

## Health and Safety Tips:

### Postmaster Managed Facilities – Are you ready in case of an emergency?

Whether it is a fire, power outage, spill or an injury, we never know when an emergency will occur. It is important we understand the emergency response procedures to remain safe when an emergency does happen. We must also make sure any emergency equipment, such as fire extinguisher, smoke alarms/detectors, emergency lighting, first aid kits, and safety data sheets are ready to go when needed. By being prepared, we can quickly respond to emergencies and minimize any adverse impacts on our health and safety.

Each summer since 2015, Canada Post Real Estate, with input from Health and Safety, has conducted nationwide calls with Postmasters managing rural Canada Post owned and leased facilities. The calls assist Postmasters to become aware of their building maintenance responsibilities, including those related to emergency preparedness. As a result of the feedback received from these conversations, take a few moments to review the following requirements related to the inspection of emergency equipment.

The requirements are captured in the ***Property Maintenance Management Manual for Postmaster Managed Facilities***, and in the ***Workplace Inspection Checklist*** (form 22-053-172), completed monthly by the Health and Safety Representative or local Joint Health and Safety Committee.

- Inspect the following items monthly and initial the inspection tag:**
  - Fire extinguishers are in their designated place and are in operating condition.
  - Emergency lights, if present, are tested monthly and are working properly.
  - Fire alarms, if present, and smoke detectors are tested monthly and are working properly.
  - First aid kits are fully stocked and easily accessible.
  
- Hire a certified fire extinguisher service technician annually to inspect and maintain your:**
  - Fire extinguishers
  - Emergency lights
  - Fire alarms / smoke detectors
  
- Complete your Workplace Hazardous Materials Information System (WHMIS) training.**
  - Verify all cleaning contractors provide confirmation of WHMIS training.
  - Ensure all chemical products used or stored at your workplace have a WHMIS product label or workplace label (for decanted products).
  
- Ensure Safety Data Sheets (SDS) are available and reviewed annually for all chemical products used or stored at your workplace.**
  - Verify SDS are stored in a binder containing an index of chemical products. Review this binder annually to confirm the SDS are up to date. In the event of a medical emergency involving a chemical, it is important to have the SDS on hand so it can be provided to emergency response personnel. This will enable them to quickly identify the treatment needed.
  
- Ensure all contractors who work at your facility follow the Contractor Log and Safe Work Permit sign-in procedure (form 22-053-204) and the facility's asbestos management plan.**

- For all work involving an opening in the floor (i.e. trap door to crawlspace):**
  - Ensure a safety barrier is put around the opening in the floor to warn others of the fall hazard and to prevent unauthorized entry to the area where work is being done.
  - If you do not have a mobile safety barrier system, order it on SAP (part No. CDR2LEB5).
  
- Report visits or contacts by any Regulatory Authority immediately to your Real Estate Specialist.**
  
- In the event of urgent situations related to your property (including fire or hazardous material leaks and spills), immediately contact your Real Estate Specialist and as appropriate:**
  - Your Area Performance Centre
  - Local Emergency Response Authorities
  - Your local Health & Safety Officer
  - Risk Management