# 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. Review musculoskeletal activities – OH&S regulation section 6-18
	2. Incident/injury reports
	3. Inspections
	4. OH&S week (May) e.
2. Review OH&S regulation sections

a. 3-24; 6-19; 7-15 – 7-22; 9-2; 9-8 – 9-13; 9-15; 18-2 – 18-10

1. Complete the:
	1. *Shift work analysis*
	2. *Working alone analysis*

Note all deficiencies must be accompanied by recommended actions.

## Safety program policy review – review safety program policies

* 1. *1.5 - Occupational Health Committee Responsibilities*
	2. *1.6 - Regional Advisory Committee*
	3. *1.13 – Staff Incentives*
	4. *1.16 – Safety Awards*
	5. *3.20 – Reporting of Safety Concerns*

## Plan staff awareness

* 1. Shift work and working alone
1. Adjournment

Year Two: April - June

#  Saskatchewan Employment Act and OH&S Regulations Review

| **Section** | **Title** | **Applies to** | **Requirements** | **Definitions** | **Q & A** |
| --- | --- | --- | --- | --- | --- |
| **Occupational Health and Safety regulations** |  |
| **3-24** | Working alone or at isolated places of employment | All committees | (2) Where a worker is required to work alone or at an isolated place of employment, an employer or contractor, in consultation with the committee, the representative or, where there is no committee or representative, the workers, shall identify the risks arising from the conditions and circumstances of the worker’s work or the isolationof the place of employment.(3) An employer or contractor shall take all reasonably practicable steps to eliminate or reduce the risks identified pursuant to subsection (2).(4) The steps to be taken to eliminate or reduce the risks pursuant to subsection (3):(a) must include the establishment of an effective communication system that consists of:(i) radio communication;(ii) phone or cellular phone communication; or(iii) any other means that provides effective communication in view ofthe risks involved; and (b) may include any of the following:(i) regular contact by the employer or contractor with the worker workingalone or at an isolated place of employment;(ii) limitations on, or prohibitions of, specified activities;(iii) establishment of minimum training or experience, or otherstandards of competency;(iv) provision of personal protective equipment;(v) establishment of safe work practices or procedures;(vi) provision of emergency supplies for use in travelling under conditionsof extreme cold or other inclement weather conditions. | (1) In this section, “to work alone” means to work at a worksite as the only worker of the employer or contractor at that worksite, in circumstances where assistance is not readily available to the worker in the event of injury, ill health oremergency. | Do you have staff that *“work alone”?*If so, have the risks been identified?Was the OHC involved in identifying the risks?Is there an effective communication system provided?Are other measures in place to reduce the risk?Are these measures adequate? |
| **6-19** | Shift work and constant effort and exertion | All committees | Where a worker works shifts or a worker’s work demands constant anduninterrupted mental effort or constant and uninterrupted physical exertion, an employer or contractor, in consultation with the committee, shall:(a) assess the risks to the worker’s health and safety of the worker’s work; and(b) inform the worker of the nature and extent of the risks mentioned in clause (a) and the ways to eliminate or reduce those risks. |  | Have the risks of shift work been communicated to staff?Do staff know how to minimize those risks? |
| **7-15** | Lifelines  | All committees | (1) Unless otherwise specifically provided, an employer, contractor or owner shall ensure that a lifeline:(a) is suitable for the conditions in which the lifeline is to be used, having regard to factors including strength, abrasion resistance, extensibility and chemical stability;(b) is made of wire rope or synthetic material;(c) is free of imperfections, knots and splices, other than end terminations;(d) is protected by padding where the lifeline passes over sharp edges;(e) is protected from heat, flame or abrasive or corrosive materials during use;(f) is fastened to a secure anchor point that:(i) has a breaking strength of at least 22.2 kilonewtons; and(ii) is not used to suspend any platform or other load; and(g) is maintained according to the manufacturer’s recommendation.(1.1) Unless otherwise specifically provided, an employer, contractor or owner shall ensure that there is a lifeline that meets the requirements of this section for every worker.(2) Unless otherwise specifically provided, an employer or contractor shall ensure that a vertical lifeline required by these regulations has a minimum diameter of:(a) 12 millimetres if the lifeline is made of nylon;(b) 15 millimetres if the lifeline is made of polypropylene; or(c) eight millimetres if the lifeline is made of wire rope.(3) An employer or contractor shall ensure that where a vertical lifeline is used:(a) the lower end extends to the ground or to a safe landing; and(b) the lifeline is protected at the lower end to ensure that the line cannot be fouled by any equipment. (4) Unless otherwise specifically provided, an employer or contractor shall ensure that a horizontal lifeline is:(a) either:(i) designed and certified as safe by a professional engineer; or(ii) manufactured to an approved standard; and(b) installed and used in accordance with the design mentioned in clause (a) or the manufacturer’s recommendations.  | “lifeline” means a length of rope or strap that is attached to a safe pointof anchorage at one end or, in the case of a horizontal lifeline, at both ends to provide support and a guide for a personal fall arrest system or personnel lowering device | Do workers have lifelines that meet these requirements? |
| **7-16** | Personal fall arrest systems | All committees | (1) An employer or contractor shall ensure that a personal fall arrest system and connecting linkage required by these regulations are approved and maintained.(2) An employer or contractor shall ensure that a personal fall arrest system required by these regulations:(a) prevents a worker from falling more than 1.2 metres without a shock absorber;(b) where a shock absorber is used, prevents a worker from falling more than two metres or the limit specified in the manufacturer’s specifications, whichever is less;(c) applies a peak fall-arrest force not greater than eight kilonewtons to a worker; and(d) is fastened to a lifeline or to a secure anchor point that has a breaking strength of at least 22.2 kilonewtons. | “personal fall arrest system” means personal protective equipment that provides a means of safely arresting the fall of a worker and that, subsequent to the arrest of the fall, does not by itself permit the further release or lowering of the worker | Do your fall arrest systems meet these requirements? |
| **7-17** | Full-body harness | All committees | Where a full-body harness is used, an employer or contractor shall ensure that:(a) the full-body harness and connecting linkage are approved and maintained;(b) the full-body harness is properly fitted to the worker;(c) the worker is trained in the safe use of the full body harness;(d) all metal parts of the full-body harness and connecting linkage are of drop-forged steel 22.2 kilonewtons proof tested;(e) a protective thimble is used to protect ropes or straps from chafing whenever a rope or strap is connected to an eye or a D-ring used in the full body harness or connecting linkage; and(f) the connecting linkage is attached to a personal fall arrest system, lifeline or secure anchor point to prevent the worker from falling more than 1.2 metres. | “full-body harness” means a safety device that is capable of suspending a worker without causing the worker to bend at the waist, and consists of straps that pass over the worker’s shoulders and around the worker’s legs, an upper dorsal suspension assembly and all integral hardware “connecting linkage” means a lanyard, safety hook, cable or connector inserted between a personal fall arrest system and the D-ring on a worker’s full-body harness | Do your full-body harnesses meet these requirements? |
| **7-18** | Snap hooks on personal fall arrest system | All committees | Where a snap hook is used as an integral component of a personal fall arrest system, connecting linkage, full-body harness or lifeline, an employer or contractor shall ensure that the snap hook is self-locking and is approved and maintained. |  | Are snap hooks used? Are they self-locking?Are they approved and maintained? |
| **7-19** | Lanyards  | All committees | An employer or contractor shall ensure that a lanyard:(a) is as short as work conditions permit;(b) is constructed of:(i) nylon, polyester or polypropylene rope or webbing; or(ii) wire rope that is equipped with an approved shock absorbing device;(c) is equipped with suitable snap hooks; and(d) is approved and maintained. |  | Are your lanyards made of the appropriate materials? |
| **7-20** | Worker’s responsibilities re lifelines, etc. | All committees | (1) Before using a lifeline or lanyard, a worker shall ensure that the lifeline or lanyard:(a) is free of imperfections, knots and splices, other than end terminations;(b) is protected by padding where the lifeline or lanyard passes over sharp edges; and(c) is protected from heat, flame or abrasive or corrosive materials during use.(2) Before using a vertical lifeline, a worker shall ensure that:(a) the lower end extends to the ground or to a safe landing; and(b) the lifeline is protected at the lower end to ensure that the line cannot be fouled by any equipment.(3) Before using a full-body harness, a worker shall ensure that the full-body harness:(a) is properly adjusted to fit the worker securely; and(b) subject to subsection 274(5), is attached by means of a connecting linkage to a fixed anchor or a lifeline.(4) A worker who uses a full-body harness and connecting linkage shall ensure that the connecting linkage is attached to a personal fall arrest system, lifeline or a fixed anchor. |  | Are workers ensuring they check all these things before they use a lifeline, lanyard, and/or a full-body harness? |
| **7-21** | Inspection of full body harness, etc. | All committees | (1) Where the use of a connecting linkage, personal fall arrest system, full‑body harness or lifeline is required by these regulations, an employer or contractor shall ensure that a competent person:(a) inspects the connecting linkage, personal fall arrest system, full-body harness or lifeline:(i) as recommended by the manufacturer; and(ii) after the connecting linkage, personal fall arrest system, full body harness or lifeline has sustained a fall-arresting incident; and(b) determines whether the connecting linkage, personal fall arrest system, full-body harness or lifeline is safe for continued use.(2) An employer or contractor shall ensure that a worker inspects the connecting linkage, personal fall arrest system, full-body harness or lifeline before each use and that where a defect or unsafe condition that may create a hazard to a worker is identified in a connecting linkage, personal fall arrest system, full-body harness or lifeline:(a) 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(b) as soon as is reasonably practicable, the defect is repaired or the unsafe condition is corrected. | “connecting linkage” means a lanyard, safety hook, cable or connector inserted between a personal fall arrest system and the D-ring on a worker’s full-body harness “personal fall arrest system”, means personal protective equipment that provides a means of safely arresting the fall of a worker and that, subsequent to the arrest of the fall, does not by itself permit the further release or lowering of the worker“full-body harness” means a safety device that is capable of suspending a worker without causing the worker to bend at the waist, and consists of straps that pass over the worker’s shoulders and around the worker’s legs, an upper dorsal suspension assembly and all integral hardware “lifeline” means a length of rope or strap that is attached to a safe point of anchorage at one end or, in the case of a horizontal lifeline, at both ends to provide support and a guide for a personal fall arrest system or personnel lowering device “competent” means possessing knowledge, experience and training to perform a specific duty  | Are all parts inspected before each use? How about after a fall arresting incident? Are defects corrected ASAP? |
| **7-22** | Protection against drowning | All committees | (2) Where a worker is required to work at a place from which the worker could fall and drown, and the worker is not protected by a guardrail, an employer or contractor shall:(a) provide the worker with a life jacket and ensure that the worker uses it, and ensure that the rescue equipment and personnel described in subsection (3) are readily available;(b) provide the worker with a full body harness and lifeline and ensure that the worker uses them; or(c) ensure that a net is installed that is capable of safely catching the worker if the worker falls.(3) The rescue equipment and personnel required by clause (2)(a) must consist of:(a) a suitable boat equipped with a boat hook;(b) a buoyant apparatus attached to a nylon rope that is not less than nine millimetres in diameter and not less than 15 metres long; and(c) a sufficient number of properly equipped and trained workers to implement rescue procedures.(4) An employer or contractor shall ensure that a life jacket or personal flotation device is provided for each worker who is transported by boat or works from a boat, and that each worker uses the life jacket or personal flotation device at all times when the worker is in the boat. | (1) In this section:(a) “buoyant apparatus” means a device that is capable of supporting the weight in water of a worker and that is constructed to:(i) remain stable when floating on either side;(ii) have no projections that would prevent the buoyant apparatus from sliding easily over the side of a boat or ship; and(iii) require no adjustment before use;(b) “life jacket” means an approved device that is capable of keeping a worker’s head above water in a face-up position without effort by the worker;(c) “personal flotation device” means an approved device that is capable of keeping a worker’s head above water without effort by the worker and includes a device that is designed to protect a worker against hypothermia. |  |
| **9-2** | Protection against falling | All committees | (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.(3) An employer or contractor shall ensure that a worker at a permanent work area is protected from falling by a guardrail or similar barrier if the worker may fall a vertical distance of more than 1.2 metres and less than three metres.(4) Notwithstanding subsection (3), where the use of a guardrail or similar barrier is not reasonably practicable, an employer or contractor shall ensure that a worker uses a travel restraint system.(5) Notwithstanding subsection (4), where the use of a travel restraint system is not reasonably practicable, an employer or contractor shall ensure that a safety net or control zone or other equally effective means that protects the worker from falling is used.(6) Subsection (2) does not apply to competent workers who are engaged in:(a) connecting the structural members of a skeletal steel structure or a pre‑cast structure;(b) connecting the support structure of a scaffold;(c) stabilizing or securing the load on a truck or trailer;(d) installing or attaching a fall protection system to the anchor point;(e) removing or disassembling the associated parts of a fall protection system when it is no longer required; or(f) activities within the normal course of business on a permanent loading dock that is not greater than 1.2 metres in height. | 116(1) In this section and sections 116.1 to 116.3:(a) “anchor point” or “anchor plate” means a secure connecting point capable of safely withstanding the impact forces applied by a fall protection system;(b) “control zone” means the area within two metres of an unguarded edge of a level, elevated work surface of three metres or more in height;(c) “fall protection system” means:(i) a control zone as required pursuant to section 116.2;(ii) a personal fall arrest system;(iii) a safety net; or(iv) a travel restraint system; (d) “permanent” means intended and designed to last indefinitely;(e) “similar barrier” means any barrier that the employer or contractor can demonstrate provides a level of protection that is at least equivalent to a guardrail;(f) “temporary” means:(i) designed to be removed by the last workers using it before commissioning or turnover to the contractor or owner; and(ii) intended and designed to last not more than one year;(g) “travel restraint system” means a system that prevents a worker from travelling to the edge of a structure or to a work position from which the worker could fall. | Does your site require fall protection? If yes, is it provided? |
| **9-3** | Fall protection plan | All committees | An employer or contractor shall develop a written fall protection plan where:(a) a worker may fall three metres or more; and(b) workers are not protected by a guardrail or similar barrier.(2) The fall protection plan required by subsection (1) must describe:(a) the fall hazards at the worksite;(b) the fall protection system to be used at the worksite;(c) the procedures used to assemble, maintain, inspect, use and disassemble the fall protection system; and(d) the rescue procedures to be used if a worker falls, is suspended by a personal fall arrest system or safety net and needs to be rescued.(3) The employer or contractor shall ensure that a copy of the fall protection plan is readily available before work begins at a worksite where a risk of falling exists.(4) The employer or contractor shall ensure that a worker is trained in the fall protection plan and the safe use of the fall protection system before allowing the worker to work in an area where a fall protection system must be used. |  | Do you have areas where workers could fall more than 3m and they do not have a permanent barrier?If yes, is there a written fall protection plan that meets these requirements? |
| **9-4** | Control zone | All committees | An employer or contractor shall ensure that a control zone:(a) is only used if a worker can fall from a level surface in a work area; and(b) is not less than two metres wide when measured from the unguarded edge.(2) When crossing a control zone mentioned in subsection (1), a worker:(a) subject to subsection (4) is not required to use a fall protection system, other than the control zone, to enter or leave the work area; and (b) shall follow the most direct route to get to or from the unguarded edge.(3) An employer or contractor shall ensure that a control zone is clearly marked with an effective raised warning line or other equally effective method if a worker is working more than two metres from an unguarded edge.(4) An employer or contractor shall ensure that a worker who has to work within a control zone uses:(a) a travel restraint system; or(b) a means that is as equally effective as a travel restraint system and that prevents the worker from getting to the unguarded edge. |  | Does your site use control zones to manage falls?If yes, does it meet the requirements of this section? |
| **9-5** | Anchor points and anchor plates  | All committees | (1) Where a worker uses a personal fall arrest system or a travel restraint system, an employer, contractor or owner shall ensure that an anchor point or anchor plate that meets the requirements of this section is used as part of that system.(2) An employer, contractor or owner shall ensure that a temporary anchor point used in a travel restraint system:(a) has an ultimate load capacity of at least 3.5 kilonewtons (800 pounds‑force) per worker attached in any direction in which the load may be applied;(b) is installed and used according to the manufacturer’s specifications;(c) is permanently marked as being for travel restraint only; and(d) is removed by the last worker from use on the earlier of:(i) the date the work project for which it is intended is completed; and(ii) the time specified by the manufacturer.(3) An employer, contractor or owner shall ensure that a permanent anchor point used in a travel restraint system associated with any new construction project on or after the date this section comes into force:(a) has an ultimate load capacity of at least 8.75 kilonewtons (2,000 pounds‑force) per worker attached in any direction in which the load may be applied;(b) is installed and used according to the manufacturer’s specifications; and(c) is permanently marked as being for travel restraint only.(4) In the case of a personal fall arrest system installed on or after one year after the date this section comes into force, an employer, contractor, owner or supplier shall ensure that anchor points to which the personal fall arrest system is attached have an ultimate load capacity of at least 22.2 kilonewtons (5,000 pounds-force) per worker attached in any direction in which the load may be applied.(5) An employer, contractor, owner or supplier shall ensure that the following types of equipment that are components of fall protection systems, and their installation, conform to the manufacturer’s specifications or are certified by a professional engineer:(a) permanent anchor points;(b) anchors with multiple attachment points;(c) permanent horizontal lifeline systems;(d) support structures for safety nets. |  | Do you have anchor points at your site?If yes, do they meet the requirements of this section? |
| **9-8** | Protection against falling objects | All committees | (1) Subject to section 120, where a worker is required to work in an area where the worker may be in danger from a falling object, an employer, contractor or owner shall ensure that the worker is adequately protected by the installation of an overhead barrier.(2) An employer, contractor or owner shall ensure that every area where a worker could be struck by a falling object is clearly marked by barriers, notices, warning lights or other warning devices. |  | Are workers protected from falling objects? |
| **9-9** | Protection from objects falling from scaffolds | All committees | (1) Where a suspended scaffold, suspended powered scaffold or load-carrying unit is suspended from or attached to a structure, an employer, contractor or owner shall ensure that wire mesh, or other material equally effective to prevent objects from falling from the working surface, is installed from the working surface to a height of at least 900 millimetres on all sides except the side adjacent to the structure.(2) An employer, contractor or owner shall ensure that wire mesh is installed from the working surface of a platform to a height of two metres on all sides of:(a) a tower hoist as defined in section 199;(b) a building shaft hoist; and(c) a hoist cage in an excavated shaft.(3) Where it is necessary to hoist or lower materials that are of such a nature that the sides of a cantilever hoist platform or skip cannot be equipped as required by subsection (1), an employer, contractor or owner shall provide another equallyeffective means for the protection of workers against falling materials. (4) Where it is necessary for workers to pass through a safeguard required by this section, an employer, contractor or owner shall install a gate that is equally effective to prevent objects from falling from the working surface and shall ensure that the gate is kept closed except when the gate is in use.  |  | Are appropriate precautions taken when using scaffolding/suspended work platforms to protect workers from falling objects? |
| **9-10** | Handrails | All committees | (1) An employer, contractor or owner shall ensure that a stairway with five or more treads:(a) is equipped with a handrail that:(i) extends the entire length of the stairway;(ii) is adequately secured to the structure;(iii) is installed on the stairway at a height of between 800 and 920 millimetres above the front edge of the treads; and(iv) is strong enough to support a worker who falls on the stairway; and(b) on an open side, is equipped with both a handrail and an intermediate rail or equivalent safeguard.(2) Where a handrail is required for a temporary stairway to which subsection (1) applies, an employer, contractor or owner shall ensure that the handrail is constructed of at least 38 by 89 millimetre construction grade lumber, or material of equivalent strength, and is supported by posts that are not more than three metres apart. | . | Do stairwells with more than 5 steps have appropriate handrails? |
| **9-11** | Guardrails  | All committees | (1) Subject to subsections (2) to (4), where the installation of a guardrail is required by these regulations, an employer, contractor or owner shall ensure that the guardrail:(a) has a horizontal top member that is not less than 920 millimetres and not more than 1070 millimetres above the working surface;(b) has a horizontal intermediate member that is spaced midway between the horizontal top member and the working surface;(c) is supported for the entire length of the guardrail by vertical members that are:(i) not more than three metres apart, in the case of a guardrail installed before the coming into force of this section; and(ii) where reasonably practicable, not more than 2.4 metres apart, in thecase of a guardrail installed on or after the coming into force of this section;(d) is capable of supporting a worker who may fall against the guardrail; and(e) is constructed of 38 by 89 millimetre construction grade lumber or other materials that are of equal or greater strength. (2) Clause (1)(a) does not apply to a guardrail that:(a) was installed on or before October 30, 1988; and(b) is not less than 900 millimetres nor more than one metre above the working surface.(3) A horizontal intermediate member is not required in the case of a temporary guardrail that is manufactured with a substantial barrier completely filling the area enclosed by the horizontal top member, a horizontal bottom member and the vertical members.(4) A wire rope guardrail may be used at the external perimeter of a building under construction.(5) Where a wire rope guardrail is used pursuant to subsection (4), an employer, contractor or owner shall ensure that:(a) the guardrail consists of a horizontal top member and a horizontal intermediate member made of wire rope that is not less than 9.5 millimetres in diameter, with vertical separators not less than 50 millimetres wide that are spaced at intervals not exceeding 2.4 metres;(b) the horizontal top member and horizontal intermediate member are positioned above the working surface in accordance with clauses (1)(a) and (b);(c) the guardrail is kept taut by means of a turnbuckle or other appropriate device; and(d) the guardrail is arranged so that a worker coming into contact with the ropes cannot fall through the ropes.(6) An employer, contractor or owner shall ensure that no worker hangs equipment on a guardrail. |  | Do guardrails at your work site meet the requirements of this section? |
| **9-12** | Toe boards | All committees | (1) An employer, contractor or owner shall provide toe boards at the edge of:(a) a permanent floor, platform, mezzanine, walkway, ramp, runway or other surface from which it is possible for materials to fall more than 1.2 metres;(b) a temporary scaffold or work platform from which it is possible formaterials to fall more than three metres; and(c) a pit for a flywheel or pulley.(2) Subsection (1) does not apply to a loading or unloading area if the employer, contractor or owner has taken other precautions to ensure that materials will not fall from the floor or other horizontal surface.(3) Where a toe board is required by these regulations, an employer, contractor or owner shall ensure that the toe board extends from the floor or other horizontal surface to a height of not less than:(a) 125 millimetres from the floor or surface; or(b) 100 millimetres from the floor or surface, in the case of a toe board that was installed before March 13, 1986. |  | Does your worksite require toe boards?If yes, do they meet the requirements of this section? |
| **9-13** | Openings in floors, roofs, etc. | All committees | (1) An employer, contractor or owner shall ensure that any opening or hole in a floor, roof or other work surface into which a worker could step or fall is:(a) covered with a securely installed covering that is capable of supporting a load of 360 kilograms per square metre and that is provided with a warning sign or permanent marking clearly indicating the nature of the hazard; or(b) provided with a guardrail and a toe board.(2) Where the covering or guardrail and toe board mentioned in subsection (1) or any part of the guardrail or toe board is removed for any reason, an employer, contractor or owner shall immediately provide an effective alternative means of protection. |  | Are all openings in the floor adequately guarded to prevent workers falling? |
| **9-15** | Safety nets | All committees | Where a safety net is required by these regulations, an employer, contractor or owner shall ensure that the safety net:(a) is manufactured from rope that is at least:(i) eight millimetres in diameter; and(ii) equivalent in breaking strength to number one grade pure manila rope nine millimetres in diameter; (b) has a mesh size that is not greater than 150 by 150 millimetres;(c) has safety hooks or shackles of drop-forged steel that is 22.2 kilonewtons proof tested;(d) has joints between the net panels that are equal in strength to the net;(e) extends at least two metres beyond, and is not more than six metres below, the work area; and(f) is installed and maintained so that, at the maximum deflection of the net when arresting the fall of a worker, no portion of the net contacts another surface. |  | Does your work site require/use safety nets?If yes, do they meet the requirements of this section? |
| Sections 18-2 – 18-10 apply to confined spaces. “confined space” means an enclosed or partially enclosed space that: (i) is not primarily designed or intended for human occupancy, except for the purpose of performing work; and (ii) has restricted means of entrance and exit; Keep these definitions in mind as you review these sections. |
| **18-2** | Identification of confined spaces, hazards, etc  | All committees | Where a worker may be required or permitted to work in a confined space, an employer, in consultation with the committee, shall identify:(a) types of confined spaces at the place of employment that a worker may be required or permitted to enter;(b) types of hazards that are or may be present at each confined space;(c) alternative means to perform the work to be performed in a confined space that will not require the worker to enter the confined space; and(d) alterations to the physical characteristics of the confined spaces that may be necessary to ensure safe entrance to and exit from all accessible parts of each confined space. |  | Are all confined spaces that all workers may enter identified?Have we identified the types of hazards that might be present?Have we explored alternate ways to perform the work?Do the workers have a safe entry/exit option from all accessible areas of the space? |
| **18-3** | Avoidance of entry into hazardous confined space | All committees | (1) Where reasonably practicable, an employer shall use an alternative means to perform work that will not require a worker to enter a hazardous confined space.(2) An employer shall take all reasonably practicable steps to prevent any unauthorized entry into the confined space. |  | Has the employer taken all steps to find alternate ways to perform work in hazardousconfined spaces?How is unauthorized entry prevented? |
| **269** | Requirements before confined space is entered | All committees | (1) Where a worker will be required or permitted to work in a confined space, an employer, contractor or owner shall, before requiring or permitting the worker to enter the confined space:(a) ensure that there is a safe entrance to and exit from all accessible parts of the confined space; and(b) make all practicable alterations to the physical characteristics of the confined space necessary to ensure a safe entrance to and exit from all accessible parts of the confined space.(2) In making alterations pursuant to clause (1)(b), an employer shall ensure that the structural integrity of the confined space is maintained. |  | Has the employer ensured that there is a safe entrance to and exit from all accessible parts of the confined space? |
| **18-5** | Requirements before hazardous confined space is entered | All committees | (1) Before a worker is required or permitted to enter a confined space, an employer shall appoint a competent person:(a) to assess the hazards;(b) where a hazardous atmosphere has been identified, to test the atmosphere of the confined space for:(i) oxygen enrichment or deficiency;(ii) the presence of flammable or explosive substances; and(iii) the presence and hazardous concentration of airborne chemical substances; and(c) to determine whether:(i) work activities or processes will result in the release of toxic, flammable or explosive concentrations of any substances during the worker’s occupation of the confined space;(ii) measures have been taken to ensure that a worker will not drown or become entrapped in any liquid or free-flowing solid present in the confined space;(iii) the entry of any liquid, free-flowing solid or hazardous substance into the confined space in a quantity that could endanger the health or safety of the worker has been prevented;(iv) all energy sources that present a hazard to a worker entering into, exiting from or occupying the confined space have been locked out, with the energy sources being put in a zero energy state;(v) any hazards from biological substances are present in the confined space; and(vi) the opening for entry into and exit from the confined space is sufficient to allow safe passage of a worker who is using personal protective equipment required by these regulations. (2) When testing the atmosphere of a confined space pursuant to clause (1)(b), a competent person shall use appropriate and properly calibrated instruments that have been tested to ensure that the instruments are capable of operating safely and effectively.(3) A competent person who carries out the activities described in clauses (1)(a) to (c) shall prepare a report in writing that sets out:(a) the results of the assessment, tests and determinations;(b) recommended special precautions and procedures to reduce the risk to a worker that are to be followed by a worker entering into, exiting from or occupying the confined space; and(c) recommended personal protective equipment to be used by a worker entering the confined space. | “hazardous confined space” means a confined space that is or may become hazardous to a worker entering the confined space due to:(i) the design, construction or atmosphere of the confined space;(ii) the materials or substances in the confined space;(iii) the work activities or processes used in the confined space; or(iv) any other conditions relating to the confined space “competent” means possessing knowledge, experience and training to perform a specific duty | Are hazardous confined spaces being assessed by a competent person before a worker is permitted entry?Is the equipment for the testing* Adequate?
* Suitable?
* Properly maintained?
* Calibrated?

Do they prepare a written report after completing the testing? |
| **18-6** | Notice where no hazard found | All committees | Where a confined space is not identified as a hazardous confined space, an employer shall:(a) notify a worker who is required to enter the confined space verifying that the confined space is not hazardous;(b) arrange for a method of communication with a worker on entry to and exit from the confined space and at appropriate intervals while a worker is in the confined space;(c) prepare a procedure for the removal of a worker who has become injured or incapacitated while in the confined space; and(d) ensure that the ventilation in the confined space is adequate to maintain safe atmospheric conditions. |  | Do workers have appropriate communication methods when entering and exiting a non-hazardous confined space?Do they have a procedure to remove injured/incapacitated workers? Is the ventilation adequate? |
| **18-7** | Entry plan | All committees | (1) Where a worker will be required or permitted to enter a hazardous confined space, an employer, in consultation with the committee, shall develop a hazardous confined space entry plan to ensure the health and safety of workers who enter or work in the hazardous confined space.(2) A hazardous confined space entry plan must be in writing and must include:(a) the tests or measurements necessary to monitor any oxygen deficiency or enrichment or the presence and hazardous concentration of flammable or explosive substances;(b) the identification of any other hazards that may be present in the hazardous confined space and may put the health or safety of workers at risk;(c) the means, if any, of isolating the hazardous confined space;(d) the means, if any, of ventilating the hazardous confined space;(e) the procedures to enter, work in and exit from the hazardous confined space safely; (f) the availability, location and proper use of personal protective equipment;(g) the rescue procedures to be followed, including the number and duties of personnel and the availability, location and proper use of equipment;(h) the means to maintain effective communication with a worker who has entered the hazardous confined space; and(i) the availability, location and proper use of any other equipment that a worker may need to work safely in the hazardous confined space.(3) An employer shall ensure that the following workers are trained in and implement a hazardous confined space entry plan:(a) a worker who is required or permitted to enter the hazardous confined space;(b) a worker who attends a worker in the hazardous confined space pursuant to subsection 274(4) or (5); (c) a worker who may be required or permitted to implement the rescue procedures mentioned in clause (2)(g).(4) An employer shall make a copy of a hazardous confined space entry plan readily available at the entrance to the hazardous confined space. |  | Does your worksite have hazardous confined spaces?If so, is there a written plan for entry?Does it meet the requirements of this section?Has the OHC been consulted with the development of a hazardous confined space entry plan?Are applicable workers trained on the plan? |
| **18-8** | Purging and ventilating of unsafe atmosphere | All committees | (1) In addition to the requirements of section 369, where a concentration of a toxic, flammable or explosive substance is present or an oxygen enrichment ordeficiency exists in a hazardous confined space, an employer shall ensure that the hazardous confined space is:(a) purged and ventilated before a worker is allowed to enter the space, so that:(i) any hazard associated with a toxic, flammable or explosive substance is reduced to the extent that is possible or eliminated; and(ii) an oxygen content of not less than 19.5% and not more than 23% is ensured; and(b) continuously ventilated at all times during which the worker occupies the hazardous confined space, to maintain a safe atmosphere.(2) Where ventilation is used to reduce or eliminate a hazard pursuant to subsection (1), an employer shall ensure that a competent person tests the atmosphere to determine that the confined space is safe for entry by a worker:(a) before a worker enters the confined space;(b) where all workers have vacated the confined space, before any worker re-enters the confined space;(c) on the request of a worker who is required or permitted to enter the confined space; and(d) continuously where any condition in the confined space may change and put the worker’s health or safety at risk. |  | Does a competent person test the atmosphere in accordance with this section? |
| **18-9** | Precautions where safe atmosphere not possible | All committees | (1) Where a hazardous confined space cannot be purged and ventilated to provide a safe atmosphere or a safe atmosphere cannot be maintained pursuant to section 273, an employer shall ensure that no work is carried on in the confined space except in accordance with the requirements of this section and section 369.(2) An employer shall ensure that a competent person continuously monitors the atmosphere in a hazardous confined space.(3) An employer shall ensure that a worker is provided with and required to use a respiratory protective device that meets the requirements of Part VII if:(a) the airborne concentration for any substance meets or exceeds the permissible contamination limit mentioned in clause 307(1)(a);(b) oxygen deficiency or enrichment is detected; or(c) the airborne concentration of any other substance may be harmful to the worker.(4) An employer shall ensure that a worker in a hazardous confined space is attended by and in communication with another worker who:(a) has been adequately trained in the rescue procedures mentioned in clause 272(2)(g);(b) is stationed and remains at the entrance to the confined space unless replaced by another adequately trained worker; and(c) is equipped with a suitable alarm to summon assistance.(5) If entrance to a hazardous confined space is from the top:(a) an employer shall ensure that:(i) a worker uses a full body harness and, where appropriate, is attached to a lifeline;(ii) if a lifeline is used, the lifeline is attended by another worker who is adequately trained in the rescue procedures mentioned in clause 272(2)(g); and(iii) where reasonably practicable, a mechanical lifting device is available to assist with a rescue and is located at the entry to the confined space while a worker is in the confined space; or(b) an employer shall ensure that an alternate method of rescue is developed and implemented where the use of a full-body harness or lifeline would create an additional hazard.(6) If any flammable or explosive dusts, gases, vapours or liquids are or may be present in a hazardous confined space, an employer shall ensure that all sources of ignition are eliminated or controlled. | Flammable or explosive substance in atmosphere 369(1) Where a flammable or explosive substance is present in the atmosphere of a worksite at a level that is more than 20% of the lower explosive limit of that substance, an employer or contractor shall not require or permit a worker to enter or work at the worksite.(2) Subsection (1) does not apply to:(a) a fire fighter who has been trained pursuant to section 482; or(b) a competent worker who meets the requirements of subsection (3) and who is acting in an emergency situation at the place of employment. (3) An employer shall ensure that:(a) the competent worker mentioned in clause (2)(b) is trained, equipped and works according to an approved standard;(b) the training required by clause (a) is provided by a competent person; and(c) a written record is kept of all training delivered to a worker pursuant to clause (a). | Does your site have hazardous confined spaces that cannot be adequately ventilated/purged?Are workers appropriately trained? |
| **18-10** | Piping discharging hazardous substances | All committees | (1) Where a worker may be required or permitted to work in a confined space into which piping may discharge a hazardous substance, an employer shall ensure that the piping:(a) has a blank installed that is sized for the proper pressure in the piping before the piping enters the confined space;(b) is equipped with two blocking valves and a bleed-off valve installed between the blocking valves located so that any bleed off does not contaminate the confined space; or(c) is equipped with an approved safety device.(2) Where piping is equipped with two blocking valves and a bleed-off valve pursuant to clause (1)(b) or an approved safety device pursuant to clause (1)(c), an employer shall ensure that:(a) the valves in the flow lines are locked out in the “closed” position and the bleed-off valve is locked out in the “open” position;(b) the valves are tagged to indicate that the valves must not be activated until the tags have been removed by a worker designated by the employer for that purpose; and(c) the worker designated pursuant to clause (b):(i) monitors the valves to ensure that they are not activated while a worker is in the confined space; and(ii) records on the tag mentioned in clause (b) the date and time of each monitoring and signs the tag each time the worker monitors the valves. |  | Do we have appropriate precautions in place in situations where piping may discharge a hazardous substance? |

Definitions – kN - Kilonewton

|  |  |
| --- | --- |
| Shift Work Analysis |  |
| Are workers in your workplace required to work shifts? | Yes | No |
| If yes: |  |  |
| 1. Has the employer assessed the risks to workers from shiftwork? | Yes | No |
| 2. Was the OHC involved in this assessment? | Yes | No |
| 3. Has the employer informed workers of the risks? | Yes | No |
| 4. Do workers know how to protect themselves? | Yes | No |

|  |  |
| --- | --- |
| Working Alone Analysis |  |
| Do you have workers who work alone? | Yes | No |  |
| If yes, has the employer |  |  |  |
| 1. Identified the risks from the conditions/circumstances?
2. Involved the OHC in identifying these risks?
3. Taken all reasonably practicable steps to eliminate/reduce the risks?
4. Implemented an effective communication system?
 |  | Yes Yes YesYes | No No NoNo |

Policy Review

Safety Program Policies 1.5; 1.6; 1.13; 1.16; 3.20

## What should these policies address?

These policies should demonstrate our plan for worker participation in occupational health and safety activities, including:

* Inspections
* Investigations of injuries, dangerous occurrences and work refusals.

Do these five policies demonstrate our plan for worker participation in occupational health and safety?

Policy Review – Year Two: April - June