



Lecture & Presentation Notes

# **BASIC SECURITY TRAINING**

## **INTRODUCTION TO HEALTH & SAFETY**

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Reading Time: 25 minutes

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The Occupational Health & Safety Act (OHSA) is Ontario provincial legislation that establishes specific safe work practices and responsibilities in the workplace. The OHSA is informally referred to as “The Green Book” as this is the colour of the cover of the book published by the Government of Ontario.

Under the Occupational Health & Safety Act;

- Workers shall not use any equipment or perform any work that may endanger themselves, any other worker or any other person.
- Employers must take every reasonable precaution to ensure the protection and safety of all workers.
- All workers have 3 basic rights guaranteed by law (the OHSA).

## 3 BASIC RIGHTS OF WORKERS

- A right to know what risks they will be exposed to on the job.
- A right to participate with their employer to identify workplace health and safety hazards, and to recommend solutions through their Joint Health & Safety Committee.
- A right to refuse unsafe work if this does not risk the health or safety of another person, or if the action is not a regular part of their assigned job.

## RESPONSIBILITIES OF EMPLOYERS

Under the Occupational Health & Safety Act employers through their managers and supervisors are responsible to:

- Ensure all employees receive proper and legislated health & safety training.
- Ensure all employees have access to, and instruction on the proper use of Personal Protective Equipment, also referred to as PPE, as required by the work they perform.
- Conduct detailed inspections of the workplace with regard to health and safety risks.
- Inform all workers with regard to health and safety risks in the workplace.
- Provide information on, and assist in emergency care to an injured worker.

## RESPONSIBILITIES OF EMPLOYEES

Under the Occupational Health & Safety Act employees are personally responsible to make their personal safety and those of their co-workers their first priority.

Employees have the following responsibilities:

- Ensure they receive proper training on how to do the job safely BEFORE they begin.
- Ensure they have access to, instruction on, and use the proper Personal Protective Equipment, PPE required in order to do the job safely.
- Conduct detailed inspections of the workplace with regard to health and safety risks.
- Inform their employer and all workers with regard to health and safety risks in the workplace.
- Provide information on, and assist in emergency care to an injured worker.
- Be familiar with where all emergency exits, fire extinguishers and fire alarm pull stations are located.





- The physical condition of the workplace or the specific area you are to work in, is likely to endanger your health or life, or that of others.
- The equipment, device or machine you are required to operate or use is likely to endanger your health or life.
- Either the workplace or equipment or machinery in it, is in contravention to the Occupational Health & Safety Act, and as a result is likely to endanger your health or life.
- Upon refusing to, or stopping work, you must immediately report the circumstances to your supervisor or manager. You must be prepared to clearly and concisely identify the hazard, its exact location, why you see it as a threat, its implications, and recommendations on how it can be corrected. On receiving this information your supervisor or manager must legally investigate your concerns immediately. While awaiting the outcome of the investigation, you should remain in a safe area at the job site pending further direction from your supervisor or manager.
- If you feel the condition has been corrected, no further action may be taken. If on the other hand, the condition still poses a hazard, you may continue your refusal to work and management must notify a Health & Safety Inspector to conduct an investigation into the situation. In the meantime, you and your co-workers are to remain in a safe area and not to work in the immediate area under investigation or use or operate the equipment, machinery or device that is the subject of the investigation.
- Under no circumstances can your employer, managers or supervisors consider any disciplinary action with regard to a refusal to work, or work stoppage legally executed under the terms and guidelines of the Occupational Health & Safety Act.

## **REPORTING A HAZARDOUS OR UNSAFE CONDITION**

A hazardous or unsafe condition is one which poses an immediate threat, potential of injury or death, or short or long term health risk to any living entity. Under the OSHA all employers and workers are obligated to report any hazardous or unsafe conditions.

The procedure for reporting a hazardous or unsafe condition is as follows:

- All details regarding the condition must be clearly documented
- Information concerning the condition must include; exact location of hazard, detailed description of hazard, your observations and recommendations, and any temporary measures you may have done to make the area safe until the hazard can be repaired or removed. For example, placing security tape or barriers around hazardous areas, etc.

## **REPORTING EMERGENCIES**

Whenever the Ambulance, Fire, or Police are called by the Security Guard or arrive on the job site, the following details must be recorded:

- 1) Why Emergency Services were on the Job Site
- 2) Time the Security Guard Called the Authorities
- 3) Time the Security Guard notified the Client
- 4) Time Emergency Services Arrived on the Job Site
- 5) Time the Client arrived on Job Site if applicable
- 6) Emergency Vehicle Numbers
- 7) Badge Numbers or Names of the Officers in Charge
- 8) What did emergency services do while on the Job Site
- 9) If an Ambulance arrived, who was the patient and what hospital did they take them to
- 10) Time Emergency Services Left the Job Site
- 11) Names of all people involved in the Incident
- 12) Descriptions of suspects and vehicles if an alleged crime had been committed

## FALL PREVENTION

Slips, trips and falls are the most common types of accidents on job sites. Whether you work on a construction or industrial site, or a condominium or office building; the potential of you accidentally slipping, tripping or falling is very real and the potential for injury can easily range from a bruise, sprain, strain or broken bone up to severe head injury, spinal injury, a concussion and possibly death.

Fall prevention is a serious matter. You can reduce the risk of slipping, tripping or falling by following these simple guidelines:

- Always look where you will be walking before you move.
- Learn to recognize potential hazards, such as wet floors, loose flooring/carpets, ice/snow, uneven ground/floors, items sticking up or into the path, loose debris on the path; avoid, report and if possible correct them.
- If possible, always use the handrail to go up and down stairs.
- When walking through an unknown or hazardous area, take small slow steps.
- At night or in dark areas, always use a flashlight to light your way before you take a step.
- Walk don't run at your workplace.
- Avoid cutting off your field of vision (such as carrying a very large box/parcel where you cannot see your feet, etc.) when walking or going up/down stairs
- Always ensure your shoes/boots are tied properly and that loose ends of shoe/boot laces do not pose a trip hazard and if required are tucked under the laces or inside the footwear.
- In the winter months try to shake or brush off excessive snow that may be lodged in the treads of your footwear often.
- Never climb on top of boxes or a makeshift ladder if you need to reach something. Always use a step stool or ladder.
- When using a ladder, always inspect it first to be sure it is safe and steady. Always have at least three contact points when using the ladder at all times (two hands and a foot OR two feet and a hand).

If you do fall, knowing how to fall correctly may often reduce serious injury.

The best technique is to:

- Relax your muscles (don't tense up)
- Bend your elbows and knees, so they may act as "shock absorbers."
- Pull your knees and chin toward your chest (the "tuck" position).
- Roll in the direction of the fall to dissipate the energy of the fall.
- Avoid the instinct to extend your arms in front of you with your hands out, as this will increase your risk of breaking a bone or bones in your upper extremities.

## WORKING ALONE

As a security guard, you will be working alone on average approximately 85% of the time. This could be the result of you being posted in a remote area of an inhabited building where others may not hear or see you for several minutes or hours; or it could be that you are at a jobsite where you come on duty when all the employees or guests have left and you lock yourself in the premises alone. Thus, in the event you suffered an accident or injury on the job, who would know or be able to help you? Working alone requires special attention and a special set of rules because the potential for even a minor accident or mishap to develop into a serious emergency is very real.

The key to being safe while working alone is to be alert; identify, eliminate or control potential hazards you may face; and to know how to respond in the event of an emergency. The greatest risk in working alone is that no one may be able to help if you become injured, trapped or unconscious. Even if someone realizes you are missing or may be injured, it may be difficult to immediately locate you on the jobsite.

The goal of this discussion is to increase your awareness to the hazards of working alone as a security guard so that you may manage, reduce or eliminate some of these hazards and be safe in your workplace.



## **Before Working Alone You Must Consider These Important Factors:**

### **1. Is It Legal For Me To Work Alone?**

The Occupational Health & Safety Act (OHSA) has specific regulations when a worker may or may not work alone. As a security guard working alone, depending upon the type of workplace, you may be required by law to wear or use specific Personal Protective Equipment (PPE) while working alone even though you may be the only one on the premises and no other work is going on. Such legally mandated PPE may include but not limited to; Grade 1 Safety Boots (Green Triangle), a CSA certified Hard Hat, hearing and eye protection to name only a few items. Each workplace will have different requirements based on its own unique risks and hazards. You will be informed before you begin working at your jobsite of the PPE required. If you are unsure of anything, you must ask.

### **2. Are You Prepared For An Emergency?**

The Occupational Health & Safety Act (OHSA) requires Emergency Response Procedures be established for all workplaces and that all workers are familiar with them in relation to their own specific duties on the site. For security guards, Emergency Response Procedures are documented in the Emergency Fire Safety Plan, Security Standing Orders and Post Orders. During an emergency the first and primary reference sources of what to do as a Security Guard will be detailed in the Security Standing Orders and Post Orders.

It is imperative and important to the safety of the security guard working alone, that they thoroughly read and familiarize themselves with the Security Standing Orders and Post Orders for their specific jobsite. As part of the legislated Emergency Response Procedures, those working alone must know how to identify and respond to fire, gas and water leak hazards and chemical spills. Security guards working alone must have unlimited access to a fixed or cellular telephone, or two-way radio that can be used to summon help in an emergency. Security guards are responsible to ensure that the telephone or two-way radio is tested to be in good working condition prior to the start of each shift. A check-in system must also be established where the security guard who works alone checks in/out according to a predetermined schedule; failure to do so will trigger an emergency response.

### 3. Can You Identify, Eliminate or Control Hazards?

As a security guard working alone, you must always be aware and focus on identifying, eliminating or controlling hazards in your workplace. The very first patrol you make of your jobsite is the most important and should be done with hazards in mind.

Here are some common hazards you may encounter:

- Working at night or in a poorly lit area may increase your risk of slipping and falling; you will also be more difficult to find in an emergency if something happens to you. Even during the daylight hours there are areas in a building that will become poorly lit or completely dark in the event of a power outage, will you be prepared? Always carry a flashlight to reduce these risks.
- Auxiliary heaters that use gas or electricity may be used on your jobsite but are you prepared for a gas leak or fire emergency? Do you know how to shut them down? Do you know where the nearest fire extinguishers and alarm pull stations are? Is there an established procedure for this?
- Falls account for the single largest number of serious injuries and accidental deaths at most jobsites. Watch where you are walking. Always rattle a handrail to ensure it is securely fastened before using it, and use the handrail whenever going up or down stairs. Always carry a small flashlight to light your way.

#### WORKING ALONE PERSONAL KIT

Working alone means being prepared and being safe because you are prepared. If you work alone you should have your very own working alone personal kit on your person at all times.

Your personal kit should have:

- Cellular Telephone
- Flashlight (AA or AAA size)
- Whistle

#### TAKE 3 STEPS TO PREPARE



## **STAYING ALERT, AWAKE & ALIVE!**

As a security guard the majority of your security shifts will be quiet and uneventful. Couple this with the fact most security shifts take place in the evening or early morning hours when there is very little activity and it is quite easy for boredom to set in. This boredom may lead you to be less alert, and if unprepared may cause you to doze off or temporarily fall asleep. The problem is, especially when you are working alone, you are not very aware of your surroundings if you have dozed off or are asleep. When you are in this state of unawareness, you are open to not detecting a fire or gas leak in your premises, or an intruder who may cause you physical harm. When you are working alone and fall asleep, you are running a serious risk that you could be critically injured or may lose your life because you were not aware of the hazards around you.

Generally, you will be at your best level of alertness and awareness within the first four hours of your shift. For every hour up to four hours on duty on a quiet shift, your powers of alertness and awareness will decline by about 10%. At the four hour point, you are functioning at 60% and for every hour after that on a quiet shift, there is a steady decline of alertness and awareness, averaging approximately 12%. At the end of an eight hour shift with nothing happening, your level of alertness and awareness may only be at 12% efficiency. This is why activities such as hourly security patrols, or half-hourly fire watch patrols of the jobsite along with other scheduled activities are required in order to break-up the shift and help maintain alertness and awareness.



When you are working alone, staying alert and awake could mean staying alive, as you are the only person that can initially help yourself if you get into trouble. A method used by military jet pilots in preparation for a tedious flight that helps them prepare to stay alert is known as the *I M SAFE* checklist. By using our adapted for security version of the *I M SAFE* checklist, you too may benefit from this proven method.

### ***I M SAFE* Checklist**

**I = *ILLNESS*** – Am I sick or do I have symptoms of being ill? If yes, do not go to work.

**M = *MEDICATION*** – Have I taken any prescription or over-the-counter medication that causes drowsiness or warns not to operate equipment/drive within the past eight hours? If yes, do not go to work.

**S = *STRESS*** – Am I under a great deal of stress? (i.e. Job, Family, Financial, Health, etc.)

**A = *ALCOHOL*** – Has it been twelve hours or more since I last consumed alcohol?

**F = *FATIGUE*** – Am I adequately rested? Have I had at least seven hours of sleep?

**E = *EATING*** – Have I eaten and drank enough to effectively last me for the duration of my shift?



## **WHMIS 2015 – WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM**

Originally developed in 1988, the Workplace Hazardous Materials Information System (WHMIS) was a regulatory standard used in Canada that dealt with hazardous materials in the workplace. In 2014 this system, referred to as WHMIS or WHMIS 1988 was updated in 2014 to create a system known as WHMIS 2015. WHMIS 2015 is a Canadian system used to identify, classify and provide health & safety information with regard to hazardous materials that has been aligned with the Globally Harmonized System (GHS) an international standard developed by the United Nations; used to standardize the classification of hazardous materials and their labelling worldwide. WHMIS 2015 aligned with GHS, ensures that all hazardous materials in Canada can be readily identified regardless whether they are export or import consumables.

There are four basic building blocks on which WHMIS 2015 empowers workers:

### **1) “Right to Know” Training**

Under the law, employers and supervisors must provide training, direction and information to employees or anyone under their supervision about ANY hazardous material that they may come into contact with while doing their job.

### **2) Warning Labels**

All hazardous materials must have a standardized warning label. This label ensures that all who come into contact with the material can clearly identify the hazard and take the necessary safety precautions.

### **3) Safety Data Sheets (SDS)**

Suppliers of hazardous materials must provide detailed information in the form of SDS to their industrial and commercial customers on the correct use and safe storage of the material as well as other information.

### **4) Spill Response**

In the event of a hazardous material spill, employees must know the correct procedure to follow in order to reduce or eliminate the physical or health hazards associated with the hazardous material spill. While hazardous materials spills MUST be left to those trained to handle spills, employees must know immediate action steps to be taken once a spill is identified.

## Physical Hazards



Flammable



Compressed Gas



Oxidizing



Corrosive



Explosive

## Health Hazards



Health Hazard



Corrosive



Skin Irritant



Toxic

## Environmental Hazards

**Biohazardous  
Infectious  
Material**



Environmental Hazard

## WHMIS 2015 / GHS SYMBOLS

WHMIS 2015 symbols are required by law to be placed on industrial / commercial use hazardous materials. All WHMIS 2015 symbols are placed inside a diamond. This diamond border is used exclusively by symbols used in the Workplace Hazardous Materials Information System (WHMIS 2015) as aligned with the Globally Harmonized System (GHS).



## READ AND KNOW THE SDS

Safety Data Sheets (SDS) are required by law for all industrial / commercial use hazardous materials. Product monographs are available for consumer use materials that pose a hazard to the user. SDS provide valuable information on the storage, use and spill clean up procedures for hazardous materials. As well, first aid procedures, safety and health hazard information, and safe handling procedures are also provided in the SDS.

Safety Data Sheets (SDS) must be updated to include significant new information within 90 days of such information becoming available. SDS that are 3 years or older in your workplace must be replaced with current issues available from the materials supplier.

The time to know where the Safety Data Sheets (SDS) are located at your workplace is BEFORE you need them. SDS are usually kept in a binder or folder near the Health & Safety notice board if you have one, or in the management office of the job site. Some workplaces may have the SDS stored on the computer network. It is your responsibility to ensure that you know where they are and how to use them.

Read and familiarize yourself with information on the hazardous materials noted on the SDS BEFORE you have to use or come in contact with any of these hazardous materials. In an emergency, you won't have time to find and read the SDS.

In an emergency situation involving a fire, a mishap with a hazardous material or spill, you must be able to identify the hazardous material(s) to emergency services. You may also be required to provide a copy of the SDS for hazardous materials at the emergency scene.

## PERSONAL PROTECTIVE EQUIPMENT (PPE)

When handling and using hazardous materials, many materials will require the use of Personal Protective Equipment (PPE). PPE when used correctly, provides a protective barrier between the wearer and the hazard. In the event of hazardous materials spills, the use of PPE is mandatory.

Personal Protective Equipment does not offer universal protection against all hazards and must be selected based on the hazards and hazardous materials you will be working with. Before purchasing or using any PPE you must know your specific hazards, the hazardous materials and their specific health and physical risks.

Personal Protective Equipment must always be inspected for damage and wear before and after its use. Damaged or worn out PPE must never be used but must always be replaced.

Never use but always replace worn or damaged PPE.

## SPILL RESPONSE PROCEDURE

This procedure is to be used

**ONLY IF IT IS SAFE TO DO SO**

1. Mark and isolate the spill area; stop people from walking into / entering the area
2. Contain the spill if it is safe to do so; make sure it doesn't spread
3. Alert your supervisor and any other individuals in the immediate area
4. Ask your supervisor about spill clean up and disposal procedures, and PPE required
5. Contact Emergency Services if your workplace does not have trained spill response personnel or the spill is too large or hazardous to deal with
6. Be prepared to provide emergency service personnel with the SDS and / or details concerning the hazardous materials at your location

**If a spill occurs and you are unsure of what to do . . . ALWAYS CALL FOR HELP**



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Robert Ing is a forensic intelligence specialist and has appeared on North American news networks on the issues of technology crime, computer security, privacy and identity theft. With over 25 years experience in the public and private safety and security sectors, he has worked in the biomedical, technical, privacy and risk management aspects of safety and security.

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