

SAFETY FRAMEWORK

30 November 2015

TABLE OF CONTENTS


- 1.0 Overview of EHS Office and University Safety Policies**
 - 1.1 Environmental Health and Safety Policy
 - 1.2 Local Safety Committees Policy
 - 1.3 Workshop Safety Policy
 - 1.4 Accident Reporting Policy

- 2.0 Faculty Workplace Safety Framework**
 - 2.1 Safety is a Shared Responsibility
 - 2.2 Procedures for Free Labs and Design-Build Projects
 - 2.3 Procedures for Travelling Safely
 - 2.4 International Travel Guidelines

- 3.0 Rules for use of Technical Facilities and Equipment**
 - 3.1 Studio Rules
 - 3.2 Wood Shop Rules
 - 3.3 Rules Relating to Design-Build Activities

- 4.0 Forms**
 - 4A_ Student Travel Information
 - 4B_ Student Acknowledgment of Risk for Off-Campus Activities
 - 4C_ Request for Certificate of Insurance
 - 4D_ Off-Campus Activity Information Sheet and Risk Assessment
 - 4E_ Sample Letter of Understanding
 - 4F_ Accident Report

SECTION 1
**DALHOUSIE UNIVERSITY
ENVIRONMENT, HEALTH AND SAFETY
POLICIES**

 DALHOUSIE UNIVERSITY <i>Inspiring Minds</i>	<i>Policy Sponsor:</i> President  <i>Signature:</i>	<i>Approval Date:</i> March 16, 2015
	Environmental Health & Safety Policy	<i>Responsible Unit:</i> Director EHS  <i>Signature:</i>

A. Background & Purpose:

Dalhousie is committed to providing a safe working and learning environment. This policy reflects this commitment, and incorporates Dalhousie's obligations under provincial occupational health and safety legislation.

B. Application:

This policy applies to all members of the Dalhousie University community, contractors and consultants hired by Dalhousie, and to those individuals and organizations who Dalhousie invites to campus.

C. Definitions:

- a. **EHS:** Environmental Health and Safety;
- b. **University community:** Dalhousie faculty and staff, persons engaged to work on Dalhousie research projects, and Dalhousie students.

D. Policy statement:

1. Dalhousie will not be satisfied until:
 - a. Dalhousie's workplace is safe from hazards;
 - b. Dalhousie's employees and others at the workplace are injury-free; and
 - c. Dalhousie's study and campus life are safe,

all while showing leadership in pollution prevention and an established record of compliance with this Policy.
2. Dalhousie is determined to comply with all applicable legal and other regulatory requirements to support this Policy.
3. Members of the University community share the responsibility for EHS compliance and must take all reasonable care to ensure environmental protection and the safety of University community members and those who are invited onto University campuses.

4. It is the duty of all employees to ensure that any persons under their direction are made aware of and comply with this Policy and all other applicable EHS policies, procedures, protocols and guidelines.
5. Contractors and others whom Dalhousie invites on campus shall comply with all relevant legislation, as well as this Policy and all other applicable EHS policies, procedures, protocols and guidelines.
6. Dalhousie is committed to continual improvement of Dalhousie EHS management systems and will dedicate resources as necessary.
7. Dalhousie is committed to keep all employees and students informed and equipped with the necessary processes, training and resources as required to support this Policy and all other applicable EHS policies, procedures, protocols and guidelines.
8. Dalhousie is committed to cooperation among University community members and the committees and programs established to further EHS initiatives under this Policy.
9. All EHS programs, policies, procedures, protocols and guidelines shall be consistent with this Policy.
10. Individuals or organizations who fail to comply with this Policy or any other applicable EHS policy, procedure, protocol or guideline, or who fail to comply with any reasonable direction provided by the Director, Environmental Health and Safety in support of the foregoing, may, depending on the circumstances, face appropriate disciplinary action, up to and including discharge.

E. Administrative Structure:

1. **Authority:** The President is the sponsor of the policy, with responsibility for implementation being provided through the Vice-President Finance and Administration and the EHS office.
2. **Environmental Health and Safety Committee:** The EHS Committee supports the University's efforts in achieving our policy statement and in creating and maintaining a safe and healthy workplace and campus environment. The EHS Committee comprises members representing the University administration and an equal number of members appointed by employee and student groups. The Director serves as a non-voting member and acts as a liaison between the EHS Committee and the administration and University community. Terms of reference for the EHS Committee shall be established by the Vice-President Finance and Administration.
3. **Safety Program Committees:** Safety program committees may be established from time to time as part of the policy and regulatory framework required to manage specific safety programs or to address specific health and safety risks. Terms of reference for safety program committees shall be established by the Provost or Vice-President with the most relevant scope of authority.

4. Local Safety Committees: Leaders of academic and administrative units are encouraged to establish local safety committees to assist them in managing their responsibility for the environmental health and safety of their unit, and to engage members of their unit in developing and implementing an environmental health and safety program relevant to the activities of their particular unit. Terms of reference for local safety committees shall be established by the relevant academic or administrative leaders.
5. Policy communication: This Policy will be distributed by the EHS Committee throughout the University and will be posted on the Secretariat website.
6. Policy Review: The EHS Director, in consultation with the EHS Committee, is responsible for reviewing and making recommendations for changes to this Policy as required.

1.2 LOCAL SAFETY COMMITTEES POLICY

Policy

Chairs, Heads of Departments, and Directors of Divisions are responsible for the environmental health and safety of their Department or Division. To assist them and to involve staff and supervisors in developing and implementing an environmental health and safety program, Chairs, Heads of Departments, and Directors of Divisions are encouraged to establish environmental health and safety committees.

Operations

Formal membership on Departmental or Divisional committees should be broadly representative of groups within the unit and should include individuals with both supervisory or administrative responsibilities as well as other Departmental employees. The Chair, Head, or Director may also wish to involve students or others in the work of the committee.

Members of Departmental or Divisional safety committees should meet regularly at least once every three months. Minutes should be taken and be made available to all members of the Department or Division. A copy of these minutes will be sent to the Director of Environmental Health and Safety for the University.

Reporting to the Head, Chair, or Director of the Division, the Committees will:

- Recommend policies, procedures, guidelines, and/or codes of practice for all aspects of health and safety within the Department, so as the Department will maintain the highest possible standards of occupational health and safety, and be in compliance with provincial and federal laws;
- Recommend such alterations to the physical facilities or work practices it may deem necessary or desirable in order that all work may be carried out in a safe and healthy manner and submit these recommendations to the Chair, Head, or Director;
- The Committee will strive to promote the cooperation of all members of the Department or Division in encouraging safe work practices and for a safe environment, and to this end will, when deemed necessary, prepare and distribute such education and informational materials as may be appropriate, and arrange educational meetings as appropriate;
- With the agreement of the Chair, Head or Director, the Committee may solicit advice, help, and input from any experts or any others that the Committee deems may be helpful in its deliberations on any problems; and
- Monitor Departmental or Divisional health and safety performance and report annually through the Chair, Head or Director to the members of the Department and the Dalhousie Environmental Health and Safety Committee.

Responsibility

The Chair, Head or Director is responsible for ensuring the effective functioning of the Committee.

Date Issued: April 1990 **Date Revised:** October 1993

1.3 WORKSHOP SAFETY POLICY

Policy Statement

Departmental workshops play an important role in both teaching and research. However, inappropriate use of workshop equipment can cause serious injuries. To minimize the likelihood of injuries, the following procedures shall apply to all to departmental workshops and to the work of students and staff (other than professionally qualified workshop staff) who are permitted to work in such workshops. Operation of dangerous workshop equipment, outside of a designated workshop, will not normally be permitted.

Procedures

In units which operate workshops, the chair or head of the division shall appoint a workshop supervisor who will be responsible for the safe operation of the workshop.

Potentially dangerous work in departmental workshops shall only be carried out under the supervision of a workshop supervisor.

No person other than a workshop supervisor or professionally qualified workshop employee may work alone in a workshop or at times when a workshop supervisor is unavailable to supervise the work.

Academic and departmental supervisors shall ensure that staff and students whom they supervise are appropriately trained before authorizing them to carry out work in a departmental workshop.

Staff and students may only undertake such workshop tasks that have been authorized by their supervisor. While carrying out such tasks, staff and students shall:

- Follow the direction of a workshop supervisor;
- Observe workshop safety rules;
- Never work alone in the workshop.

Responsibility

The chair or head of the division. The workshop supervisor is responsible for:

- supervising all work in the workshop and ensure that no untrained person operates dangerous equipment or carries out any dangerous operations in a workshop;
- maintaining all workshop equipment in a safe working condition and ensure that all guards and related protective devices are installed and maintained in good operating order;
- providing advice to the chair or unit head on the need for modifications of the workshop or for modifications to equipment or procedures that the supervisor believes are required to maintain a safe working environment;
- providing workshop safety training and keeping a record of people trained to safely operate dangerous equipment;
- ensuring that appropriate first aid, fire fighting and other necessary emergency equipment are available and maintained in good operating order;
- ensuring that all people in the workshop use required personal protective equipment;
- conducting a formal annual inspection of the workshop to identify hazards and reporting findings to the chair or head of the division;

- promptly reporting accidents or incidents to the chair or head of the division and to the Office of Environmental Health and Safety.

General Workshop Safety Rules

Only those authorized to do so by a Workshop Supervisor may work in this shop. Operation of power tools and other potentially dangerous shop work may only be done under the supervision of a Workshop Supervisor.

Safety glasses (CSA approved) must be worn at all times while working with tools. Other protective equipment must be worn as directed by a Workshop Supervisor. Do not wear gloves, loose-fitting clothing, baggy sleeves, dangling jewelry, or neckties that could become entangled in machinery.

You may not use any power tool until you have been trained in safe operation techniques by a Workshop Supervisor. Do not remove machine guards.

Disconnect power before making adjustments to power tools. Do not service energized equipment.

Take appropriate steps to prevent release of dusts or noxious fumes. Take appropriate fire prevention precautions when your work generates heat or sparks, or involves open flames or flammable liquids.

Keep shop clean and tidy. When not in use, store tools, equipment, and supplies properly. Clean-up after you complete your work.

Table Saw Safety Rules

Extreme care is needed when operating a table saw. Accidents can result in very serious injury. You may not use the table saw until trained in safe operating techniques by a Workshop Supervisor.

Safety glasses (CSA approved) must be worn in the shop at all times while using a table saw. When using the table saw or other power tools, do not wear gloves, loose fitting clothing, baggy sleeves, dangling jewelry, or neckties that could become entangled.

Do not cut material that contains nails, screws, knots, or other imperfections of materials.

Before cutting, disconnect the power. Select the correct blade. Ensure that:

- the blade is secured, sharp and turns freely;
- the throat plate, blade guard and spreader are positioned properly;
- the table is clean and free of obstructions;
- the blade height is set 6 mm higher than necessary to clear the stock.

Feed work against the direction of blade rotation. Operate the saw with your body positioned out of line with the blade. Never reach behind or over the blade. Avoid awkward positions that could lead to a sudden slip and contact with the blade. Do not operate the table saw without the guard in place.

Always use the mitre gauge or rip fence. Hold the work firmly against the mitre gauge or rip fence. Only use both the mitre gauge and the rip fence when they can both be positioned on the same side of the blade. Support material that extends beyond the table using table extensions or roller tables.

Feed wood with a push stick when the fence is positioned within 6 inches of the blade and when making the last 6 inches of a cut. When cross cutting, remove rip fence. Do not use fence as a cut-off gauge. Use rip fence, mitre gauge, hold downs, push sticks, anti-kick back devices, and feather boards as instructed.

1.4 ACCIDENT REPORTING POLICY

Policy Statement

All accidents or dangerous incidents must be reported.

Procedure

In the event of an accident resulting in death or life threatening injury, the Chief of Security, the Director of Environmental Health and Safety, the Chair of the Department, and the President's Office must be notified immediately.

All accidents which result in injury to any faculty member, staff, student, or visitor will be reported to the Director of Environmental Health and Safety by phone if the matter is urgent or, if not urgent, using the Accident Report Form available from the Safety Office.

All incidents in which any faculty member, staff, student, or visitor might have been injured will be reported to the Director of Environmental Health and Safety by phone if the matter is urgent or, if not urgent, using the Accident/Incident Report Form available from the Safety Office.

Copies of completed accident reports will be forwarded to the Director of Environmental Health and Safety, Departmental Safety Committee or the Departmental Safety Officer, and the Office of Insurance and Employee Benefits.

All accidents and dangerous incidents will be investigated (Accident Investigation Policy) by the manager or the supervisor to identify and implement changes designed to prevent similar accidents from occurring in the future. With input from the Dalhousie University Environmental Health and Safety Committee, the Director will investigate all accidents resulting in serious injury and any accident or series of accidents which the Committee wishes to be investigated.

The Nova Scotia Occupational Health and Safety Act requires that the Occupational Health and Safety Division of the Nova Scotia Department of Labour be notified of:

- An accident in the workplace that occasions bodily injury to an employee.
- An accidental explosion in the workplace whether any person is injured or not.
- An accident in the workplace in which a person is killed from any cause or is injured in such a manner likely to prove fatal.

In the event of any such accident, the Director of Environmental Health and Safety must be notified immediately and in turn will be responsible for notifying the Nova Scotia Department of Labour.

Responsibility

The chair/head/director of the departments, through their managers and supervisors.

Date Issued: April 1990

SECTION 2
FACULTY WORKPLACE SAFETY FRAMEWORK

SECTION 2

FACULTY WORKPLACE SAFETY FRAMEWORK

WORK SAFETY

Work safety is the responsibility of each of us. And whether you are an experienced teacher or a new student, the key person in this arrangement is you. Everybody has responsibilities that reflect the realities of their position. All of us are required to inform ourselves and to act on our knowledge.

INTERNAL RESPONSIBILITY

The University's safety policies are guided by Nova Scotia's provincial workplace safety act. Underlying all this is the Internal Responsibility System [IRS]:

- IRS is based on the principle that workers, supervisors and owners of a workplace share the responsibility for workplace health and safety.
- IRS assumes that the primary responsibility for creating and maintaining a safe and healthy workplace belongs to each of these parties, to the extent of each party's authority and ability to do so.
- IRS includes a framework for participation, transfer of information and refusal of unsafe work.

According to this principle, our responsibilities for ensuring a safe workplace are defined by the situation we find ourselves in and our authority in that situation. Generally speaking, the more senior of us are responsible for providing proper space, training, personnel, equipment, protocols, and information; those of us closer to the front lines are responsible for informing ourselves, for using available resources properly, and for bringing gaps in the system to the attention of our supervisors or others.

COMMUNICATION

One of our most basic responsibilities is to speak up. Employees or students may be reluctant at times to do this, but safety law requires that when you have a concern about workplace safety, you speak up. Speak first to the person in authority most closely connected to the activity (the Teaching Assistant, Technician, Instructor or Professor). Questions and concerns that are not adequately addressed at this level should then be brought to the attention of more senior authorities (Term Coordinator, Director, Dean).

REFUSING WORK

Provincial law gives you the right to refuse unsafe work without penalty. This protects you, your colleagues and your supervisors. Remember: if work feels unsafe, this means you don't have the confidence to do it properly, so it is unsafe.

REGULATIONS

A large body of best practices has grown up around Nova Scotia's Workplace Safety Act, in the form of provincial workplace regulations. Anyone teaching a course involving construction or model-building, any technician supervising a shop, and any teaching or shop assistant working under either of these, must familiarize themselves with applicable regulations. Most applicable are the General, First Aid, and Workplace Hazardous Materials Identification regulations, and those related to:

- Personal Protective Equipment (safety hats, shoes, glasses, etc.)
- Fall Protection regulations for work 3 m or more from the ground (i.e. proper use of staging, scaffolding, etc.)
- Chemical safety and disposal of hazardous wastes (eye wash, safety showers, spill kits, sharps, etc.)

2.1 SAFETY IS A SHARED RESPONSIBILITY

We will all find ourselves in unique situations and so an exhaustive list of our possible duties can't ever be drawn up. But the kind of responsibilities inherent in our positions can be illustrated.

FACULTY, STAFF AND STUDENTS SHARE RESPONSIBILITY FOR WORKPLACE SAFETY

- *Employers and workers share responsibility for workplace safety.*
- *Levels of responsibility for safety correspond to the level of authority and ability of each workplace group.*
- *Workers and supervisors need to talk and work with each other for the safety of the workplace. IRS means you can't say "I'm not responsible for safety."*

Junior Students: Learn and abide by the guidelines for each shop or worksite. Seek advice on choosing and using tools, and on the hazards and precautions associated with materials. Insist on instruction in the use of any tools or material required in your course. Keep your workspace tidy and organized and clean up when you are finished. Follow the directions of your supervisors and their deputies. If you notice that first aid or other studio supplies need replenishing, get them from the main office or the Safety Coordinator. If you notice other problems, inform your TA, Wood Shop Supervisor, or Safety Coordinator.

Senior Students: In addition to the above, when observing the work of less skilled or less knowledgeable students, offer advice or guidance you feel would be useful, and intervene to avert hazards.

Teaching and Lab Assistants: Be clear with your supervisor concerning your own technical and leadership experience. Make sure you get any training or guidance you need to run a shop or to execute other duties. Provide guidance to the extent of your own skills and knowledge, but not beyond. Recognize that, as the supervisor's deputy, you must restrict work or close the shop or site if necessary.

SUPERVISORS' RESPONSIBILITIES FOR WORKPLACE SAFETY

- *If you are responsible for others, you may be liable in the event of an injury.*
- *Ensure the health and safety of persons at or near the workplace.*
- *Inform workers of hazards in the workplace.*
- *Ensure that students and employees have clear lines of supervision.*
- *Follow safety law, and make sure that workers do so as well!*
- *Check that workers have proper equipment and correct safety gear to work safely; and maintain equipment safely and appropriately.*
- *Check that your particular project is insured for all the activities you have planned.*

Shop/Worksite Supervisors: Keep equipment, tools, and safety equipment up to date and in good condition, monitoring and anticipating budget allocations. Develop and post shop rules and procedures in conformance with applicable regulatory standards; keep these up-to-date. Restrict work or close your shop or site when necessary. Office staff are the information hub of the school, and can help locate necessary resources.

Faculty and Sessional Instructors: Before the beginning of term, discuss anticipated course demands on technical facilities with the relevant Technician (Wood Shop, Print Shop, Advanced Building Lab). Familiarize yourself with the limitations of the shop and shop rules and procedures. Limit your supervisory responsibilities to your own area/level expertise; delegate this responsibility to others if necessary. Ensure that course requirements (and implicit expectations) are within student capabilities and available resources. Work through teaching groups or other mechanisms to ensure that the

program as a whole embodies the instruction and training entailed by your curricular and extra-curricular activities.

INSTITUTIONAL RESPONSIBILITIES FOR WORKPLACE SAFETY

- *Put a safety policy and program in place. Make sure it includes safe work procedures, worker orientation and training programs, and hazard reporting and investigation process.*
- *Have a health and safety committee or safety representative. Make sure they have training to fulfill this role.*

Professional Practice Teaching Group: Teach those aspects of construction safety that are the professional responsibility of architects. This is required by provincial legislation.

Faculty Workplace Safety Committee: Recommend policies, procedures, and guidelines for workplace health and safety. Recommend to the Dean or the appropriate Director changes to facilities or procedures needed to ensure these. Promote the cooperation of all members of the Faculty in encouraging safe work practices, and to this end solicit external advice and prepare and disseminate educational materials/sessions as appropriate. **FWSC Membership:** Faculty Safety Coordinator (chair), Fire Warden, Shop Technicians, Student, and Technology or Prof. Practice Faculty Member.

Faculty Safety Coordinator: Promote awareness, within the Faculty, of relevant safety policies, protocols and procedures. Promote the cooperation of all members of the Faculty in encouraging safe work practices, and to this end prepare and disseminate educational materials/sessions as appropriate.

Director: Ensure that instructors at all levels have technical and leadership skills appropriate to their undertakings, and that the support they require is provided. Provide adequate budget for safety measures required by School activities, or restrict activities to the available budget. Monitor implementation of the safety framework, and remedy failings promptly.

Dean: Put a safety policy and program in place. Make sure it includes safe work procedures, worker orientation and training programs, and hazard reporting and investigation process. Provide adequate budget for safety measures required by School activities, or restrict activities to the available budget. Monitor implementation of safety framework, and remedy failings promptly.

CONTACTS

Faculty Safety Coordinator

Regan Southcott | (902) 494-3949 | regan.southcott@dal.ca

Faculty Fire Warden

Susanna Morash-Kent | (902) 494-3971 | arch.office@dal.ca

Director of Environmental Health and Safety

Jerry Aguinaga | (902) 494-1241 | jerry.aguinaga@dal.ca

Dalhousie University EHS Office

1391 Seymour St, Halifax, NS

2.2 PROCEDURES FOR FREE LABS AND DESIGN-BUILD ACTIVITIES

FACULTY RESPONSIBILITIES:

1. When planning an Off-Campus Activity such as a Free Lab or a Design-Build project, faculty must complete *Form 4D: Off-Campus Activity Information Sheet and Risk Assessment*. Faculty also collect *Form 4B: Student acknowledgment of Risk for Off-Campus Activity* from each student and give to the School Office. Faculty leading activities are responsible for knowing about and ensuring compliance with safety procedures, delegating responsibilities where appropriate, and ensuring that all participants have a contact person in the event of an emergency. To understand your legal responsibility for the safety of students and instructional staff under your supervision, please read *Section 3.4 Rules Relating to Design-Build Activities*.
2. If the project is on private property, please prepare a Letter of Undertaking with the Owner, and obtain approval from the University Legal Office, in coordination with the Dean's Office. For an example of such a letter, see *Form 4E: Sample Letter of Undertaking*.

STUDENTS MUST COMPLETE:

3. *Form 4B: Student Acknowledgment of Risk for Off-Campus Activity*

2.3 PROCEDURES FOR TRAVELLING SAFELY

FACULTY RESPONSIBILITIES:

1. When planning a Field Trip (or a course with multiple field trips), collect *Form 4A: Student Travel Information* and *Form 4B: Student acknowledgment of Risk for Off-Campus Activity* from each student and give to the School Office. Provide any additional information regarding the trip(s).
2. If required, complete *Form 4C: Request for Certificate of Insurance*.

STUDENTS MUST COMPLETE:

3. *Form 4A: Student Travel Information* and *Form 4B: Student acknowledgment of Risk for Off-Campus Activity*. To understand your responsibilities in travelling as a student, please read the University's requirements below, under 'Travel by Vehicle'.

TRAVEL BY VEHICLE | Key points from Dalhousie's *Travel Policy and Procedure [DTPP]*

- Rental vehicles may be used when economical, but care must be taken by employees to have adequate insurance, as the University will not accept responsibility of liability resulting from an accident. [DTPP (IV)]
- Owners of personal vehicles must provide copies of vehicle insurance and registration. Under no circumstances will the University accept responsibility of liability for claims arising from such use. [DTPP (V)(a)]
- If a privately-owned vehicle is used on University business, the owner must demonstrate an adequate level of personal vehicle insurance is maintained. A minimum of \$2 million third party liability coverage is recommended. [DTPP (V)(b)]
- It is recommended that each faculty/administrative department reduce its exposure to catastrophic loss by limiting the number of individuals travelling on the same flight or in the same automobile. [DTPP (X)]

Additional requirements:

- Travel by vehicle is limited to between 6 am and 12 midnight. No driver shall operate the vehicle more than 6 hours straight. Multiple vehicles travelling to the same destination must stay within sight of each other. All drivers will operate the vehicle with caution, abiding by all laws. Passengers of the vehicle will obey the driver.
- For trips greater than 300 kilometers, a minimum of two authorized drivers must be present in each vehicle.

2.4 INTERNATIONAL TRAVEL GUIDELINES

BEFORE YOU LEAVE | PREPARATIONS AT DALHOUSIE UNIVERSITY

1. Visit Dalhousie's International Student and Exchange Services (ISES) International Centre. Attend the International Centre pre-departure seminar, complete check-list, register with the Centre, and obtain an emergency contact number card. http://www.dal.ca/campus_life/student_services/international-centre/dalstudentsgoingabroad/preparing-to-leave-canada.html
2. Complete Dal's *Emergency Contact Form*: [Http://projects.ises.dal.ca/emergencycontactform.php](http://projects.ises.dal.ca/emergencycontactform.php)
3. Visit the website for Dal's Travel and Emergency Services:
http://www.dal.ca/campus_life/student_services/international-centre/dalstudentsgoingabroad.html
4. Complete the Faculty of Architecture and Planning's *Form 4A: Student Travel Information*
5. Apply for an International Student identity Card at Travelcuts in the Student Union Building
<http://www.travelcuts.com/isic/>
6. See if you are eligible for SWIF Travel Grant: http://www.dal.ca/campus_life/student_services/international-centre/dalstudentsgoingabroad/financial-support/study-work-international-fund.html or <http://tinyurl.com/lth48tx>
7. Indicate if you need a letter for "interest relief" on student loans.
8. Pay tuition fees in full before you leave.
9. Make **three copies** of the following items. Take one with you in a safe location separate from the originals; give the second to the Dean's Office; give the third to a friend or family member:
 - Faculty of Architecture and Planning's *Form 4A: Student Travel Information*
 - Proof of registration with "Registration of Canadians Abroad"
 - Proof of international health insurance
 - Passport and student visa
 - Identification cards or documents (driver's license, birth certificate, etc.)
 - Credit cards

BEFORE YOU LEAVE | PREPARATIONS WITH THE GOVERNMENT OF CANADA

1. Apply for a passport if you do not have one. If you have one, check expiration date — many countries will no issue a visa for passports with less than 12 months validity.
<http://www.pptc.gc.ca/info/index.aspx?lang=eng>
2. Read government travel web pages thoroughly:
 - travelling abroad <http://travel.gc.ca/travelling>
 - country travel advice and advisories <http://travel.gc.ca/travelling/advisories>
 - travel documents <http://travel.gc.ca/travelling/documents>
 - travel health and safety <http://travel.gc.ca/travelling/health-safety>
 - vaccinations/immunizations <http://travel.gc.ca/travelling/health-safety/vaccines>
 - living abroad <http://travel.gc.ca/travelling/living-abroad>
3. Apply for a student visa for the country to which you are travelling. To see if you need a student visa, go to: <http://travel.gc.ca/travelling/advisories> select the country -> entry/exit requirements
4. Register online at Registration of Canadians Abroad (ROCA) <http://travel.gc.ca/travelling/registration>
5. Establish your status re resident and taxation with appropriate Canadian authority.
6. Regularly check travel reports for the county in which you are travelling.

BEFORE YOU LEAVE | OTHER PREPARATIONS

1. Have a thorough health exam before you travel.
2. Update immunizations for countries being visited.
3. Obtain sufficient prescription drugs for your travel, in original container with pharmacy label.
4. Ensure you have your own travel insurance and international health insurance. Dalhousie Student Health Insurance does not cover travel abroad. Faculty members are covered for travel except in countries where there is a Canadian Travel Advisory. Dal's travel coverage provider offers emergency, out-of-country travel medical coverage up to 180 days, so Dalhousie employees travelling outside of Canada for more than 180 days, should contact Nova Scotia MSI to arrange additional coverage.
5. Ask your bank how to access your funds with debit or credit card in the foreign country.
6. To obtain an international driving permit: <http://www.caa.ca/travelling/idp-2/>
7. Record contact info for the nearest Canadian Embassy in the foreign country and once in the country, register with the Embassy. <http://travel.gc.ca/assistance/embassies>
8. Arrange for a power of attorney to allow someone in Canada to act on your behalf.

CONTACTS**International Centre**

Exchanges & Study Abroad | Exchanges@Dal.Ca
(902) 494-1566
1246 LeMarchant St, Suite 1200

Study Abroad and Exchange Advisor

Amy Braye | amy.braye@Dal.Ca | (902) 494-2722

SECTION 3
**RULES FOR USE OF
TECHNICAL FACILITIES AND EQUIPMENT**

SECTION 3

RULES FOR USE OF TECHNICAL FACILITIES AND EQUIPMENT

Within the Internal Responsibility Framework laid out in Section Two, students, staff and faculty share responsibility for workplace safety. The first and most fundamental responsibility is to be awake, alert, and aware of the dangers to self and others when working with technical facilities and equipment.

3.1 STUDIO RULES

FIRE SAFETY

1. No smoking anywhere in the building.
2. One portable partition per person on the studio floor. No curtains or solid partitions under the mezzanine which interfere with the passage of light and movement of air. No permanent partitions or locked enclosures.
3. The fire lanes in the studio must be kept completely clear at all times. Pay attention to alarms. Be aware of evacuation procedure.
4. Don't obstruct the sprinkler heads and don't prop open the fire doors.
5. No soldering irons, torches, or heating elements in the studio. Power tools may not be used in the studio.
6. Bicycles must be left outside the building.

WORK SAFETY

7. To avoid repetitive strain injury, be aware of your ergonomic position and supports. When working late, take breaks for food and exercise to remain alert.
8. Beware of thieves visiting the building; keep your locker locked and don't leave valuables unattended.
9. Aerosol sprays of any kind can be sprayed only in the dedicated spray booth on the first floor of the IDEA Building. Scheduling the use of the spray booth can be done by coordinating through Regan Southcott in the Wood Shop. As this is a shared facility with Dal Engineering, scheduling will need to be done 24 hours in advance and spraying will need to take place during regular Shop hours. Aerosol sprays are never to be used in the studios, nor in any other area inside or outside the buildings.
10. Sharps (knife blades, broken glass, etc.) must be disposed in designated container and never put into general trash collection.
11. All accidents which result in injury must be reported to the Dean's Office using *Form 4F: Accident Report*, and if urgent by phone to the Director of Environmental Health and Safety.

RESPECT AND CONSIDERATION FOR OTHERS

12. If you make a mess, clean it up, eh?
13. No plaster, cement, and concrete may be mixed in the studio. Use the Wet Lab on the ground floor of the Medjuck Building.
14. The Green Room (HD4) is used regularly as a classroom, so projects and materials may not be left there.
15. If you listen to music, use earphones to avoid disturbing others.
16. Keep food items in a sealed container to discourage furry predators.
17. Alcohol is not permitted in the building, except at special events with a liquor permit.

EXHIBITION ROOM

18. Use Fall Protection procedure when working at heights over 3 meters.
19. The large partitions may not be turned on their side.

3.2 WOOD SHOP RULES

ACCESS

1. The online booking system must be used to book Wood Shop time and online consultations.
2. The shop orientation must be completed before being permitted to use the shop. This applies to students, faculty, and staff.
3. Other than the shop supervisor, no more than 5 people can be in the shop at one time.
4. CSA-approved, steel-toed footwear is required. Long hair must be tied back. No dangling jewelry.
5. There is no access to the Wood Shop when Regan is not present or outside scheduled hours.

OPERATION OF MACHINERY

6. Ask Regan if you do not know the proper use of a tool or machine.
7. Understand the operation of the dust collector. (This is explained during the Wood Shop orientation.)
8. Wear eye protection at all times (available in the shop).
9. Use a push stick when working close to blades.
10. Do not leave a machine running unattended.
11. Do not rush.
12. Do not talk while using a machine, or talk to a person using a machine.
13. Recycled materials cannot be used without approval from Regan.
14. Return all blades and guards to their safe operating position.
15. Clean up wood scraps and sawdust from the machine and the floor.
16. If you notice something that needs repair, report it immediately to Regan.

3.3 RULES RELATING TO DESIGN-BUILD ACTIVITIES

ORIENTATION

Persons who have not completed the design-build orientation may not participate in design-build activities. This includes faculty, sessional instructors, consultants and students.

SUPERVISOR RESPONSIBILITIES

Every design-build project shall have a designated Worksite Supervisor, who is capable of ensuring a safe job site. Designation as Worksite Supervisor requires approval of the Faculty Safety Coordinator and/or Wood Shop Supervisor. The Worksite Supervisor must be present throughout the design-build activity.

S/he is responsible for:

1. Ensuring that persons are appropriately trained before authorizing them to carry out work.
2. Keeping a record of people trained to safely operate dangerous equipment.
3. Supervising all work and ensuring that no untrained person operates dangerous equipment or carries out dangerous operations.
4. Ensuring that all students use required personal protective equipment.
5. Maintaining all equipment in a safe working condition with protective devices in good operating order.
6. Conducting a daily check on power tools.
7. Ensuring that appropriate first aid is available.
8. Promptly reporting accidents or incidents to the Office of Environmental Health and Safety and copying the Dean's Office.

STUDENT RESPONSIBILITIES

1. You may only undertake dangerous activities when authorized by the Worksite Supervisor. While carrying out such tasks, you shall follow the direction of the Supervisor, observe safety rules, and never work alone at the job site.
2. Personal protective equipment (closed-toe shoes, safety goggles, etc.) must be worn at all times while working with tools. Do not wear gloves, loose-fitting clothing, baggy sleeves, or dangling jewelry that could become entangled in machinery.
3. Do not use any power tool until you have been trained in safe operation techniques by the Supervisor. Ask the Supervisor if you do not know the proper use of a tool or piece of equipment.
4. Do not rush. Do not talk when using power tools.
5. Do not cut recycled materials without approval from the Supervisor.
6. Return all blades and guards to their safe operating position. Disconnect power before making adjustments to power tools. Do not service energized equipment.
7. Keep work site clean and tidy. When not in use, store tools, equipment, and supplies properly. Clean up after you complete your work.
8. Do not cut material that contains nails, screws, knots, or other imperfections.
9. If you notice something that needs repair, report it immediately to the Worksite Supervisor.

ACCIDENTS AND INCIDENTS

Accidents which result in personal injury and incidents in which any person might have been injured must be reported to the Director of Environmental Health and Safety by phone if the matter is urgent or, if not urgent, using the Accident Report Form.

SECTION 4
FORMS