



Safety Guidelines

Policy #: 1.1

Responsibility: CFRC Director

Effective Date: January 12, 2022

The overall goal of policy 1.1, Safety Guidelines, is to protect students, staff and any observers by providing a safe training environment, thereby ensuring the well-being of all involved in the training. This will be accomplished by recognizing risks and eliminating hazards.

1.1 Safety officer: The role of the safety officer is to ensure that all safety guidelines are followed, that appropriate personal protective equipment (PPE) is worn, recommended body substance isolation (BSI) techniques are employed as required, and that equipment/tools are both functioning and used as intended by the manufacturer.

1.1.1 The lead instructor will typically assume the role of the safety officer, although other instructors or assistants may be appointed to this role (especially during live-fire exercises).

1.1.2 If students/staff witness a potential safety infraction, they should identify the problem immediately, calling an immediate “freeze” to the unsafe actions.

1.1.3 The safety officer will be identified to all attendees prior to the skill session.

1.1.4 The safety officer will be familiar with safety rules/guidelines and equipment.

1.1.5 The safety officer will be familiar with the organization’s safety plan for the management of an incident including the reporting and required documentation.

1.2 Disposal of sharps: During training, students and staff may have the opportunity to practice skills involving “sharps” such as lancets and Intramuscular (IM) injectors.

1.2.1 Students will be instructed in the proper handling of sharps

1.2.2 Used needles are to be immediately placed into a sharps container following use; recapping of needles is discouraged



1.2.3 Students must dispose of all recognized sharps in an appropriate manner within the provided “sharps containers.”

1.2.3.1 Sharps containers must be puncture proof.

1.2.3.2 Sharps containers must be readily available for use.

1.2.3.3 Sharps must be disposed of as biohazard waste.

1.2.4 Sharps containers will be removed from the facility, in a controlled manner, by maintenance staff, to an acceptable sharps (biohazard) collection receptacle within the community.

1.3 Exposure: In the event that a student has been exposed to biohazards through needle stick injury, the following steps should be followed.

1.3.1 First aid treatment: allow bleeding at site of injury followed by washing with soap and water or antiseptic solution. If soap and water is not immediately available, a waterless hand cleaner is acceptable.

1.3.2 The needle stick injury must be reported to the supervising instructor.

1.3.3 The needle stick injury will be designated as a “significant exposure” if there was potential for blood or body fluids to enter through the skin.

1.3.4 For significant needle stick injury, the current version of the Alberta Health Services (AHS) Risk Assessment Blood and Body Fluid Exposure form should be completed.

1.4 Lifting and Handling

1.4.1 Students will be instructed in proper lifting and handling techniques.

1.4.2 Students will be instructed in proper body mechanics.

1.4.3 Students will be provided with course materials emphasizing the importance of maintaining physical fitness and utilizing safe body mechanics.

1.4.4 Students will be encouraged to work in groups, monitoring each other for proper technique.

1.4.5 Students will be reminded of potential injury risk prior to simulated skill.



1.5 Injuries:

1.5.1 In the case of emergency involving a student injury, 9-1-1 will be called immediately.

1.5.2 Students must report injuries to the instructor and a CFRC Incident Report must be completed.

1.5.3 Students who have been injured during the program cannot return to class activities until they receive the physician's approval to do so.

1.5.4 CFRC Incident Report form is available in the Alberta Beach main classroom bulletin board.

1.6 Firefighting Activities: Within the various firefighter training programs, students will be given the opportunity to fight a series of live and simulated fires. During these training exercises, the following cautions must be followed:

1.6.1 CFRC NFPA 1403 Checklist and safety meeting form must be completed and signed off by staff and students prior to any live-fire training exercise.

1.6.2 At no time should a student be required to perform skills they have not yet been taught unless under the direct supervision of an instructor.

1.6.3 Students are responsible to maintain their personal protective equipment (PPE) including turnout gear. If turnouts or other PPE are found defective, the student shall not enter an atmosphere that is deemed Immediately Dangerous to Life and Health (IDLH).

1.6.4 There will be a zero-tolerance policy towards horseplay while participating in firefighting activities. Students found in violation of this policy may be expelled from the class by the instructor at their discretion.

1.6.5 Students and instructors shall adhere to the appropriate NFPA standards as necessary while conducting and participating in firefighter training.

1.6.6 Students must follow the directions and instructions of their instructor(s) whenever safe to do so. If it is unsafe to comply with the instructions or orders, the student has the responsibility to refuse to complete the task.

1.7 Respectful College: The CFRC is committed to providing a safe and respectful workplace and learning environment where all members of the college community are free from discrimination, workplace violence, and harassment.

1.7.1 Roles, Rights, and Responsibilities within the College Environment: The College encourages all members, including staff, students, and external parties, to



reach out to the Director for assistance regarding issues of discrimination, harassment, including sexual violence. Human Resources and the Union share the duty to inform staff and students about this Policy, their entitlements, early resolution avenues, and available support services.

1.7.2 Managers, Supervisors, and Instructors are mandated by the Human Rights Code to prevent and address harassment promptly. Neglecting allegations of harassment or discrimination, or turning a blind eye to witnessed incidents, exposes both individuals and the College to legal ramifications. Such actions will be subject to disciplinary measures as per policy 3.1 “Complaint Handling and Discipline Procedures”. These personnel must ensure a safe and respectful environment, take action against disrespectful behavior, report allegations, and maintain confidentiality unless disclosure is essential for investigation, corrective measures, or legal requirements.

1.7.3 All members of the College community are expected to foster a respectful work and learning atmosphere by treating others with dignity, valuing diversity, promoting conflict resolution, participating in training sessions, and speaking up against harassment if safe to do so. Seeking assistance from appropriate authorities and reporting allegations are encouraged, along with cooperation in investigations while maintaining confidentiality.

1.7.4 Managers and Instructors should lead by example, educate others about the Policy, ensure a respectful environment, and promptly address issues. Employees and students should refrain from behavior that may offend others, address offensive behavior politely if safe to do so, attempt informal resolutions, and avoid making false allegations.

1.7.5 College Management holds additional responsibility for supporting managers, providing necessary resources, and ensuring effective implementation of the Policy. The CFRC Director plays a pivotal role in impartially handling complaints, serving as the initial point of contact, providing advice, facilitating resolutions, and conducting investigations.

1.7.6 Preventing disrespectful behavior through education is integral, involving training sessions for new students and employees, ongoing education, and widespread dissemination of information about the Policy.

1.7.7 Procedures for addressing disrespect and workplace conflicts emphasize early intervention and resolution through informal means whenever possible. Formal complaint procedures are outlined, including avenues for reporting, investigation, and resolution. The CFRC Director oversees the complaint process, ensuring fairness, confidentiality, and due process for all parties involved.



1.7.8 The College emphasizes prevention, fair investigation, and resolution of complaints to maintain a safe and respectful environment. External recourse options are available for individuals seeking further action. Measures are in place to prevent reprisals, address false complaints, and ensure monitoring and remediation of issues.

1.7.9 Confidentiality is maintained throughout the process, although anonymity is not guaranteed. Records are handled in accordance with privacy laws, and appeals processes are outlined for different categories of College stakeholders.

1.7.10 Overall, the College operates within the framework of relevant legislation, policies, and agreements, prioritizing the rights and well-being of its community members.

1.7.11 The CFRC staff shall always act in accordance with the Alberta's Occupational Health and Safety (OHS) Act and the Private Vocational Training Act.

Signed: Director Erik Ives	
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