



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



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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 Joinery Program (NE02), 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 School

- Commit to ensure employees and students' health and safety during wood processing by a conscientious implementation of this Exposure Control Plan and relevant regulations and requirements
- Ensure that instructors and employees have attended training on the hazards of working with wood (physical hazards of the process and due to the dust)
- Ensure that instructors and supervisors have attended train-the trainer sessions so that they can fit test their students

2.2 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 Joinery workshops
- Development of specific safe work procedures for any wood dust generating tasks
- Education of employees and students regarding: health hazards associated with the wood dust commonly generated in the Joinery trade and the BCIT Wood Dust Exposure Control Plan (and applicable appendix). Ensure that all students are trained per BCIT Orientation and Training procedures and the BCIT Joinery Program Orientation
- Demonstrating the operation and use of equipment and control measures, including the safe work procedures, and the safe use and limitation of dust masks
- Setting the example for students and employees by using mechanical extraction systems, the assigned personal protective equipment (PPE) and adhering to the established work procedures
- Performing regular 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, where 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

2.3 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

Continuous supervision will be maintained and regular 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. Instructors will conduct weekly inspections to ensure that potential hazards are identified promptly and corrected immediately. The 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, as necessary.

3.3 Control Measures

Elimination & Substitution

Whenever practical, woods which have lower associated hazards and generate less fine particulates during cutting, abrading and machining should be used.

Engineering Controls

Local extraction systems with dust collection (e.g. down draft dust tables) should be used to control wood dust dispersion and/or accumulation. Extraction systems 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 employee's/student's breathing zone. Additional portable extraction systems (e.g. vacuums) will be used to control wood dust created by portable power tools and to remove other 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 and document weekly inspections 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
- Prompt corrections and control of any identified or reported hazards or ventilation deficiency/failures
- 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

- 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
- At the end of each class students will clean all workbench and work areas. Wood dust will be vacuumed or swept and placed into the appropriate garbage cans (red cans for materials suitable for biomass energy generation, yellow cans for other materials)
- Trained students will conduct a major weekly clean up (Thursday for apprenticeship classes and Friday for ELTT classes), which include:

1. Removing all setup and scrap pieces from workbench and work areas and returning them to appropriate storage areas
2. Removing or discarding all graded practice exercise and/or projects from workbench and work areas
3. Sweeping all debris from machinery and work surfaces
4. Vacuuming all assigned floor areas
5. Emptying full garbage cans into the appropriate bins (red garbage cans into the red-tip bin; yellow cans into the 4 cubic yard dumpster on the west side of the shop)
6. Placing all push boxes, box joint jigs, fence hoods, push sticks, throat inserts, stop blocks and C-clamps into their appropriate holders

Personal Protective Equipment

Safety glasses and safety foot wear must be worn for all wood processing tasks. A N95 dust mask/respirator is required when work is being performed indoors, where there is no local exhaust ventilation or the ventilation is insufficient to protect employees/students from inhaling wood dust during wood processing. Hearing protection such as ear plugs or ear muffs are mandatory when noise level is above the WorkSafeBC action level (82 dBA). Other personal protective equipment (PPE) such as hard hats, aprons or coveralls may be required depending on work activities.

- Training on PPE use, maintenance, and limitations must be provided by the Joinery Department
- If respirators are required, fit tests must be conducted following the BCIT Respiratory Protection Program (BCIT Safety Manual Part 3- Section 42)
- All reusable PPE must be properly clean up and stored

Students who perform weekly clean up shall wear a N95 respirator for those tasks where there is a risk of exposure to wood dust.

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.