

ADMINISTRATIVE PROCEDURES

SUBJECT: Emergency Eyewash and Shower Equipment

The Lambton Kent District School Board recognizes that health and safety is important and is committed to the protection of its employees from workplace injury and illness. This procedure outlines the Board's requirements for emergency eyewash and shower equipment.

Background:

Emergency showers and eyewash stations are required in areas where personnel have a reasonable potential to come into contact with hazardous materials that could harm eyes or skin. The Ontario Regulation for Industrial Establishments specifies in Part III, Industrial Hygiene:

Section 124 *Where a worker is exposed to a potential hazard of injury to the eye due to contact with a biological or chemical substance, an eyewash fountain shall be provided.*

Section 125 *Where a worker is exposed to a potential hazard of injury to the skin due to contact with a substance, a quick-acting deluge shower shall be provided.*

Good preventative controls and safety precautions must be in place to help prevent accidental exposures from happening. Workers must be protected from skin or eye contact with noxious liquids by use of personal protective equipment or be protected by a shield, screen or similar barrier. Emergency showers and eye wash stations are a backup that can help minimize the effects eye or skin exposure to chemicals in the event that an accident occurs; they do not replace the requirement for prevention controls and protective measures.

Note: Throughout this document, reference to emergency showers and eyewash stations infer the inclusion of eye/face wash stations.

Responsibilities:

Lambton Kent District School Board is responsible to:

- Ensure that an emergency shower and eye wash program is in place;
- Ensure that the required emergency shower and eye wash equipment is provided, maintained in good condition and that affected employees are trained in the location and use of such equipment.

Health and Safety Officer is responsible to:

- Provide the Supervisor of Purchasing Department with a list of pre-approved specifications based on ANSI Standard Z358.1-2009 for *Emergency Eyewash and Shower Equipment*;
- Ensure manufacturer's instructions are maintained and posted on the Health and Safety portal, for all pre-approved emergency eyewash and shower equipment;
- Ensure annual inspection reports submitted by the Supervisors of Maintenance are maintained and posted on the Health and Safety portal;
- Assist Plant and Maintenance Department with plan review and placement of new equipment, including during new construction and major renovations;
- Provide training which includes instruction on location and proper use of emergency eyewash and shower equipment;
- Make inspection tags and checklists available to Supervisors of Building Services.

Supervisor of Purchasing Department is responsible to:

- Ensure purchasing requisitions reflect ANSI Standard Z358.1-2009 for *Emergency Eyewash and Shower Equipment* and pre-approved specifications.

Coordinators of Sites and Design are responsible to:

- Ensure that emergency eyewash and shower equipment is incorporated into the design of new facilities or additions and renovations whenever there is a reasonable potential for injury due to contact with a hazardous material.
- Develop long term plans for required installations and upgrades to existing equipment throughout the Board's facilities.

Supervisors of Maintenance are responsible to:

- Ensure that only Board approved emergency eyewash and shower equipment that is certified by the manufacturer to meet the performance specifications contained in ANSI Standard Z358.1-2009 and that it is assembled and installed in compliance with the *Standard and in accordance with the manufacturer's instructions*;
- Ensure operations and maintenance instructions can be readily accessed by maintenance staff and are provided to the Health and Safety Officer;
- Provide testing and flushing equipment to maintenance staff for annual inspections;
- Inspecting and testing all emergency eyewash and shower equipment upon initial installation and annually or more often if required;
- Ensure inspections are documented and maintained, including an accurate record of the location of all emergency eyewash and shower stations, and copies are provided to the Health and Safety Department;

- Ensure repairs are performed as soon as possible when deficiencies are found;
- Ensure flushing fluid (water) shut off valves that are located within branch lines serving emergency eyewash shower equipment are tagged to indicate that turning off the valve would turn off the supply to the emergency equipment.

Supervisors of Building Services are responsible to:

- Provide inspection tags for recording weekly inspection and activation of emergency eyewash and shower equipment;
- Provide inspection checklists for weekly inspections;
- Ensure supervisors of maintenance are informed of any new custodial equipment or change that may result in a need to add or change the location of emergency eyewash or shower equipment;
- Provide equipment for weekly emergency shower testing.

Supervisors/Principals are responsible to:

- Identify those workers under their care who will require training on this procedure and to ensure that they are familiar with this procedure and that they receive the Boards' internal e-training module for the use and location of emergency eyewash and shower equipment;
- Ensure emergency eyewash and shower equipment is inspected and activated weekly and that inspection tags are maintained;
- Ensure emergency eyewash and shower equipment is repaired as soon as possible if not working properly;
- Ensure area is kept clear and accessible.

Employees who have been identified as potentially requiring the use of an eyewash or safety shower are responsible to:

- Complete required training and become familiar with the location and operation of the emergency eyewash and/or shower equipment;
- Ensure eyewash and/or shower equipment is clear of obstruction at all times;
- Report all incidents that require the use of emergency eyewash or shower equipment. Report incidents to their supervisor as soon as the emergency has been brought under control and complete an *Employee Report of Incident or Injury*.

C1 Custodians and Janitorial/Maintenance Contractors, at their respective schools, are responsible to:

- Flush/activate and inspect emergency eyewash stations and/or emergency showers as outlined in appendices A and B;
- Log their name and the date of inspection on inspection tag;

- Notify supervisor if any deficiencies are found;
- Generate a work order when needed.

Implementation Date: October 2, 2012

Reference: **Board Policy Health and Safety PO-405-02**
Occupational Health and Safety Act
Regulation for Industrial Establishments (O. Reg. 851)
ANSI Standard, Z358.1-2009, American National Standard for
Emergency Eyewash and Shower Equipment

Appendix A

Weekly Inspection Checklist - Emergency Eye Wash Station

Inspect emergency eyewash stations on a weekly basis; log name and inspection date on the tag.

If the eye wash unit drains to the floor, place a bucket under to catch the water.

Activate eye station and allow water to run for at least 3 minutes and long enough to flush out stagnant water.

If the answer to any questions in this checklist is “no” or if there are other concerns, immediately advise your supervisor and generate a work order.

- Is the eyewash identified by a highly visible sign?
- Is the area surrounding the eyewash station free of all obstructions?
- Is the unit free from sharp projections in the operating area of the unit?
- Is the eyewash easily activated?
- Are the nozzles equipped with protective covers?
- Are the covers removed by activation of the eyewash?
- Is the water flowing from both eye pieces?
- Is the flow of water of equal height?
- Is the flow of water clear?
- If not initially clear, does the flow become clear after a few minutes?
- Does the spray pattern deliver a steady stream of water (i.e. flow is not further divided?)
- Does flow remain on when the operator removes his/her hand?
- Does the water drain from the bowl/sink?
- Other concerns?

Appendix B

Weekly Emergency Shower Flushing and Inspection:

Emergency shower must be activated to verify operation and ensure water is available. Inspect emergency showers on a weekly basis; log name and inspection date on the tag located on emergency shower.

Equipment:

- Emergency shower test kit

Procedure:

1. Align emergency shower test kit under emergency shower
2. Engage the emergency shower by pulling the handle to allow full flow
3. Allow water to run long enough to flush out stagnant water
4. To stop flow of water, push handle back to the upward position

If the answer to any questions in this checklist is “no” or if there are other concerns, immediately advise your supervisor and generate a work order.

- Is the shower identified by a highly visible sign?
- Is the area surrounding the shower free of all obstructions?
- Does flow remain on when the operator removes his/her hand?
- Is there sufficient water flow?
- Is the equipment free of damage?
- Other concerns?

Appendix C

Eyewash & Safety Shower Annual Inspection

Date: _____ Inspector: _____

Building: _____ Room #: _____

Room type:
Tech Science Custodial Other _____

Location of Device:

Type of Device:

Flow Test:

Temperature of Water:

Dust Cap Condition:

Mixing Valve Test:

Repairs Required:

Repairs Completed:

Housekeeping of Area:

Comments:

