# 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. Incident/Injury reports
   2. Inspections
   3. Review WHMIS training d.
2. Review Saskatchewan Employment Act sections a. 3-48
3. Review OH&S regulation sections
   1. 21-2 – 21-7; 21-11; 21-10; 22-2 – 22-9; 22-11; 22-13; 25-2 – 25-10; 25-13 – 25-16.
4. OH&S analysis
   1. WHMIS – Worker Survey
5. Plan staff awareness
   1. WHMIS
6. Adjournment

*Year Three: October - December*

# Saskatchewan Employment Act and OH&S Regulations Review

| **Section** | **Title** | **Applies to** | **Requirements** | **Definitions** | **Q & A** |
| --- | --- | --- | --- | --- | --- |
| **Saskatchewan Employment Act** | | | | | |
| **3-48** | Employer’s duties re substances and controlled products | All committees | Employer shall, with respect to every place of employment controlled by that employer:  (a) ensure that concentrations of biological substances and chemical substances in the place of employment are controlled in accordance with prescribed standards;  (b) ensure that all biological substances and chemical substances in the place of employment are stored, handled and disposed of in the prescribed manner;  (c) ensure that all biological substances and chemical substances in the place of employment, other than hazardous products, are identified in the prescribed manner;  (d) subject to section 3‑50, ensure that each hazardous product in the place of employment or each container in the place of employment in which a hazardous product is contained:  (i) has a label that discloses all applicable prescribed information applied to it; and  (ii) has all applicable prescribed pictograms displayed on it in the prescribed manner; and  (e) subject to section 3‑50, make available to the employer’s workers, to the prescribed extent and in the prescribed manner, a safety data sheet with respect to each hazardous product in the place of employment that discloses:  (i) if the hazardous product is a pure substance, the biological or chemical identity of the hazardous product and, if the hazardous product is not a pure substance, the biological or chemical identity of any ingredient of it that is a hazardous product and the concentration of that ingredient;  (ii) the biological or chemical identity of any ingredient of the hazardous product that the employer has reasonable grounds to believe may be harmful to a worker and the concentration of that ingredient  (iii) the biological or chemical identity of any ingredient of the hazardous product of which the toxicological properties are not known to the employer and the concentration of that ingredient; and  (iv) any prescribed information with respect to the hazardous product. | “biological substance” means a substance containing living organisms, including infectious micro‑organisms, or parts of organisms or products of organisms in their natural or modified forms  “chemical substance” means any natural or artificial substance, whether in the form of a solid, liquid, gas or vapour, other than a biological substance  “employer” means, subject to section 3‑29, a person, firm, association or body that has, in connection with the operation of a place of employment, one or more workers in the service of the person, firm, association or body | Do biological/controlled substances in use in your workplace meet these requirements? (Each controlled product must be labeled, have all applicable prescribed hazard symbols displayed, each controlled product must have a SDS which identifies the biological or chemical identity of the product and, if it is not a pure substance, identify any ingredient that is controlled and the concentration) |
| **Occupational Health and Safety Regulations** | | | | | |
| **21-2** | List of chemical and biological substances | All committees | (1) An employer shall, in consultation with the committee, the representative or, where there is no committee or representative, the workers:  (a) develop and maintain a list of:  (i) all chemical substances and biological substances that are regularly handled, used, stored, produced or disposed of in the course of work processes and that may be hazardous to the health and safety of the workers at the place of employment; and  (ii) any other chemical substances or biological substances that may be present at the place of employment and are of concern to the workers; and  (b) identify on the list all chemical substances and biological substances that are controlled products.  (2) An employer shall:  (a) amend the list mentioned in subsection (1) whenever a chemical substance or biological substance is added to or removed from the place of employment;  (b) submit a copy of each amendment to the committee or the representative; and  (c) keep a copy of the list at the place of employment and make the list readily available to the workers. | “committee” means an occupational health committee | Are lists of chemical and biological substances appropriately maintained and available in your workplace? (These lists must be amended whenever products are added or removed. Copies of amendments must be submitted to the OHC and list must be kept at the workplace and be made readily available to workers) |
| **21-3** | Precautions for certain substances | All committees | (1) Where a chemical substance or biological substance listed pursuant to subsection 303(1) is not a controlled product or is a controlled product that is exempted from the application of The Occupational Health and Safety (Workplace Hazardous Materials Information System) Regulations, an employer shall take all reasonable steps to:  (a) ascertain and record the hazards that may arise from the handling, use, storage, production or disposal of the substance at the place of employment;  (b) ascertain and record the precautions that need to be taken with respect to the substance to ensure the health and safety of workers; and  (c) clearly mark the container holding the substance with the name of the substance as set out in the list.  (2) An employer, in consultation with the committee, shall develop a program to instruct workers about the hazards of the substances to which subsection (1) applies and train workers in the precautions to be taken with respect to those substances.  (3) An employer shall implement a program developed pursuant to subsection (2). |  | Are workers aware of the precautions for non-controlled products?  Are they clearly marked? |
| **21-4** | Substances listed in Table 16 | All committees | (1) An employer shall send to the director a written notice of any handling, use, storage, production, distribution or disposal, or any intended handling, use, storage, production, distribution or disposal of any chemical substance or biological substance listed in Table 16 of the Appendix.  (2) No employer shall handle, use, store, produce, distribute or dispose of a chemical substance or biological substance listed in Table 16 of the Appendix without:  (a) obtaining the written permission of the director; and  (b) complying with any conditions that the director may specify. | Table 16 – Notifiable Chemical and Biological Substances | Do you have any products listed in Table 19 in your workplace?  Do we have permission to use them? |
| **21-5** | Substances listed in Table 17 | All committees | Where workers are required to handle, use, store, produce or dispose of any chemical substance listed in Table 17 of the Appendix, an employer shall:  (a) provide adequate engineering controls to prevent, to the extent that is reasonably practicable, the release of the substance into the place of employment; and  (b) take other measures and provide personal protective equipment that meets the requirements of Part VII to prevent, to the extent that is practicable, any significant risk to workers from the substance. | Table 17 – Designated Chemical Substances | Do you have any of these substances in your workplace?  Are appropriate precautions in place? |
| **21-6** | Substances listed in Table 18 | All committees | (1) Subject to sections 306 and 308, where a chemical substance or biological substance listed in Table 18 of the Appendix is present at a place of employment, an employer shall:  (a) provide adequate engineering controls, to the extent that it is reasonably practicable to do so, to ensure that the contamination limit set out in Table 18 is not exceeded in any area where a worker is usually present; and  (b) take all practicable steps to ensure that no worker’s personal exposure exceeds the contamination limit set out in Table 18.  (2) An employer, in consultation with the committee, shall develop a written procedure that meets the requirements of subsection (3) where a chemical substance or biological substance listed in Table 18 of the Appendix is present at a place of employment in an airborne concentration that may be hazardous to a worker, and a worker:  (a) is regularly required or permitted to work more than eight hours in a day or 40 hours in a week; or  (b) may be exposed to a combination or association of substances listed in Table 18 of the Appendix that have similar toxicological effects when acting on the same organ or body system. | Table 18 - Contamination Limits | Are we managing substances listed in Table 21 appropriately in your workplace? |
| **21-7** | Protection of certain workers | All committees | Where a chemical substance or biological substance is present at a place of employment in a form and to an extent that may be harmful to a worker who is pregnant, has become sensitized to the substance or is unusually responsive to the substance, an employer shall, as soon as is reasonably possible after the worker has notified the employer of the worker’s condition:  (a) where reasonably practicable, take steps to minimize the exposure of the worker to the substance; or  (b) on the worker’s request, assign the worker to less hazardous alternate work if that work is available. | “biological substance” means a substance containing living organisms, including infectious micro‑organisms, or parts of organisms or products of organisms in their natural or modified forms  “chemical substance” means any natural or artificial substance, whether in the form of a solid, liquid, gas or vapour, other than a biological substance | Do workers know to advise the employer that they are pregnant if using products that could harm them or the baby? |
| **21-11** | Emergency showers | All committees | Where there may be a risk of substantial contamination of a worker or of a worker’s clothing from corrosive or other harmful substances, an employer or contractor shall provide and maintain an approved and readily accessible means of bathing or showering the worker in lukewarm water. | “harmful” means known to cause harm or injury | Do workers at risk from corrosive/harmful substances have access to bathing/ showering?  Does it have lukewarm water?  Is it maintained? |
| **21-13** | Flammable, unstable, highly reactive and corrosive substances | All committees | (1) Where the storage at a place of employment of a chemical substance that is flammable, oxidizing, corrosive or dangerously reactive may put at risk the health or safety of a worker, an employer, contractor or owner shall ensure that:  (a) the substance is stored:  (i) in a self-contained enclosure, room or building that is isolated from work-related areas and worksites and is adequately ventilated; and  (ii) protected from conditions, including excessive temperature, shock or vibration, that could reduce the stability or increase the potential hazard of the substance;  (b) subject to The Occupational Health and Safety (Workplace Hazardous Materials Information System) Regulations, a durable, legible sign setting out the harmful characteristics of the substance and the precautions to be taken for storage is posted at each entrance to the enclosure, room or building in which the substance is stored; and  (c) the container in which the substance is kept:  (i) subject to The Occupational Health and Safety (Workplace Hazardous Materials Information System) Regulations, is clearly labelled with the name, harmful characteristics and precautions to be taken for the safe storage of the substance or substances;  (ii) subject to section 365, is designed, constructed and maintained to contain the substance securely and to be resistant to the substance and any other substances to which the container may be exposed;  (iii) is sealed or covered; and  (iv) is stored in a manner to protect the container from falls or damage.  (2) Where two or more chemical substances, when combined, produce a toxic, corrosive or explosive reaction, an employer, contractor or owner shall ensure that the substances are effectively separated and stored to prevent the substances from combining. |  | Are flammable, unstable, highly reactive and corrosive substances stored appropriately in your workplace? |
| **Occupational Health and Safety (Workplace Hazardous Materials Information System) Regulations** | | | | | |
| **22-2** | Certain products exempted | All committees | (1) Subject to subsections (2) to (6), these regulations apply to employers and workers with respect to hazardous products used, stored and handled at a workplace.  (2) A supplier label and a supplier safety data sheet are not required for the following hazardous products:  (a) an explosive as defined in section 2 of the Explosives Act (Canada);  (b) a cosmetic, device, drug or food, as defined in section 2 of the Food and Drugs Act (Canada);  (c) a pest control product as defined in subsection 2(1) of the Pest Control Products Act (Canada);  (d) a nuclear substance as defined in section 2 of the Nuclear Safety and Control Act (Canada) that is radioactive;  (e) a consumer product as defined in section 2 of the Canada Consumer Product Safety Act.  (3) These regulations do not apply to a hazardous product that is:  (a) wood or a product made of wood;  (b) tobacco or a product made of tobacco;  (c) a manufactured article; or  (d) being transported or handled pursuant to The Dangerous Goods Transportation Act and the Transportation of Dangerous Goods Act (Canada).  (4) Subject to subsection (5), these regulations do not apply to hazardous waste.  (5) An employer shall ensure the safe storage and handling of hazardous waste through a combination of identification of the hazardous waste and worker education and training.  (6) The worker education and training mentioned in subsection (5) must include all hazard information that the employer is, or ought reasonably to be, aware of concerning the hazardous waste. | “education” means the delivery of general information to workers  “supplier label” means a label provided by a supplier that contains the information elements required by Part 3 of the Hazardous Products Regulations  “supplier safety data sheet” means a safety data sheet provided by a supplier that contains the information required by Part 4 of the Hazardous Products Regulations  “training” means the delivery of worksite and job‑specific information to workers | Are workers aware of how to handle hazardous waste appropriately?  The WHMIS regulations do not apply at all to:  - Wood/products made from wood  - Tobacco/tobacco products  - Manufactured articles  - Products being transported under the TDG regulations  Hazardous waste are exempt as well, however we must ensure the safe storage/ handling through proper identification and worker education and training.) |
| **22-3** | Restriction on use of hazardous products | All committees | (1) Subject to subsection (2), an employer shall ensure that a hazardous product is not used, stored or handled in a place of employment unless all the applicable requirements in these regulations with respect to labels, identifiers, safety data sheets and worker education and training are complied with.  (2) An employer may store a hazardous product in a place of employment while actively seeking information required pursuant to these regulations. |  | Do we have hazardous products in the workplace without having meet these requirements? |
| **22-4** | Worker education and training – continued on next page | All committees | (1) An employer shall ensure that a worker who works with a hazardous product or may be exposed to a hazardous product in the course of his or her work activities is informed about:  (a) all hazard information received by the employer from a supplier concerning that hazardous product; and  (b) any further hazard information that the employer is, or ought reasonably to be, aware of concerning the use, storage, handling and disposal of that hazardous product.  (2) If a hazardous product is produced in a place of employment, an employer shall ensure that a worker who works with a hazardous product or may be exposed to a hazardous product in the course of his or her work activities is informed about all hazard information that the employer is, or ought reasonably to be, aware of concerning the use, storage, handling and disposal of that hazardous product.  (3) An employer shall ensure that a worker who works with a hazardous product or may be exposed to a hazardous product in the course of his or her work activities is educated and trained respecting:  (a) the content that is required to appear on a supplier label and workplace label for the hazardous product and the purpose and significance of the information contained on those labels;  (b) the content that is required to appear on a safety data sheet for a hazardous product and the purpose and significance of the information contained on the safety data sheet;  (c) all necessary procedures for the safe use, storage, handling and disposal of the hazardous product;  (d) all necessary procedures to be followed if fugitive emissions are present where workers may be exposed to those fugitive emissions; and  (e) all necessary procedures to be followed in case of an emergency involving a hazardous product.  (4) An employer shall ensure that the education and training required by subsection (3) is developed and implemented:  (a) for that employer’s place of employment; and  (b) in consultation with the occupational health committee, if there is an occupational health committee.  (5) An employer shall ensure that:  (a) the education and training required by subsection (3) results in a worker being able to apply the information as needed to protect the health and safety of that worker or any other worker;  (b) the necessary procedures mentioned in clauses (3)(c) to (e) are implemented; and  (c) the knowledge of the workers is periodically evaluated using written tests, practical demonstrations or other suitable means.  (6) An employer shall review at least annually, or more frequently if required by a change in work conditions or available hazard information, the education and training programs provided to workers on the safe use, storage, handling and disposal of hazardous products, in consultation with:  (a) the occupational health committee;  (b) the occupational health and safety representative; or  (c) if there is no occupational health committee or occupational health and safety representative, a worker representative. |  | How is worker educated and trained for hazardous products in their workplace?  Is the employer meeting the requirements outlined here? |
| **22-5** | Supplier label | All committees | (1) Subject to any exemption from labelling requirements in Part 5 of the Hazardous Products Regulations, an employer shall ensure that the hazardous product or the container in which the hazardous product is packaged that is received at a workplace has a supplier label affixed to it, printed on it or attached to it in a manner that complies with the requirements in Part 3 of the Hazardous Products Regulations.  (2) Subject to section 3‑50 of the Act and any applicable exemptions from labelling requirements in Part 5 of the Hazardous Products Regulations, if any amount of a hazardous product remains in a workplace in the container in which it was received from the supplier, an employer shall not remove, deface, modify or alter the supplier label.  (3) An employer shall update the supplier labels or the information on a hazardous product as soon as significant new data is provided to the employer from the supplier.  (4) If the label applied to a hazardous product or the container of a hazardous product becomes illegible or is accidentally removed from the hazardous product or the container, the employer shall replace the label with either a supplier label or a workplace label.  (5) Notwithstanding subsections (2) and (4), a supplier label of a hazardous product may be removed under the normal conditions of use of the hazardous product in a container that has a capacity of three millilitres or less, if the label interferes with the normal use of the product.  (6) The employer shall affix a workplace label that meets the requirement in section 7 if the employer imports and receives a hazardous product pursuant to Part 5 of the Hazardous Products Regulations that:  (a) is only for use in the employer’s place of employment; and  (b) is without a label.  (7) An employer who has received an unpackaged hazardous product or a hazardous product transported as a bulk shipment to which a supplier label has not been affixed or attached pursuant to the exemption in subsection 5.5(2) of the Hazardous Products Regulations shall affix a label having the information required of a supplier label to the container of the hazardous product or to the hazardous product in the workplace. | “significant new data” means new data regarding the hazard presented by a hazardous product that:  (a) changes the product’s classification in a category or subcategory of a hazard class;  (b) changes the product’s hazard class; or  (c) changes the ways to protect against the hazard presented by the hazardous product  “supplier label” means a label provided by a supplier that contains the information elements required by Part 3 of the Hazardous Products Regulations | Are products appropriately labeled in your workplace? |
| **22-6** | Workplace label for employer-produced products | All committees | (1) Subject to subsections (2) and (3), if a hazardous product is produced at a place of employment, the employer shall ensure that a workplace label is applied to the hazardous product or the container of the hazardous product.  (2) An employer shall update the workplace labels or the information on a hazardous product as soon as significant new data is made available to the employer.  (3) Subsection (1) does not apply to:  (a) the production of fugitive emissions;  (b) a hazardous product that is in a container:  (i) intended to contain the hazardous product for sale or disposition; and  (ii) that is or is about to be appropriately labelled for sale or disposition within the normal course of business and without undue delay. | “workplace label” means a legible label that discloses:  (a) a product identifier that is identical to that found on the safety data sheet of the corresponding hazardous product;  (b) all necessary information for the safe handling of the hazardous product, including signal words and hazard statements; and  (c) whether a safety data sheet is readily available.  “readily available” means present in an appropriate place, accessible to a worker at all times, and in the form of:  (a) a physical copy; or  (b) an electronic copy | Do we label employer produced products appropriately? |
| **22-7** | Workplace label for decanted products | All committees | (1) Subject to subsection (2), if a hazardous product at a place of employment is in a container other than the container in which the hazardous product was received from a supplier, an employer shall ensure that a workplace label is applied to the container into which the hazardous product is placed.  (2) Subsection (1) does not apply to a portable container that is filled directly from a container that has a supplier label or workplace label applied to it if:  (a) all of the hazardous product in the portable container is required for  immediate use; or  (b) all of the following conditions are met:  (i) the hazardous product is:  (A) under the control of, and used exclusively by, the worker who filled the portable container; and  (B) used only during the shift in which the portable container was filled;  (ii) the contents of the container are clearly identified. |  | Are workplace labels used for decanted products? |
| **22-8** | Identification of hazardous  products in piping systems and vessels | All committees | Notwithstanding sections 6 to 8, an employer shall ensure the safe use, storage, handling and disposal of a hazardous product in a place of employment through worker education and training and the use of colour coding, labels, placards or any other mode of identification if the hazardous product is contained or transferred in or on:  (a) a pipe;  (b) a piping system, including valves;  (c) a process vessel;  (d) a reaction vessel; or  (e) a tank car, tank truck, ore car, conveyor belt or similar conveyance. |  | Are products in piping labelled appropriately? |
| **22-9** | Placard identifiers | All committees | (1) Notwithstanding sections 6 to 8, an employer shall post a placard in accordance with subsection (2) if a hazardous product:  (a) is not in a container;  (b) is in a container or form intended for export; or  (c) is in a container that is intended to contain the hazardous product for sale or disposition, and the container is not yet labelled but is to be labelled pursuant to section 7.  (2) A placard required by subsection (1):  (a) must disclose the information that is required to appear on a workplace label; and  (b) must be of an appropriate size and must be placed in an appropriate location to make the information on it conspicuous and clearly legible to workers.  (3) An employer who complies with subsections (1) and (2) is deemed to have complied with sections 6 to 8. |  | Are placards used as required in your workplace? |
| **22-11** | Supplier Safety Data Sheets | All committees | (1) Subject to subsection (5), an employer who acquires a hazardous product for use, storage or handling at a workplace shall obtain a supplier safety data sheet, if one has been produced with respect to that hazardous product.  (2) If a hazardous product that is used in a workplace is three years old, the employer shall, if possible, obtain from the supplier an up‑to‑date supplier safety data sheet with respect to the hazardous product at that time.  (3) If an employer is unable to obtain an up‑to‑date supplier safety data sheet pursuant to subsection (2), the employer shall add to the existing supplier safety data sheet any significant new data of which he or she is aware or ought to be aware.  (4) An employer may provide a safety data sheet that is in a different format from that provided by the supplier or that contains additional hazard information if:  (a) subject to section 15, the safety data sheet provided by the employer  contains no less information than the supplier safety data sheet or any lesser information that is acceptable to the occupational health committee, the occupational health and safety representative or, if there is no occupational health committee or occupational health and safety representative, a worker representative; and  (b) the supplier safety data sheet is available at the place of employment and the employer’s safety data sheet indicates that the supplier safety  data sheet is available at the place of employment.  (5) Notwithstanding subsection (1), an employer is exempt from the requirement to obtain a supplier safety data sheet for a hazardous product if:  (a) the employer is exempt from the requirement to provide a safety data  sheet pursuant to Part 5 of the Hazardous Products Regulations; or  (b) the up‑to‑date safety data sheet no longer applies to the original product. | “supplier safety data sheet” means a safety data sheet provided by a supplier that contains the information required by Part 4 of the Hazardous Products Regulations | Are updated Safety Data Sheets available in your workplace?  Are the Safety Data Sheets current? |
| **22-13** | Availability of safety data sheets | All committees | (1) An employer shall ensure that a copy of a safety data sheet required pursuant to sections 12 and 13 is made readily available to any of the following who are consulted on the matter of how best to achieve safety data accessibility in the workplace:  (a) workers who may be exposed to the hazardous product;  (b) the occupational health committee, if any;  (c) an occupational health and safety representative, if any;  (d) a worker representative.  (2) If a hazardous product is received or produced at a laboratory and the employer has produced a safety data sheet, the employer shall ensure that the safety data sheet is readily available to any worker in the laboratory. | “readily available” means present in an appropriate place, accessible to a worker at all times, and in the form of:  (a) a physical copy; or  (b) an electronic copy | Are Safety Data Sheets available as required? |
| **25-2** | Fire safety plan – continued on next page | All committees | (1) An employer, contractor or owner shall:  (a) take all reasonably practicable steps to prevent the outbreak of fire at a place of employment and to provide effective means to protect workers from any fire that may occur; and  (b) develop and implement a written fire safety plan that provides for the safety of all workers in the event of a fire.  (2) A plan developed pursuant to subsection (1) must include:  (a) the emergency procedures to be used in case of fire, including:  (i) sounding the fire alarm;  (ii) notifying the fire department; and  (iii) evacuating endangered workers, with special provisions for workers with disabilities;  (b) the quantities, locations and storage methods of all flammable substances present at the place of employment;  (c) the designation of persons to carry out the fire safety plan and the duties of the designated persons;  (d) the training of designated persons and workers in their responsibilities for fire safety;  (e) the holding of fire drills; and  (f) the control of fire hazards.  (3) An employer, contractor or owner shall ensure that:  (a) designated persons and workers who have been assigned fire safety duties are adequately trained in, and implement, the fire safety plan;  (b) the fire safety plan is posted in a conspicuous place for reference by workers; and  (c) a fire drill is held at least once during each 12-month period. | “train” means to give information and explanation to a worker with respect to a particular subject-matter and require a practical demonstration that the worker has acquired knowledge or skill related to the subject-matter | Does your site have an adequate fire safety plan? Are plans posted?  Are designated workers trained in their duties?  Are drill being held at least once during each 12-month period? |
| **25-3** | Fire extinguishers | All committees | (1) An employer, contractor or owner shall ensure that portable fire extinguishers are selected, located, inspected, maintained and tested so that the health and safety of workers at the place of employment is protected.  (2) An employer, contractor or owner shall ensure that portable fire extinguishers are placed not more than nine metres away from:  (a) each industrial open-flame portable heating device, tar pot or asphalt kettle that is in use; and  (b) each welding or cutting operation that is in progress. |  | Do you have portable fire extinguishers as required? (are they inspected and maintained) |
| **25-4** | Garbage as fire hazard | All committees | Where garbage that may constitute a fire hazard is present at a place of employment, an employer, contractor or owner shall provide covered receptacles for the garbage that are suitable to the nature of the hazard. |  | Do you have appropriate receptacles for garbage that may be a fire hazard? |
| **25-5** | Procedures for flammable substances | All committees | 363(1) Where a flammable substance is or is intended to be handled, used, stored, produced or disposed of at a place of employment, an employer, contractor or owner shall develop written procedures to ensure the health and safety of workers who:  (a) handle, use, store, produce or dispose of a flammable substance that may spontaneously ignite or ignite when in combination with any other substance; or  (b) perform hot work where there is a risk of fire.  (2) An employer, contractor or owner shall ensure that all workers who are required or permitted to perform work mentioned in subsection (1) are trained in, and implement, the procedures developed pursuant to subsection (1).  (3) Workers who perform work mentioned in subsection (1) shall implement the procedures developed pursuant to subsection (1). |  | Do you have appropriate procedures for flammable substances? Hot work?  Are these procedures implemented and followed in your workplace? |
| **25-6** | Receptacles for materials contaminated by flammable materials | All committees | (1) An employer, contractor or owner shall ensure that materials contaminated by flammable liquids are placed in receptacles that:  (a) are non-combustible and have close-fitting metal covers;  (b) are labelled “flammable”; and  (c) are located at least one metre away from other flammable liquids.  (2) Where the surface on which a receptacle required by subsection (1) is placed is combustible, an employer shall ensure that the receptacle has a flanged bottom or legs that are not less than 50 millimetres high.  (3) A worker shall place materials contaminated by flammable liquids and garbage that may constitute a fire hazard into the appropriate receptacle required by this section or by section 362. |  | Are appropriate receptacles available for materials that have been contaminated by flammable liquids? |
| **25-7** | Receptacles for combustible or flammable liquids | All committees | An employer, contractor or owner shall ensure that combustible and flammable liquids are kept in receptacles that meet the requirements of the National Fire Code of Canada 1990, including any Revisions and Errata published from time to time, respecting the storage of flammable and combustible liquids. |  | Do receptacles for combustible and flammable liquids meet Fire Code requirements? |
| **25-8** | Hazardous activities involving combustible or flammable liquids | All committees | 1) An employer or contractor shall ensure that:  (a) no gasoline is used to start a fire or used as a cleaning agent; and  (b) no worker is required or permitted:  (i) to replenish a tank on a heating device with a combustible or flammable liquid while the device is in operation or is hot enough to ignite the liquid; or  (ii) to place a tar pot, while in use, within three metres of an entrance to or exit from a building.  (2) A worker shall not:  (a) use gasoline to start a fire or use gasoline as a cleaning agent; or  (b) replenish a tank on a heating device with a flammable or combustible liquid while the device is in operation or is hot enough to ignite the liquid. |  | Is gasoline being handled appropriately in your workplace? |
| **25-9** | Control of ignition sources, static charges | All committees | An employer or contractor shall ensure that:  (a) suitable procedures are developed and implemented to prevent the ignition of flammable liquids or explosive dusts that are present at a worksite;  (b) all sources or potential sources of ignition are eliminated or controlled where an explosive atmosphere exists or is likely to exist; and  (c) static charge accumulations during transfer of flammable liquids or explosive substances from one container to another are prevented by electrically bonding the containers. |  | Are we managing ignition sources?  How about static charge accumulations? |
| **25-10** | Flammable liquids, gases or explosive substances in vehicles | All committees | (1) An employer shall ensure that no worker undertakes any servicing or maintenance of a vehicle while a flammable liquid or gas or an explosive substance:  (a) is loaded into or unloaded from the vehicle; or  (b) is present in the vehicle in any place other than the fuel tank.  (2) Where reasonably practicable, a worker who operates a vehicle that contains a flammable liquid or gas or an explosive substance shall ensure that the engine of the vehicle is shut off during the connection or disconnection of the lines for the loading or unloading of the flammable liquid, gas or explosive substance. |  | Are we servicing vehicles while flammable substances are present?  Do we shut off engines before loading/ unloading? |
| **25-13** | Compressed and liquefied gas systems | All committees | (1) An employer or contractor shall:  (a) develop and implement written procedures for the safe installation, use and maintenance of a system;  (b) make readily available for reference by workers the procedures developed pursuant to clause (a) before requiring or permitting the use of the system; and  (c) ensure that all workers are trained in and implement the procedures developed pursuant to clause (a).  (2) The workers shall implement the procedures developed pursuant to clause (1)(a).  (3) An employer or contractor shall ensure:  (a) that a system:  (i) is not exposed to temperatures that may result in the failure of the system or explosion of the contents of the system;  (ii) is maintained in a clean state, free from oil, grease or other contaminant that may cause a failure of the system or that may burn or explode if the contaminant comes into contact with the contents of the system; and  (iii) is located, guarded and handled during filling, transportation, use and storage so that the system is protected from damage;  (b) that service valve outlets and the extensions of service valve outlets of containers that are not connected to any apparatus are capped; and  (c) where equipment is designed for use with a particular compressed or liquified gas or gases, that:  (i) only those gases are used in the equipment; and  (ii) the equipment is clearly labelled as being only for that use.  (4) A worker shall:  (a) take all reasonable steps to ensure that sparks, flames or other sources of ignition do not come into contact with a system;  (b) maintain a system in a clean state, free from oil, grease or any other contaminant; and  (c) secure the cap in place before transporting a container. |  | Are your compressed and liquefied gas systems meeting these requirements? |
| **25-14** | Oxygen | All committees | (1) An employer or contractor shall ensure that no oil, grease or other contaminant contacts a cylinder, valve, regulator or any other fitting of an oxygen‑using apparatus or an oxygen distribution or generating system.  (2) An employer or contractor shall ensure that oxygen is not used as a substitute for compressed air:  (a) in pneumatic tools;  (b) to create pressure;  (c) for ventilating purposes; or  (d) to blow out a pipeline.  (3) A worker shall not use oxygen as a substitute for compressed air:  (a) in pneumatic tools;  (b) to create pressure;  (c) for ventilating purposes; or  (d) to blow out a pipeline. |  | Is oxygen being used appropriately in your workplace? |
| **25-15** | Gas burning and welding equipment | All committees | (1) Where gas burning or welding equipment is in use, an employer or contractor shall ensure that:  (a) approved flashback devices are installed on both hoses at the regulator end; and  (b) acetylene and liquified gas containers are used and stored in an upright position.  (2) A worker shall shut off the container valve and release the pressure in the hose when the worker has finished with any gas burning or welding equipment and is not likely to use it within the next two hours. |  | Are flashback devices available on both hoses?  Are acetylene and liquefied gases stored upright?  Do workers shut off and release the pressure in hoses? |
| **25-16** | Piping | All committees | (1) Where workers are required or permitted to work on piping that may contain harmful substances or substances under pressure, an employer or contractor, in consultation with the committee, shall develop written procedures to protect the workers from contact with those substances.  (2) The procedures developed pursuant to subsection (1) must include:  (a) the installation of a blank that is appropriate for the proper pressure in the piping;  (b) the closing of two blocking valves installed in the piping and the opening of a bleed-off valve installed between the blocking valves;  (c) the installation of an approved safety device; or  (d) where the procedures mentioned in clauses (a), (b) and (c) are not reasonably practicable, any other procedures that are adequate to protect the health and safety of the workers.  (3) An employer or contractor shall ensure that all workers are trained in and implement the procedures developed pursuant to subsection (1). |  | Do we have appropriate procedures for piping systems?  Are employees trained in the procedures? |

OHC - WHMIS Analysis

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| 1. Are workers aware of first aid information for the products they use? | Yes | No |
| 2. Are workers aware of what PPE is required to be worn when handling |  |  |
| specific products? | Yes | No |
| 3. Do workers know where required PPE is stored? | Yes | No |
| 4. Do workers know how to properly |  |  |
| 1. Clean PPE? | Yes | No |
| 1. Use PPE? | Yes | No |
| 1. Dispose of PPE? | Yes | No |
| 5. Are workers aware of the safety precautions for the products they use? | Yes | No |
| 1. Emergency Response Plan? | Yes | No |
| 1. Personal Protective Equipment? | Yes | No |
| 1. Safe work procedures? | Yes | No |
| 6. Do workers know how to access Safety Data Sheets? | Yes | No |
| 7. Have workers received training on all the hazardous products they may |  |  |
| use at work? | Yes | No |
| 8. Do workers have safe work practices for all the hazardous products they |  |  |
| use at work? | Yes | No |
| 9. Can workers demonstrate how to handle, use, store and dispose of |  |  |
| hazardous products in their work area? | Yes | No |