# Occupational Health Committee Agenda Template

1. Approval of Agenda
2. Approval of Minutes
3. Old Business
	1. Contraventions
	2. Recommendations c.

d.

1. New Business
	1. Set annual objectives
	2. Incident/injury reports
	3. Inspections
	4. OH&S week (May) e.
2. Review OH&S regulation sections

a. 3-13; 3-16;6-15 – 6-17; 11-5 – 11-15

1. Complete the:
	1. *Lifting, transferring and moving worker survey*

*Note all deficiencies must be accompanied by recommended actions*.

1. Safety program policy review – review safety program policies
	1. *1.7 – Safety Program*
	2. *1.14 –Statistical Reports*
2. Plan staff awareness
	1. TLR Program
3. Adjournment

*Year Three: January - March*

#  Saskatchewan Employment Act and OH&S Regulations Review

| **Section** | **Title** | **Applies to** | **Requirements** | **Definitions** | **Q & A** |
| --- | --- | --- | --- | --- | --- |
| **Occupational Health and Safety regulations** |  |
| **3-13** | Identifying mark of approved equipment | All committees | An employer, contractor or supplier shall ensure that equipment and personal protective equipment that is required by these regulations to be approved by a named agency has the seal, stamp, logo or similar identifying mark of the agency indicating that approval affixed to:(a) the equipment or personal protective equipment; or(b) the packaging with which the equipment or personal protective equipment is contained. |  | Does equipment/PPE that is required to be approved have an identifying mark? |
| **3-16** | Prohibition re use of compressed air | All committees | No employer shall require or permit compressed air to be directed towards a worker:(a) for the purpose of cleaning clothing or personal protective equipment used by that worker; or(b) for any other purpose if the use of compressed air may cause dispersion into the air of contaminants that may be harmful to workers. |  | Is compressed air used appropriately in your workplace? |
| **6-15** | Lifting and handling loads | All committees |  (1) An employer or contractor shall ensure, where reasonably practicable, that suitable equipment is provided and used for the handling of heavy or awkward loads.(2) Where the use of equipment is not reasonably practicable, an employer or contractor shall take all practicable means to adapt heavy or awkward loads to facilitate lifting, holding or transporting by workers or to otherwise minimize the manual handling required.(3) An employer or contractor shall ensure that no worker engages in the manual lifting, holding or transporting of a load that, by reason of its weight, size or shape, or by any combination of these or by reason of the frequency, speed or manner in which the load is lifted, held or transported, is likely to be injurious to the worker’s health or safety.(4) An employer or contractor shall ensure that a worker who is to engage in the lifting, holding or transporting of loads receives appropriate training in safe methods of lifting, holding or carrying of loads. |  | Do staff have suitable equipment for handling loads? Are they trained to use that equipment?Have all steps been taking to adapt manual lifting when equipment is not possible?Do workers perform manual lifting when there is a risk of injury due to the factors identified?  |
| **6-16** | Standing | All committees | (1) Where workers are required to stand for long periods in the course of their work, an employer or contractor shall provide adequate anti-fatigue mats, footrests or other suitable devices to give relief to workers. (2) Where wet processes are used, an employer or contractor shall ensure that reasonable drainage is maintained and that false floors, platforms, mats or other dry standing places are provided, maintained and kept clean. |  | Do employees who stand for long periods have anti-fatigue mats or foot rests?Do wet process areas have appropriate drainage? Dry standing areas? |
| **6-17** | Sitting | All committees | (1) Where, in the course of their work, workers have reasonable opportunities for sitting without substantial detriment to their work, an employer or contractor shall provide and maintain for their use appropriate seating to enable the workers to sit.(2) Where a substantial portion of any work can properly be done sitting, an employer or contractor shall provide and maintain:(a) a seat that is suitably designed, constructed, dimensioned and supported for the worker to do the work; and(b) where needed, a footrest that can readily and comfortably support the worker’s feet. |  | How does the employer ensure that seating is appropriate? (ergonomic assessments) |
| **Powered Mobile Equipment (PME) – Sections 11-5 – 11-5 apply to powered mobile equipment. “Powered mobile equipment” means a self-propelled machine or a combination of machines, including a prime mover, that is designed to manipulate or move materials or to provide a work platform for workers.** |
| **11-5** | Requirements for powered mobile equipment | All committees  | (1) An employer, contractor or supplier shall ensure that each unit of powered mobile equipment is equipped with:(a) a device within easy reach of the operator that will permit the operator to stop as quickly as possible any ancillary equipment driven from the powered mobile equipment, including any power take-off, crane and auger and any digging, lifting and cutting equipment;(b) a horn or other audible warning device;(c) seats that are designed and installed to ensure the safety of all workers required or permitted to be in or on the equipment while the equipment is in motion except where the powered mobile equipment is designed to be operated from a standing position; and(d) an effective braking system and an effective parking device.(2) Where a unit of powered mobile equipment is operated during hours of darkness in an area that is not adequately illuminated, an employer, contractor or supplier shall ensure that it is equipped with suitable headlights and back-up lights thatclearly illuminate the path of travel.(3) Where a unit of powered mobile equipment has a windshield, an employer, contractor or supplier shall ensure that it is equipped with suitable windshield washers and wipers.(4) Where a unit of powered mobile equipment is fitted with roll-over protective structures, an employer, contractor or supplier shall ensure that the equipment is equipped with:(a) seat-belts for the operator and any other worker who is required or permitted to be in or on the equipment while the equipment is in motion; or(b) shoulder belts, bars, gates, screens or other restraining devices designed to prevent the operator and any other worker from being thrown outside the roll-over protective structures if the work process renders the wearing of a seat-belt impracticable.(5) Where there is a danger to the operator of a unit of powered mobile equipment or any other worker who is required or permitted to be in or on a unit of powered mobile equipment from a falling object or projectile, an employer, contractor orsupplier shall ensure that the powered mobile equipment is equipped with a suitable and adequate cab, screen or guard. |  | Does all PME used in your worksite meet the requirements of this section? |
| **11-6** | Construction, repair, etc., of powered mobile equipment | All committees | An employer, contractor, owner or supplier shall ensure that each unit of powered mobile equipment is constructed, structurally repaired, inspected, tested, maintained and operated in accordance with the manufacturer’s specifications or an approved standard. |  | Is PME used in your workplace meeting the manufacturer’s specifications in all required areas? |
| **11-7** | Use of seat-belt or restraint by operator | All committees | An employer or contractor shall ensure that the operator of a unit of powered mobile equipment uses the seat-belt or other restraining device required by subsection 157(4). |  | Do workers use seatbelts/restraining devices when required? |
| **11-8** | Protection against shifting load | All committees | An employer or contractor shall install a bulkhead or other effective restraining device to protect the operator and any other worker who is required or permitted to be in or on powered mobile equipment used to transport equipment or materials that may shift under emergency stopping conditions and endanger the operator or other worker. |  | Does PME at your worksite require a bulkhead? If so, has it been provided? |
| **11-9** | Warning of reverse motion | All committees | An employer, contractor or supplier shall ensure that a motor vehicle or unit of powered mobile equipment that may be used in such a way that a worker other than the operator may be placed at risk by an unexpected reverse movement is equipped with a suitable warning device that operates automatically when the vehicle or equipment starts to move in reverse. |  | Does PME at your worksite require a warning when reversing? If so, does it have one?Does it operate automatically? |
| **11-10** | Roll-over protection | All committees | (1) An employer, contractor or supplier shall ensure that no unit of powered mobile equipment that is equipped with an engine rated at 15 kilowatts or more and is in any of the following categories is used unless it is fitted with a roll-overprotective structure that meets the requirements of subsection (2):(a) motor grader;(b) crawler tractor, other than one that operates with side booms;(c) wheeled or tracked dozer and loader, other than one that operates with side booms;(d) self-propelled wheeled scraper;(e) self-propelled roller;(f) compactor;(g) rubber-tired tractor;(h) skidder. (2) Except as otherwise provided in these regulations, an employer, contractor or supplier shall ensure that a roll-over protective structure required by subsection (1):(a) is designed, manufactured and installed to meet the requirements of an approved standard; and(b) has the following information permanently and legibly marked on the structure:(i) the manufacturer’s name and address;(ii) the model and serial number;(iii) the make and model or series number of the machines that the structure is designed to fit;(iv) an identification of the standard to which the structure was designed,manufactured and installed.(3) Where a roll-over protective structure required by subsection (1) is not available, an employer, contractor or supplier shall ensure that a unit of powered mobile equipment mentioned in subsection (1) is equipped with a roll-over protective structure that is:(a) designed by a professional engineer;(b) designed and fabricated so that the structure and supporting attachments will support at least twice the weight of the equipment to which the structure is to be fitted, based on the ultimate strength of the metal and integrated loading of structural members, with the resultant load applied at the point of impact; and(c) installed to have a vertical clearance of 1.2 metres between the decks and the structures at the point of operator entrance or exit.(4) A roll-over protective structure that was installed on powered mobile equipment on or before December 4, 1966 and that was designed and manufactured to meet any standard described in section 200 of *The Occupational Health and Safety Regulations* as that section existed before December 4, 1996 is deemed to meet the requirements of this section.(5) An employer, contractor or supplier shall ensure that all modifications or repairs to existing roll-over protective structures are certified as meeting the requirements of this section by a professional engineer.(6) This section does not apply to equipment that is used underground in a mine and that is governed by *The Mines Regulations.* |  | Does the PME in your workplace require roll- over protection?If so, does it meet the requirements of this section? |
| **11-11** | Transparent materials used in cabs, etc. | All committees | (1) An employer, contractor or supplier shall ensure that any transparent material used as part of the enclosure for a cab, canopy or roll-over protective structure on powered mobile equipment is made of safety glass or another materialthat gives at least equivalent protection against shattering. (2) An employer, contractor or supplier shall ensure that any defective glass or other transparent material in a cab, canopy or roll-over protective structure that creates or may create a hazard is removed and replaced.  |  | Does the provided material used on your PME resistant to shattering? |
| **11-12** | Fuel tanks in enclosed cabs | All committees | Where a unit of powered mobile equipment is equipped with an enclosed cab, an employer, contractor or supplier shall ensure that a fuel tank located in the enclosed cab has a filler spout and vents that extend to the outside of the cab. |  | Are fuel tanks appropriately vented on your PME?Do they have filler spouts/vents? |
| **11-13** | Dangerous movements | All committees | (1) Where a worker may be endangered by the swinging movement of a load or a part of a unit of powered mobile equipment, an employer or contractor shall not require or permit a worker to remain within range of the swinging load or part.(2) Where a worker may be required or permitted to perform maintenance, repairs or other work on or under an elevated part of a unit of powered mobile equipment, an employer or contractor shall ensure that the elevated part is securely blocked to prevent accidental movement.(3) An operator of a unit of powered mobile equipment shall not move or cause to be moved any load or part of the equipment when a worker may be endangered by that movement. |  | Is work done under elevated parts of PME? If so, is the PME blocked to prevent movement?How about swinging loads? Are workers put at risk due to swinging loads? Do operators put workers at risk with swinging loads? |
| **11-14** | Transporting workers | All committees | (1) An employer or contractor shall ensure that no worker is transported on a vehicle or a unit of powered mobile equipment unless the worker is seated and secured by a seat belt or other restraining device that is designed to prevent the worker from being thrown from the vehicle or equipment while the vehicle or equipment is in motion.(2) An employer or contractor shall ensure that no worker is transported on the top of a load that is being moved by a vehicle or a unit of powered mobile equipment.(3) An employer or contractor shall ensure that no worker places equipment or material in a compartment of a vehicle or powered mobile equipment in which the operator or another worker is being transported unless the equipment or material is positioned or secured so as to prevent injury to the operator or the other worker.(4) Where an open vehicle or unit of powered mobile equipment is used to transport a worker, an employer or contractor shall ensure that the worker is restrained from falling from the vehicle or powered mobile equipment and that no part of the worker’s body protrudes beyond the side of the vehicle or powered mobile equipment.(5) An employer or contractor shall ensure that sufficient protection against inclement weather is provided for workers who are required to travel in a vehicle or a unit of powered mobile equipment. (6) Where a vehicle or unit of powered mobile equipment with an enclosed body is used to transport workers, an employer, contractor or supplier shall ensure that the exhaust outlet of the engine is located so that exhaust gases cannot enter the enclosed body. |  | Are workers always seated and belted in when PME is moving?Is equipment in the cab secured while workers are present?Are workers transported on top of loads? Is sufficient protection from weather provided?Can exhaust gases enter the cab? |
| **11-15** | Ladders attached to extending boom | All committees | (1) An employer or contractor shall ensure that:(a) subject to subsection (2), no worker is on a ladder that is attached as a permanent part of an extending boom on powered mobile equipment during any movement of the equipment, including extension or retraction of the boom;(b) where outriggers are incorporated into powered mobile equipment, no worker climbs a ladder attached to an extending boom unless the outriggers are deployed; and(c) no worker operates any powered mobile equipment equipped with an extending boom unless the powered mobile equipment is stable under all operating conditions.(2) Clause (1)(a) does not apply to firefighting equipment. |  | Are workers on ladders while the PME is being moved? |

Worker Survey

Transferring, Lifting, and Moving

|  |  |  |  |
| --- | --- | --- | --- |
| 1. Have you received training in transferring, lifting and moving objects/persons in the last three years?
 | Yes | No |  |
| 1. Have you been trained on:
 |  |  |
| 1. The transferring, lifting, and moving policy?
 | Yes | No |
| 1. Safe work procedures to move objects/persons?
 | Yes | No |
| 1. Mechanical equipment?
 | Yes | No | N/A |
| 1. Causes of injuries when moving objects/persons?
 | Yes | No |  |
| 1. Ways of preventing back injuries?
 | Yes | No |  |
| 1. Ways to adapt heavy or awkward loads?
 | Yes | No |  |
| 1. Are mechanical lifting devices available to you?
 | Yes | No | N/A |
| 1. Are mechanical lifting devices maintained?
 | Yes | No | N/A |

## Policy Review

Policy 1.7 – Safety Program Policy 1.14 – Statistical Reports

What should the policy address? The policy should:

* Identify our procedure to review the occupational health and safety program every three years at a minimum.
* The procedure should also identify our procedure to review/update the program sooner if circumstances warrant.

Questions:

* Do these policies identify the process to update occupational health and safety programming every three years at a minimum?
* Do we identify the procedure to update them sooner if circumstances warrant?

Policy Review – Year Three: January - March