



Skills Canada British Columbia
Provincial Skills Competition

Event Safety Manual

TradeX

1190 Cornell St, Abbotsford, BC V2T 6H5

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Skills Canada – BC

SAFETY DIRECTIVE

The safety, health and welfare of all the individuals involved with Skills Canada – BC is of vital importance. Safety is a condition of participation with Skills Canada – BC and shall not be sacrificed for the sake of expediency.

It is our belief that all incidents can be prevented, and every effort shall be made to:

- Identify hazards;
- Communicate hazards to others;
- Control or reduce the risk of those hazards

As outlined in this Safety Manual, safety is a shared responsibility by all Technical Committee Members, Judges, Competitors, Skills Canada – BC and its volunteers. Safety shall be an integral component of competition activities – together we can create a positive safety culture and ensure a successful competition.

All individuals involved have the right to know; participate or refuse in activities they feel are unsafe. Following the policies and procedures outlined in this Event Safety Manual as well the applicable Workplace Legislation will greatly improve the safety of all in attendance.

This safety manual mirrors the current safety procedures that are in place for **1190 Cornell St, Abbotsford, BC V2T 6H5**. (see approved fire safety plan)

Section 1

SAFETY RULES

The following safety rules have been developed to reduce the risk of an incident occurring. All persons engaged with a competition hosted by Skills Canada – BC will be expected to know and follow the safety rules:

1. Judges and Technical Chairs are to set an example for the competitors by wearing industry standard safety gear and appropriate clothing for each contest.
2. It is mandatory for every person on the contest site to wear CSA approved personal protective equipment as outlined in the contest scope.
3. Jewelry such as rings, bracelets and necklaces or any items deemed unsafe by competition judges shall be removed.
4. Proper shop attire is to be worn (no loose straps, baggy sleeves). Any attire that is deemed unsafe by competition judges will not be permitted.
5. Fighting; horseplay; practical jokes or interfering with others will not be tolerated.
6. Judges, Technical Committee Members and Competitors must not be under the influence of alcohol or illegal drugs.
7. All safety incidents will be reported to the Marshal (Skills BC Manager of Competitions) and/or a Skills Canada – BC representative as soon as possible.
8. Equipment and tools are to be used in the manner for which they are intended.
9. All competitors will keep their work area clean and orderly.
10. It is responsibility of everyone on the contest site to either identify and/or correct unsafe conditions immediately. All activities on the contest site shall be suspended until the situation has been rectified and approved by the technical committee.

Skills Canada – BC reserves the right to exercise whatever discipline is necessary to ensure that safety rules (including Legislation) are complied with – including removing an individual who is disobeying safety protocols.

CONTEST INSPECTIONS

As part of our hazard identification program, Technical Committee Chairs or Members must complete an inspection of their contest area prior to the official contest start. Please see page 32 of this manual for a copy of the checklist.

Although the checklist is to be completed prior to the contest, all those involved with the contest – but especially the Technical Committee Members and Judges, should be continuously monitoring their contest area for hazards and unsafe practices. Special attention to housekeeping practices is required.

The Safety Committee inspect each contest site and work with the technical committees to improve safety on each contest site.

Compliance with the Safety Rules is mandatory.

COMPETITOR ORIENTATION GUIDELINES

In order to ensure the safety, health and welfare of all competitors, the Technical Chair must complete a mandatory safety orientation with all competitors. Safety is a condition of participation and must never be sacrificed for the sake of expediency.

Prior to the starting the competition Technical Committee must complete the orientation checklist described on page 33 of this manual.

Section 2

Quick Reference Safety Information

INCIDENT - MINOR

Minor incidents include minor cuts, scrapes, bruises, and bumps (except on head).

When a Minor Injury occurs follow the appropriate steps for that individual.

- 1) Do not move from site of occurrence (unless further injury may result).
- 2) Inform Marshal. * Safety Marshal, unless otherwise stated, will be the SkillsBC Manager of Competitions.
- 3) Marshal brings first aid kit.
- 4) Marshal informs TradeX Staff.
- 5) If appropriate, Marshal escorts injured person to the first aid room.
- 6) Injury/Incident form to be completed by Skills Canada – BC Marshal.
- 7) Copy of Injury/Incident form to be given to TradeX Staff before the end of the day. If required by the TradeX staff.

INCIDENT - MAJOR

Any head injury is considered to be major. Further examples of major incidents are neck/spinal injuries, severe bleeding, open fractures (bones protruding from open skin), choking, unconsciousness, asthmatic attack or anaphylactic shock.

- 1) Do not move injured person from site of occurrence (unless further injury may result).
- 2) Tech Chair to inform Marshal, Marshal to radio EMS.
- 3) EMS to provide first aid and make medical determination
 - a. Teacher/Advisor may need to go to hospital in ambulance.
- 4) Marshal to radio Skills Canada – BC Manager of Competitions to scene, who notifies Executive Director.
- 5) Marshal staff to notify TradeX Staff.
- 6) Injury/Incident Form to be completed by Skills Canada – BC staff, EMS, teacher/advisor, and include a copy of EMS report, if applicable.
- 7) Teacher/Advisor to notify parents/school (from competition or hospital).
- 8) Copy of Injury/Incident form to be given to TradeX Staff, if required by TradeX.

ELECTRICAL – CABLES AND POWER CORDS

If there are sparks or electrical short outs of cables or extension cords within the contest area, please follow the steps below:

- 1) Stop the contest and if it safe for you to do so, move everyone away from the source of electricity.
- 2) Tech Chair to notify Marshal.
- 3) Skills Canada – BC to notify TradeX Staff.
- 4) Marshal either restores power or contacts electrical contractor.
- 5) Electrical Contractor restores power.
- 6) Marshal and Technical Committee Chair will discuss the best way to resume the contest based on the circumstances.
- 7) Incident Form prepared by technical committee chair and Marshal.

ELECTRICAL – BLACK OUT

Area or entire facility totally blacks out, emergency lights are activated.

- 1) Tech Chairs to **cease all operations**. Shut down machines or unplug equipment that does not have magnetic safety switches, turn off water and natural gas valves on contest site. Tech Chairs to report to Marshal when their contest area is safely shut down.
- 2) Manager of Competitions and TradeX Staff will meet to determine when power can be restored.
- 3) Power is restored, time adjustments will be made as determined by Marshal. Marshal will inform Tech Chairs of adjustments.

In the event that power cannot be restored, Marshal will be notified that the Evacuation Plan will take effect. Marshal will notify Tech Chairs and the Evacuation Plan will be executed.

COMPRESSED GAS

Any competition using compressed gas must follow established industrial procedures. This includes proper storage and handling.

Should a compressed gas container rupture or a leak is discovered:

- 1) Clear the area. DO NOT attempt to patch the leak.
- 2) Implement Evacuation Plan (see page 23).
- 3) The Material Safety Data Sheets will be placed behind the contest sign in plain view of the Technical Committee.

CHEMICAL SPILL - MINOR

Minor chemical spill involves a minor amount of liquid (less than 1 litre) or nontoxic chemical.

- 1) Tech Chair contains chemical/cordons off area and notifies Marshal.
- 2) Skills Canada – BC Manager of Competitions to notify TradeX Staff.
- 3) TradeX Staff will clean up area and dispose of clean-up material as indicated by the Material Safety Data Sheet.

An inventory of all dangerous products will be kept by the Manager of Competitions including their WHIMIS procedure. Material Safety Data Sheets for hazardous products will be kept at the specific competition site, behind the contest sign. Tech Chairs are responsible to ensure the emergency equipment matches the MSDS requirements.

CHEMICAL SPILL - MAJOR

Major chemical spill is a major leakage of liquid or release of toxic chemical fumes (greater than 1 litre).

- 1) Evacuate Immediate Area.
- 2) If possible, safely contain liquid. Do not put yourself in harm's way.
- 3) Tech Chair to notify Marshal.
- 4) Marshal to notify TradeX Staff to assess situation and determine if full evacuation is required.
 - If **Evacuation is NOT required** – TradeX Staff will clean up spill and give “all clear” when the environment is safe.
 - If **Evacuation is REQUIRED** – TradeX Staff will sound alarm and Evacuation Plan will be executed. See Evacuation Plan (page 23). Abbotsford Fire Department will be called.

THEFT

Theft of equipment/tools/materials at a contest site or Career Exploration Showcase booth

- 1) If a Tech Chair suspects someone of stealing tool(s), equipment, or material that belongs to the Skills Canada – BC, and exhibitor or a supplier; and if it is safe to do so, approach the suspect and question them.
- 2) If suspect is indeed suspicious, notify Marshal or security.
- 3) Police will be contacted and will handle the suspect at this point.
- 4) If accused person is a student from a visiting school, the Skills Canada – BC staff will locate teacher.
- 5) Manager of Competitions or Skills Canada – BC Staff will complete Incident Form.

Do not put yourself or others in danger by intervening. If you are at all hesitant, please contact a Marshal.

VANDALISM OR ANY ILLEGAL ACTIVITIES

If a person is seen vandalizing property of TradeX, a Contest Supplier or Skills Canada – BC, or participating in any other illegal activity:

- 1) Contact Marshal who will radio Police and Director of Operations to the scene. TradeX Staff will be notified.
- 2) Police Services will report to the scene and handle the accused. Manager of Competitions will notify Executive Director.
- 3) If accused person is a student from a visiting school, Skills Canada – BC staff will locate teacher.
- 4) Manager of Competitions will complete incident form and provide a copy to TradeX Staff.

HARASSMENT

If a person in attendance at the Skills BC competition is a victim of harassment or if someone sees a person being harassed:

- 1) Contact Marshal who will radio Police Services and Manager of Competitions to the scene. TradeX Staff will be notified.
- 2) Police Services will report to the scene to meet with the victim.
- 3) Skills Canada – BC Manager of Competitions and/or Executive Director will attend to the victim and locate teacher/advisor.
- 4) Police Services will work with victim to obtain a description of offender and attempt to locate and apprehend offender.
- 5) Manager of Competitions to complete incident form and provide a copy to TradeX Staff.

FIRE – MINOR

A minor fire is a small localized fire in a contest site.
If a small, contained fire is discovered...

- 1) Tech Chair to send someone to notify marshal.
- 2) If the Tech Chair is comfortable and will not put themselves or others in danger use fire extinguisher using the PASS procedure (outlined below).
- 3) Marshall will radio TradeX Staff.
- 4) Skills Canada – BC Manager of Competitions along with the relevant Technical Chair will assess contest area and determine whether or not it is safe to continue contest. If it is deemed safe to continue time adjustments may be made.
- 5) Manager of Competitions will complete Incident Form and provide a copy to TradeX Staff.

Pull the pin

Aim at the base of the fire

Squeeze the trigger - stand approximately 8 feet away from the fire. If you release the handle, the discharge will stop.

Sweep the nozzle back and forth at the base of the fire. After the fire appears to be out, watch it carefully since it may re-ignite!

FIRE - MAJOR

In the event of a fire, if you are in the fire area:

- 1) Leave the fire area immediately taking persons in the area with you.
- 2) Evacuate the building following the evacuation procedure on page 23.
- 3) Close all doors behind you.
- 4) Activate the Fire Alarm, use Pull Station
- 5) Telephone the Abbotsford Fire Department by dialing 911. Never assume that this has been done already.
- 6) Use exits or exit stairwells proceeding to the ground, to leave the building immediately.
- 7) Gather in the assigned emergency meeting area.

Do not re-enter the building once you have left it until it is declared safe to do so by a fire official.

FIRE – MAJOR cont'd

If you hear a fire alarm signal:

- 1) Proceed to the nearest exit or exit stairway.
- 2) If doors are encountered on the way to an exit, feel the doorknob for heat before opening. If not hot, brace yourself against the door and open slightly. If you feel air pressure or a hot draft, close the door quickly and proceed to an alternate exit.
- 3) Leave the building using the exit or exit stairwells, proceeding to the ground.
- 4) If you encounter smoke in the stairwell, re-enter the floor area and use an alternate exit.
- 5) Gather in the assigned emergency meeting areas.

If you cannot leave your area or have to return to it because of the fire or heavy smoke:

- 1) Close the door. Unlock the door for possible entry of firefighters.
- 2) If you require emergency assistance, dial 911 and tell the Abbotsford Fire Department where you are then signal to Firefighters by waving a coat or towel.
- 3) Crouch low to the floor if smoke enters the room.
- 4) Wait to be rescued. Remain calm. Do not panic or jump.
- 5) Listen for instructions or information from authorized personnel.

MISSING PERSON

- 1) If a missing person is reported to Tech Chair or Marshal, notify Manager of Competitions.
- 2) Manager of Competitions to notify Executive Director and police.
- 3) Manager of Competitions to issue a radio alert to all Skills Canada – BC staff, Marshals, Security, Police, EMS and TradeX Staff.
 - a. TradeX Staff to issue a radio alert to all other TradeX Staff on their radios.
- 4) While one Skills Canada – BC staff member remains with patron who reported incident, the remaining Skills Canada – BC staff and TradeX Staff will begin search of facility.
- 5) TradeX Staff will review video monitor system.
- 6) If no result from search, discuss with police next steps.
- 7) Skills Canada – BC Manager of Competitions will complete Incident Form.

EVACUATION PLAN

At no time should staff or volunteers put themselves in danger. If they are not comfortable with the situation they are in, leave the building immediately and assist others once you are out of the building.

Tech Chairs

- Ensure all Competitors, Judges and Technical Committee Members from their contest site are accounted for and proceed to the nearest exit, as quickly and orderly as possible, without running.
- Tech Chairs should lead their group to the assigned emergency gathering area located to the southwest and northwest lawn of the TradeX building.
- Ensure everyone can be accounted for.

Marshal

- Confirm that all contest sites have been cleared.
- Inform TradeX General Manager once each area is clear.
- Once official duties completed at that point, if comfortable doing so, may choose to assist TradeX Staff in guiding the general public out of the building.

EVACUATION PLAN cont'd

Skills Canada – BC Manager of Competitions will report to the Customer Service desk and work with the TradeX General Manager to ensure all areas of the facility have been cleared. Skills Canada –BC Manager of Competitions will also work with Marshals to ensure proper procedures are followed

Manager of Competitions will meet all Skills Canada – BC staff at the Skills Canada – BC office and assign duties as needed for Skills Canada – BC staff.

- will be responsible for removing the evacuation kit from the Skills Canada – BC office.

This kit will include:

- Safety vests for all staff
- Registration lists for all those who have registered. (competitors, technical committee members, judges, showcase exhibitors, volunteers, staff and delegates).
- One sign for each emergency gathering area
- First Aid Kit
- Flashlights for each staff

EVACUATION PLAN – Emergency Meeting Locations

Skills Canada – BC Staff will, if safe to do so, make their way to the Skills Canada – BC assigned office. Staff are to put on a safety vest. Each staff will be assigned duties by the Manager of Competitions and duties may include but are not limited to:

- Ensuring emergency gathering area signs are visible in the appropriate areas.
- Directing pedestrian traffic as they leave the building.
- Ensuring to have the support and resources needed to fulfill his/her responsibilities.
- Providing instruction to volunteers to assist with the evacuation plan.

Contests

If the fire marshal gives permission for re-entry within 1 hour after exiting the building, the contests will continue taking the fire alarm into consideration.

If the fire marshal gives permission for re-entry after 1 hour of exiting the building, the competitors will be given 1 extra hour to complete their projects.

Whatever the duration of waiting for re-entry, the contests will not be extended any further than 1 hour. The projects will be judged as they stand after the extended hour to the best of the judge's ability.

EXTREME STORM WARNING

TradeX Staff will continuously monitor Environment Canada reports for Storm Watches and Warnings. Once a Storm Watch and / or Warning has been issued for Abbotsford, TradeX Staff will visually monitor the area immediately surrounding TradeX. The Manager of Competitions will be notified by the general manager of TradeX that Environment Canada has issued a Watch and / or Warning.

Manager of Competitions will inform Skills staff to be on alert and prepare for Emergency Storm Measures. Security, Police, Staff and Volunteers that are outside are to inform all spectators that are outside to enter the building.

Manager of Competitions will directly inform Technical Chairs of contests that are in a tent, that their contests have been postponed and they are to immediately bring all competitors, judges and technical committee members into the building.

Marshal for outdoor contest area will have all spectators and Career Showcase Exhibitors make their way inside.

Skills Canada – BC Manager of Competitions will inform Marshals to be on alert and prepare for Emergency Storm Measures.

Marshals are to inform each Technical Chair in their area, ensuring they are on alert and prepared for Emergency Storm Measures.

EXTREME STORM WARNING cont'd

TradeX Staff visually monitoring the area surrounding the building will alert the General Manager of RIM Park if extreme weather is seen. General Manager will inform the Competition Coordinator

Manager of Competitions to inform Skills Canada BC Staff and Marshals that Emergency Storm Measures are to be taken.

Marshals to inform Technical Committee Chairs that Emergency Storm Measures are to be taken.

EMERGENCY STORM MEASURES

Duty Manager on duty will be the Emergency Response Director. The E.R.D. will make a walkie-talkie announcement, directing all personnel on radio to meet in lobby or other area (only if safe to do so). Tradex Staff will assist public to a safe location in the Tradex building.

Marshal and Skills Canada – BC staff will inform the general public and Career Showcase Exhibitors of the safest area to go to.

Only after the General Manger of TradeX has confirmed the warning has been lifted will people be allowed back to contest sites.

BOMB THREAT

If anyone in the building receives a bomb threat, they are to inform the **Manager of Competitions** and TradeX General Manager immediately.

The fire alarm will be pulled by the Director of Operations or General Manager of TradeX and everyone is to follow the Evacuation Plan on page 23.

HOSTILE INDIVIDUAL(S)

A hostile individual is someone who is being verbally abusive, is abnormally agitated or any behavior that has the possibility of escalating to become violent.

If a Technical Chair or Volunteer sees a non-violent hostile individual, they are to inform others to move away from the individual and notify the Marshal.

If the Technical Chair or Volunteer is comfortable speaking with the non-violent hostile individual, they may try to speak with the individual to prevent escalation of their hostility. **DO NOT** come in physical contact with any hostile individual.

IF THE HOSTILE INDIVIDUAL BECOMES VIOLENT

- 1) Ensure yourself and others are clear of danger
- 2) Call 911
- 3) Notify **Manager of Competitions** and TradeX General Manager
- 4) On-site police will be contacted

At no time should staff or volunteers put themselves in danger. If they are not comfortable with the situation they are in, leave the area ensuring others are not in harm's way.

Section 3

Safety Checklists

Contest Area Safety Checklist

Contest/Challenge: _____

Technical Chair: _____

Please perform this check when setup is complete and before contest begins

Please indicate answer to items with a check in the appropriate column.

	YES	NO
FIRES		
1. Have all potential fire hazards been identified?	<input type="checkbox"/>	<input type="checkbox"/>
2. Have all flammable substances been adequately controlled and risk minimized?	<input type="checkbox"/>	<input type="checkbox"/>
3. Are proper fire extinguishers located close to contest area?	<input type="checkbox"/>	<input type="checkbox"/>
MEANS OF ESCAPE		
1. Are you familiar with the evacuation plan (emergency exits and meeting point)?	<input type="checkbox"/>	<input type="checkbox"/>
2. Are all escape routes in contest area unobstructed?	<input type="checkbox"/>	<input type="checkbox"/>
TRIP HAZARDS		
1. Have slip and trip hazards been controlled?	<input type="checkbox"/>	<input type="checkbox"/>
FIRST AID		
1. Are adequate first aid arrangements in place?	<input type="checkbox"/>	<input type="checkbox"/>
MANUAL LIFTING		
1. Are all manual handling tasks adequately controlled for competitors, judges, and committee members?	<input type="checkbox"/>	<input type="checkbox"/>
WORK EQUIPMENT		
1. Is all equipment safe to use?	<input type="checkbox"/>	<input type="checkbox"/>
OTHER		
1. Have all other hazards to competitors been risk controlled? (i.e., electrical equipment, power supply, overhead hazards, dust, fumes, etc)	<input type="checkbox"/>	<input type="checkbox"/>
2. Has congestion in contest area been minimized?	<input type="checkbox"/>	<input type="checkbox"/>
3. Is Emergency Procedures Manual hanging off back of contest site in plain view?	<input type="checkbox"/>	<input type="checkbox"/>
4. Have appropriate precautions been taken to ensure safety of public?	<input type="checkbox"/>	<input type="checkbox"/>

COMMENTS

Signature of Technical Committee Member

Competitor Safety Orientation Checklist

All of the below must be reviewed with competitors and checked off before the contest can proceed.

	YES	N/A
Explanation of the Contest Site	<input type="checkbox"/>	
Emergency Procedures:		
Evacuation Plan – including emergency exits and meeting point	<input type="checkbox"/>	
Reporting ALL incidents	<input type="checkbox"/>	
Are competitors, judges and committee members aware of first aid procedures?	<input type="checkbox"/>	
Shown Location of:		
Fire extinguisher	<input type="checkbox"/>	
First Aid Kit (with Marshal)	<input type="checkbox"/>	
Eye Wash Stations	<input type="checkbox"/>	
Washrooms	<input type="checkbox"/>	
WHMIS Review (if applicable to contest)	<input type="checkbox"/>	<input type="checkbox"/>
Review of Contest Specific Hazards		
Are all competitors aware of equipment hazards?	<input type="checkbox"/>	<input type="checkbox"/>
Have all competitors been shown how to use equipment safely?	<input type="checkbox"/>	<input type="checkbox"/>
Review required Personal Protection Equipment		
Are competitors, judges and committee members wearing appropriate PPE and footwear?	<input type="checkbox"/>	<input type="checkbox"/>
Review:		
Safe methods of Tool Handling	<input type="checkbox"/>	<input type="checkbox"/>
Proper Guarding Requirements for Tools	<input type="checkbox"/>	<input type="checkbox"/>
Safe Storage of Hazardous Materials	<input type="checkbox"/>	<input type="checkbox"/>
Safe Removal of Defective Equipment	<input type="checkbox"/>	<input type="checkbox"/>
Reporting of Hazards	<input type="checkbox"/>	<input type="checkbox"/>
Explanation of Competitors Rights and Responsibilities (i.e. to know, to refuse, to participate)	<input type="checkbox"/>	
Introduction to Judges	<input type="checkbox"/>	

I, the Technical Chair of the above contest, verify that:

- a) I have completed review the **Competitor Safety Orientation Checklist** with the competitors.
- b) I have taken every reasonable precaution to **ensure the contest area is safe.**
- c) **I agree to operate the contest/challenge in such a manner that is necessary to protect the health and safety of competitors, judges, committee members and public.**

Signature of Technical Chair

Signature of Skills Canada – BC Representative

Section 4

Important Numbers

Important Numbers

IN ANY EMERGENCY SITUATION

1. Use a cell or pay phone to **CALL 9-1-1 IMMEDIATELY**
Pay Phones are marked on the evacuation map at the back of this manual.
2. Stop the Contest in your area
3. Inform Skills Canada – BC Staff
4. Skills Canada – BC will Notify TradeX Staff

9-1-1 will connect you to Ambulance, Fire and Police

Address:

TradeX
1190 Cornell St, Abbotsford, BC V2T 6H5

The following numbers are to be used in a non-emergency situation by the Skills Canada – BC Staff when available.

Abbotsford Police Dept	604-859-5225
Abbotsford Fire Department (non-emergency)	604-853-3566
BC Drug & Poison Info. Centre	1-800-567-8911