# Occupational Health Committee Agenda Template

1. Approval of Agenda
2. Approval of Minutes
3. Old Business
   1. Contraventions
   2. Recommendations
   3. OH&S Week (May) d.
4. New Business
   1. Incident/injury reports
   2. Inspections
   3. OH&S week (May) d.
5. Review OH&S regulation sections

a. 3-8; 3-22; 6-5; 6-6; 9-20; 10-7; 10-9; 10-11; 10-12; 10-14; 10-16 - 10-18; 16-2 - 16-4; 16-8; 17-3

1. Complete the:
   1. *Training Analysis*
   2. *Inspections Analysis*

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

1. Safety program policy review – review safety program policies
   1. 2.3 - Emergent Situations
   2. 4.4 – Compressed Gas Cylinders
   3. 4.5 - Respiratory Protection
2. Plan staff awareness
   1. Fire/Evacuation
3. Adjournment

*Year Three: April - June*

# Saskatchewan Employment Act and OH&S Regulations Review

| **Section** | **Title** | **Applies to** | **Requirements** | **Definitions** | **Q & A** |
| --- | --- | --- | --- | --- | --- |
| **Occupational Health and Safety Regulations** | | | | |  |
| **3-8** | Training of workers | All committees | (1) An employer shall ensure that a worker is trained in all matters that are necessary to protect the health and safety of the worker when the worker:  (a) begins work at a place of employment; or  (b) is moved from one work activity or worksite to another that differs with respect to hazards, facilities or procedures.  (2) The training required by subsection (1) must include:  (a) procedures to be taken in the event of a fire or other emergency;  (b) the location of first aid facilities;  (c) identification of prohibited or restricted areas;  (d) precautions to be taken for the protection of the worker from physical, chemical or biological hazards;  (e) any procedures, plans, policies and programs that the employer is required to develop pursuant to the Act or any regulations made pursuant to the Act that apply to the worker’s work at the place of employment; and  (f) any other matters that are necessary to ensure the health and safety of the worker while the worker is at work.  (3) An employer shall ensure that the time spent by a worker in the training required by subsection (1) is credited to the worker as time at work, and that the worker does not lose pay or other benefits with respect to that time.  (4) An employer shall ensure that no worker is permitted to perform work unless the worker:  (a) has been trained, and has sufficient experience, to perform the work safely and in compliance with the Act and the regulations; or  (b) is under close and competent supervision. |  | Are training requirements identified for all employees?  Is training provided to the worker before they commence work?  Is training provided when workers are transferring to a new job or location? |
| **3-22** | Work where visibility is restricted | All committees | Where visibility in an area at a place of employment is restricted by smoke, steam or any other substance to the extent that a worker is at risk of injury, an employer or contractor shall not require or permit the worker to work in that area unless the employer or contractor provides the worker with an effective means of communication with another worker who is readily available to provide assistance in an emergency. |  | Do you have work areas with reduced visibility, increasing the chance of an injury?  If yes, do workers only work there when they have a way to communicate with another worker? |
| **6-5** | Space | All committees | The workplace cannot be overcrowded to a degree that it may cause injury.  Must ensure at least 10m3 for each worker present at a time. | (1) An employer or contractor shall ensure that no part of a place of employment is overcrowded to a degree that may cause risk of injury to workers.  (2) Without limiting the generality of subsection (1), an employer or contractor shall ensure that there is at least 10 cubic metres of space for each worker employed at any one time at a worksite.  (3) For the purposes of subsection (2), no space that is more than three metres from the floor and no space occupied by solid objects is to be taken into account. | Does your workplace have at least 10 cubic metres of space for each worker present at one time?  Is your workplace overcrowded, creating risk of injury? |
| **6-6** | Lighting | All committees | (1) While workers are present at a worksite, an employer, contractor or owner shall provide lighting that is sufficient to protect the health and safety of workers and suitable for the work to be done at the worksite.  (2) An employer, contractor or owner shall ensure that the illumination of all parts of a place of employment where workers pass, other than underground at a mine, is at least five decalux. |  | Does your workplace have sufficient lighting?  Is emergency lighting need? If yes, has it been provided? |
| **9-10** | Pressurized hoses | All committees | An employer, contractor or owner shall ensure that an effective restraining device is used on a hose, pipe or connection that is under pressure if inadvertent disconnection of the hose, pipe or connection could result in danger to workers. |  | Do you have pressurized hoses that could be inadvertently disconnected?  If yes, do they have appropriate restraining devices? |
| **10-7** | Cleaning, etc. of machine or other equipment in motion | All committees | (1) This section applies where any of the following requires cleaning, lubrication or adjustment while all or any part of a machine or other piece of equipment is in motion or under power:  (a) the machine or other piece of equipment;  (b) a part of the machine or of the piece of other equipment; or  (c) any material on the machine or on the piece of equipment.  (2) In the circumstances mentioned in subsection (1), an employer or contractor shall:  (a) develop and implement written work practices and procedures that ensure that the cleaning, lubrication or adjustment is carried out in a safe manner;  (b) ensure that workers who are required to perform the cleaning, lubrication or adjustment are trained in the written work practices and procedures mentioned in clause (a); and  (c) ensure that a copy of the written work practices and procedures mentioned in clause (a) is readily available for reference by workers. |  | Does your workplace clean, lubricate or adjust machines, etc... while they are in motion or under power?  If yes, do workers   * Have procedures to perform the work safely? * Receive training in the procedures * Have access to the procedures? |
| **10-9** | Air-actuated fastening tools | All committees | An employer or contractor shall ensure that a worker does not hold the trigger of an air-actuated fastening tool mechanically in the operating position unless the tool is specifically designed to be used in that manner. |  | Does your site use air actuated fastening tools?  If yes, ensure workers do not make the trigger stay in the operating position unless it is designed for that. |
| **10-11** | Airless spray units | All committees | Where a worker is required or permitted to use an airless spray unit that is capable of operating at a pressure greater than seven megapascals, an employer or contractor shall ensure that:  (a) the gun, the reservoir and the pump are bonded to ground with a single continuous approved bonding conductor; and  (b) the gun is fitted with suitable tip and trigger guards. |  | Does your site use airless spray units with an operating pressure greater than 7 megapascals?  If yes,   * do they have the appropriate bonding conductor? * Is the gun fitted with a suitable tip and trigger guard? |
| **10-12** | Grinding machines | All committees | (1) An employer or contractor shall ensure that:  (a) no abrasive wheel is operated:  (i) unless it is equipped with blotters installed according to the manufacturer’s recommendations and a safeguard; or  (ii) at a speed in excess of the manufacturer’s recommendations;  (b) the maximum speed of each grinder shaft in revolutions per minute is permanently marked on the grinder; and  (c) the mounting flanges for an abrasive wheel have an equal and correct diameter for the wheel.  (2) Where a tool rest is installed on a fixed grinder, an employer or contractor shall ensure that the tool rest is:  (a) installed in a manner that is compatible with the work process;  (b) securely attached to the grinder; and  (c) set not more than three millimetres from the face of the wheel or below the horizontal centre line of the wheel.  (3) An employer or contractor shall not require or permit a worker to use the sides of an abrasive wheel for grinding unless the abrasive wheel is designed for that use.  (4) An employer or contractor shall ensure that a worker who operates a grinder:  (a) is provided with and uses the following personal protective equipment that meets the requirements of Part VII:  (i) an industrial eye or face protector;  (ii) hand or arm protection; and  (b) is instructed in the potential hazards and safe use of the grinder. | . | Does your site use grinding machines?  If so, does it meet the requirements of this section?  Do staff have the appropriate PPE?  Are workers instructed in the hazards and safe use of a grinder? |
| **10-14** | Circular Saws | All committees | (1) Subject to subsection (2), where a circular saw blade develops a crack in the outside diameter of the saw blade, an employer or contractor shall ensure that the blade is discarded unless:  (a) the blade is effectively repaired by a competent person; and  (b) the original blade tension is restored.  (2) An employer or contractor shall ensure that a circular saw blade that develops a crack from the eye or the collar is discarded.  (3) An employer, contractor or supplier shall ensure that a portable manually-operated circular saw is equipped with a safeguard that will automatically cover the exposed part of the blade during use and the entire blade when the saw is not in use. |  | Do your portable hand operated circular saws have appropriate guards?  Are blades properly repaired or disposed once damaged? |
| **10-16** | Band saws | All committees | (1) Where a band saw blade develops a crack the depth of which is more than 5% of the width of the saw blade, an employer or contractor shall ensure that the blade is discarded unless:  (a) the width of the blade is reduced so as to eliminate the crack; or  (b) the cracked section is repaired by a competent person.  (2) An employer, contractor or supplier shall ensure that a band saw has an automatic tension control device. |  | Does your band saw have an automatic tension control device?  Are blades disposed or repaired appropriately once cracked? |
| **10-17** | Cut-off saws | All committees | An employer, contractor or supplier shall ensure that:  (a) a hand-operated, sliding or swing cut-off saw is equipped with a device that will return the saw automatically to the back of the table when the saw is released at any point in the saw’s travel; and  (b) a limit device is installed on a swing or sliding cut-off saw to prevent the saw from travelling beyond the outside edge of the cutting table. |  | Does your cut-off saw blade return to the back of the table anytime it is released?  Does it have a device limiting it from travelling past the edge of the cutting table? |
| **10-18** | Pushblocks and pushsticks | All committees | (2) An employer or contractor shall ensure that a worker uses a pushstick or pushblock to feed wood or other material into any machine that is used for cutting or shaping the wood or other material. | (1) In this section:  (a) “pushblock” means a short block of wood with a shoulder at the rear that is provided with a suitable handle that will engage with the shoulder;  (b) “pushstick” means a narrow strip of wood or other suitable material with a notch cut into one end. | Are pushsticks and pushblocks used for feeding things into cutting and shaping machines? |
| **16-2** | Doors | All committees | An employer, contractor or owner shall ensure that:  (a) every door in a hazardous work area opens away from the hazard and is not blocked by an obstruction; and  (b) every walk-in freezer or refrigerator is equipped with a means to open the door from the inside. |  | Do doors open away from hazardous work areas? Are these doors obstructed in any way?  Can walk-in freezers/refrigerators be opened from inside? |
| **16-3** | Travelways | All committees | (1) An employer, contractor or owner shall ensure that every travelway:  (a) is strong enough to withstand any traffic to which the travelway may be subjected;  (b) has secure footing for workers and adequate traction for vehicles or equipment; and  (c) is at least:  (i) 600 millimetres wide, in the case of travelways installed before  July 1, 1997; and  (ii) 900 millimetres wide, in the case of travelways installed on and after July 1, 1997.  (2) An employer, contractor or owner shall ensure that every travelway that may give rise to a hazard described in subsection 116(2) is provided with a guardrail. | 116(2) An employer or contractor shall ensure that workers use a fall protection system at a temporary or permanent work area where:  (a) a worker may fall three metres or more; or  (b) there is a possibility of injury if a worker falls less than three metres. | Are your travelways strong enough to handle the traffic?  Do they have secure footing? Are they wide enough?  Do they need guardrails? |
| **16-4** | Stairs | All committees | An employer, contractor or owner shall ensure that:  (a) the widths of treads, the depths of treads and the vertical distances between treads are uniform throughout the length of any stairway and that each tread is level; and  (b) any stairs installed on or after the day on which this section comes into force, including temporary stairs, are at least 600 millimetres wide. |  | Are your stair treads uniform and level?  Are they wide enough? |
| **16-8** | Fixed ladders | All committees | (2) A ladder that is fixed to a structure at an angle of more than 25° to the vertical, or more than one horizontal to two vertical, is deemed to be a stairway and is subject to the requirements of sections 121 and 251.  (3) An employer, contractor or owner shall ensure that:  (a) the rungs on a fixed ladder are uniformly spaced with centres that are not less than 250 and not more than 300 millimetres apart;  (b) a clearance of at least 150 millimetres is maintained between the rungs on a fixed ladder and the structure to which the ladder is affixed;  (c) a fixed ladder is securely held in place at the top and bottom and at any intermediate points that are necessary to prevent sway;  (d) the side rails of a fixed ladder extend not less than one metre above any platform, roof or other landing on the structure to which the ladder is fixed;  (e) a ladder opening in a platform, roof or other landing does not exceed 750 millimetres by 750 millimetres;  (f) a fixed ladder that is more than six metres high:  (i) is equipped with:  (A) platforms at intervals of not more than six metres or ladder cages, in the case of ladders installed on or before March 11, 1986; or  (B) platforms at intervals of not more than six metres and ladder cages, in the case of ladders installed on or after March 12, 1986; or  (ii) is equipped with a personal fall arrest system that meets the requirements of Part VII; and  (g) a fixed ladder in an excavated shaft is installed in a compartment that is separated from the hoist compartment by a substantial partition.  (4) Where a ladder cage is required by these regulations, an employer, contractor or owner shall ensure that:  (a) the ladder cage is constructed of hoops that are not more than 1.8 metres apart, joined by vertical members not more than 300 millimetres apart around the circumference of the hoop;  (b) no point on a hoop of the ladder cage is more than 750 millimetres from the ladder; and  (c) the ladder cage is of sufficient strength and is designed to contain any worker who may lean or fall against a hoop.  (5) In the case of a ladder cage constructed before July 1, 1997, an employer, contractor or owner shall ensure that:  (a) the lowest hoop of the ladder cage is not more than three metres from a platform, landing or the ground; and  (b) the uppermost hoop of the ladder cage is at the level of a platform, landing or roof.  (6) In the case of a ladder cage constructed on or after July 1, 1997, an employer, contractor or owner shall ensure that:  (a) the lowest hoop of the ladder cage is not more than 2.2 metres from a platform, landing or the ground; and  (b) the uppermost hoop of the ladder cage extends at least one metre above the level of a platform, landing or roof. | (1) In this section, “fixed ladder” means a ladder that is fixed to a structure in a vertical position or at an angle that is between vertical and 25° to the vertical, but does not include a ladder used in underground mining operations to which The Mines Regulations apply. | Do you have any fixed ladders in your workplace?  Do they meet all these requirements? |
| **17-3** | Locating underground pipelines, etc. | All committees | (1) An employer or contractor shall accurately establish the location of all underground pipelines, cables and conduits in an area where work is to be done and shall ensure that those locations are conspicuously marked:  (a) before commencing work using power tools or powered mobile equipment on an excavation, trench, tunnel, excavated shaft or borehole; or  (b) before breaking ground surface with any equipment to a depth that may contact underground utilities.  (2) Where an operation is to be undertaken involving the disturbance of soil within 600 millimetres of an existing pipeline, cable or conduit, an employer or contractor shall ensure that the pipeline, cable or conduit is exposed by hand digging or other approved method before mechanical excavating is allowed to begin within that area.  (3) Where an operation mentioned in subsection (2) exposes a pipeline, cable or conduit, an employer or contractor shall ensure that the pipeline, cable or conduit is supported to prevent any damage during backfilling and any subsequent settlement of the ground.  (4) Where there is contact with or damage to an underground pipeline, cable or conduit, an employer or contractor shall immediately:  (a) notify the owner of the pipeline, cable or conduit that contact or damage has occurred; and  (b) take steps to protect the health and safety of any worker who may be at risk until any unsafe condition resulting from the contact or damage is repaired or corrected. |  | Is there a process in place to ensure all underground pipelines, cables, conduits, etc. are identified before any digging begins? |

Inspections Analysis

|  |  |  |
| --- | --- | --- |
| 1. Are OHC inspections done regularly? 2. Are the inspections planned in advance? 3. Are inspections a joint effort, employer and OHC? 4. Are positive observations reported? | Yes  Yes Yes Yes | No  No No No |
| 1. Does the OHC: |  |  |
| 1. Classify the hazards? | Yes | No |
| 1. Establish target dates for completion? | Yes | No |
| c. Assign responsible individual? | Yes | No |
| 1. Record follow-up? | Yes | No |
| 1. Does the OHC interview workers during inspections regarding: |  |  |
| 1. OH&S concerns? | Yes | No |
| 1. Safe work procedures? | Yes | No |
| 1. Are supervisors normally accountable for correcting |  |  |
| concerns identified during the inspection? | Yes | No |
| 1. Are the OHC’s recommendations implemented by the employer? | Yes | No |
| 1. Is the OHC informed, in writing, of actions taken or reason for delay? | Yes | No |
| 1. On which of the following has you OHC based the frequency of inspections | : |  |
| 1. Area? | Yes | No |
| 1. Risk? | Yes | No |
| c. Previous incident rate? | Yes | No |
| 1. Potential for serious injury? | Yes | No |
| 1. Other? | Yes | No |

Training Analysis

|  |  |  |
| --- | --- | --- |
| 1. Do all new employees receive orientation? | Yes | No |
| 2. Do all transferring employees receive orientation? | Yes | No |
| 3. Do employees get trained for their specific work area? | Yes | No |
| 4. Does training provided cover: |  |  |
| 1. Musculoskeletal injuries (RMIs)? | Yes | No |
| 1. WHMIS? | Yes | No |
| c. Safety program? | Yes | No |
| 1. Fire safety? | Yes | No |
| 1. Emergency Response Plan? | Yes | No |
| 1. Personal Protective Equipment? | Yes | No |
| 1. Safe work procedures? | Yes | No |
| 1. Physical hazards? | Yes | No |
| 1. Chemical hazards? | Yes | No |
| 1. Biological hazards? | Yes | No |

*Reference – OH&S regulation sections 3-8*

## Policy Review

Policy 2.3 – Emergent Situations Policy 4.4 – Compressed Gas Cylinders Policy 4.5 – Respiratory Protection

What should the policy address? The policy should:

* Identify internal and external resources that may be required to respond to an emergency.
* The resources identified should include personnel and equipment.

*Policy Review – Year Three: April - June*