

CANADA

DEPARTMENT OF ENERGY, MINES AND RESOURCES

CANADA CENTRE FOR MINERAL AND ENERGY TECHNOLOGY

OTTAWA

ENERGY RESEARCH LABORATORIES
DIVISIONAL REPORT ERL 75/17-CMFRL

SAFETY CHECKLIST FOR USE IN BUILDING NO. 2
(CANMET RESEARCH LABORATORIES, BELLS CORNERS, ONTARIO)

by

CMFRL IN-HOUSE SAFETY COMMITTEE

February 1975

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SAFETY CHECK LIST FOR USE IN BUILDING NO. 2
(CANMET Research Laboratories, Bells Corners, Ontario)

by

CMFRL IN-HOUSE SAFETY COMMITTEE

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INTRODUCTION

The material included in this report comprises a safety checklist to be used for new CMFRL employees in Building No. 2. It has three parts: A review of the purpose of safety; details of safety procedures in the laboratory and pilot plant areas; and finally a certification form to confirm that the new employee has been made aware of the safety rules.

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OCCUPATIONAL HEALTH AND SAFETY

ODDS 19-1 — Not good odds if your life is involved. During the past years, 1 of every 19 employees in this department suffered an injury that required medical aid. These injuries caused pain and suffering, temporary loss of complete pay and the inability of many to contribute their skill to the role of the department. You can understand the concern by this Department. You can understand the concern of the Public Service when direct injury cost last year for all government employees amounted to over \$6 million — and if you add the indirect costs such as investigation expenses, equipment loss and damage etc., the cost of accidents jumps to an excess of \$18 million.

What is the public service doing about this waste of resources? They are doing a lot. A few years back Treasury Board Circular 1968-92 dated Aug. 19, 1968 and 1970-92 dated Aug. 19, 1970 announced the Occupational Health and Safety Policy that provided a basis for the development and continuation of Departmental Occupational Health and Safety Programs.

The purpose is to minimize occupational illness and injuries. Progressively this is being done. Health counselling services, first aid services and training, emergency treatment, safety standards, safety specialists, a departmental health and safety policy and an active program are some of the means of meeting the government program. Of special significance right now is the special program "TARGET '75".

EMR is part of this drive to reduce injuries by 20% by 1975. So far we need a big improvement in our injury record to hit the target.

What can all of us do to decrease accidents and injuries?

First - Accept the fact that accidents just don't happen — they are caused. Did your last fall or stumble or near miss with your car just happen, or was it because you were inattentive of conditions and not concentrating. Did you not think of your back when you reached across the desk to pick up that load of books. Did it just happen or was a safe procedure forgotten or a method not fully explained.

Second - Realize that you have a responsibility to develop and maintain a positive attitude toward accident prevention and safety. Just because one safety measure is ignored does not mean that all safety measures are useless.

Third - Observe the prescribed safe work practices. Short cuts, taking chances, and indulging in other unsafe acts eventually cause injury, sometimes at the first instance.

Fourth - Use all the required protective devices and equipment. Why were handrails, machine guards, safety goggles and safety shoes made?

Fifth - Report unsafe conditions and acts, injuries, accidents and near misses to your Supervisor.

Sixth - Understand the threatening danger. Can you imagine working in an explosive plant or one of our laboratories without knowing what you are handling or how you should handle it.

It has been said repeatedly that work accidents are a reflection of:

- (a) managements capacity to manage
- (b) the supervision capacity to supervise and
- (c) the capacity, ability or desire of the employee to work in a workmanlike manner.

Safety doesn't just happen! It's the end result of concerted, cooperative action on the part of management, supervisors and employees.

The attitude of the Department is reflected in the statement made by the Deputy Minister and appears in the Departmental Occupational Health and Safety Manual. It starts out by stating that:

"Our Department recognizes its obligation and accepts its major responsibilities to prevent and reduce accidents and injury for the occupational health and safety of its employees".

It ends by saying that:

"Everyone has a personal responsibility for safety. Safety must become a way of life".

Remember "TARGET '75"
Help reduce injuries.



MEMORANDUM

NOTE DE SERVICE

TO
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Staff,
Cdn. Metallurgical Fuel Research Lab.,
Building No. 2,
Corkstown Road Complex.

FROM
DE

T.A. Lloyd,
Safety Officer.

SECURITY - CLASSIFICATION - DE SÉCURITÉ
OUR FILE - N/RÉFÉRENCE
YOUR FILE - V/RÉFÉRENCE
DATE September 11th, 1974.

SUBJECT
OBJET

SAFETY REGULATIONS

The following safety regulations must be adhered to while working in the pilot plant areas, (Rooms 119, 120, garage, 125, 124, and 123).

1. PROTECTIVE EQUIPMENT

- Hard hats and safety boots or shoes must be worn in all pilot plant areas at all times.
- Safety glasses or goggles must be worn when drilling, grinding, crushing coal or coke, working in a dusty area, or when performing any other duties which may result in eye injuries.
- Dust masks are to be worn when working in dusty areas and ear protectors are to be worn in noisy areas.
- Asbestos gloves and other asbestos clothing to be worn when discharging coke ovens.
- Leather gloves are to be worn when handling heavy objects or equipment.

2. MATERIALS HANDLING EQUIPMENT

1. Do not exceed load limits on cranes, hoists and lift truck.
2. Inspect all hooks and chains before using.
3. Never walk or stand under a suspended load.
4. Care should be taken to see that no unsuspecting person walks under a suspended load.
5. Never ride on a moving load.
6. Never leave a suspended load unattended.
7. Get help when lifting a heavy load manually.
8. Only the operator is allowed to ride on the lift truck.

3. MECHANICAL EQUIPMENT

1. Before turning on any piece of equipment, check to make sure everyone is clear.
2. All machinery guards are to be in place before machinery is turned on.
3. Make sure all electrical equipment is equipped with ground wires and plugs.



MEMORANDUM

NOTE DE SERVICE

TO
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FROM
DE

SUBJECT
OBJET

SECURITY - CLASSIFICATION - DE SÉCURITÉ
OUR FILE - N/ RÉFÉRENCE
YOUR FILE - V/ RÉFÉRENCE
DATE

3. MECHANICAL EQUIPMENT (CONTINUED)

- 4. Make sure all tools and equipment are in a safe condition before using.
- 5. Make sure you are standing in a dry area before plugging in electrical apparatus.

GENERAL

- 1. All compressed gas cylinders must be securely fastened.
- 2. Compressed air is not to be used to dust off clothing which is being worn.
- 3. Never point an air hose at another person.
- 4. All oil spills are to be cleaned up immediately.
- 5. Good housekeeping procedures should be practised at all times.

TAL/cm

c.c. Mr. D.J. McIntyre

ADDITIONAL COKE CREW SAFETY RULES

SOLE-HEATED OVEN

1. Always switch power "off" before drawing the oven - and remember to switch power "on" after oven has been drawn and reassembled.
2. Always wear eye goggles when drawing this oven. The coke can throw-off incandescent particles which are dangerous.

12-INCH AND 18-INCH OVENS

1. When quenching coke with the water hose - never point the water jet towards the oven. When lifting the chute carriage from the quench box always make sure that it has been cooled properly by spraying it with water before proceeding.
2. Always make sure power "off" before push and restored after push.
3. With regard to 18-inch oven - be careful of coke falling down before the discharge chute has been placed in position.

The following safety rules and safe practices will apply to all personnel working in Room 119.

1. This area is designated a hard hat and safety shoe area.
2. Safety glasses or goggles must be worn when using the following equipment:
 - (a) Drill press
 - (b) Air hose
 - (c) Bench grinders
 - (d) Hand grinders
 - (e) Skill saw
3. Approved eye protection must be worn when using welding or Oxy-Acetylene cutting equipment.
4. All jobs will be done on a "clean as you go" basis. Work areas are to be kept clean and tools returned to their proper location on completion of use.

SUMMARY OF LABORATORY WING RULES*

SAFETY CHECKS

1. Eye and face protection.
2. Prevention from explosions and poisoning.
3. Instruments and equipment hazards.
4. Working alone.
5. Electrical equipment.
6. Compressed gas cylinders and cylinder regulators.
7. Flammable liquids.
8. Chemical waste disposal.
9. Hard hat for working in pilot plant.
10. Safety shoes when required.
11. Protective clothing.

*Details are included in Divisional Report 74/5 "Laboratory Safety Manual" by M.J. Malette.

TO: J.C. Botham

FROM:
(Supervisor's Name)

SUBJECT: Safety Education of New Employees

I certify that I have instructed
(Name of Employee)
in the following safety procedures, where indicated by the appropriate mark.

Signed
(Supervisor)

Date

Counter Signature of Employee

- General Safety Checklist
- including pamphlet
entitled "Occupational
Health and Safety"
- Coke Oven Checklist
- Checklist for Workshop Personnel
- Laboratory Checklist
- Other - Please Specify