



**WOOD DUST  
EXPOSURE CONTROL PLAN  
(CARPENTRY)**



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## 1. Purpose

This Exposure Control Plan is designed to minimize employee, student, contractor, and visitor exposure to wood dust in the Carpentry Program (NE04), to eliminate fire and tripping hazards due to the accumulation of wood dust in the workshops, and to ensure compliance with applicable WorkSafeBC regulations.

This document is an appendix to the BCIT Wood Dust Exposure Control Plan. This document is not a stand-alone Exposure Control Plan, but builds upon the BCIT Wood Dust Exposure Control Plan to give specific details of controlling the potential for wood dust exposure in the above referenced areas.

## 2. Roles & Responsibilities

Please see the BCIT Wood Dust Exposure Control Plan for the general roles and responsibilities at BCIT for controlling exposures to wood dust.

### 2.1 *Supervisor/Instructor*

In addition to the roles and responsibilities that are outlined in the BCIT Wood Dust Exposure Control Plan, Supervisors are responsible for:

- Conducting risk assessment of wood processing training in the workshops
- Development of specific safe work procedures for any wood dust generating tasks
- Education of employees and students regarding: health hazards associated with wood dust, the BCIT Wood Dust Exposure Control Plan, control measures, and work procedures
- Ensure that all students are trained per BCIT Orientation and Training procedures and the BCIT Carpentry Program Orientation
- Perform ongoing inspections and maintaining sufficient supervision to ensure:
  1. All employees and students are using the appropriate levels of dust control while cutting, shaping and finishing wood training projects
  2. Personal Protective Equipment (PPE) provided is used, and that local ventilation and hygiene facilities are effectively operated, as necessary
  3. Guidelines in safe work procedures and the BCIT Wood Dust Exposure Control Plan are followed
  4. Areas of wood dust accumulation are identified
  5. Corrections and controls are implemented
- Ensure that accidents/incidents are reported and investigated
- Consult with, or report to the OHS Group, and the Joint OHS Committee when necessary

### 2.2 *Chief Instructor*

The Chief Instructor is responsible for:

- Daily safety inspection of the workshops
- Ensuring Supervisors/Instructors show due diligence

## **2.3 Facilities Maintenance**

Facilities Maintenance is responsible for:

- Ensuring that the ventilation system is operational
- Conducting PM work as outlined in Appendix A of the BCIT Wood Dust Exposure Control Plan

## **2.4 Housekeeping**

The Housekeeping Group performs daily clean up with appropriate PPE in order to prevent accumulation of wood dust in the Joinery workshops and the vicinity. Appendix A of the BCIT Wood Dust Exposure Control Plan outlines the facilities PM schedule, which includes daily cleaning.

# **3. Risk Identification, Assessment & Control**

## **3.1 Risk Identification**

Ongoing walk through inspections will be conducted by instructors to identify those areas where there is the potential for an overexposure to wood dust or an accumulation of wood dust. Chief instructors will conduct daily inspections to ensure that potential hazards are identified promptly and corrected immediately. The daily inspections will be documented, posted in the area, and stored following BCIT policy.

## **3.2 Risk Assessment**

Risk assessment should be conducted by the instructors or chief instructors for any processes that could lead to wood dust exposure or accumulation in order to determine the potential consequences of hazards, which depend on specific tasks, number of people exposed, possible concentration of wood dust, duration of exposure, and use of PPE. The OHS Group would provide assistance in risk assessment when necessary.

## **3.3 Control Measures**

### **Elimination & Substitution**

Whenever practical, woods with lower associated hazards should be used. Consider using softwoods which generate less fine particulates during cutting and machining.

### **Engineering Controls**

Local exhaust ventilation with dust collection (e.g. down draft dust tables) should be used to control wood dust dispersion and/or accumulation. Extraction units must be effective in removing the dust at the source and must be positioned in such a way that they do not pull wood dust past employees/students' breathing zone. Additional portable units must be used to control wood dust created by portable power tools and to remove residual amounts of wood dust.

NOTE: General dilution ventilation shall not be used **alone** to control wood dust in the Joinery

workshops.

### Administrative Controls

Administrative controls include:

- Instructors will conduct ongoing inspections of the workshop
- The Chief Instructor will conduct and document a daily inspection of the workshop
- Facilities Maintenance will perform PM work as outlined in Appendix A of the BCIT Wood Dust Exposure Control Plan
- When electrical safety allows, use wetting techniques to reduce dust levels when clean up and sweeping is done
- No smoking or eating is allowed in the workshop
- Pressurized blowing shall not be used to clean wood dust off from equipment, workshop surfaces or any PPE unless cleanup with vacuum has proved impractical

NOTE: A formal risk assessment must be completed and shall document reasons that vacuuming is impractical. This risk assessment must be reviewed by the OHS group prior to any pressurized blowing

- If un-ducted portable circular saws and/or other wood cutting tools must be used, then students are required to use portable extraction systems or work outdoors taking into account the environmental conditions
- Prompt corrections and control of any identified or reported hazards
- Education of employees and students regarding the hazards of, and the control measures to prevent, exposure to wood dust in the first class of each new Foundation and each new Apprenticeship Level 1 Class

### Personal Protective Equipment

PPE required during work that has the potential for wood dust exposure must be available and used. PPE for wood processing includes, but is not limited to N95 dust masks, goggles /safety glasses with side shields, gloves, safety footwear, and coveralls.

- Training on PPE use, maintenance, and limitations must be provided by the Carpentry Department
- All students and employees must use appropriate respiratory protection during wood processing where local exhaust ventilation is unavailable or insufficient to prevent wood dust from being breathed by the operators
- If respirators are required, then fit tests must be part of the Respiratory Protection Program (BCIT Safety Manual Part 3- Section 42)
- All reusable PPE must be properly clean up and stored



## 4. Program Review

This appendix will be reviewed annually for the following:

- The effectiveness of control measures and work procedures used
- First aid reports and any reported exposure related health issues
- Documentation for training and education

The annual review will be done in consultation with the Advisory Occupational Health and Safety Committee.