# Occupational Health Committee Agenda Template

### Approval of Agenda

1. Approval of Minutes
2. 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. 3-14; 3-15; 7-1 – 7-3; 7-6; 7-8 – 7-14; 10-1 – 10-6; 11-2 – 11-4; 16-5 – 16-7; 21-8; 21-12; 23-11

1. Complete the:
	1. *Personal Protective Equipment Analysis*

Note all deficiencies must be accompanied by recommended actions.

### Safety program policy review – review safety program policies

* 1. *Cellular Phones and all other Wireless Transmitting Devices*
	2. *Winter Traveling*
	3. *Ergonomics*
	4. *Footwear*
	5. *Violence Policy*
	6. *Working Alone*
	7. *Transferring, Lifting and Repositioning*
	8. *Scent Free*
	9. *Tobacco*
	10. *Eye and Face Protection*
	11. *Safety Showers*
	12. *Emergency Eye Wash Stations*
	13. *Hazard Identification and Prevention Strategies*

### Plan staff awareness

* 1. Personal Protective Equipment and safe work procedures
1. Adjournment

Year Two: January - March

#  The Saskatchewan Employment Act and OH&S Regulations Review

| **Section** | **Title** | **Applies to** | **Requirements** | **Definitions** | **Q & A** |
| --- | --- | --- | --- | --- | --- |
| **Occupational Health and Safety Regulations** |  |
| **3-14** | Maintenance and Repair of Equipment | All committees | (1) An employer shall ensure that all equipment is maintained at intervals that are sufficient to ensure the safe functioning of the equipment.(2) Where a defect is found in equipment, an employer shall ensure that:(a) steps are taken immediately to protect the health and safety of any worker who may be at risk until the defect is corrected; and(b) the defect is corrected by a competent person as soon as is reasonably practicable.(3) A worker who knows or has reason to believe that equipment under the worker’s control is not in a safe condition shall:(a) immediately report the condition of the equipment to the employer; and(b) repair the equipment if the worker is authorized and competent to do so. | “competent” means possessing knowledge, experience and training to perform a specific duty | Is equipment being maintained to ensure safe function?When defects are found are steps taken to ensure safety?Are defects corrected ASAP by a competent person?Do workers report defective equipment?Do only competent persons repair equipment? |
| **3-15** | Boilers and pressure vessels |  | An employer, contractor or owner shall ensure that any boiler or pressure vessel used at a place of employment that is not required to be inspected or registered pursuant to *The Boiler and Pressure Vessel Act* is properly constructed and maintained. |  | Do you have boilers/pressure vessels which **do not** require an inspection by a boiler inspector?If yes, are they constructed and maintained properly? |
| **7-1** | Personal Protective Equipment - Use of equipment required | All committees | (1) Where it is not reasonably practicable to protect the health and safety of workers by design of the plant and work processes, suitable work practices oradministrative controls, an employer or contractor shall ensure that every worker wears or uses suitable and adequate personal protective equipment.(2) Where personal protective equipment will not effectively protect a worker, an employer or contractor shall, where reasonably practicable, provide alternative work arrangements for that worker. | What is an administrative control? Administrative controls are changes in work procedures. For example, work rotations to reduce exposure to a substance. | Are there areas where a worker requires PPE to keep themselves safe?If yes, is the PPE adequate/suitable? Is it used by workers?If the PPE does not protect an individual worker, have alternate work arrangements been made? |
| **7-2** | Personal Protective Equipment - General responsibilities | All committees | (1) Where an employer or contractor is required by these regulations or any other regulations made pursuant to the Act to provide personal protective equipment, the employer or contractor shall:(a) supply approved personal protective equipment to the workers at no cost to the workers;(b) ensure that the personal protective equipment is used by the workers;(c) ensure that the personal protective equipment is at the worksite before work begins;(d) ensure that the personal protective equipment is stored in a clean, secure location that is readily accessible to workers;(e) ensure that each worker is aware of the location of the personal protective equipment and trained in its use;(f) inform the workers of the reasons why the personal protective equipment is required to be used and of the limitations of its protection; and(g) ensure that personal protective equipment provided to a worker:(i) is suitable and adequate and a proper fit for that worker;(ii) is maintained and kept in a sanitary condition; and(iii) is removed from use or service when damaged. (2) Where an employer or contractor requires a worker to clean and maintain personal protective equipment, the employer shall ensure that the worker has adequate time during normal working hours without loss of pay or other benefits for this purpose.(3) Where reasonably practicable, an employer or contractor shall make appropriate adjustments to the work procedures and the rate of work to eliminate or reduce thedanger or discomfort to the worker that may arise from the worker’s use of personal protective equipment.(4) A worker who is provided with personal protective equipment by an employer or contractor shall:(a) use the personal protective equipment; and(b) take reasonable steps to prevent damage to the personal protective equipment.(5) Where personal protective equipment provided to a worker becomes defective or otherwise fails to provide the protection it was intended for, the worker shall:(a) return the personal protective equipment to the employer or contractor; and(b) inform the employer or contractor of the defect or other reason why the personal protective equipment does not provide the protection that it was intended to provide.(6) An employer or contractor shall immediately repair or replace any personal protective equipment returned to the employer or contractor pursuant to clause (5)(a). | If workers are required to clean/ maintain PPE, time during normal work hours must be provided. We must adjust work procedures/ rates of work to manage danger/ discomfort from the use of PPE.Workers are required to use provided PPE and prevent damage to it.If the PPE is damaged/defective, workers must:* Return the PPE
* Inform FHHR of the defect.

FHHR must then immediately repair or replace the PPE. | Are workers supplied with PPE at no cost? Is it:* Available at the worksite before work begins?
* Stored in a clean secure location?
* Readily available to workers?
* A suitable/adequate fit?
* Maintained in a sanitary condition?
* Removed from use when damaged?

Is time provided to clean/maintain PPE? Are workers:* Aware of the location of PPE?
* Trained in its use?
* Informed why it is required?
* Informed of its limitations? Do workers:
* Wear the PPE?
* Prevent damage to the PPE?
* Return and report defective PPE?

Does the employer immediately repair/replace defective PPE? |
| **7-3** | Respiratory protective devices  | All committees | (1) Where a worker is likely to be exposed to dust, fumes, gas, mist, aerosol or vapour or any airborne contaminant that may be present in any amounts that are harmful or offensive to the worker, an employer or contractor shall:(a) provide an approved respiratory protective device for use by the worker that:(i) provides suitable and adequate protection to the worker from one or more airborne contaminants;(ii) is the proper size for the worker’s face;(iii) where a tight fit is essential to the proper functioning of the respiratory protective device, makes an effective seal to the facial skin of the worker; (iv) where a tight fit is essential to ensure the worker is not exposed to one or more airborne contaminants to an extent that may pose a risk of significant harm to the worker, has been fit-tested by a competent person in an approved manner;(b) ensure that the respiratory protective device is regularly cleaned and maintained in an approved manner; and(c) ensure that the respiratory protective device is kept, when not in use, in a convenient and sanitary location in which the respiratory protective device is not exposed to extremes of temperature or to any contaminant that may inactivate the respiratory protective device.(2) If a respiratory protective device as required by subsection (1) is provided to a worker, the employer or contractor shall ensure that the worker:(a) has been trained by a competent person in the proper testing, maintenance, use and cleaning of the respiratory protective device and in its limitations;(b) can demonstrate that he or she:(i) understands the training provided pursuant to clause (a);(ii) can test, maintain and clean the respiratory protective device; and(iii) can use the respiratory protective device safely;(c) tests the respiratory protective device before each use;(d) is assessed according to an approved standard as being capable of wearing a respiratory protective device; and(e) is adequately informed respecting the reasons for the assessment required pursuant to clause (d).(3) An employer or contractor shall ensure that the training required by clause (2) (a) includes practical experience by the worker in an uncontaminated environment.(4) Where respiratory protective devices are used only for emergency purposes, an employer or contractor shall ensure that a worker who may be required to use a respiratory protective device is given semi-annual refresher training in its safe use.(5) An employer shall ensure that the following records are kept as long as the worker who was provided with a respiratory protective device is employed by the employer and that the records are made readily available for inspection and examination by the committee or the representative, as the case may be:(a) records respecting fit testing for each worker that is completed pursuant to subclause (1)(a)(iv);(b) records respecting the results of assessments for each worker that are completed pursuant to clause (2)(d);(c) records respecting training completed by each worker pursuant to subsections (2) and (3). (6) An employer shall ensure that any records mentioned in clause (5)(b) respecting a worker that are made available for inspection and examination pursuant to subsection (5) do not disclose any personal health information as defined in *The Health Information Protection Act* respecting the worker, unless the worker agrees to that disclosure.(7) An employer shall ensure that records respecting the maintenance of atmosphere-supplying respirators are kept and made readily available for inspection and examination by the committee or the representative as long as that worker is employed by the employer.(8) A worker may, at any time, inspect and examine any records kept pursuant to subsection (5) or (7) that relate to the worker. | “respiratory protective device” means a device that is designed to protect a wearer from inhaling a hazardous atmosphere, and includes an atmosphere-supplying respirator, an air-purifying respirator and an escape respirator | Do workers require respirators?If yes, are all the requirements identified for those respirators being met?Is training provided? (respiratory protective devices used only for emergency purposes - semi-annual refresher training in its safe use)Does it meet the requirements? Are records being maintained? |
| **7-6** | Protective headwear | All committees | (1) Where there is a risk of injury to the head of a worker, an employer or contractor shall provide approved industrial protective headwear and require a worker to use it.(2) The following places are deemed to be places where a worker is exposed to a risk described in subsection (1):(a) a mine, mill or smelter;(b) a forestry or sawmilling operation;(c) a construction site;(d) a drilling operation;(e) an oil or gas servicing operation.(3) Where a worker may contact an exposed energized electrical conductor, an employer or contractor shall provide, and require the worker to use, approved industrial protective headwear that is of adequate dielectric strength to protect the worker.(4) Where a worker is required by these regulations to use industrial protective headwear, an employer or contractor shall provide to the worker:(a) a suitable liner where it is necessary to protect the worker from cold conditions; and(b) a retention system to secure the industrial protective headwear firmly to the worker’s head where the worker is likely to work in conditions that may cause the headwear to dislodge.(5) An employer or contractor shall ensure that any industrial protective headwear provided to a worker pursuant to these regulations is fluorescent orange or other high visibility colour where:(a) the worker is working in a forestry or sawmilling operation; or(b) visibility of the worker is necessary to protect the health and safety of the worker. (6) An employer or contractor shall not require or permit a worker to use any industrial protective headwear that:(a) is damaged or structurally modified;(b) has been subjected to severe impact; or(c) has been painted or has been cleaned with solvents. |  | Are there areas that require protective headwear?If yes, is it being used?Does it need to be high visibility?Are workers wearing headwear that has been:* Damaged or structurally modified?
* Subject to severe impact? (in an accident?)
* Painted or cleaned with solvents?
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| **7-8** | Eye and face protectors | All committees | (1) Where there is a risk of irritation or injury to the face or eyes of a worker from flying objects or particles, splashing liquids, molten metal or ultraviolet, visible or infrared radiation, an employer or contractor shall provide industrial eye or face protectors and require the worker to use them.(2) Where an industrial eye or face protector is required by these regulations to be provided or used, the industrial eye or face protector must be approved.(3) An employer or contractor shall take all reasonable steps to ensure that a worker does not perform electric arc welding if another worker may be exposed to radiation from the arc, unless the other worker is using a suitable industrial eye protector or is protected from the radiation by a suitable screen.(4) A worker shall not perform electric arc welding if another worker may be exposed to radiation from the arc, unless the other worker is using a suitable industrial eye protector or is protected from the radiation by a suitable screen. |  | Are workers at risk requiring eye and face protection?If yes, is the provided protection used? Does it meet applicable standards?Is electric arc welding only performed when all workers are protected? |
| **7-9** | Skin protection | All committees | (1) Where there is a risk of injury to the skin of a worker from sparks, molten metal or radiation, an employer or contractor shall provide, and require the worker to use, approved protective clothing or covers or any other safeguard that provides equivalent protection for the worker.(2) Where there is a risk of injury to the skin of a worker from fire or explosion, an employer or contractor shall provide the worker with, and require the worker to use, outer fire-resistant clothing that:(a) meets an approved industry standard; and(b) is appropriate to the risk.(3) Where there is a risk of injury to the skin of an electrical worker from arc flash, an employer or contractor shall provide the electrical worker with, and require the electrical worker to use, arc flash protection that meets an approved standard. |  | Is skin protection provided to protect workers from sparks, molten metal, radiation, fire, explosion or arc flash? Does the protection meet approved industry standards? |
| **7-10** | Lower body protection | All committees | (1) Where a worker is at risk of a cut, puncture, irritation or abrasion to the worker’s lower body, an employer or contractor shall ensure that the worker uses safety pants or chaps that are appropriate for the work being performed by the worker.(2) A worker operating a chain saw is deemed to be exposed to the risk described in subsection (1). |  | Are appropriate safety pants being worn for tasks being performed where a worker is at risk of being cut, punctured or irritated? |
| **7-11** | Footwear – PPE | All committees | (1) Subject to subsection (4), an employer or contractor shall ensure that:(a) a worker uses footwear that is appropriate to the risks associated with the worker’s place of employment and occupation; and(b) a worker who may be at risk from a heavy or falling object or who may tread on a sharp object uses approved protective footwear.(2) The following places are deemed to be places where a worker is exposed to a risk described in clause (1)(b):(a) a mine, mill or smelter;(b) a forestry or sawmilling operation;(c) a construction site;(d) a drilling operation;(e) an oil or gas servicing operation.(3) An employer or contractor shall:(a) provide outer foot guards if there is substantial risk of a crushing injury to the foot of a worker; and(b) provide approved protective footwear if the feet of a worker may be endangered by hot, corrosive or toxic substances. (4) After consultation with the committee, the representative or, where there is no committee or representative, the workers, an employer or contractor may:(a) permit the following to use approved soft-soled footwear without puncture‑proof plates in the soles:(i) workers who are competent steel erectors engaged in the connection of structural components of a skeletal structure;(ii) competent workers who are engaged in the installation of a roof; and(b) impose any conditions that the employer or contractor considers appropriate on the use of footwear described in clause (a). |  | Do workers wear footwear appropriate for their jobs?Is approved footwear needed/required in your workplace? |
| **7-12** | Hand and arm protection | All committees | (1) An employer or contractor shall provide, and require a worker to use, suitable and properly fitted hand or arm protection to protect the worker from injury to the hand or arm, including:(a) injury arising from contact with chemical or biological substances;(b) injury arising from exposure to work processes that result in extreme temperatures;(c) injury arising from prolonged exposure to water; and(d) puncture, abrasion or irritation of the skin.(2) Where a worker may contact an exposed energized high voltage electrical conductor, an employer or contractor shall provide, and require the worker to use, approved rubber insulating gloves and mitts and approved rubber insulating sleeves. |  | Do workers require hand/arm protection?If yes, is it* Provided?
* Suitable?
* Properly fitted?
* Used by workers?
 |
| **7-13** | Exposure to hazardous substances | All committees | Where workers are routinely exposed to a hazardous material or substance, an employer or contractor shall provide, and require workers to use, protective clothing, gloves and eyewear or face shields that are adequate to prevent exposure of a worker’s skin and mucous membranes to the hazardous material or substance. |  | Do staff require PPE due to hazardous substances?Does it prevent exposure of the skin/mucous membranes? |
| **7-14** | Exposure to noise | All committees | (1) Where a worker is required or permitted by these regulations to use hearing protectors, an employer or contractor shall:(a) provide approved hearing protectors; and(b) require workers to use those hearing protectors where the worker is required to use hearing protectors by these regulations.(2) Where practicable, an employer or contractor shall ensure that a hearing protector provided pursuant to subsection (1) reduces the noise level received into the worker’s ears to not more than 85 dBA. (3) Where it is not practicable to comply with subsection (2), an employer or contractor shall ensure that a hearing protector provided pursuant to subsection (1) reduces the noise level received into the worker’s ears to the lowest level that is practicable.(4) Where an employer or contractor provides a worker with a hearing protector that depends for effectiveness on a close approximation of size or shape to the auditory canal of its user, the employer or contractor shall ensure that the hearing protector is fitted to the worker by a competent person. |  | Has the employer provided and required workers to wear hearing protection?Does that protection lower noise levels below 85dBA?If necessary, is the hearing protection fitted by a competent person? |
| **Regulations 10-1 – 10-6 apply to machine safety. “Machine” means any combination of mechanical parts that transmits from one part to another or otherwise modifies force, motion or energy. Keep that definition in mind as you review these sections.** |
| **10-1** | Machine Safety - Operation by workers | All committees  | (1) An employer or contractor shall ensure that:(a) machines are operated only by a competent worker; and(b) workers are informed of any risk associated with, and trained in, the safe use of the machines.(2) Before starting a machine, an operator shall ensure that neither the operator nor any other worker will be endangered by starting the machine.(3) Where a worker or a worker’s clothing may contact a moving part of a machine, an employer or contractor shall ensure that the worker:(a) wears close-fitting clothing;(b) confines or cuts short any head and facial hair; and(c) does not wear dangling neckwear or jewelry, rings or other similar items. | “competent worker”, with respect to a particular task or duty, includesa worker who is being trained to perform that task or carry out that duty and who is under close and competent supervision during that training; “competent” means possessing knowledge, experience and training to perform a specific duty | Do only competent workers operate machines?Are they workers:* Aware of the risks?
* Trained in their safe use?

Are workers wearing any clothing or accessories that can get caught or come in contact with moving parts?Is long facial/head hair cut short or confined from risk of coming in contact with moving parts? |
| **10-2** | Machine Safety - Operating controls | All committees  | (1) Where reasonably practicable, an employer, contractor or supplier shall ensure that operating controls on machines:(a) are located within easy reach of the operator; and(b) cannot be activated by accidental contact.(2) Where reasonably practicable, an employer, contractor or supplier shall ensure that stopping devices on machines are:(a) located in the direct view and within easy reach of the operator; and(b) readily identifiable.(3) Where a worker is required to feed material into a material-forming press, punch, shear or similar machine, an employer, contractor or supplier shall:(a) where practicable, install a positive means to prevent the activation of the machine while any part of the worker’s body could be injured by moving parts of the machine; or(b) where it is not practicable to comply with clause (a) install safeguards to prevent the worker from contacting a moving part of the machine. |  | Are operating controls:* Easily reachable by machine operators?
* Not able to be activated by accidental contact?

Are stopping devices* In direct view of the operator?
* Easily reachable by the operator?
* Easily identifiable?
 |
| **10-3** | Machine Safety - Unattended and suspended machines | All committees  | (1) An employer or contractor shall not require or permit a worker to leave unattended or in a suspended position any machine or any part of a machine unless the machine or part has been:(a) immobilized and secured against accidental movement; or(b) enclosed by a safeguard to prevent access by any other worker to the machine or part.(2) A worker shall not leave unattended or in a suspended position any machine or any part of a machine unless the machine or part has been:(a) immobilized and secured against accidental movement; or(b) enclosed by a safeguard to prevent access by any other worker to the machine or part. |  | Are all machines left unattended/suspended immobilized and secured, or enclosed by a safeguard? |
| **10-4** | Machine Safety - Safeguards | All committees | (1) Except where otherwise provided by these regulations, an employer or contractor shall provide an effective safeguard where a worker may contact:(a) a dangerous moving part of a machine;(b) a pinch point, cutting edge or point of a machine at which material is cut, shaped, bored or formed;(c) an open flame; (d) a steam pipe or other surface with a temperature that exceeds or may exceed 80° Celsius; or(e) a cooled surface that is or may be less than minus 80° Celsius.(2) An employer or contractor shall ensure that a safeguard required by subsection (1) remains in place at all times.(3) Subsection (1) does not apply to:(a) a machine that is equipped with an effective safety device that stops the machine automatically before any part of a worker’s body comes into contact with a hazard mentioned in clause (1)(a) or (b); or(b) a belt, rope or chain that is operated from a cathead or capstan.(4) An employer or contractor shall ensure that a safeguard that is removed from a machine or made ineffective to permit maintenance, testing, repair or adjustment of a machine is replaced or made effective before a worker is required or permitted to use the machine.(5) Where there is a possibility of machine failure and of injury to a worker resulting from the failure, an employer or contractor shall install safeguards that are strong enough to withstand the impact of debris from the machine failure and to contain any debris resulting from the failure.  |  | Where required, are safeguards in place? Are safeguards in working order? (not tampered or altered) |
| **10-5** | Machine Safety - Warning systems | All committees | (1) Where the circumstances described in subsection (2) exist, an employer or contractor shall install:(a) an audible alarm system that provides a warning of sufficient volume and for a sufficient period before start-up of the machine to give workers timely notice of the imminent start-up; or(b) a distinctive and conspicuous visual warning system to alert workers of the imminent start-up of the machine.(2) Subsection (1) applies where:(a) a worker may be endangered by moving machine parts when a machine is started; and(b) the operator of the machine does not have a clear view from the operating position of all parts of the machine and of the surrounding area in which there is a potential danger.(3) An employer or contractor shall place adequate, appropriate and clearly visible warning signs at each point of access to a machine that starts automatically. | The audible alarm must be:* Sufficient in volume; and
* For a sufficient period to allow workers notice of the start-up.

The visual warning must:* Be distinctive and conspicuous. Adequate, appropriate and clearly visible warning signs must be at each point of access to a machine that

starts automatically. | Do any machines in your workplace require alarms (audible and/or visual) to warn workers of start-up?If yes,* Are the alarms adequate?
* Warning signs posted at each point of access to the machine?
 |
| **10-6** | Machine Safety - Locking out | All committees | (1) Subject to section 140, before a worker undertakes the maintenance, repair, test or adjustment of a machine other than a power tool, an employer or contractor shall ensure that the machine is locked out and remains locked out during that activity if not doing so would put the worker at risk.(2) Before a worker undertakes the maintenance, repair, test or adjustment of a power tool, an employer or contractor shall ensure that the energy source has been isolated from the power tool, any residual energy in the power tool has been dissipated and the energy source remains isolated during that activity.(3) An employer or contractor shall:(a) provide a written lock-out process to each worker who is required to work on a machine to which subsection (1) applies; and(b) where the lockout process uses a lock and key, issue to that worker a lock that is operable only by that worker’s key and a duplicate key.(4) Where the lockout process does not use a lock and key, an employer or contractor shall designate a person to co-ordinate and control the lockout process.(5) Where the lockout process uses a lock and key, an employer or contractor shall designate a person to keep the duplicate key mentioned in clause (3)(b) and ensure that:(a) the duplicate key is accessible only to the designated person; and(b) a log book is kept to record the use of the duplicate key and the reasons for that use.(6) Where it is not practicable to use a worker’s key to remove a lock, an employer or contractor may permit the person designated pursuant to subsection (5) to remove the lock if the designated person:(a) has determined the reason that the worker’s key is not available;(b) has determined that it is safe to remove the lock and activate the machine; and(c) if a committee or representative is in place, has informed the co-chairpersons or the representative of the proposed use of the duplicate key before it is used.(7) An employer or contractor shall ensure that a designated person who is permitted to use a duplicate key pursuant to subsection (6):(a) records in the log book the use of the duplicate key, the reason for its use and the date of its use; and(b) signs the log book each time that the duplicate key is used. (8) Where a central automated system controls more than one machine, an employer or contractor shall ensure that the machine to be maintained, repaired, tested or adjusted is isolated from the central system before the lock-out procedures required by subsection (3) are implemented.(9) Before undertaking any maintenance, repairs, tests or adjustments to a machine to which subsection (1) applies, a worker shall lock out the machine following the process mentioned in clause (3)(a).(10) After a lock-out device has been installed or a lockout process has been initiated, the worker who installed the first lock or initiated the process shall check the machine to ensure that the machine is inoperative.(11) No person shall deactivate a lockout process that does not use a lock and key except the person designated pursuant to subsection (4).(12) No person shall remove a lock-out device except the worker who installed the lock-out device or the designated person acting in accordance with subsection (6). |  | Are there areas in your workplace that require lock-out procedures?If so, do they follow the requirements of the legislation?Do workers follow the lock-out procedures? (If there is a process, ask a worker when it was used last) |
| **Sections 11-1 – 11-4 apply to Powered Mobile Equipment only. “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. Keep that definition in mind as you review these sections.** |
| **11-2** | Powered Mobile Equipment - Trained operators for powered mobile equipment | All committees  | (1) In this section:(a) “farming or ranching operation” includes any of the following operations:(i) the production of crops, including fruits and vegetables, seeds and animal feed, through the cultivation of land;(ii) the drying, cleaning, handling and transporting of grain by the original producer of that grain;(iii) feedlot and intensive livestock operations;(iv) the production of raw milk;(v) the operation of greenhouses;(vi) the operation of herb or mushroom farms;(vii) the raising of animals used in the production of food, including horses;(viii) the keeping of bees;(ix) the operation of sod farms;(x) the operation of tree nurseries;(b) “trained operator” means a worker who:(i) has successfully completed a training program that includes all the elements set out in Table 14.1 of the Appendix for the type of powered mobile equipment that the worker will be required or permitted to operate;or(ii) is completing the practical training required by Table 14.1 of the Appendix under the direct supervision of a competent operator within the meaning of subclause (i). (2) Subject to subsection (4), every employer or contractor shall ensure that only trained operators are required or permitted to operate powered mobile equipment.(3) An employer or contractor shall ensure that:(a) the training required by Table 14.1 of the Appendix is provided by competent persons; and(b) a written record of all training delivered to workers pursuant to this section and Table 14.1 of the Appendix is kept readily available.(4) This section does not apply to persons directly engaged in a farming or ranching operation. | TABLE 14.1[Section 154]Minimum Training Requirements for Trained Operator of Power Mobile Equipment | Do only trained operators use Power Mobile Equipment (PME)?Is training provided by competent persons?Are training records kept? |
| **11-3** | Powered Mobile Equipment - Visual inspection | All committees | (1) Before a worker starts any powered mobile equipment, an employer or contractor shall ensure that the worker makes a complete visual inspection of the equipment and the surrounding area to ensure that no worker, including the operator, is endangered by the start-up of the equipment.(2) No worker shall start any powered mobile equipment until the inspection required by subsection (1) is completed. |  | Do workers complete a visual inspection prior to starting up PME? |
| **11-4** | Powered Mobile Equipment - Inspection and maintenance | All committees | An employer or contractor shall ensure that:(a) all powered mobile equipment is inspected by a competent person for defects and unsafe conditions as often as is necessary to ensure that it is capable of safe operation;(b) where a defect or unsafe condition that may create a hazard to a worker is identified in the powered mobile equipment:(i) steps are taken immediately to protect the health and safety of any worker who may be at risk until the defect is repaired or the unsafe condition is corrected; and(ii) as soon as is reasonably practicable, the defect is repaired or the unsafe condition is corrected; and(c) a written record of the inspections and maintenance carried out pursuant to clauses (a) and (b) is kept at the place of employment and made readily available to the operator. |  | Is all PME inspected by competent persons for defects?Is the inspection frequency adequate to ensure safe operation?Are defects corrected?Are records maintained and available to operators? |
| **16-5** | Ladders | All committees | (1) An employer, contractor or supplier shall ensure that every ladder is designed, constructed, used and maintained to perform its function safely.(2) An employer, contractor or supplier shall ensure that:(a) no wooden ladder or stepladder is painted with any substance other than a transparent coating; and(b) no ladder is made by fastening cleats across a single rail or post. |  | Are ladders designed, constructed, maintained and used appropriately?Are wooden ladders/stepladders painted inappropriately? |
| **16-6** | Portable ladders | All committees | (2) An employer or contractor shall ensure that:(a) a portable ladder is equipped with non-slip feet;(b) a portable ladder is secured against accidental movement during use;(c) a metal or wire-bound portable ladder is not used where the ladder or a worker handling or using the ladder may come into contact with an exposed energized electrical conductor; and(d) a portable ladder extends at least one metre above any platform, roof or other landing to which the ladder is used as a means of access.(3) An employer or contractor shall ensure that each worker who handles or uses a portable ladder is instructed in the requirements of this section.(4) An employer or contractor shall ensure that a stepladder:(a) is not more than six metres high when set for use;(b) has legs that are securely held in position by means of metal braces or an equivalent rigid support; and(c) when in use, has a front section slope at an angle of one horizontal to six vertical. | (1) In this section and section 254, “portable ladder” means any ladder that is not fixed in place, and includes a stepladder. | Do all portable ladders have non-slip feet? Are they secured against accidental movement when used?Do they extend 1m above the area being accessed?Are stepladders* Less than 6m?
* Have secure braces?
* Have a front slope of 1-6?

Do extension ladders lock securely and have sections that overlap at least 1m?Do all ladders meet the length requirements identified?Are metal/wire-bound ladders kept used around exposed energized electrical conductors? |
| **16-7** | Use of portable ladders | All committees | (1) Where a worker uses a portable ladder other than a stepladder, an employer or contractor shall ensure that:(a) the ladder is placed against the structure so that the slope of the ladder is one horizontal to four vertical;(b) the worker does not extend any part of the worker’s body except for the worker’s arms beyond the side rails of the ladder; and(c) the worker maintains a three-point stance on the ladder at all times.(2) An employer or contractor shall ensure that a worker does not work from either of the top two rungs or steps of a portable ladder, unless the ladder is a stepladder that has a platform equipped with a suitable handrail. | We must ensure that a worker does not work from either the top two rungs or steps of a portable ladder unless it is a stepladder that has a platform equipped with a suitable handrail. | Does the employer have a work standard on how to use a ladder?Do workers know that when using a ladder, they need to maintain a three-point stance on the ladder at all times? |
| **21-8** | Chemical and Biological Substances - Respiratory protective devices | All committees | Where it is not reasonably practicable to reduce a worker’s personal exposure to a chemical substance or biological substance to the contamination limit set out in Table 21 of the Appendix, an employer shall provide an approved respiratory protective device that meets the requirements of Part VII and require the worker to use it. | Table 21Contamination Limits[Sections 307 and 309, clause 346(f)] | Are staff exposed to chemical/biological substances above the levels identified in Table 21?If so, do they have suitable respirators? Do they wear them? |
| **21-12** | Chemical and Biological Substances - Eye flushing equipment | All committees | Where there may be a risk to the eyes of a worker from corrosive or other harmful substances, an employer or contractor shall provide, at readily accessible locations, approved equipment to flush the eyes of the worker with lukewarm water or another appropriate liquid. |  | Do worker have access to eye flushing equipment?Is it accessible? Approved?Does it provide appropriate flushing liquid? |
| **23-11** | Asbestos - Personal protective equipment | All committees | (1) Where effective local exhaust ventilation equipment is not used, an employer, contractor or owner shall ensure that each worker who may be exposed to asbestos dust resulting from an asbestos process is provided with and uses:(a) an approved respiratory protective device that is appropriate to the level of risk of the asbestos process and that meets the requirements of Part VII; and(b) approved protective clothing that, when worn, will exclude asbestos dust.(2) An employer shall ensure that protective clothing:(a) is disposed of as asbestos waste after use; or(b) is kept, maintained and cleaned in a safe manner each time it is used. | “asbestos dust” means dust that consists of or contains asbestos fibres that are likely to become airborne “asbestos process” means any activity that may release asbestos dust,and includes:(i) the sawing, cutting or sanding of asbestos-containing materials;(ii) the repair, maintenance, replacement or removal of asbestos surfaces;(iii) the cleaning or disposal of asbestos materials;(iv) the mixing or application of asbestos shorts, cements, grouts, putties or similar compounds;(v) the storing or conveyance of materials containing asbestos; and(vi) the demolition of structures containing asbestos | Do workers perform asbestos processes? If so, is effective local exhaust ventilation provided?If not, do they have respirators and PPE? |

Personal Protective Equipment Analysis

|  |  |  |
| --- | --- | --- |
| 1. Are there written procedures for PPE?
 | Yes | No |
| 1. Is the correct PPE available?
 | Yes | No |
| 1. Is PPE used as required?
 | Yes | No |
| 1. Are workers consistently required to wear PPE as required?
 | Yes | No |
| 1. Are workers fitted properly for PPE?
 | Yes | No |
| 1. Are workers trained in proper use of PPE?
 | Yes | No |
| 1. Does the employer have a respiratory protection program in place?
 | Yes | No |
| 1. Does the training for respirators involve a hands-on demonstration
 |  |  |
| by workers? | Yes | No |
| 1. Has the employer accessed noise levels in the workplace?
 | Yes | No |
| 1. Is hearing protection provided in high noise areas?
 | Yes | No |

Policy Review

## Safety Program Policies

## a. Cellular Phones and All Other Wireless Transmitting Devices

## b. Winter Traveling

## c. Ergonomics

## d. Footwear

## e. Violence Policy

## f. Working Alone

## g. Transferring, Lifting and Repositioning

## h. Scent Free

## i. Tobacco

## j. Eye and Face Protection

## k. Safety Showers

## l. Emergency Eye Wash Stations

## m. Hazard Identification and Prevention Strategies

### What should these policies address?

These policies should identify:

* Existing and potential hazards to staff.
* Measures to protect staff by eliminating, reducing or controlling the risk.
* Procedures to respond safely in emergency situations.

Do these 13 policies:

* Identify existing and potential hazards to staff?
* Identify measures to control hazards by eliminating, reducing or controlling them?
* Identify procedures to respond safely in emergency situations?