**Safe Work Procedure: DRAFT 2 – 12.01.19**

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| **Safe Working Procedure** | **SWP Number**  LRC-SWP Walk-in Freezers | |
| **Creation Date:** January 12, 2012 | |
| **SWP Title: General Procedure for Walk-in Freezers** | **Revision Number: One (2)** | **Revision Date:**  **January 19, 2012** |

**Identified Hazards**

1) Potential temperature malfunction.

2) Missing or damaged P.P.E.

3) Malfunctioning door

4) Slip, fall, struck on head, heavy lifting, hypothermia, frost bite.

5) Back strain, head injury, shifting material.

**Control Measures**

1) Report immediately to Facilities Management.

2) Report to Supervisor and OHS Committee.

3) Do not enter freezer, report immediately to Facilities Management.

4) Wear appropriate P.P.E., store material properly, report mechanical deficiencies to Facilities Management.

5) Request assistance for heavy items, report mechanical deficiencies to Facilities Management, use the “buddy system if you are required to access the freezer.

**Scope:**

**The intent of this SWP is to provide those employees who are required to access walk-in freezers at the Lethbridge Research Centre with the approved procedures to do so in a safe manner thus preventing personal injury. This SWP is based on a JSA which was performed on January 11, 2012 at the Lethbridge Research Centre.**

**Steps:**

1) Always inventory, label and log materials you are going to be storing in the freezers. Before entering the freezer ensure to check the temperature of the unit. If not, report mechanical problems to Facilities Management.

2) Use the “Buddy-System” prior to going to any freezer. Identify with this individual the specific freezer number and location you will be entering. Your “Buddy” should ideally be a co-worker familiar with the freezer location(s). Set a pre-determined time when you will check back in with them, if you fail to return upon this time, the “Buddy” ***MUST*** return tocheck on you. Although not recommended, if you are required to work for extended periods of time inside the freezer, check the door frequently for freezing, and ensure your “Buddy” checks with you at regular intervals.

3) Wear the appropriate Personal Protective Equipment (P.P.E) including parka and gloves which is provided and appropriate footwear. Parka`s are hung on a hook outside of all freezer units.

4) Check the function of the door prior to entering the freezer, if you have any concerns with the operation of the door do not enter the freezer, report any faults immediately to the Facilities Management for repair(s). It would be prudent to post signage on the door indicating the problem and a “Do not enter sign” until appropriate repairs are made.

5) Upon entering the freezer watch for hazards which could include ice buildup, storage issue(s), slippery floor and potential tripping hazards.

6) Take measures to properly store and/or retrieve your samples in a safe manner. Minimize the amount of time you are required to be inside the freezer ie: removing your storage container to the outside of the freezer and retrieving your individual samples from that location. If you are required to lift or move any heavy objects, ensure to request assistance. Store samples in the appropriate type and size container conducive to stacking. Plastic bags are not acceptable. Large empty boxes waste valuable space. No glass in the -40 Freezers.

7) Exit the freezer and ensure to close the door behind you.

8) Return P.P.E. to its original location (coat hook).

9) Be aware that cold temperatures affect you mentally and physically, working for extended periods under these conditions can become unsafe.

10) Report back to your “Buddy-System” advising of your safe and timely return.

**Persons to be notified in case of emergency are:**

**Donavan Casson, Facility Manager …….. Ext 2233**

**Commissionaire / Security ……………... Ext 0, after hours dial 403-330-6729**

**Emergency situations where someone is trapped or injured phone 9-911**

**Guidance Documents / Standards / Applicable Legislation / Other**

1) Safety information site – University of Alberta – General Procedures for Walk-in Freezers ESB (1-16D) and (T-2-106)

2) Canada Labour Code Part II and COHSR`s.

**Other Training Requirements**

1. Agriculture and Agri-Food Canada – Policy on Working Alone (read and review)

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