techniques at all times. Get help when moving heavy equipment.
- All guards and safety devices are to be in place and operational before operating equipment.
- No riders allowed on equipment.
- Inspect tools for worn parts. Report defective equipment to the Maintenance Supervisor.
- Unplug electrical equipment or shut off and disconnect the spark plug on gas-operated machines, before making adjustment or unclogging parts. Review with your supervisor when proper "Lock Out – Tag Out" is required.
- Do not use electrical tools and equipment in the rain or on wet grass or shrubs.
- Mowing. Always clear area of debris such as stones and branches. Do not cross a graveled area while the blades are moving.
- Keep off "sprayed" areas according to posted requirements.
- Refueling. All flammable liquids to be stored in approved safety cans. Turn off engine. Allow a 5-minute cooling time. Do not smoke or have an open flame nearby. Wipe up fuel spills, let residue dry before starting the engine.
- Dress according to climate, i.e. wear hat, sunglasses and a sunscreen (>30 SPF) in strong sun, gloves and hat in severe cold. Protect yourself from extreme sunburn.
- Protect yourself from lightening. Do not stand under trees during a storm. Stay in a protected area during a storm such as vehicle cab, outbuilding or main complex.
- Be aware of possible bee or hornet nests in some work areas. Report these nests to Maintenance Supervisor immediately for proper removal or control.
- If you have an allergy to bee stings, please notify your supervisor and maintain a supply of necessary medication on site. If you receive multiple bee stings, notify another employee immediately and seek medical assistance.
- Updated tetanus shots are available.
- See Dead Animals section.
- See Rabies section.



GRASS (STRING) TRIMMERS

Ensure you are thoroughly familiar with the equipment and the manufacturers recommendations for its use.

Hazards: The principle hazards of grass trimmers are cuts or amputations from contact with the line, back and muscle strain and being hit by objects thrown at high speeds.

Additional hazards are long-term hearing loss from the engine noise; toxic hazards from the fuel and exhaust

Hazard Control:

Always wear the necessary personal protective equipment:

- long snug-fitting work pants to protect your legs
- approved safety boots with non-slip soles
- eye protection - goggles or a face shield
- non-slip heavy duty gloves
- hearing protection - ear plugs or muffs
- secure long hair

Check the trimmer:

- ensure the safety shield has no cracks and is securely fastened
- ensure there are no loose fittings or fuel leaks
- lock the swivel handle either upright for flat weeding or tilted for edging
- the spring-loaded throttle control on the handle must operate freely
- use the cut-off blade to ensure the correct line length
- adjust the harness (if present) and the hand grip to work comfortably
- fill the fuel tank outdoors

Precautions while operating:

- watch for and avoid pedestrians, wire fences, and grass-hidden objects
- use a firm 2 handed grip on the equipment and keep the tool close to the body in a comfortable
- position so the trimmer is weight balanced to allow easy maneuvering while working
- string trimmers are only for weeds and grass, nothing larger
- do not use in a manner where the line is at ground level where it can raise dust and throw debris
- keep cutting edges and hot engine parts away from your body
- If the unit starts vibrating - stop the unit, disconnect the spark plug wire and inspect it for the problem.
- Vibrating equipment can cause a condition, which results in tingling and burning, followed by a loss of colour and numbness in the finger. See a doctor if these conditions occur and persist.



LIFTING AND HANDLING AWKWARD OR HEAVY MATERIALS

Hazards: Injuries, i.e. backs, muscle, fingers, toes, cuts, bruises, sprains and strains.

Hazard Control:

- Bend your knees and keep your back as straight as possible. Do not twist from the waist when handling a load. Move your feet when turning with a load.
- Make sure you have a firm grip on the object. If an object is too heavy for you, seek assistance.
- Position your feet for balance. Place them one ahead of the other about a shoulder width apart. Use your leg muscles, keeping the back as straight as possible.
- Do not over-strain the body with jerking or jolting movements.
- Keep your arms and the object close to your body. Have a clear view and clear footing when moving objects.
- Wear proper CSA approved steel-toed footwear to protect your feet wherever there is a hazard of foot injury if the object is dropped.

MOVING LARGE DISPLAY PANELS

Hazards: Bumps, bruises, muscle and back strain

Hazard Control:

- Two people should be employed in moving panels, one person at either end.
- Always use casters to move panels.
- Lift one end of the panel and roll caster under the panel foot.
- Steady the end of the panel with the caster as the other end is lifted and the second caster is rolled under the foot of the panel.
- One hand should be placed high on the panel to prevent it from tipping.
- Know the route you are taking and make sure the path is clear and free of potential hazards.
- Once the panel is in place remove the casters. Steady one end of the panel and roll the caster out from under the foot of the panel. Steady this foot of the panel to remove the second caster.



OFFICE ERGONOMICS AND VIDEO DISPLAY TERMINALS:

Hazards: Muscle fatigue, eyestrain, circulation problems, repetitive strain injuries, electromagnetic radiation (EMF).

Hazard Control:

- Workstation and chairs shall be adjustable to individual requirements.
- Lighting shall provide correct illumination of work area and minimize glare.
- Workstation should allow correct positioning and movement of body.
- Exercise regularly to flex neck, back, arm, and finger muscles.
- Chairs and workstations should be adjustable to allow the individual operator to be properly positioned.
- The keyboard should be located to accommodate a straight or slightly bent wrist.
- The seat and chair should be adjusted to avoid pressure on the back of the knees and allow the feet to rest comfortably on the floor or a stool without lifting the heels.
- Vision breaks, such as 'palming' eyes or focusing on distant objects should be performed regularly.
- Regular eye examinations, corrective visual aids as required, will help avoid eyestrain.
- Avoid sitting within one meter of the sides and backs of any operating monitor.
- Full time work with VDTs by pregnant women has generated some concerns.
- Current studies are divided on possible hazards of EMF to the fetus; no definite answers are available. Female employees who are pregnant, or planning on getting pregnant should obtain advice from their doctor.
 - Any further government recommendations to protect pregnant employees will be implemented.

OPEN FLAME SAFETY

Hazards: Fire, explosion, burns.

Hazard Control:

- Only trained staff will light and extinguish lamps and light woodstoves.
- Use all lamps and candles with care, be aware of which lamps are used for demonstration and of those, which are only for exhibition.
- Use safety matches.
- Keep flame away from clothes, hair, hands, etc.
- Follow correct procedures for lighting and extinguishing lamp flame.
- Do not touch the chimney (glass cover) of a lit lamp or that of one that has just been extinguished.
- Always continue to monitor wood stove fire.
- Do not stand too close to hot wood stove.
- Wear personal protective equipment (safety boots, gloves and goggles) when chopping firewood.



PERSONAL THREATS OF ABUSE

Hazards: Stress, injury due to assault

Hazard Control:

- Employees are not expected to take verbal abuse from the public or any other employees. In event of this happening, notify your supervisor immediately.
- In the event of a hold up, give the perpetrator whatever is demanded.
- If you are suspicious of an individual and have concerns regarding your safety, request the presence of your supervisor either by phone or intercom.
- Always remember your safety is more important than money or artifacts.
- Always be aware of and have access to an escape route or a “safe room”.

PESTICIDES, INSECTICIDES AND HERBICIDES

There are specific regulations governing the use and storage of pesticides. If pesticides are applied as part of the duties of the Groundskeeping staff they should be familiar with the Pesticide Acts and Regulations and receive the appropriate training required.

Hazards: Overexposure may cause headaches, dizziness, weakness, un-coordination, nausea, abdominal cramps, diarrhea and sweating.

Hazard Control:

Only licensed pest control operators are permitted to spray. Avoid sprayed areas for four (4) hours after spraying.

- Always wear protective clothing when using pesticides
- Never wash pesticide-contaminated garments with other clothing
- Practice good personal hygiene at all times- wash hands after working in sprayed area, do not eat, drink or smoke while working in newly sprayed areas
- Employees using pesticides or insecticides for ‘spot’ control must follow product guidelines and be aware of MSDS instructions.
- Do not re-use chemical containers, place triple rinsed empty container in normal waste disposal.
- Do not decant chemical into unlabelled containers.
- All pesticides should be stored in a secure, dry, ventilated, locked and clearly signed area. Pesticides should never be stored near food supplies.
- Use an approved breathing mask or apparatus to avoid pesticide mists.
- never dump leftover pesticides down a drain, into streams, etc

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If an individual requires medical treatment for chemical, herbicide or pesticide exposure or poisoning, the MSDS, product label and/or container should be taken along to the medical facility.



POWER MOWERS

Hazards: Body and eye injuries from projectiles, cuts, muscle and back strain.

Hazard Control:

- See Groundskeeping.
- Read and follow manufacturer's safe operating instructions.
- When operating on a slope, mow across the slope, never mow up or down.
- Do not mow slopes in damp conditions.
- Do not use defective mowers - Remove them from service until they are properly repaired.
- Wear CSA approved steel-toed footwear with a sole designed for proper traction on wet surfaces.
- Keep motors free of accumulations of grass, leaves, or excessive grease that may cause fires, overheating or motor damage.
- Be especially careful when turning mower on the slopes.
- Avoid walking backwards.
- If you are starting a riding mower, do not raise the unit off the ground while the PTO is engaged.
- Before leaving the seat or controls of a riding mower disconnect the PTO and stop the engine. Secure the mower by placing the transmission in gear (standard) and locking the brakes.
- Never make adjustments, repairs or attempt to remove clogs from discharge chutes while the mower engine is running.
- Seat belts must be worn if the tractor has the equipment.
- Do not wear excessively loose clothing while working around moving PTO shafts and mower belts. Also keep long hair away from moving mower parts.
- Inspect equipment for any defects. Report any problems to the Maintenance Supervisor.
- Reduce ground speed of a tractor on rough ground.
- Clear areas to be mowed - Remove any rocks, stones, wire, sticks, or other debris. Do not allow blades to rotate when crossing graveled areas.



POWER HAND TOOLS AND EQUIPMENT

Hazards: Electric shock, broken or damaged tools, slipping work pieces or tools, flying chips, eye and hand injuries.

Hazard Control:

- Read Manufacturer's Operating Instructions prior to use.
- Use only properly maintained tools, suitable for the job in progress. Tools that have defects, which will impair their intended operation or render them unsafe for use, shall be removed from service immediately.
- Wear the required protective equipment for the tool, job and work area.
- Turn off all tools before attempting to clear or adjust the cutting area of the tool.
- Replace damaged or worn mufflers and guards.
- Don't use frayed extension cords. Use only 3 prong cords.
- Never use electric drills or saws near flammable materials. Always establish a safe work area.
- Never use equipment with open switches, loose or worn cables etc.
- Where required, ensure tools are fitted with proper handles and/or protective guards. Do not use tools with loose handles, missing guards or loose or worn jaws.
- Repair or replace flaring tools, chisels or similar striking tools at intervals recommended by their manufacturers or when visibly defective.
- Ensure that all cutting tools are properly sharpened and if necessary, guarded or sheathed when not in use.
- Take extra caution when using tools overhead or on ladders. Do not leave tools on beams, machinery, stairs, ladders, platforms etc. where they may fall or become trip hazards
- Return all tools and equipment to their correct storage place.
- See Electrical Equipment section.

RABIES

Hazards: Bites, scratches and saliva spray are a potential source of infection.

Hazard Control:

Rabies is an increasing problem across Ontario. Therefore if an employee suspects an animal of having rabies, they should stay as far away from the animal as possible.

The symptoms of an animal with rabies are:

- Wild animals become bold and fearless, at which time they may approach humans or pets.



Sample Museum Operating Procedures

- Dogs will become excitable and their temperament will alter. At this point, the dog may wander aimlessly and bite other animals when unprovoked and bite people who interfere with it.
- Dogs will experience paralysis in the limbs and lower jaw which results in the free flow of saliva (foaming at the mouth)
- Avoid contact with any animal exhibiting the above symptoms.
- Wash affected body parts thoroughly with soap and water, detergent and water or water alone to dislodge the virus particles.
- Wounds should be cleaned and flushed to the full depth for several minutes.
- Eyes, nose and mouth should be shielded from deflected spray during cleaning.
- After cleaning an anti-septic should be applied to the affected area.
- Seek medical assistance immediately.
- The local medical officers of health are to be informed. They will require the following information:

Name and address of the person(s) attacked or exposed to saliva; the time and place of the incident; any other information that would assist in finding and identifying the animal.

SHELVING

Hazards: Falling materials, sharp edges, unstable shelves, obstructed aisles or exits.

Hazard Control:

- Secure all material stored in tiers to prevent sliding, falling or collapse.
- Be sure that tall racks are secured to the wall to prevent the rack from toppling.
- Store all projecting materials above eye level.
- Store heaviest materials on the lowest shelves.
- Do not overload shelves.
- Do not climb on racks or shelves.
- Check frequently and establish maintenance procedures as required.
- Keep all passageways clear to permit transportation of materials and access by fire fighting equipment.
- All round pipes, tubing, cylinders and drums etc. shall be blocked and stored in such a manner to avoid slippage.



STEPLADDERS:

Hazards: Falls, tripping over ladder, lifting (strains), striking persons or objects while carrying, contact electrical, and ladder slippage.

Hazard Controls:

- The top of the stepladder shall not be used as a step,
- Always use a ladder that is in good working condition. Check all parts periodically.
 - Pay particular attention to the attachment points of hinged and movable parts.
- Indoors - use only ladders that have non-slip feet.
- Outdoors - ensure that have feet or attachments (rubber pads, claws), which are suitable for the support surface or ground conditions.
- The base of the ladder should be level and solid. Shore up the legs on uneven ground using materials large enough to ensure stability and suitable for the weight.
- Ensure the feet are even and firmly on the ground. Clear ice or anchor feet in winter.
- Lock a stepladder open. Spread the legs of the stepladder to their limit and then check the locking mechanism.
- Avoid twisting or turning on a ladder.
- Never step on the top rung or platform. The pail shelf shall not be used as a step.
- Use both hands to climb. Maintain three-point contact at all times.
- To keep your hands free use a tool belt or hoist tools and materials up after you reach the top.
- Have someone hold the bottom of a tall ladder until it can be tied off to a firm anchoring point both to keep it stable and ensure it doesn't get accidentally bumped.
- Don't overreach. A general rule is that if your belt buckle is in line with the uprights you are leaning too far. Move the ladder instead.
- Follow the 4-1 rule for extension ladders. Ladders should be one rung length out from the wall for every four rungs height to the point the ladder touches the wall.
- Ensure extension ladders extend at least a metre beyond the top edge of the working surface being accessed.
- Wait until the ladder is clear before you climb. The load rating of most ladders is not adequate to support two people safely.
- Return the ladder to its storage place when not in use.