Diagram

Description automatically generatedLogo, company name

Description automatically generated

Text

Description automatically generated

**Health and Safety Program**

**for Members**

|  |  |
| --- | --- |
|  |  |
|  |  |

© 2022, Workplace Safety & Prevention Services (WSPS). All rights reserved.

All text, logos, illustrations, graphics, images, designs, the arrangement of information and other content in this publication are protected by copyright and other intellectual property rights.

The information contained in this reference material is distributed as a guide only. It is generally current to the best of WSPS’s knowledge as at the revision date, having been compiled from sources believed to be reliable and to represent the best current opinion on the subject. No warranty, guarantee, or representation is made by WSPS as to the absolute correctness or sufficiency of any representation contained in this reference material. WSPS assumes no responsibility in connection therewith; nor can it be assumed that all acceptable safety measures are contained in this reference material, or that other or additional measures may not be required in particular or exceptional conditions or circumstances. Under no circumstances shall WSPS, its affiliates, or any of its respective partners, officers, directors, employees, agents or representatives be liable for any damages, whether direct, indirect, special or consequential damages for lost revenues, lost profits, or otherwise, arising from or in connection with this document.

While WSPS does not undertake to provide a revision service or guarantee accuracy, WSPS shall be pleased to respond to your individual requests for information, at any time.

Table of Contents

[Glossary 7](#_Toc126313735)

[1.1 Health and Safety Policy Statement 12](#_Toc126313736)

[2.1 Employer Responsibilities 13](#_Toc126313737)

[2.2 Supervisor Responsibilities 15](#_Toc126313738)

[2.3 Employee Responsibilities 17](#_Toc126313739)

[2.4 Contractor Responsibilities 18](#_Toc126313740)

[2.5 Visitor Responsibilities 23](#_Toc126313741)

[2.6 Progressive Discipline Policy 25](#_Toc126313742)

[2.7 Reprisals 28](#_Toc126313743)

[3.1 Posted Health and Safety Materials Checklist 29](#_Toc126313744)

[4.1 Hazard Reporting Policy 32](#_Toc126313745)

[4.2 Emergency Contact Information 37](#_Toc126313746)

[4.3 General Emergency Information 38](#_Toc126313747)

[4.4 Refusal to Work Policy 58](#_Toc126313748)

[4.5 Lockout Tagout Policy 61](#_Toc126313749)

[4.6 Hot Work Policy 68](#_Toc126313750)

[4.7 Personal Protective Equipment Policy 71](#_Toc126313751)

[4.8 Non-Routine Work Policy 75](#_Toc126313752)

[4.9 Horseplay Policy 76](#_Toc126313753)

[4.10 Musculoskeletal Disorder Prevention Policy 78](#_Toc126313754)

[4.11 Workplace Hazardous Materials Information System (WHMIS) Policy 82](#_Toc126313755)

[4.12 Workplace Violence and Harassment Prevention Policy 92](#_Toc126313756)

[4.13 First Aid Policy 112](#_Toc126313757)

[4.14 Health and Safety Training Program Policy 121](#_Toc126313758)

[5.1 Preventative Maintenance Policy 131](#_Toc126313759)

[5.2 Preventative Maintenance Schedule Template 133](#_Toc126313760)

[5.3 Equipment Preventative Maintenance Record Template 134](#_Toc126313761)

[5.4 Emergency Equipment Preventative Maintenance Record Template 135](#_Toc126313762)

[6.1 Health and Safety Representative Terms of Reference 136](#_Toc126313763)

[7.1 Health and Safety Representative Workplace Inspection Policy 139](#_Toc126313764)

[7.2 Pre-Use Inspection Policy 149](#_Toc126313765)

[7.3 Pre-Use Inspection Schedule Template 152](#_Toc126313766)

[8.1 Incident, Injury and Occupational Illness Investigation Policy 152](#_Toc126313767)

[8.2 Injury and Occupational Illness Reporting Policy 160](#_Toc126313768)

[8.3 Ministry of Labour, Immigration, Training and Skills Development Written Notification Requirements 164](#_Toc126313769)

[9.1 Purpose of the Return to Work Program 170](#_Toc126313770)

[9.2 Return to Work Policy 171](#_Toc126313771)

[9.3 Employer Roles and Responsibilities in the Case of an Injured Employee 172](#_Toc126313772)

[9.4 Supervisor Roles and Responsibilities in the Case of an Injured Employee 173](#_Toc126313773)

[9.5 Injured Employee Roles and Responsibilities 175](#_Toc126313774)

[9.6 Health Care Practitioner Roles and Responsibilities 178](#_Toc126313775)

[9.7 Workplace Safety and Insurance Board Roles and Responsibilities 179](#_Toc126313776)

[9.8 Return to Work and Incident Reporting 180](#_Toc126313777)

[9.9 Best Practices for Active Claims Management 191](#_Toc126313778)

[10.1 Noise Safety 193](#_Toc126313779)

[Safe Operating Procedures for Air Compressors 195](#_Toc126313780)

[Safe Operating Procedures for Air Tools 197](#_Toc126313781)

[Safe Operating Procedures for Air Pruners 199](#_Toc126313782)

[Safe Operating Procedures for All-Terrain Vehicles and Utility Type Vehicles 201](#_Toc126313783)

[Safe Operating Procedures for Augers 204](#_Toc126313784)

[Safe Operating Procedures for Backhoes 206](#_Toc126313785)

[Safe Operating Procedures for Battery Charging 208](#_Toc126313786)

[Safe Operating Procedures for Bin Carriers 210](#_Toc126313787)

[Safe Operating Procedures for Bin Dumpers 212](#_Toc126313788)

[Safe Operating Procedures for Chainsaws 214](#_Toc126313789)

[Safe Operating Procedures for Changing Fluorescent Bulbs 218](#_Toc126313790)

[Safe Operating Procedures for Cherry Catchers 220](#_Toc126313791)

[Safe Operating Procedures for Cherry Shakers 222](#_Toc126313792)

[Safe Operating Procedures for Chop Saws 224](#_Toc126313793)

[Safe Operating Procedures for Circular Saws 227](#_Toc126313794)

[Safe Operating Procedures for Compressed Gas 229](#_Toc126313795)

[Safe Operating Procedures for Conveyors 231](#_Toc126313796)

[Safe Operating Procedures for Corded Power Tools 233](#_Toc126313797)

[Safe Operating Procedures for Cross Cut Saws 236](#_Toc126313798)

[Safe Operating Procedures for Dispensing Flammable and Combustible Liquids 238](#_Toc126313799)

[Safe Operating Procedures for Drills 241](#_Toc126313800)

[Safe Operating Procedures for Drill Presses 243](#_Toc126313801)

[Safe Operating Procedures for Driving 245](#_Toc126313802)

[Safe Operating Procedures for Electrical Work 249](#_Toc126313803)

[Safe Operating Procedures for Excavators 252](#_Toc126313804)

[Safe Operating Procedures for Fall Protection 255](#_Toc126313805)

[Safe Operating Procedures for Fire Extinguishers 264](#_Toc126313806)

[Safe Operating Procedures for Fire Safety 266](#_Toc126313807)

[Safe Operating Procedures for Flammable Liquids Storage 268](#_Toc126313808)

[Safe Operating Procedures for Forklift Trucks 270](#_Toc126313809)

[Safe Operating Procedures for Working Around Frost Protection Equipment 273](#_Toc126313810)

[Safe Operating Procedures for Fuelling 275](#_Toc126313811)

[Safe Operating Procedures for Generators 277](#_Toc126313812)

[Safe Operating Procedures for Grapples 279](#_Toc126313813)

[Safe Operating Procedures for Grass Seeders 281](#_Toc126313814)

[Safe Operating Procedures for Grinders 283](#_Toc126313815)

[Safe Operating Procedures for Equipment with Guards 286](#_Toc126313816)

[Safe Operating Procedures for Hand Tools 288](#_Toc126313817)

[Safe Operating Procedures for Hoists 290](#_Toc126313818)

[Safe Operating Procedures for Hot and Cold Environments 292](#_Toc126313819)

[Safe Operating Procedures for Housekeeping 295](#_Toc126313820)

[Safe Operating Procedures for Hitching Implements and Trailers 297](#_Toc126313821)

[Safe Operating Procedures for Implements 301](#_Toc126313822)

[Safe Operating Procedures for Irrigation Hose Reels 303](#_Toc126313823)

[Safe Operating Procedures for Jacks and Stands 305](#_Toc126313824)

[Safe Operating Procedures for Knives 307](#_Toc126313825)

[Safe Operating Procedures for Ladders 309](#_Toc126313826)

[Safe Operating Procedures for Loaders 312](#_Toc126313827)

[Safe Operating Procedures for Loading Docks 315](#_Toc126313828)

[Safe Operating Procedures for Manual Materials Handling Activities 317](#_Toc126313829)

[Safe Operating Procedures for Manure Spreaders 320](#_Toc126313830)

[Safe Operating Procedures for Mulchers 322](#_Toc126313831)

[Safe Operating Procedures for Pallet Trucks 324](#_Toc126313832)

[Safe Operating Procedures for Palletizers 326](#_Toc126313833)

[Safe Operating Procedures for Pedestrian Safety Working Around Mobile Equipment 327](#_Toc126313834)

[Safe Operating Procedures for Pesticides 329](#_Toc126313835)

[Safe Operating Procedures for Pole Saw Pruners 333](#_Toc126313836)

[Safe Operating Procedures for Post Drivers 336](#_Toc126313837)

[Safe Operating Procedures for Power Elevating Work Platforms 338](#_Toc126313838)

[Safe Operating Procedures for Pressure Washers 342](#_Toc126313839)

[Safe Operating Procedures for Propane Storage 344](#_Toc126313840)

[Safe Operating Procedures for Propane Cylinder Exchange on Forklift Trucks 346](#_Toc126313841)

[Safe Operating Procedures for Pumps 349](#_Toc126313842)

[Safe Operating Procedures for Storage on Racks 351](#_Toc126313843)

[Safe Operating Procedures for Ride On Mowers 353](#_Toc126313844)

[Safe Operating Procedures for Rotary Mowers 356](#_Toc126313845)

[Safe Operating Procedures for Sickle Mowers 359](#_Toc126313846)

[Safe Operating Procedures for Side Hedgers and Pre-Pruners 362](#_Toc126313847)

[Safe Operating Procedures for Skid Steer Loader 364](#_Toc126313848)

[Safe Operating Procedures for Slip, Trip and Fall Prevention 366](#_Toc126313849)

[Safe Operating Procedures for Snow Blowers 369](#_Toc126313850)

[Safe Operating Procedures for Spill Clean Up 372](#_Toc126313851)

[Safe Operating Procedures for Sprayers 374](#_Toc126313852)

[Safe Operating Procedures for String Trimmers 377](#_Toc126313853)

[Safe Operating Procedures for Table Saws 379](#_Toc126313854)

[Safe Operating Procedures for Tractors 381](#_Toc126313855)

[Safe Operating Procedures for Tree Planters 383](#_Toc126313856)

[Safe Operating Procedures for Vine Hedgers 385](#_Toc126313857)

[Safe Operating Procedures for Vine Planters 388](#_Toc126313858)

[Safe Operating Procedures for Working Alone 390](#_Toc126313859)

[Safe Operating Procedures for Working Around Overhead and Underground Utilities 393](#_Toc126313860)

[Safe Operating Procedures for Working Around Water 395](#_Toc126313861)

[Safe Operating Procedures for Weed Sprayers 396](#_Toc126313862)

[Safe Operating Procedures for Welding 399](#_Toc126313863)

# Glossary

The following terms are used throughout this program. The descriptions reflect the interpretation used in this program not specifically legal definitions.

| **Term** | **Description** |
| --- | --- |
| **Biological Hazard** | Living organisms, or products of living organisms, that can be toxic, resulting in illness or disease to humans such as bacteria, viruses, insects, plants, birds, animals, and humans. |
| **Canada Criminal Code** | A law that codifies most criminal offences and procedures in Canada. |
| **Canadian Standards Association (CSA)** | A not-for-profit, membership-based association serving business, industry, government and consumers in Canada to promote health and safety. |
| **Certified First Aider** | Staff who have been trained and certified in first aid from a WSIB recognized training provider. In this document, first aider and first aid attendant are used interchangeably. |
| **Chemical Hazard** | Inanimate toxic substances that can cause bodily harm. Chemical hazards take many forms such as liquids, gases, vapours, dust and fumes. |
| **Chief Prevention Officer** | Appointed by the MLITSD and responsible to develop a provincial occupational health and safety strategy and oversee the delivery of health and safety through Health and Safety Associations. |
| **Competent Person** | A person who is qualified because of knowledge, training and experience to organize the work and its performance, is familiar with the OHSA and the regulations that apply to the work, and has knowledge of any potential or actual danger to health and safety in the workplace. |
| **Contractor** | A person performing contract for service (e.g. cleaning, plumbing) work for compensation. |
| **Critical Injury** | An injury of a serious nature that places life in jeopardy, produces unconsciousness, results in substantial loss of blood, involves the fracture of a leg or arm but not a finger or toe, involves the amputation of a leg, arm, hand or foot but not a finger or toe, consists of burns to a major portion of the body, or causes the loss of sight in an eye. |
| **Designated Substance** | A biological, chemical or physical agent, or a combination thereof, that is prescribed as a designated substance. The exposure of an employee to a designated substance is prohibited, regulated, restricted, limited and/or controlled. |
| **Domestic Violence** | Any form of abuse, mistreatment or neglect that a person experiences from a family member, or from someone with whom they have an intimate relationship. |
| **Employer** | A person who employs 1 or more workers or contracts for the services of 1 or more workers and includes a contractor or subcontractor who performs work or supplies services and a contractor or subcontractor who undertakes with an owner, constructor, contractor or subcontractor to perform work or supply services. In this document, employer includes [Employer/Organization Name]. |
| **Fatality** | Death. |
| **First Aid** | Emergency treatment of illness or injury given before professional treatment or care is obtained. |
| **Hazard** | Anything that can cause injury or illness in people or damage to property. A hazard may occur from what people do or may occur as a result of their working conditions. |
| **Hazard Assessment** | The process of evaluating the level of risk associated with identified workplace hazards. |
| **Health Care** | Services provided at a hospital or health care facility and by health care practitioners such as doctors, registered nurses, chiropractors, physiotherapists or dentists. |
| **Health and Safety Coordinator** | The Health and Safety Coordinator will champion the ongoing improvement and sustainability of this health and safety program. In this document, the employer represents the Health and Safety Coordinator. |
| **Health and Safety Representative** | A worker selected representative that promotes awareness, monitors health and safety, recognizes hazards and makes recommendations. |
| **Internal Responsibility System (IRS)** | A system where everyone has direct responsibility for health and safety as an essential part of their job. Each person takes initiative on health and safety issues and works to solve problems and make improvements on an on-going basis. They do this both individually and in conjunction with others. Successful implementation of the IRS should result in progressively longer intervals between incidents or work-related illnesses. |
| **Lockout** | The process of de-energizing or disengaging machinery or equipment capable of movement before cleaning, servicing, adjusting, unjamming or setting up operations. |
| **Lost Time** | A work related injury or illness that results in the employee missing scheduled time from work resulting in a wage loss. |
| **Medical Aid** | An at work injury or illness which requires the attention of an external health care practitioner. |
| **MLITSD** | Ontario Ministry of Labour, Immigration, Training and Skills Development. |
| **Musculoskeletal Disorder (MSD)** | An injury or disorder of the muscles, tendons, ligaments, joints, nerves, blood vessels, or related soft tissue that may be caused or aggravated by activity. |
| **Near Miss** | An event where no property was damaged and no personal injury was sustained, but where, given a slight shift in time or position, damage or injury easily could have occurred. |
| **Occupational Illness** | A condition that results from exposure in a workplace to a physical, chemical or biological agent to the extent that the employee’s normal physiological mechanisms are affected and their health is impaired. It includes an occupational disease for which an employee is entitled to benefits under the WSIA, 1997. |
| **OHSA** | Ontario Occupational Health and Safety Act. |
| **Ontario Human Rights Code** | Prohibits actions that discriminate against people based on a protected ground in a protected social area. |
| **Ontario Human Rights Commission** | Provides leadership for the promotion, protection and advancement of human rights, and builds partnerships across the human rights system, including developing policies and providing targeted public education, monitoring human rights, research and analysis, and inquiries. |
| **Prescribed** | As specified in the Regulations made under the OHSA. |
| **Personal Protective Equipment (PPE)** | Used as a temporary or last line of protection for employees against hazards. PPE depends on the work environment, work conditions, and processes being performed. |
| **Physical Hazard** | Forms of energy that can harm the body when not controlled (e.g. electricity, extreme temperatures, noise, vibration, radiation, magnetic fields). |
| **Psychosocial Hazard** | Conditions or activities that adversely affect physical, mental and/or emotional wellbeing (e.g. workplace harassment, stress, violence). |
| **Regularly Employed** | Although not defined in the OHSA, it is interpreted to mean employed for 3 months or more. |
| **Regulations** | The regulations relate to a range of subjects including, for example, requirements for specific types of workplaces (industrial establishments, construction sites, mines and health care facilities, farming operations), designated substances, and workplace hazardous materials. |
| **Reprisal** | A negative action or threat by an employer or person acting on behalf of an employer because an employee has acted in compliance with the OHSA or regulations or an order made thereunder, sought enforcement of the OHSA or regulations or has given evidence in a proceeding in respect of enforcement of the OHSA or regulations or inquest under the Coroners Act. |
| **Respondent** | Individual against whom allegations that could constitute a violation of a policy have been made. |
| **Supervisor** | A competent person, appointed by the employer, who has charge of a workplace or authority over a worker. In this document, manager and supervisor are used interchangeably. |
| **Visitor** | Refers to a member of the public who must comply with local and provincial requirements for public access to the workplace. |
| **Worker** | A person who performs work or supplies services for monetary compensation (i.e. full time, part time, seasonal agricultural worker), a secondary school student who performs work or supplies services for no monetary compensation under a work experience program authorized by the school board that operates the school in which the student is enrolled, a person who performs work or supplies services for no monetary compensation under a program approved by a college of applied arts and technology, university or other post-secondary institution or a person who receives training from an employer but who is not consider a worker under the conditions set out under the Employment Standards Act, Section 1(2). In this document, employee and worker are used interchangeably. |
| **Workplace** | Any land, premises, location or thing at, upon, in or near which a worker works. |
| **Workplace Harassment** | Engaging in a course of vexatious comment or conduct against an employee in a workplace, behaviour that is known or ought reasonably to be known to be unwelcome or workplace sexual harassment. |
| **Workplace Sexual Harassment** | Engaging in a course of vexatious comment or conduct against an employee in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome or making sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, rant or deny a benefit or advancement to the employee and the person knows or ought reasonably to know that the solicitation or advance is unwelcome. |
| **Workplace Violence** | The exercise, attempt or threat of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker. |
| **WSIA** | Workplace Safety and Insurance Act, managed by the WSIB, it governs the no-fault insurance system for work-related injuries and diseases. |
| **WSIB** | Workplace Safety and Insurance Board. |
| **WSPS** | Workplace Safety and Prevention Services. |

# 1.1 Health and Safety Policy Statement

[Employer/Organization Name] is vitally interested in the prevention of loss of any of its resources. Protection of employees from injury or illness is a major continuing objective of this organization. Supervisors and employees must be dedicated to this continuing objective.

[Employer/Organization Name] will provide and maintain a safe and healthy work environment, in accordance with appropriate standards and in compliance with legislation. [Employer/Organization Name] will strive to eliminate any foreseeable hazards which may result in property damage, incidents, or personal injury or illness.

[Employer/Organization Name] recognizes that employers, supervisors and employees share the responsibility for health and safety and the prevention of loss. Safe operating policies and procedures will be clearly defined in [Employer/Organization Name]’s health and safety program.

Supervisors and employees will perform their activities in accordance with established safe operating policies and procedures and in compliance with legislation.

Supervisors will be held accountable for the health and safety of employees under their supervision. Supervisors are responsible to ensure that machinery, equipment and workplaces are safe, that employees comply with established safe work practices and procedures, and that employees have received adequate training in their specific work tasks to protect their health and safety.

Employees are equally responsible to protect their health and safety by working in compliance with the legislation and safe procedures established by [Employer/Organization Name]. Employees will receive information, training and competent supervision in their specific work tasks to protect their health and safety. Employees will report any hazards to their supervisors immediately.

Commitment to health and safety must form an integral part of [Employer/Organization Name].

I trust that you will join me in a personal commitment to health and safety in all activities.

[Employer, Signature, Name and Title] [Date]

# 2.1 Employer Responsibilities

Key responsibilities include:

* Following employer responsibilities and ensuring understanding of supervisor and employee responsibilities under both the Occupational Health and Safety Act (OHSA) and [Employer/Organization Name]’s internal health and safety policies and procedures.
* Referring to the most current Canadian Standards Association (CSA) standards, as applicable. CSA standards cited in Ontario occupational health and safety regulations: <https://www.labour.gov.on.ca/english/hs/pubs/csa/>.
* Providing equipment, materials and protective devices (e.g. guards on machines, personal protective equipment, etc.) that are maintained and are in good condition.
* Ensuring equipment, materials and protective devices are used properly and in a safe manner.
* Providing information, instruction and supervision to an employee to protect the health and safety of the employee.
* Appointing competent, qualified supervisors.
* Providing upon request, in a medical emergency, information in the possession of the employer, including confidential business information to a legally qualified medical practitioner, and to such other persons as may be required by law.
* Acquainting an employee or a person in authority over an employee with any hazard in the workplace and in the handling, storage, use, disposal and transport of any article, device, equipment or a biological, chemical or physical agent.
* Affording assistance and cooperation to the Health and Safety Representative in the carrying out of their functions.
* Only employing employees over the prescribed age.
* Not knowingly permitting in or about the workplace anyone under the prescribed age.
* Taking every precaution reasonable in the circumstances for the protection of an employee.
* Providing to the Health and Safety Representative the results of a report relating to occupational health and safety (including written copies of the relevant portions if available). The employer must also advise employees of the results of a report and, if the report is in writing, make available on request copies of the portions concerning occupational health and safety.
* Responding in writing within 21 days to any health and safety recommendations submitted by the Health and Safety Representative, including a timetable to implement the recommendations the employer agrees with and the reasons why the employer disagrees with any recommendations.
* Posting a copy of the OHSA, pertinent regulations and any explanatory material prepared by the Ministry of Labour, Immigration, Training and Skills Development (MLITSD) in an accessible workplace location. Explanatory material is to be in English and the majority language of the workplace.
* Posting and annually reviewing and re-posting a signed copy of the health and safety policy in an accessible workplace location.
* Posting and annually reviewing and re-posting a signed copy of the violence and harassment policy annually and ensuring that the policy in an accessible workplace location.
* Developing and maintaining a health and safety program to implement [Employer/Organization Name]’s health and safety policy.
* Accurately keeping, maintaining and making available to affected employees all records of handling, storage, use and disposal of biological, chemical or physical agents as prescribed.
* Notifying a MLITSD Director of the use or introduction into a workplace of such biological, chemical or physical agents as may be prescribed.
* Monitoring the levels of biological, chemical or physical agents in the workplace and keeping posted records as necessary.
* Ensuring that the workplace meets all standards limiting the exposure of an employee to biological, chemical or physical agents.
* If required, establishing a medical surveillance program and providing for safety-related medical examinations and tests for employees as prescribed.
* Where prescribed, providing an employee with written instructions as to the measures and procedures taken for their own protection, and carrying out such training programs for employees and supervisors as needed.
* Ensuring that all workplace structures meet any standards as outlined in the Building Code Act and prescribed by MLITSD.
* Ensuring that all scheduled health and safety training sessions are carried out and completed according to the training timetable.
* Ensuring that all supervisors and employees performing work for [Employer/Organization Name] have completed the prescribed occupational health and safety awareness training program.
* Creating a work environment that holds zero tolerance on violence and harassment.
* Reviewing all Incident Investigation Forms and ensuring these are discussed at management meetings.
* Actively commending employee and supervisor health and safety performance when it meets or exceeds expectations.
* Monitoring and ensuring supervisors and employees fulfill their responsibilities.
* Performing observations of employee safe work practices during workplace inspections.
* Implementing progressive discipline.

Document Management

|  |  |
| --- | --- |
| Effective Date: |  |
| Revision Date: |  |

# 2.2 Supervisor Responsibilities

Key responsibilities include:

* Following supervisor responsibilities and ensuring understanding of employee responsibilities under both the Occupational Health and Safety Act (OHSA) and regulations and [Employer/Organization Name]’s internal health and safety policies and procedures.
* Ensuring employees work in the manner and with the protective devices, measures and procedures required by the OHSA and regulations (e.g. wearing safety shoes, confining hair, jewelry or loose clothing around moving parts, etc.).
* Ensuring employees use or wear the equipment, protective devices or clothing required by the employer.
* Advising employees of the existence of any potential or actual danger to their health or safety of which the supervisor is aware.
* Where prescribed, providing employees with written instructions as to the measures and procedures to be taken for their protection.
* Taking every precaution reasonable in the circumstances for the protection of an employee.
* Ensuring employees are provided with and sign appropriate job descriptions.
* Reinforcing and demonstrating a positive health and safety attitude and working climate.
* Holding information sessions with employees on health and safety issues.
* Showing interest and involvement in the health and safety performance of the organization.
* Upholding safety rules and procedures and supporting enforcement.
* Implementing progressive discipline.
* Developing a working relationship with the Health and Safety Representative and supporting their role.
* Performing informal workplace inspections daily.
* Making every reasonable attempt to resolve any employee health and safety concerns.
* Conducting Incident Investigations and reviewing all forms and ensuring these are discussed at management meetings.
* Ensuring employees are trained in safe work practices and job safety requirements associated with a particular job process and providing written instructions where appropriate.
* Holding regular meetings with employees in order to review specific safety practices and policies to reinforce safety.
* Correcting any substandard or unsafe acts or any unsafe conditions, and taking action, up to and including progressive discipline.
* Reporting, investigating, and properly documenting all incidents and injuries to employees and guests, as well as any property damage or loss of process.
* Ensuring that a maintenance program for any equipment and machinery in the workplace is carried out.
* Implementing emergency procedures when necessary and ensuring that employees have been properly trained to comply.
* Informing employer of any known occupational health and safety concerns.
* Regularly evaluating employee performance and providing periodic feedback with respect to health and safety.
* Commending employees for exemplary health and safety practices.
* Performing observations of employee safe work practices during workplace inspections.
* Conducting annual evaluations that measure the responsibilities of the employees.
* Attending all required health and safety training programs (e.g. orientation, the prescribed occupational health and safety awareness, etc.), and applying knowledge to activities at [Employer/Organization Name].

Document Management

|  |  |
| --- | --- |
| Effective Date: |  |
| Revision Date: |  |

# 

# 2.3 Employee Responsibilities

Key responsibilities include:

* Following employee responsibilities under both the Occupational Health and Safety Act (OHSA) and regulations and [Employer/Organization Name]’s internal health and safety policies and procedures.
* Using or wearing the equipment, protective devices or clothing that the employer requires.
* Reporting to the supervisor any missing or defective equipment or protective device which could endanger any person.
* Reporting to the supervisor any contravention of the OHSA, regulations or [Employer/Organization Name]’s health and safety program.
* Reporting to the supervisor any observed hazards.
* Not removing or making ineffective any protective device without providing an adequate temporary substitute. When the work is completed, the original protective device must be replaced immediately.
* Not using or operating any equipment, machine, device or thing or otherwise working in a manner that may endanger anyone.
* Not engaging in any prank, contest, feat of strength, unnecessary running or rough and boisterous conduct.
* Following safe work practices, policies and procedures.
* Following established rules and procedures for handling materials, equipment and processes (e.g. reporting unlabelled containers, using proper lifting techniques, etc.).
* Requesting that worn out or defective equipment be replaced.
* Using all safety devices provided, ensuring optimum condition of devices and reporting any defects immediately to a supervisor.
* Using equipment and materials only in the manner intended.
* Carrying out repairs, alterations and processing changes only when authorized.
* Reporting immediately to the supervisor all injuries, incidents near hits/misses and unusual conditions.
* Inspecting work area and equipment daily and reporting and documenting any hazards immediately to the supervisor.
* Attending all required health and safety training programs (e.g. orientation, the prescribed occupational health and safety awareness, etc.), and applying knowledge to activities at [Employer/Organization Name].

Document Management

|  |  |
| --- | --- |
| Effective Date: |  |
| Revision Date: |  |

# 2.4 Contractor Responsibilities

Any contractor/sub-contractor performing work for [Employer/Organization Name] is expected to follow the policies and procedures outlined in the following documentation:

* Contractor responsibilities letter entitled Contractor Safety Practices.
* Contractor responsibilities form entitled Health and Safety Policies for Contractors and Subcontractors.
* Contractor responsibilities template entitled Contractor General Safety Work Permit.

[Employer/Organization Name] will communicate the process and relevant emergency response procedures to all contractors. The contractor will be expected to sign the documentation as required and a copy will remain with [Employer/Organization Name].

Any contractor who fails to perform the work in the manner outlined in these documents will be held accountable, and if necessary will be removed from the work site.

Other contractor/subcontractor responsibilities will include:

* Ensuring the health and safety of the employees.
* Providing qualified employees for the work to be performed.
* Ensuring that all work that is performed is in accordance with all governing standards and legislation.

Additional References

Contractor Safety Practices Letter

Health and Safety Policies for Contractors and Sub-Contractors

Contractor General Safety Work Permit

Document Management

|  |  |
| --- | --- |
| Effective Date: |  |
| Revision Date: |  |

**Contractor Safety Practices Letter**

Dear [Contractor/Sub-Contractor Name]:

This document has prepared as a guide to all contractors who have an agreement to perform certain contract work within [Employer/Organization Name] facilities.

In all cases and at all times, the contractor will be in compliance with the Occupational Health and Safety Act (OHSA), and the prescribed applicable regulations such as Regulations for Construction Projects, if applicable as well as complying with the prescribed requirements legislated in the Regulations for Industrial Establishments and Regulations for Farming Operations. Under these requirements, the duties and responsibilities of the contractors, employees, supervisors, employers, owners and suppliers are well defined.

Contractors are expected to know, understand and carry out all responsibilities while working at all [Employer/Organization Name] facilities.

In addition to meeting legal requirements, it is also expected and required that contractors will abide by the specific procedures that have been established for the operation of [Employer/Organization Name] facilities. It is understood that the following requirements cannot possibly cover all situations; therefore, it is essential that cooperation must be strong between the contractor and [Employer/Organization Name] personnel. Specific questions should be directed to the person who has arranged for the contractor. Contracting firm supervisors will ensure that their employees are made aware of area rules for areas in which they are working, and ensure enforcement of these rules at all times.

[Employer/Organization Name] and the contracting firm are responsible for contractors, including self-employed persons who work as contractors. Contractors are accountable to [Employer/Organization Name] and the contracting firm.

In conclusion, we hope your project with us is pleasant and safe.

Our supervisors and employees are proactive in health and safety and may demonstrate their concerns to you as you perform your obligations.

The following guidelines are set out in the interest of the safety of everyone working within the facility and may be amended as seen fit.

Sincerely,

[Employer/Organization Name]

**Health and Safety Policy for Contractors and Subcontractors**

Dear Contractor/Sub-Contractor:

[Employer/Organization Name] believes that the health and safety of our employees and contractors/ subcontractors is of great importance. Whenever contractors and sub-contractors are on our property, we require compliance with all our health and safety rules and regulations.

Responsibilities

* All contractors, their sub-contractors and their employees must comply with the Occupational Health and Safety Act (OHSA), federal, provincial and local legislation if and as it applies
* The contractor will ensure the health and safety of its employees, its subcontractors and of [Employer/Organization Name]’s employees
* Where applicable a current Workplace Safety and Insurance Board (WSIB) “Certificate of Clearance” must be provided in a timely fashion. A letter of appropriate insurance must also be provided
* The contractor will provide qualified employees, including compulsory skilled trades for construction projects.
* The contractor, its sub-contractors and its employees:
* Will use or wear personal protective clothing and equipment as required by [Employer/Organization Name].
* Will ensure that their equipment is in a safe condition.
* Will report any incident or property damage to [Employer/Organization Name].
* Will investigate, along with [Employer/Organization Name], any incident and/or property damage.
* Will not start work on any project until [Employer/Organization Name] has given authorization.
* Will leave the work place in a clean, safe, orderly condition, with all garbage and debris removed or properly disposed of.
* Will not use any tools, equipment or machinery belonging to [Employer/Organization Name] without management permission.
* Have received all required health and safety training (e.g. confined space entry, fall protection, etc.).
* Will not bring hazardous materials on site without prior approval of management.
* Contractor/subcontractor will follow lockout procedures of [Employer/Organization Name]. If contractor/subcontractor has their own lockout procedures, these must be approved by the management of [Employer/Organization Name].I hereby acknowledge receipt of this letter and will obey all rules pertaining to health and safety. Failure to meet these requirements may result in immediate termination of the contract.

|  |  |
| --- | --- |
| Date: |  |
| Contractor Name: |  |
| Company Name: |  |
| Position: |  |

**Contractor General Safety Work Permit Template**

|  |  |
| --- | --- |
| Contractor Name: |  |
| Purchase Order Number: |  |
| Contractor Supervisor: |  |
| Contractor Supervisor Phone Number: |  |
| Contractor Supervisor: |  |
| Contractor Supervisor Phone Number: |  |
| Contractor WSIB Account Number: |  |
| Contractor Certificate of Insurance Received: |  |
| Scope of Work: |  |
| Work Requested by: |  |
| [Employer/Organization Name] Project Coordinator: |  |
| [Employer/Organization Name] Project Location: |  |
| [Employer/Organization Name] Supervisor: |  |

A meeting has been held with the contractor’s representatives and the [Employer/Organization Name] Project Coordinator in which the safety requirements of the contractor, including relevant Emergency Response Procedures, were reviewed. The contractor confirms that their employees will comply with the safety requirements of [Employer/Organization Name] and the Occupational Health and Safety Act and regulations. It is the sole responsibility of the contractor to ensure compliance with these requirements. Attached is a copy of the certificate of insurance ($1,000,000.00 and WSIB “Certificate of Clearance”).

|  |  |
| --- | --- |
| Meeting Date: |  |
| Work Start Date: |  |

|  |  |
| --- | --- |
| Contractor Representative Name: |  |
| Contractor Representative Signature: |  |
| [Employer/Organization Name] Project Coordinator Name: |  |
| [Employer/Organization Name] Project Coordinator Signature: |  |

# 2.5 Visitor Responsibilities

This policy will provide protection to employees, visitors and customers alike, since visitor activities are controlled by [Employer/Organization Name] to prevent workplace related injuries and illnesses.

* Visitors must sign in upon arrival at the office.
* Visitors must sign out when leaving.
* Visitors must be escorted by a [Employer/Organization Name] employee.
* Visitors must wear applicable personal protective equipment, as prescribed by [Employer/Organization Name] and/or the Occupational Health and Safety Act and regulations.
* Visitors must remain in designated areas.
* Visitors must immediately report any illness or injury suffered while at [Employer/Organization Name].

Employee Responsibilities

Visitors must be under the immediate supervision and control of a [Employer/Organization Name] employee. It is the responsibility of the [Employer/Organization Name] employee to ensure that the visitor abides by these responsibilities. If a visitor refuses to abide by these responsibilities, then the employee or their supervisor will ask the visitor to leave immediately and may bar re-entry in the future.

Any infractions will be reported immediately to the supervisor, who will then be responsible for informing the employer. The supervisor will complete an Incident Report, with the assistance of the [Employer/Organization Name] employee who was escorting the visitor at the time.

Additional References

Visitor Sign In Template

Document Management

|  |  |
| --- | --- |
| Effective Date: |  |
| Revision Date: |  |

**Visitor Sign In Template**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date** | **Name** | **Organization** | **Reason for Visit** | **Time In** | **Time Out** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

# 2.6 Progressive Discipline Policy

Purpose

To outline the procedure to effectively and fairly discipline employees and supervisors at [Employer/Organization Name].

Policy

If any employee at [Employer/Organization Name] flagrantly or willingly disregards the policies, procedures or standards established at [Employer/Organization Name], they will be subject to the appropriate disciplinary measures, as outlined in this policy and procedures below.

Definitions

***Tier 1 Misconduct***

Examples are poor housekeeping, improper documentation, substandard performance of work, failure to wear prescribed safety equipment, horseplay, aggressive driving, failure to perform a specified task and any other issues that may appear minor on the surface, yet are critical to the efficient, safe and profitable operation of [Employer/Organization Name].

***Tier 2 Incompetence***

Any willful or reckless act that could violate another individual’s rights, endanger another individual’s health and safety, negatively affect customer success or satisfaction or be construed as against the law. Examples are theft, fighting, threatening another employee with physical harm or death, hateful words or acts, deliberate destruction, and any other form of gross negligence.

Procedure

Discipline progression is over a rolling three month period, which can be adjusted if it appears the actions are deliberate or the supervisor believes the offence to be more serious than a Tier 1 offence but less serious than a Tier 2 offence. Consultation with the employer is required. A Tier 2 offence is almost always grounds for termination of employment. The supervisor shall consult with the employer or one other supervisor, in the absence of the employer, for a Tier 2 offence.

Thorough documentation is required.

* With every disciplinary act, the supervisor must refer to the employee’s file.
* Every verbal warning must be recorded.
* Every written warning must be inserted into the employee’s file.

The following steps will be used for each tier of offence:

| Step | Tier 1 Misconduct | Tier 2 Incompetence |
| --- | --- | --- |
| ***1*** | Verbal warning and training  Are expectations being communicated correctly? | Suspension without pay for minimum  of two days   * Interview the employee with the employer present to obtain any relevant information or facts. * If the employer is not available, two supervisors must conduct the interview. * Depending on the outcome of the interview, a longer suspension or termination of employment may result. * If the employee is not terminated, prepare a written warning, clearly outlining your expectations and the consequences of not meeting these expectations. * Request that employee sign the written warning. If they refuse, note their refusal on the warning. |
| ***2*** | Written warning and retraining  Is the training effective?  Have you communicated your expectations in writing to all employees?   * Employee should be informed that discipline will progress in severity if actions continue. * Other options include reassignment, modification of duties, training, etc. * Request that employee sign the written warning. If they refuse, note their refusal on the warning. | Termination of employment   * Always consult first with the employer to ensure you have done everything possible to resolve the situation. * Provide notice of termination in writing, demanding the return of any keys, uniforms, etc. |
| ***3*** | Suspension without pay for minimum of one day   * Interview the employee to obtain any relevant information or facts. * Depending on the outcome of the interview, a longer suspension or termination of employment may result. * If the employee is not terminated, prepare a written warning, clearly outlining your expectations and the consequences of not meeting these expectations. * Request that employee sign the written warning. If they refuse, note their refusal on the warning. |  |
| ***4*** | Termination of employment   * Always consult first with the employer to ensure you have done everything possible to resolve the situation. * Provide notice of termination in writing, demanding the return of any keys, uniforms, etc. |  |

Document Management

|  |  |
| --- | --- |
| Effective Date: |  |
| Revision Date: |  |

# 2.7 Reprisals

Purpose

To describe employee protection from reprisals at [Employer/Organization Name].

Policy

Under section 50 of the OHSA, no employer or person acting on behalf of an employer will dismiss, discipline, suspend, impose a penalty, intimidate or coerce an employee, nor will they threaten an employee with such reprisals, because the employee has acted in compliance with the OHSA or regulations or an order made thereunder, sought enforcement of the OHSA or regulations or has given evidence in a proceeding in respect of enforcement of the OHSA or regulations or inquest under the Coroners Act.

An employee that believes that an employer or person acting on behalf of an employer has reprised against them can file a complaint with the Ontario Labour Relations Board.

Definitions

***Reprisal***

A negative action or threat by an employer or person acting on behalf of an employer because an employee has acted in compliance with the OHSA or regulations or an order made thereunder, sought enforcement of the OHSA or regulations or has given evidence in a proceeding in respect of enforcement of the OHSA or regulations or inquest under the Coroners Act.

Additional Resources

MLITSD Reprisals Against Workers by Employers

# 3.1 Posted Health and Safety Materials Checklist

In accordance with the Occupational Health and Safety Act (OHSA) the following materials will be available to employees. The content of the materials will be reviewed and maintained to ensure that the information is current. Reports should be copies as opposed to originals.

| **Material** | **Location** | **Offsite Link** | **Date Posted** |
| --- | --- | --- | --- |
| **Occupational Health and Safety Act (OHSA)** | Health and Safety Board | <https://www.ontario.ca/laws/statute/90o01> |  |
| **Regulation 213 Construction Projects** | Health and Safety Board (As applicable at construction projects) | <https://www.ontario.ca/laws/regulation/910213> |  |
| **Regulation 297 Occupational Health and Safety Awareness and Training** | Health and Safety Board | <https://www.ontario.ca/laws/regulation/130297> |  |
| **Regulation 381 Noise** | Health and Safety Board | <https://www.ontario.ca/laws/regulation/150381> |  |
| **Regulation 414 Farming Operations** | Health and Safety Board | <https://www.ontario.ca/laws/regulation/050414> |  |
| **Regulation 851 Industrial Establishments** | Health and Safety Board (As applicable) | <https://www.ontario.ca/laws/regulation/900851> |  |
| **Regulation 860 Workplace Hazardous Materials Information System (WHMIS)** | Health and Safety Board (As applicable) | <https://www.ontario.ca/laws/regulation/900860> |  |
| **MLITSD Health and Safety at Work Prevention Starts Here Poster** | Health and Safety Board | <https://www.ontario.ca/page/posters-required-workplace#section-2> |  |
| **Explanatory Materials** | Health and Safety Board | Guide to the OHSA for Farming Operations:  <https://www.ontario.ca/page/guide-occupational-health-safety-act-for-farming-operations>  Health and Safety Committees and Representatives in Farming:  <https://www.ontario.ca/page/health-and-safety-committees-and-representatives-farming>  Health and Safety in Farming Operations:  <https://www.ontario.ca/document/health-and-safety-farming-operations>  Fact Sheets, Guidelines, Alerts, Engineering Data Sheets, Posters:  <https://www.labour.gov.on.ca/english/hs/pubs/index.php> |  |
| **Employment Standards Act (ESA) Poster** | Provide to employees  Health and Safety Board (Optional) | Poster:  <https://www.ontario.ca/page/posters-required-workplace#section-1>  Fact Sheet (Optional):  <https://www.ontario.ca/document/your-guide-employment-standards-act-0/agricultural-employees> |  |
| **Regulation 1101 First Aid Requirements** | Health and Safety Board | <https://www.ontario.ca/laws/regulation/901101> |  |
| **Form 82 In Case of Injury at Work Poster** | Health and Safety Board  First Aid Station | <https://www.wsib.ca/en/case-injury-poster-form-82> |  |
| **Health and Safety Policy** | Health and Safety Board |  |  |
| **Workplace Violence and Harassment Prevention Policy** | Health and Safety Board |  |  |
| **Emergency Services and Numbers**   * 911 or Fire, Police, Ambulance; Ministry of Labour, Immigration, Training and Skills Development (MLITSD); Ministry of Environment (MOE); utilities; internal contact numbers) | Primary Telephones  Health and Safety Board |  |  |
| **Safety Data Sheets (SDS)** | To be stored in an easily accessible area near where the chemicals are being used |  |  |
| **Reports**   * Health and Safety Representative inspections * Health and Safety Representative name * JHSC meeting minutes (As applicable) * Health and safety assessments and surveys * MLITSD orders | Health and Safety Board |  |  |
| **Other Information**   * Other information applicable to the workplace (e.g. MLITSD Hazard Alerts) | Health and Safety Board |  |  |

**Document Management**

|  |  |
| --- | --- |
| Effective Date: |  |
| Revision Date: |  |

# 4.1 Hazard Reporting Policy

Purpose

This policy outlines the hazard reporting process for employees of [Employer/Organization Name].

Policy

For the purpose of this policy, a hazard is defined as anything that can cause injury or illness in people, or damage to property. A hazard may occur from what people do, or may occur as a result of their working conditions.

It is the duty of all employees to report hazards to their supervisor. This should be done using the Hazard Reporting Form following the procedure below. All hazards will be identified as high, medium or low as defined here, and will be dealt with in priority sequence.

* High hazards are defined as those with a major risk potential. They are serious or significant hazards, and should receive high priority for immediate controls or elimination
* Medium hazards are defined as those with moderate risk potential and require controls as soon as possible
* Low hazards are defined as those with minor risk potential and require controls after any higher priority hazards have been addressed

If the hazard is low and can be corrected in a safe and healthy manner by the employee or supervisor, they should do so (e.g. moving boxes that are blocking a doorway). All other hazards that are more serious or require expertise should be dealt with by the employer or supervisor and Health and Safety Representative. The employer will respond to the Hazard Reporting Form as soon as possible using the Hazard Response Form.

Procedure

Upon the discovery of a hazard, any employee of [Employer/Organization Name] must proceed in the following manner:

* Complete the Hazard Reporting Form indicating whether the hazard is low, medium or high.
* All incidents of violence and harassment will also be documented using the Workplace Violence and Harassment Reporting Form.
* If the hazard is low and can be corrected in a healthy and safe manner by the employee or supervisor they should proceed and then record the action taken on the Hazard Reporting Form.
* Distribute the completed form to the supervisor with copies being given to the employer and the Health and Safety Representative
* The supervisor will assess and rate the hazard.
* The employer will conduct an investigation with regard to all violence and/or harassment incidents at [Employer/Organization Name].
* If the hazard is medium or high, the employer or supervisor will be required to provide a response with the action taken. The employer shall respond in writing within 21 days to any health and safety recommendations submitted by the Health and Safety Representative. The response shall contain a timetable to implement the recommendation the employer agrees with and give the reasons why the employer disagrees with any recommendations.
* All responses will be reported on the Hazard Response Form, with copies sent to the employee reporting the hazard, the Health and Safety Representative and the employer.

Additional Resources

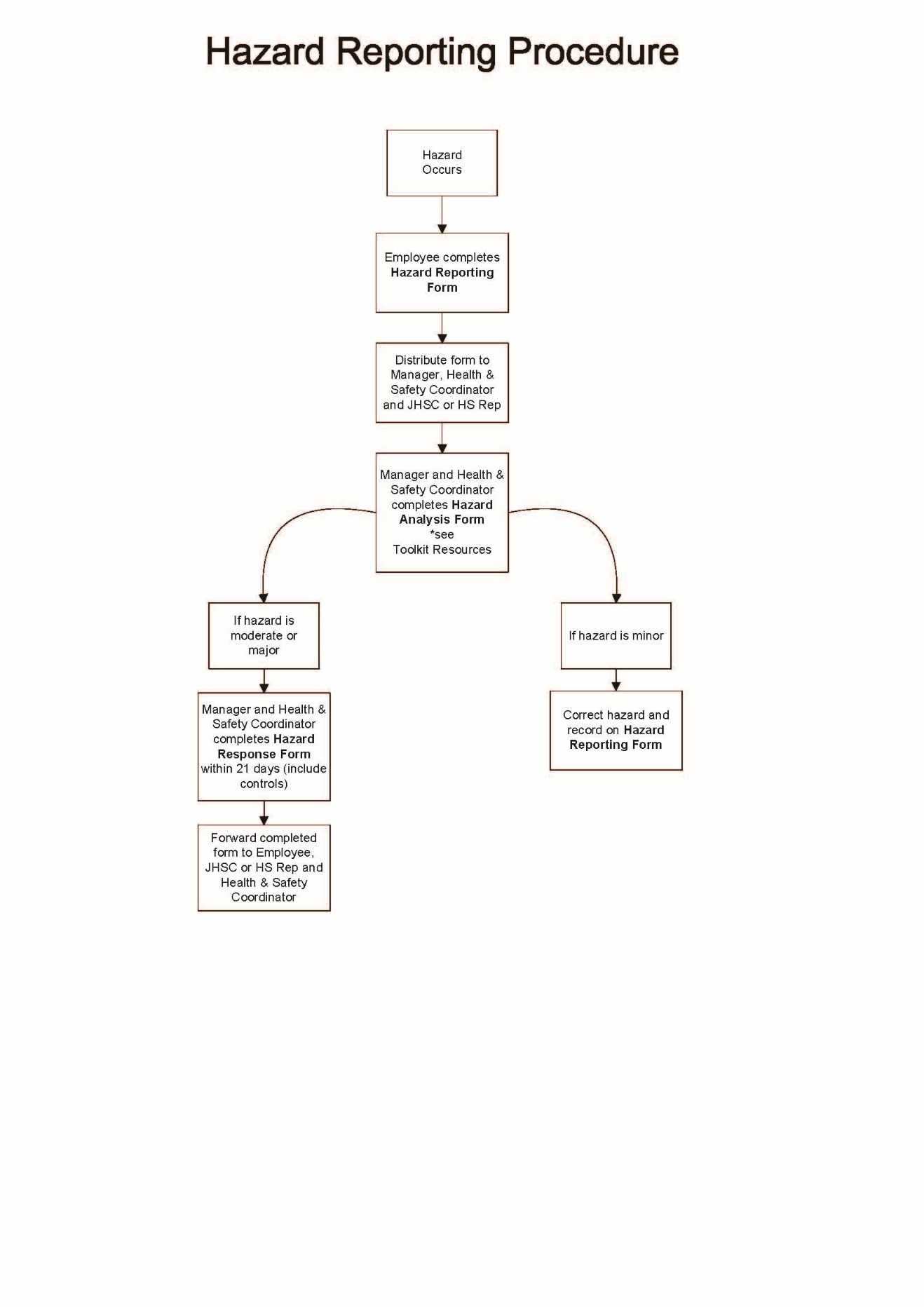
Hazard Reporting Form

Hazard Response Form

Workplace Violence and Harassment Reporting Form

Document Management

|  |  |
| --- | --- |
| Effective Date: |  |
| Revision Date: |  |



**Hazard Reporting Form**

Please complete this form and provide copies to the following people:

Health and Safety Representative

Supervisor

Employer

|  |  |  |  |
| --- | --- | --- | --- |
| Date: | | | |
| Name: | | | |
| Name of Supervisor: | | | |
| Description of Hazard: | | | |
| Rate Hazard: | High | Medium | Low |
| Location of Hazard: | | | |
| Factors Contributing to Hazard (PEMEP): | | | |
| People (training, coaching, communication, education, hygiene practices, etc.): |  | | |
| Equipment (protective equipment, repair and maintenance, adequate clearance): |  | | |
| Materials (correct use, adequate supply, repair and maintenance, proper storage) |  | | |
| Environment (noise, temperature, air quality, lighting, physical layout and structure, housekeeping): |  | | |
| Process (work design, flow, reporting requirements, work practices policies and procedures): |  | | |
| Other Information: |  | | |

****Hazard Response Form****

|  |
| --- |
| Section 1 (To be completed by employer or supervisor) |
| Date: |
| Name: |
| Signature: |
| Work Area: |
| Comments: |
| Action Recommended/Taken: |
| Section 2 (To be completed by health and safety representative) |
| Name: |
| Signature: |
| Work Area: |
| Date Received: |
| Date Completed: |
| Comments: |

# 4.2 Emergency Contact Information

In case of emergency, contact the following:

|  |  |
| --- | --- |
| **Name** | **Contact Information** |
| Name: | Phone: |
| Cell: |
| Name: | Phone: |
| Cell: |

|  |  |  |
| --- | --- | --- |
| Agency | Emergency Number | Non-Emergency Number |
| Police | 911 |  |
| Fire | 911 |  |
| Ambulance | 911 |  |
| Ministry of Environment - Spills Action Centre | 1-800-268-6060 | |
| Public Works (Sewers) |  |  |
| Public Utilities (Electricity) |  |  |
| Ministry of Labour, Immigration, Training and Skills Development, Training and Skills Development (MLITSD) | 1-877-202-0008 | |
| Natural Gas Supplier |  |  |
| Canutec | 1-613-996-6666 | |
| Poison Information Center | 1-800-268-9017 | |
| Weather Information |  |  |

|  |  |  |
| --- | --- | --- |
| Contractor Type | Contractor Name | Telephone Number |
| Fire Alarm |  |  |
| Sprinkler System |  |  |
| Plumber |  |  |
| Electrician |  |  |
| Structural |  |  |
| Heating/Air Conditioning |  |  |

# 4.3 General Emergency Information

Fire Protection Systems

The fire protection system includes:

* [Fire protection system]

Automatic Sprinkler System

The building is equipped with an automatic sprinkler system type:

* [Automatic sprinkler system]

Fire Alarm System

The fire alarm system is:

* [Fire alarm system]

When the system is activated the following procedure occurs:

* [Procedure]

The fire alarm system is monitored through:

* [Monitor Organization Name]

Emergency Lighting

Emergency lights have been installed at the following locations:

* [Locations]

Should a power failure occur, the emergency lights provide sufficient light for evacuation for the following length of time:

* [Time]

Designated Meeting Area

Should individuals at the workplace be required to evacuate, the designated meeting area is:

* [Location]
* [Location for individuals requiring assistance]

Should the occupants of housing for workers provided by the employer be required to evacuate, the designated meeting area is:

* [Location]

**Emergency Contact Information**

Emergency contact information is posted:

* [Location such as at each phone and on each piece of mobile equipment].

Emergency Response Team

Incident Commander

The Incident Commander is authorized to coordinate all activity and take all necessary actions to deal with a hazardous incident. The incident commander is:

* [Name]

First Aid Response Team

The following employees at [Employer/Organization Name] have completed St. John’s Ambulance or equivalent first aid training, as designated by the Regulation 1101 for First Aid. The first aid response team includes:

* [Name]

Fire/Area Warden

The Fire/Area Warden is responsible for the area in which their employees primarily work. The fire warden is:

* [Name]

Fire/Explosion Emergency

Introduction

Because a fire frequently follows an explosion, the same procedures will be used to evacuate the building/site for both a fire and an explosion. Please note that the Emergency Procedures for fire must coincide with [Employer/Organization Name]’s approved Fire Safety Plan required by the Ontario Fire Code. The management functions may be assigned to employees as required. A senior supervisor will be assigned the role of Incident Commander and will ensure that the functions assigned to management are carried out.

Emergency Procedures for the Incident Commander or Alternate

* When the fire alarm is activated or you become aware of fire emergency, contact emergency services at 911.
* If you become aware of a fire emergency and the fire alarm is not sounding, activate the fire alarm.
* If the fire alarm has been activated announce the evacuation instructions.
* Ensure that all emergency systems (sprinkler system, pressurization fans, etc.) are operating properly.
* Ensure that the fire route is clear and unobstructed.
* Ensure that the Fire/Area Wardens follow their evacuation procedures and report any persons remaining in the building or missing.
* Persons investigating the origin of the fire alarm must follow the procedures that are outlined in [Employer/Organization Name]’s approved Fire Safety Plan. They should proceed to the alarm floor/area and report the conditions to the Incident Commander.
* Ensure that machinery or processes are shut down if this can be done without endangering personnel.
* Liaise with the fire department to provide any assistance that they require.
* Once the emergency is over, take the necessary actions to return the facility emergency systems to service as quickly as possible.

Emergency Procedures for Fire/Area Wardens

When the alarm sounds, or verbal instructions are given to evacuate their area, Fire/Area Wardens will:

* Direct all employees and visitors to leave the building or area by the safest route available.
* Inspect their assigned area to ensure that all employees and visitors have evacuated.
* Make a note of any persons who will not be able to evacuate and ensure that they are at the designated location so that firefighters can find and assist them with evacuation if necessary. Report any persons requiring assistance to the Incident Commander.

Once outside:

* Ensure employees are assembling at the designated employee meeting area.
* Fire/Area Wardens will report on the status of their section to the Incident Commander.
* The Incident Commander will advise the fire department of any individuals remaining in the building and their location.

Emergency Procedures for Occupants

Upon discovery of fire or smoke**:**

* Leave the affected area immediately.
* Announce the emergency to inform others.
* Leave the building via the nearest exit.
* Close the doors behind you.
* Contact emergency services at 911.
* Report the fire to employer/supervisor.
* Go to the designated meeting area.

Upon hearing the alarm:

* Leave the building via the nearest exit.
* Close the doors behind you.
* Follow instructions.
* Remain calm.
* Go to the designated meeting area.

The fire department personnel will respond to investigate the cause of the alarm.

When evacuating the building:

* If you encounter fire, smoke, or spilled chemicals, use an alternate exit.
* Listen to announcements.
* Follow instructions of Fire/Area Wardens and the fire department.
* Provide help to persons needing assistance to exit.

If you are unable to evacuate, advise a Fire/Area Warden of your situation. Firefighters will assist you during the emergency, if they deem it necessary.

Physical Threat Emergency

Emergency Procedures for Management

Any person who becomes aware of an intrusion by an armed person, a violent act within the workplace (shooting, stabbing or physical assault) that may occur or is likely to occur, or a hostage taking incident will take the following actions:

* Immediately evacuate as many people as possible from the area.
* Cordon off the area or otherwise prevent people from entering the area.
* Contact emergency services at 911. Tell them if people have already been injured, how many intruders there are and what weapons they have.
* Advise the Incident Commander of the situation.
* Ensure that any victims receive first aid treatment, if this can be provided without putting anyone else in danger.

The police will take command of the situation when they arrive. Management will provide the police with any information they require, including floor plans of the area in question.

If the police determine that an evacuation of the building is required, the exit routes described in the Fire Safety Plan will be utilized by police visiting each area and verbally advising occupants to evacuate.

Emergency Procedures for All Occupants

If your area is invaded by an armed person, or if a violent act (shooting, stabbing or physical assault) or a hostage taking incident occurs in your area all occupants will take the following actions:

* Leave the area immediately.
* Warn others in the immediate area of the danger and prevent anyone from entering the area.
* If you are unable to leave the area, barricade yourself in the most secure room available. Keep calm and do nothing that will attract the intruder’s attention.
* Contact emergency services at 911. Tell them how many intruders there are and what weapons they have.
* Advise the Incident Commander of the situation.
* Provide first aid to any victims if this can be done without putting yourself in danger.
* Follow the instructions of the police, security or the supervisor.

Hazardous Materials Spill or Release Emergency

Emergency Procedures for Management

* Any spill or leak of a chemical must be treated as being a potential hazardous material incident until the chemical can be identified.
* If the magnitude of the incident is determined to be of serious concern, the Incident Commander will contact emergency services at 911.
* Immediately evacuate all persons from the danger area(s).
* Determine the name of the spilled or leaking chemical or material from the label on the container or from the shipping manifest or invoice.
* Note: If the type of spilled/leaked substance cannot be determined, then it must be assumed to be the most dangerous material used/stored in the building.

If anyone is, or appears to be, injured or ill as a result of the spill:

* Contact emergency services at 911. Ensure that emergency responders are informed of the name of the chemical or material involved.
* Safety Data Sheets (SDS) are located at:
  + [Location]
* Provide any first aid treatment specified in the SDS.
* If necessary, consult the SDS to determine the characteristics of the material.
* Determine if the chemical or material is one of the following:
* Explosive material
* Flammable gas
* Poisonous gas
* Corrosive gas
* Flammable or combustible liquid
* Flammable solid
* Oxidizer
* Poisonous or infectious substance
* Reactive material
* Corrosive material
* If the chemical or material is not one of the above, you do not have a hazardous material incident and the material can be cleaned up using normal housekeeping procedures.
* If the chemical or material is one of the above, you are dealing with a hazardous material and the fire department HazMat team should be called to contain and control the spill following their standard operating procedures.
* If necessary, ensure that machinery or processes are shut down if this can be done without endangering personnel.
* Immediately after all safety matters have been addressed, if any substance has entered, or is believed to have entered, a drain or water course, the Incident Commander will notify the following:
* The Ministry of the Environment
* The Local Spills Coordinator
* The Local Public Works Department
* All spills, no matter how small, are to be documented. A record will be kept of:
  + The name of the spilled material.
  + The quantity involved.
  + The names of persons involved in the spill and clean-up.
  + The names of anyone requiring medical treatment.
  + Any outside agencies or contractors that were involved.
  + How the spilled material was disposed of.

Emergency Procedures for All Occupants

* Any spill or leak of a chemical or other material must be treated as being a potential hazardous material incident until the material can be identified.
* Evacuate from the danger area(s).

If anyone is, or appears to be, injured or ill as a result of the spill:

* Contact emergency services at 911. Ensure that emergency responders are informed of the name of the chemical or material involved.
* Provide any first aid treatment specified in the SDS.
* Notify the supervisor. The supervisor will advise the Incident Commander or Alternate of the situation.
* Eliminate ignition sources.
* Prevent all non-emergency persons from entering the spill area.
* Follow the instructions of the supervisor, incident commander and the fire department’s HazMat team.

Carbon Monoxide Emergency

Introduction

In a workplace with exposure to automobiles and other vehicles such as trucks and forklifts (e.g. loading dock), the potential exists for a release of carbon monoxide (CO), due to the combustion of the vehicles while idling. Signs that there may be a hazardous or potentially hazardous concentration of CO) in the air in your building:

* Stale, stuffy air.
* Occupants have symptoms of CO exposure (see below).
* The pilot light on gas-fired equipment keeps going out.
* A sharp odour or the smell of natural gas occurs when equipment turns on.
* The burner flames and pilot light of a natural gas furnace or other equipment are mostly yellow, rather than a clear blue. Note that some natural gas fireplaces are designed to have yellow flames.
* Chalky, white powder forms on a chimney or exhaust vent pipe or soot builds up around the exhaust vent.
* Excessive moisture on walls or windows in areas where natural gas equipment is on.
* CO detectors alarm.

Symptoms of CO Exposure

Exposure to CO can cause flu-like symptoms without a fever, including:

* Headaches
* Dizziness
* Burning eyes
* Loss of coordination
* Nausea
* Drowsiness or fatigue
* Confusion

Where occupants experience these symptoms inside a building, but feel better when they go outdoors or away from the building, CO may be the cause.

Emergency Procedures for Management

If there is a possibility that occupants have or could be exposed to CO you will:

* Inform the Incident Commander or Alternate.
* Evacuate the building immediately.
* Contact emergency services at 911.
* Seek medical attention for those that need help. Pay particular attention to anyone with a respiratory ailment (e.g. asthma).

Emergency Procedures for All Occupants

If you or your coworkers experience symptoms of CO exposure you will:

* Inform the supervisor of your symptoms. If they are not available, notify the Incident Commander or Alternate.
* Evacuate, following the evacuation procedures for fire.

Natural Gas or Propane Leak Emergency

Emergency Procedures for Management

If management believes that a natural gas leak has occurred they will:

* Inform the Incident Commander or Alternate.
* Instruct building maintenance to immediately shut off the main valve and any secondary valves if necessary.
* Evacuate the building following the fire evacuation procedures.
* Instruct occupants to not smoke or use any electrical devices, including cell phones.
* Contact emergency services at 911 from a phone located well away from the source of the leak.
* Call your gas company from a phone located well away from the source of the leak.

Building management should retain a list or drawings that identify the locations of all shut-off valves, not just the main shut-off valve locations.

Emergency Procedures for All Occupants

* If you smell natural gas inform the supervisor.
* Wait for instructions to evacuate the building.
* Do not light matches or lighters.
* Do not turn on or turn off electrical power.

Medical Emergency

Emergency Procedures for Management

Employees may require emergency medical aid for a variety of reasons. Various employees have completed first aid training. Employees who have pre-existing medical conditions such as diabetes, respiratory or heart conditions, severe allergies, etc. should be identified and their coworkers should be instructed in actions to take if they have a problem.

When notified of a medical emergency:

* Obtain the location of the victim, the nature of the emergency, and the name of the victim.
* Contact emergency services at 911.
* Do not move ill or injured person(s), unless it is essential for their safety. Try to make them comfortable.
* Provide first aid if you are trained to do so.
* Ensure that the emergency response/fire route is clear.
* Assist the emergency services in removing the victim to the ambulance.

Emergency Procedures for All Occupants

If you become aware of a person who requires immediate medical attention:

* Do not move ill or injured person(s), unless it is essential for their safety. Try to make them comfortable
* Contact emergency services at 911.
* Notify management that you have called emergency services and provide your location.
* Provide first aid if you are trained to do so.
* Report incident to management.

Motor Vehicle Incidents

Motor vehicle incidents (MVIs) are one of the top four hazards in Ontario workplaces. In the past few years, the number of Ontario citizens who died or were injured as a result of MVIs has been trending downwards, making our province a road safety leader in North America. However, according to the Workplace Safety and Insurance Board (WSIB), motor vehicle collisions on Ontario roads are the greatest single cause of, and accounted for more than 30% of all Ontario employee fatalities and this increases to 45% when we include powered industrial vehicles or powered mobile industrial equipment in the workplace, including vehicles used to lift and move material, such as forklifts, pallet trucks, tractors and loaders.

Under Ontario’s Occupational Health and Safety Act (OHSA), employers are required to take every reasonable precaution to protect employees, provide information and instruction, and ensure that employees properly use or wear the required equipment. Therefore, those employees who regularly drive to and from work and/or drive any motorized vehicle for work should be provided with training on the emergency procedures when involved in a work-related MVI, either on company property or on public roads. This includes conducting daily pre-use inspections prior to using the vehicle. In addition, company vehicles should receive regular preventative maintenance and annual inspections according to provincial legislation.

Employees are required to follow the Highway Traffic Act at all times, including the use of seatbelts, headlights and report incidents witnessed. Also, employees must take into consideration any inclement weather that might arise during the course of their travels.

Emergency Procedures for the Employee Involved

* Stop at once, and turn off the vehicle.
* Ensure the vehicle is not posing a traffic hazard.
* *Notify the supervisor as soon as practical.*
* Where an incident has been very minor and involved no other person or damage to third-party property, the vehicle should be checked for damage and/or roadworthiness before proceeding.
* Where the incident is more significant:
  + Ensure passengers (if any) are okay and in a safe place. If necessary, move passengers to a safer place by the side of the road.
  + Where necessary, contact emergency services at 911 and report the incident to the police.
  + Get the names and addresses of all witnesses to the incident.
  + No employee will admit liability for an incident or make statements or comments which may be interpreted as an admission of liability.
  + Obtain a copy of the Police Report.
  + Do not discuss the situation with anyone other than the police and management.
  + Do not leave the scene until authorized by police.
* If another vehicle is involved, a record of the following information will be obtained:
* The owner’s name, address, telephone number, vehicle insurance information.
* The driver’s name, address, telephone number, vehicle insurance information (if different than above).
* The make, model, registration number of the vehicles involved.
* Check vehicle for fuel, oil or chemical leaks.
  + If a leak is detected, take action to stop leak if possible using a spill kit, if equipped.
  + Prevent by any means the possible movement of fuel, oil or chemicals into storm drains, irrigation ditches, or water bodies of any type.
* In the event of motor vehicle fire:
  + Get out of the vehicle.
  + Identify the origin of the smoke.
  + If it is safe to do so, attempt to prevent the spreading of the fire using a fire extinguisher, if equipped.
  + Keep upwind of the smoke.
  + Deploy emergency flares.
  + Once emergency services have arrived, inform them of the type and amount of fuel and chemicals if any in the vehicle

Emergency Procedures for Management

Once notified of the MVI:

* Obtain as much information as possible from the employee, such as the reason why he or she was driving at the time of the incident, medical condition, potential loss of equipment/goods/property, any leaked fuel, oil or chemicals, etc.
* Confirm if the employee will require/has received medical attention. If yes, advise him or her to notify the treating physician that the injury is work-related.
* Provide any assistance possible to the driver involved in the incident.
* If a chemical leak has taken place, immediately notify the Ministry of Environment.
* If a product designated as a dangerous good is involved in the leak, immediately notify Canutec.

Machinery Entanglement Emergency

Introduction

The hazard known as entanglement involves moving parts of machinery that can seize a loose and dangling piece of clothing, hair, or jewelry. The entangled item then gets drawn into the machine and pulls the unfortunate victim in after it. Sometimes, the clothing will tear free before there is any injury; sometimes not.

Entrapment incidents with machinery always have the same two causes: First, an unguarded or improperly guarded piece of rotating machinery, such as a shaft, pulley, gear, spindle or belt; and second, a loose and dangling item attached to the incident victim.

Although preventing entanglement situations is the goal of every safety program, unforeseen hazards and machine malfunctions continue to provide the need for developing emergency procedures to deal with such situations.

An employer must develop written emergency procedures for each existing machine. This will require an assessment of each rescue situation, based on its unique characteristics and machinery components involved. The following emergency procedure can be used as a baseline to develop such procedures.

Emergency Preparedness Procedures for Management

* Develop a procedure for each machine in order to release trapped body parts.
* Ensure the rescue team conducts rescue trials to confirm the established procedures will work and a trapped person could be freed, if necessary.
* Have an emergency response kit located near machinery. It should contain tools and equipment necessary for rescue purposes.
* Post the names of the person(s) who are qualified to assist in rescue.
* Ensure employees knowledgeable in the machinery’s components, electrical components, controls and devices work in the immediate area.
* Ensure at least one person per shift is trained in the rescue procedures. It should be recognized that such employees would require higher levels of training to facilitate rescue.
* Notify employees, direct them to avoid the area if at all possible.

Emergency Procedures for the Incident Commander or Alternate

* Contact emergency services at 911.
* Secure the area, ensuring only qualified employees are working on freeing the victim from the machine.
* Stay with the victim until trained emergency personnel arrive.
* Have the certified First Aid Attendant tend to the victim.
* Summon a maintenance mechanic or millwright to begin assessment of the situation to operate and/or disassemble the machine in order to free the victim. An electrician may be required to reverse motors or bypass safety devices such as light beams, interlocks or other controls to allow the machine to run.

Emergency Procedures for All Occupants

* If you are the first person to respond to the incident, press only the emergency stop button. Stay with the victim while help is summoned.
* Inform the Incident Commander.
* Do not touch or disturb the scene in any way. Keep a safe distance from the machinery.
* Report the incident to management.

High Angle Fall Rescue Emergency

Introduction

The increased use of fall protection and fall restraint equipment in recent years, combined with proper training, has proven to be a great step forward in saving lives, preventing injuries and protecting company assets. However, emergency procedures must be in place to address the situation after the fall protection/restraint equipment has done its job, and the employee is suspended helplessly several feet above safety.

It is vital that immediate action must be taken to rescue the employee, in order to relieve the pressure placed on the groin by the harness or safety belt straps, without even considering the force of the initial fall. The overall rescue must be within 20 minutes of the fall, to minimize suspension time and lowering the risk of further injury to the employee.

Emergency Preparedness Procedures for Management

* Planning ahead is imperative to ensure the affected employee, the intended rescuers, employees and emergency personnel are aware of their responsibilities. This includes:
  + Ensuring proper fall protection or fall restraint equipment is provided to employees, and that it is adequate for the task and situation. This may also include equipment with self-rescue capabilities.
  + Completing an inventory of useful post-fall rescue tools, such as ladders, scaffolds, man-lifts, etc., and their location.
  + Developing a written post-fall emergency rescue plan for each work task that requires an employee to use fall protection/restraint equipment, and provide training to all affected employees. Please see the Emergency Rescue Plan table.
  + Conducting annual emergency high angle fall rescue drills, to ensure all parties involved, including affected employees, in-house rescue team, incident commander, are practiced in their roles and responsibilities.

Emergency Procedures for the Incident Commander or Alternate

* Communicate with the affected employee to establish the level of consciousness, and evaluate injuries.
* Comfort and monitor the fall victim continuously.
* Determine if the affected employee can physically attempt a self-rescue, given the fall protection/restraint equipment has that feature installed.
* If so, calmly guide the affected employee through the steps of the self-rescue attempt.
* Appoint a qualified person to take charge of the rescue operation, along with a team of rescuers. All members of the Rescue Team should have received fall protection and rescue training, and would be familiar with the nature of the work being completed. Members of the Rescue Team should also be first aid trained. The Lead Rescuer must be able to coordinate and order changes as needed.
* Contact emergency services at 911 if unable to access the affected employee, or if they have severe injuries which may hinder a self or assisted rescue.
* Secure the area, prohibiting nonessential personnel from the rescue site.

Emergency Procedures for the Rescue Team and Lead Rescuer

* Evaluate the scene.
* Continue communication with the affected employee.
* The Lead Rescuer will determine if rescuers can safely gain access to the affected employee with ladders, man-lifts, hoists, work platforms, etc.
* Safe rescue techniques may include:
  + Belaying (protecting the rescuer and victim with rope).
  + Aerial transversing.
  + Controlled rope descent/rappelling.
  + Mechanical advantage systems (e.g. pulleys, brake-tube system, winch).
* Whichever technique is used, rescuers should ensure the employee is kept in a prone/horizontal position throughout the rescue and afterward, to minimize delayed shock symptoms as circulation returns to affected areas.
* If the employee is accessible, provide comfort and check vital signs.
* If none of the available equipment on site can be used to safely gain access to the affected employee, the Lead Rescuer and Incident Commander will determine the response time for the trained fire/rescue unit.
* Ensure the employee receives proper medical attention, as necessary.

Emergency Rescue Plan

The following outlines the necessary requirements to be considered for an effective Emergency Rescue Plan. An Emergency Rescue Plan must be developed for each work task that requires an employee to use fall arrest equipment.

|  |  |
| --- | --- |
| EMERGENCY RESCUE PLAN | |
| Working Alone  Is the employee working alone? Is there more than one employee working in the area?  Other (please specify): | Working Alone |
| Coworkers |
| Contractors |
| Customers |
| Calling for Help  How will the employee call for help?  Other (please specify): | Voice |
| Radio |
| Cell Phone |
| Who will the employee call?  Other (please specify): | Nearest coworker |
| Supervisor |
| Other |
| 911 or Emergency Services Number |
| Are emergency numbers and information posted? (Emergency Numbers, site address, closest intersection for emergency services, etc.) | Location of Posting? |
| Person responsible for calling for help? |
| Accessing Employee  How will the rescue employees get to the employee needing help?  Other (please specify): | Ladder |
| Elevating Work Platform |
| Elevator |
| Suspended Work Platform |
| Restrictions in gaining access to the employee (e.g. are keys needed to access a door/hatchway?) | Please specify: |
| Rescue Equipment Required  Other (please specify): | Ladder  Rolling Scaffold  Suspended Access equipment  Ropes  Aerial ladder truck  Boom truck or scissor lift  First Aid Kit |
| In the Event of an Injury  Other (please specify): | First Aid Attendant available  Emergency services notified |
| Other Considerations  Language barriers  Unusual features of building/structure  Weather  No 911 in area  No emergency services in area  Other hazards | Please specify: |

Earthquake Emergency

Though seismic activity in Ontario is generally well below what is experienced in other parts of the country, historically earthquakes of a magnitude in excess of five have been experienced. As such, consideration should be given in preparation for such an event.

Procedures are established for shutting down operations or processes safely and for assessing related equipment for damage.

Emergency Procedures for Management

* Instruct employees that it is very dangerous to leave a building during an earthquake because objects can fall on occupants. Instruct occupants to seek shelter within the building.
* The Incident Commander will ensure that operations and processes that are subject to damage are shut down and related equipment assessed before the operation is started again.
* Once the shaking has stopped, the Incident Commander will make the decision as to the requirement to evacuate the building. If evacuation is determined to be necessary, occupants should be evacuated using the nearest exit and moved quickly away from the building to prevent injury from falling debris. Warn occupants of fallen power lines and other hazards.
* Contact emergency services at 911, as appropriate, and give first aid as necessary. Do not move injured people unless they are in immediate danger of further injury.
* Put out small fires quickly if this can be done without endangering personnel.
* Clean up flammable liquid spills immediately.
* Expect aftershocks.
* The Incident Commander will make the decision as to when reentry to the building will occur. Before authorizing reentry, the Incident Commander will need to determine (from advice received from experts) whether the building is safe to occupy.

Emergency Procedures for All Occupants

* Stay calm and do not run outdoors.
* Take shelter under tables, desks or other objects that will offer protection against flying glass and debris. Alternatively, step under a doorway or into a narrow hall or corridor or to an inside office (away from the outer walls of the building) or meeting room. Keep at least 15 feet away from windows to avoid flying glass. Keep away from large overhead light fixtures. Protect face and head with arms.
* Stay under cover until shaking stops. Be prepared for aftershocks.
* Where applicable, shut down all operations or processes in accordance with established procedures.
* When instructed to evacuate the building, watch for falling debris, or electrical wires upon leaving the building.
* If fire occurs, attempt to put out with fire extinguisher if safe to do so, otherwise contact emergency services at 911.
* Proceed to a safe area, away from the danger of being struck by falling glass, bricks, electrical wires, or other hazardous objects.

Severe Storm Emergency

Emergency Procedures for Management

Severe weather conditions such as tornadoes, hurricanes, hail, blizzards, ice storms and heavy rain are monitored by Environment Canada 24 hours a day, seven days a week. If a severe weather storm is on the horizon, the weather service issues watches, advisories and warnings through the media, thus allowing time for preparation to safe guard against property damage, personal injuries and loss of life.

Upon receiving information from weather forecasters that a severe weather condition is imminent, the Incident Commander will make the decision to:

* Initiate procedures to shut down operations or processes that may pose a hazard or where associated equipment may be damaged.
* Close the building and allow all employees to go home.
* Provide safe accommodations for employees in the building.
* Give employees the choice of going home or staying in the building.

If severe weather conditions occur while the building is occupied:

* Instruct occupants to seek shelter within the building.
* Where applicable, shut down operations or processes in accordance with established procedures.

If the building is affected by a severe weather condition:

* Identify persons with injuries and call emergency services as appropriate.
* Check exits to ensure they are safe and available to use in the event of a building evacuation.
* Where applicable, shut down operations or processes in accordance with established procedures.
* The Incident Commander will make the decision as to the requirement to evacuate the building. Evacuation may be required if the building is determined to be unsafe or there is danger to the occupants due to severe weather damage.
* Before authorizing reentry the Incident Commander will have determined from advice received from experts that the building is safe to occupy.

Emergency Procedures for All Occupants

If a severe weather condition occurs while the building is occupied those in the building will:

* Stay calm and not run outdoors.
* Take shelter under tables, desks or other objects that will offer protection against flying glass and debris. Alternatively, step under a doorway or into a narrow hall or corridor or to an inside office away from the outer walls of the building or meeting room. Keep at least 15 feet away from windows to avoid flying glass. Keep away from large overhead light fixtures. Protect face and head with arms.
* Stay under cover until the severe weather condition has subsided.

If the building is affected by a severe weather conditions:

* Identify persons with injuries and call emergency services as appropriate.
* If instructed to evacuate, watch for falling debris, or electrical wires upon leaving the building. Follow the evacuation procedures for fire emergencies. Proceed to a safe area, away from the danger of being struck by falling glass, bricks, electrical wires, or other hazardous objects.

Major Electrical Power Failure Emergency

Introduction

Electrical power failures often result from uncontrolled events such as severe storm conditions, earthquakes, and floods.

Emergency Procedures for Management

* Advise occupants of the situation.
* Contact local electric utility to inform them of the situation.

Emergency Procedures for All Occupants

In the event of a power failure:

* Notify the supervisor.
* Specify the location where the power failure occurred and details of the power failure.
* If it is safe to do so, remain in your area and wait for further instructions from management.

Roof Collapse

Buildings may experience roof collapse due to environmental conditions such as high winds, severe storms, and in particular, snow loading.  Drifting snow may put excessive loads on the areas where it piles up.

Emergency Procedures for Management

To mitigate the risk of roof collapse:

* Have roof assessed by a professional engineer to determine whether the snow load is significant or there are any visible signs of structural distress (e.g. twisting, bending or cracking).
* Implement a safe snow removal procedure that will not result in producing any uneven or concentrated loading on the roof.

Emergency Procedures for All Occupants

In the event of a roof collapse:

* Evacuate the building immediately following the evacuation procedures for fire emergencies.

Additional Resources

Fire Safety Plan

Document Management

|  |  |
| --- | --- |
| Effective Date: |  |
| Revision Date: |  |

Emergency Information

The following information is to be posted in each area and will read as follows:

In Case of Fire, Chemical Spill, Bomb Threat or Biohazard Leak and Spill

Upon Discovery

* Leave the area immediately.
* Announce the emergency to inform others.
* Leave the building via the nearest exit.
* Close the doors behind you.
* Contact emergency services at 911.
* Report the emergency to the owner.
* Go to the designated meeting area.

Upon Hearing Alarm or Announcement

* Leave the building via the nearest exit.
* Close the doors behind you.
* Go to the designated meeting area.

**When Evacuating**

* If you encounter fire, smoke, or spilled chemicals, use an alternate exit.
* Provide help to persons needing assistance to exit.

**Designated Meeting Area**

* [Location]

**Emergency Contact Information**

Emergency contact information is posted:

* [Location such as at each phone and on each piece of mobile equipment].

**Contact emergency services at 911 and provide the correct address and the exact nature and location of the emergency.**

|  |  |  |
| --- | --- | --- |
| **Location** | **Address** | **Closest Intersection** |
|  |  |  |
|  |  |  |
|  |  |  |

# 4.4 Refusal to Work Policy

Purpose

This policy outlines the procedures that an employee should follow in the event of a refusal to work due to exposure to a hazard from equipment, machine, tool, workplace violence, unsuitable physical condition of workplace, or there is a contravention of the Occupational Health and Safety Act (OHSA) from any of these factors, which is likely to endanger any employee. This policy applies to all supervisors and employees of [Employer/Organization Name].

Policy

Under section 43 of the OHSA, any employee has the right to refuse work where they feel their own, or someone else’s health or safety is in danger. Employees have a right to refuse work if there is a belief that an employee’s physical well-being is at risk, or because of actual, attempted or threatened application of physical force or workplace violence.

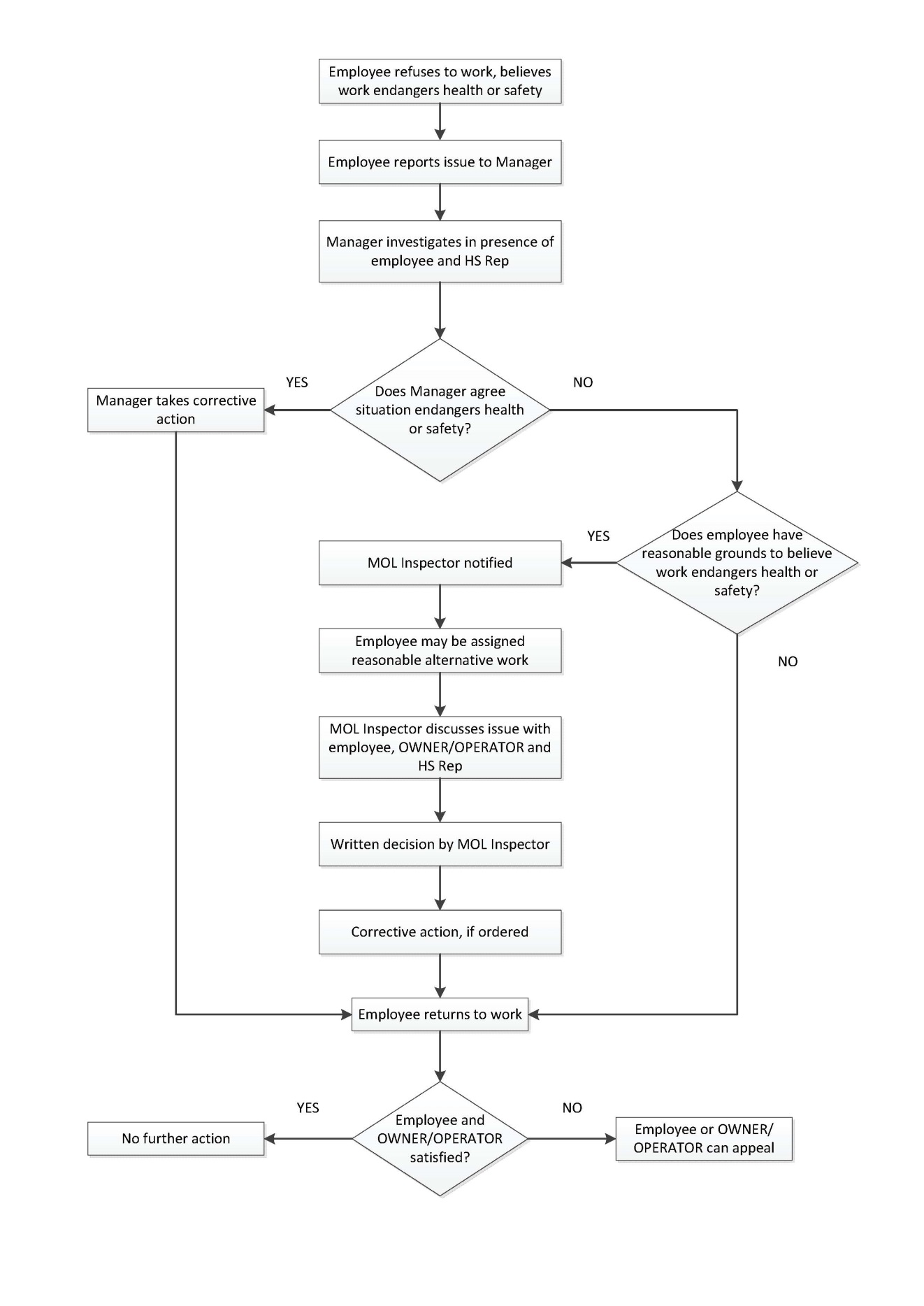
Under section 50 of the OHSA, no employer or person acting on behalf of an employer will dismiss, discipline, suspend, impose a penalty, intimidate or coerce an employee, nor will they threaten an employee with such reprisals, because the employee has acted in compliance with the OHSA or regulations or an order made thereunder or sought enforcement of the OHSA.

Procedure

In the case of a refusal to work the employee must:

* Report the issue to a supervisor stating that this is a “work refusal” or “refusal to work” situation. The employee must give a reason they feel the work is unsafe.
* Employees refusing must remain in a safe location reasonably close to the workplace and available to the supervisor and [Employer/Organization Name] pending the results of an investigation. The situation is then investigated by the supervisor, in the presence of the refusing employee and Health and Safety Representative, to determine agreement that there is a health and safety issue.
* If there is agreement, corrective action will be taken to fix the problem and the employee returns to work.
* If there is not agreement, or if the corrective action is not sufficient, and the employee still feels that he or she has reasonable grounds for a work refusal, then [Employer/Organization Name] or person on behalf of the employee notifies the Ministry of Labour, Immigration, Training and Skills Development (MLITSD) that there is a work refusal underway.
* The employee will be assigned other reasonable duties until an Inspector can come in and a written decision about the situation is given.
* Another employee may be assigned to do the task that was refused, but they must be informed of the current work refusal in the presence of the Health and Safety Representative. The employee may choose to do the task or exercise their right to refuse.
* The Inspector will investigate in consultation with the supervisor, the refusing employee and the Health and Safety Representative. Their decision will be written and a copy of the report must be posted in the workplace for 14 days.
* If the MLITSD Inspector’s decision is not likely to endanger the employee, the refusing employee will be required to return to their regular duties.
* Employees refusing work based on violence related risk factors must remain in a safe location reasonably close to the workplace and accessible/available to [Employer/Organization Name] pending the results of an investigation.

The procedure for completing the above actions is mapped out below:



Document Management

|  |  |
| --- | --- |
| Effective Date: |  |
| Revision Date: |  |

# 4.5 Lockout Tagout Policy

Purpose

The purpose of this policy is to outline the required steps to be taken to ensure that all [Employer/Organization Name] employees are protected against the unexpected release of hazardous energy associated with the startup, maintenance, and servicing of equipment or machines. Lockout tagout (LOTO) is required when involved in activities such as erecting, installing, constructing, repairing, adjusting, inspecting, un-jamming, setting up, troubleshooting, testing, cleaning, servicing and maintaining machines, equipment and processes.

Definitions

|  |  |
| --- | --- |
| **Affected Employees** | Employees who simply need to be aware of the fact that there is a Lockout Tagout (LOTO) Program. Affected employees DO NOT participate in the program and are NOT AUTHORIZED to perform lockouts.  A person whose job requires him or her to operate or use a machine, a piece of equipment, or process on which servicing or maintenance is being performed under lockout. |
| **Authorized Employees** | Employees who have been trained on the equipment and on the LOTO Policy and Procedures. These employees ARE AUTHORIZED to perform lockouts.  At [Employer/Organization Name], only qualified contractors are considered authorized to complete LOTO.  A person who is qualified to engage in hazardous energy control because of knowledge, training, and experience and has been assigned to engage in such control. |
| **De-energized** | Disconnected from all energy sources and not containing residual or stored energy. |
| **Energized** | Connected to an energy source or containing residual or stored energy. |
| **Energy Isolating Device** | A mechanical device that physically prevents the transmission or release of energy, including but not limited to the following:  A manually operated electrical circuit breaker; a disconnect switch; a manually operated switch by which the conductors of a circuit can be disconnected from all undergrounded supply connectors and, in addition, no pole can be operated independently; a slide gate; a slip blind; a line valve; a block; and any similar device used to block or isolate energy. The term does not include a push button, selector switches, and other control circuit type devices. |
| Hazardous Energy | Any electrical, mechanical, hydraulic, pneumatic, chemical, nuclear, thermal, gravitational, or other energy that can harm personnel |
| **Lockout** | The placement of a lockout device on an energy isolating device according to established procedure to ensure that the energy isolating device and the equipment being controlled cannot be operated until the lockout device is removed. |
| **Lockout Device** | A mechanical means of locking that uses an individually keyed lock to secure an energy-isolating device in a position that prevents energy from being restored to a machine, equipment, or a process  Any device attached to a switch, valve, or any other energy source control to prevent it from being activated. |
| **Information Tag** | A warning means and a means of attachment used in conjunction with the application of a lockout device to an energy-isolating device. It usually indicates the nature, purpose, and time of application of the lockout, as well as the identity of the authorized individual who performed the lockout.  Label which identifies the Authorized Employee and their work area. Tags are affixed to the lock at the lockout disconnect point |
| **Zero Energy State** | A state where equipment and machinery have been completely neutralized with respect to supplied or stored energy. Units in such a state are incapable of an unexpected release of harmful energy. |

Responsibilities

Employer

* Ensuring the LOTO Policy is written and available.
* Ensuring adequate preventative maintenance for all equipment.
* Reviewing, updating and enforcing the LOTO Policy.
* Ensuring that machine/equipment specific procedures are written and available.
* Ensuring that new and modified equipment will be capable of energy isolation and lockout.
* Maintaining a current master list of all equipment requiring LOTO.
* Ensuring only qualified employees and contractors are authorized to perform lockouts.
* Providing LOTO training to employees and supervisors.

Supervisors

* Ensuring that all machines or equipment in their area are:
* Identified and listed on the LOTO Master List.
* Capable of being lockout out.
* Have machine/equipment specific procedures posted at each machine.
* Monitoring employees and enforcing the LOTO Policy.
* Participating in the annual review of the LOTO Policy.
* Ensuring any new or modified equipment is capable of being locked out and added to the LOTO Master List.

Affected Employees

* Affected employees are not authorized to perform lockouts.
* Affected employees are not to remove or otherwise tamper with any lockout or tagout hardware.
* Do not attempt to start or re-energize equipment that is locked out.
* Reporting any safety hazards to the employer and the Health and Safety Representative.

Authorized Employees

* Participate in training.
* Follow the LOTO Policy.
* Shut down, disconnect all power sources, control stored energy, and lockout each energy-isolating device. LOTO key(s) is/are to be retained in the employee’s pocket.
* Verify that machine, equipment or process is isolated and de-energized by trying to start the machine, equipment or process.
* Ensure that all guards are replaced, tool/debris removed, and that the machine, equipment or process is safe to return to service prior to removing LOTO locks.

Health and Safety Representative

* Identifying existing or new situations where LOTO is required.
* Reporting hazards to the employer and providing recommendations for control.
* Reviewing the LOTO Policy with management annually to ensure it is up to date and all hazards have been identified.

Procedure

* A LOTO Master List must be kept of all machines/equipment that require LOTO Procedures at [Employer/Organization Name].
* The LOTO Master List will identify:
  + All equipment requiring LOTO
  + Energy isolation point location(s)
  + Energy isolation device(s)
  + List of authorized contractors capable and qualified to perform LOTO

Note: An emergency stop (e-stop), on-off switch or other manual switching device IS NOT A METHOD OF LOTO. All LOTO devices must be capable of completely and positively blocking all energy to the equipment or machine. However, there may be instances where lockout affects tasks that are vital to the production process by design, or traditional lockout prohibits the completion of specific tasks. In those cases, each task must be evaluated to provide other hazardous energy control methods to protect employees from machine, equipment or process exposures. A formalized and documented risk assessment must be completed which demonstrates adequate risk reduction, and the other hazardous energy control methods procedure must be developed and documented.

Lockout Devices

The following positive energy isolating devices must be made available if required as determined by the type of energy source and energy supply method to machines and equipment at [Employer/Organization Name]. It is recognized that not all of these devices may be required.

* Ball Valve Lockout Device - for air or fluids
* Gate Valve Lockout Device - for fluids
* Electrical Switch Lockout Device - for wall mounted electrical switches
* Single and Double Pole Lockout Device - for single or double pole breakers
* Plug Lockout Device - for cord and plug lockouts
* Scissors/Cable Lockout Device
* Locks used for the LOTO procedures will NOT BE USED FOR ANY OTHER PURPOSE. It is recommended that these locks all be colour-coded such that it is very easy to tell that the lock is to be used for lockouts only.
* There will be one single key for any one lock.
* Information tags are identifiers that accompany the locks which show who applied the lock. The tags will have:
  + The authorized employee’s name.
  + Date the lock and tag was applied.
  + The reason for application of lock and tag.
  + The authorized employee’s work area.

Handling Contractors on Site

* All contractors performing work on site are required to be informed about the LOTO Policy. The representative from [Employer/Organization Name] who is responsible for the contractor must provide this information.
* Contractors performing maintenance or repair work on any equipment must follow a LOTO procedure. This can be clarified during the pre-work job safety discussion with the Contractor.
* [Employer/Organization Name] will secure written confirmation from the contractor(s) that they have reviewed, understand and will adhere to the agreed upon LOTO Policy.

Training

All training related to lockout procedures and legislative requirements will be provided by a qualified internal resource, or a qualified contract trainer, as determined by the employer.

Affected Employees and Supervisors

Affected employees and supervisors are required to understand the concept of LOTO and recognize a LOTO situation when they see it. This elementary training/introduction can be achieved through a LOTO training provided or arranged for by the employer, and through a new job transfer orientation.

It is an expectation that all supervisors be familiar with the location and content of the LOTO Policy.

Retraining Requirements

Retraining of employees to machine specific equipment procedures is required whenever:

* An employee changes jobs.
* An employee works with a new piece of equipment/machinery or the existing equipment/machinery is modified.
* A change in machinery, equipment or process that present a new hazard.
* A change in energy control procedures.

Additional retraining will be conducted whenever deviations in the policy are encountered.

Documentation/Recordkeeping Requirements

* LOTO training/retraining records will be kept in the employee’s file.
* This documentation must be kept for a minimum of three years.

Annual Review

The LOTO Policy will be reviewed annually by the Health and Safety Representative and the employer to ensure it is up to date and all hazards have been identified.

Additional Resources

LOTO Master List

LOTO Tag Form

CSA Z460 Control of Hazardous Energy - Lockout and Other Methods

NFPA 70E Standards for Electrical Safety in the Workplace

Document Management

|  |  |
| --- | --- |
| Effective Date: |  |
| Revision Date: |  |

Lockout Tagout Tag Template

DANGER

DANGER

DO NOT START

THIS TAG AND LOCK TO BE REMOVED ONLY BY THE PERSON NAMED ON THE BACK

EQUIPMENT LOCKED OUT BY:

**DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Lockout Tagout Master List

|  |  |  |  |
| --- | --- | --- | --- |
| **Equipment Name** | **Isolation Location** | **Isolation Device** | **Authorized Contractors** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# 4.6 Hot Work Policy

Purpose

Hot work refers to any process that may generate an uncontrolled spark or flame that could be a danger to a workplace, causing a burn to an employee or fire if it comes into contact with a flammable material. At [Employer/Organization Name], Hot Work Permit is only required when performing torch cutting and welding in an area where it is not normally done.

This policy outlines the procedures that employees of [Employer/Organization Name] must follow when performing hot work. This policy applies to all regular and part-time employees of [Employer/Organization Name], and all employees and contractors working on the premises.

Policy

All employees of [Employer/Organization Name] must follow the Hot Work Procedures outlined below, including the use of the Hot Work Permit. Only authorized persons trained in proper use of, and precautions associated with the equipment used for torch cutting and welding may access and use this equipment. Due to the serious nature and high hazard potential of hot work, any employee not following these procedures will be immediately disciplined.

Procedure

* Before beginning any hot work, each employee and contractor will identify and control any workplace hazards, using the Hot Work Permit. The applicable supervisor will initial and date the Hot Work Permit.
* If there will be a shift change during the work an additional hazard assessment will be done.
* Hot Work permits will be obtained from the applicable supervisor and are mandatory for employees and contractors, or for any work that takes place in a confined space, or near activities involving volatile materials.
* Hot Work permits will be given to the Health and Safety Representative.
* Persons doing hot work are required to wear all prescribed Personal Protective Equipment including foot protection and eye protection.
* A first aid kit and eye wash station will be near the work area and functional.
* Any combustible materials will be removed from the work area, put at a safe distance from the work area, or protected from the hot work.
* Enclosed equipment, including duct work will be cleaned of all combustible dust, gas and vapour.
* Duct openings will be covered with fire resistant material and checked when the work is complete.
* If any cutting is being done, employees are required to wear a National Institute for Occupational Safety and Health (NIOSH) approved respirator to prevent the employee from breathing in metal fumes which may be toxic.
* An ABC fire extinguisher will be placed or kept in the immediate work area. The fire extinguisher will be checked on a regular basis to verify that it is operational.
* Ensure that all cracks in the floorboards, along baseboards and walls, and under doors have been blocked using a fire resistant material.
* Close all windows and doors.
* Combustible floors must be kept wet with water or covered with fire resistant materials or damp sand.
* Use water only if electrical circuits have been de-energized.
* Make sure that all ceiling surfaces and walls have been covered with a heat resistant material and inspect them once the work has been done to ensure that they have not heated up.
* All work areas will be monitored for at least one hour after the work has been completed for signs of ignition.
* In the event of emergency, refer to the relevant procedures found in the Emergency Procedures.

Training

Maintenance employees will be trained in both the technical and safety aspects of their work.

The training will include but not be limited to:

* Hazard identification
* Safe procedures for torch cutting and welding
* Fire and safety precautions
* Control methods
* Proper use and maintenance of the welding equipment
* Proper use and maintenance of the personal protective equipment (PPE)
* Proper use and completion of the Hot Work permit

Training records will be maintained the employee’s file.

Additional Resources

Hot Work Permit

Document Management

|  |  |
| --- | --- |
| Effective Date: |  |
| Revision Date: |  |

Hot Work Permit

Complete this checklist before beginning any Hot Work.

|  |  |
| --- | --- |
| Work Area: |  |
| Employee Performing Work: |  |
| Supervisor: |  |
| Date: |  |

Before Work Begins

|  |  |  |
| --- | --- | --- |
| The area has been inspected for combustible materials. | Yes | No |
| All combustible materials have been moved out of the work area or protected from the work. | Yes | No |
| Enclosed equipment has been cleaned of combustible materials. | Yes | No |
| Ducts have been properly and safely covered. | Yes | No |
| A fire extinguisher is immediately available in work area. | Yes | No |
| All cracks and other openings have been blocked. | Yes | No |
| If using water on the floor, all circuits have been de-energized. | Yes | No |

Make sure all of the above actions are completed prior to beginning work.

After Work is Completed

|  |  |  |
| --- | --- | --- |
| All ceilings, walls and floors have been inspected for signs or indications of ignition (heating up). | Yes | No |
| The work area was monitored for one hour after completing the work for possible ignition. | Yes | No |

|  |  |
| --- | --- |
| Employee Signature: |  |
| Supervisor Signature: |  |

# 4.7 Personal Protective Equipment Policy

Purpose

This policy outlines the use of personal protective equipment (PPE) at [Employer/Organization Name].

Policy

[Employer/Organization Name] will provide for, and ensure the usage of PPE. It is the duty of all employees to use this PPE as required, according to the Safe Operating Procedures of Equipment, Best Practices, and the Safety Data Sheets (SDS) for all hazardous materials. It is management’s responsibility to ensure that this equipment is properly selected, fitted, maintained, and that employees are using it correctly and consistently. Further guidelines are provided below.

PPE Guidelines

Footwear

All employees must wear Canadian Standards Association (CSA) approved, steel-toed safety boots or shoes.

Gloves

All [Employer/Organization Name] employees engaged in a work practice that has the potential to damage the hands, fingers and/or wrist must wear the proper gloves to prevent this type of injury. The type of gloves available to employees include, but are not limited to, heat and/or cut resistant gloves (cloth or leather), chemical resistant gloves (rubber-latex, nitrile or neoprene), and vibration dampening.

Eye Protection

CSA approved safety glasses or goggles must be worn:

* When using chemicals that may be airborne or splashed into the eyes. Chemical splash goggles shall be worn when using chemicals that may be splashed into the eyes.
* Whenever using a tool or performing a task that increases danger to the eyes (e.g. hammer and chisel, drill, hydraulic system service, etc.).

All employees will receive training on proper usage of safety glasses or goggles.

Note: It would be prudent for everyone to wear safety glasses at all times in areas where eye damage can occur. However, there are times when this is not reasonable (e.g. completing paperwork at a desk, etc.), and therefore we have not mandated it at this time. When in doubt, wear safety glasses.

Hearing Protection

All employees and contractors that work in a noisy environment including sound levels at or above 85 decibels are required to wear CSA approved hearing protection. At [Employer/Organization Name], hearing protection is to be worn where needed. As a general rule, if you cannot carry on a conversation with a person standing beside you, hearing protection should be worn.

Head Protection

CSA approvedhard hats will be worn for protection where there is a risk of head injury. Situations where head injury is likely include working:

* Below other employees or machinery (such as overhead cranes)
* Around or under conveyor belts
* Where there may be overhead obstructions

Depending on the task, the appropriate type and class of hard hat must be worn. [Employer/Organization Name] must ensure employees wear the proper hard hat.

|  |  |
| --- | --- |
| Classification (Type and Class) | Level of Protection |
| Class C | Impact protective headwear that does not provide dielectric protection. |
| Class E | Impact protective headwear that provides protection up to 20,000V. |
| Class G | Impact protective headwear that provides protection up to 2,200V. |
| Type 1 | Impact and penetration protection for crown only. |
| Type 2 | Impact and penetration protection for crown and lateral impact. |

Employees who wear hard hats must ensure they fit properly; they should not be loose or tight, as this may hinder their performance and effectiveness. Hard hats must also be inspected daily for cracks, dents, cuts, gouges and signs of wear.

Respirators (Half-Mask Cartridge type)

All employees working in the breathing space of any airborne toxic material must wear a National Institute for Occupational Safety and Health (NIOSH) approved respirator, with the proper filter cartridges designed for the specific toxic material.

* Generally, respirators must be worn when handling or using any chemical, and the chemical SDS states that a respirator is required.
* The airborne concentrations are approaching and/or above the exposure limit.
* All employees required to use respirators will be fully and properly trained on how to use them, including maintenance and proper fit testing.
* [Employer/Organization Name] will provide respirators and cartridges for all applicable employees. Supervisors are responsible for ensuring this equipment is available to employees.

Welding and Hot Work PPE Requirements

* Welding helmet, hand shield, or goggles
* Respirator (protection from fumes and oxides)
* Fire or flame-resistant clothing, aprons
* Hearing protection (ear muffs or plugs)
* Insulated gloves
* Rubber-soled, CSA approved safety boots

Battery Charging/Handling PPE Requirements

* Acid-resistant apron
* Acid-resistant gloves
* Chemical splash goggles
* Face shield

Fall Protection

* Personal fall protection equipment is mandatory when at risk of a fall greater than 2.4 metres, or from any height if at risk of a fall into a hazardous substance, liquid, process, machinery, or other similar hazard.
* All personal fall protection equipment will be inspected prior to use. If, for any reason, there are any safety defects, violation or concerns, remove that equipment from service and notify the supervisor immediately.
* Fall protection equipment shall be secured to approved/engineered anchor points.
* All employees required to wear fall protection shall be fully and properly trained on its use, including selection, care and use of fall protection equipment.

Sun Protection

* Employees completing work where there is a greater risk of ultra-violet (UV) radiation exposure shall be provided with a broad-spectrum sunscreen with a sun protection factor (SPF) of 15 or greater. It should be applied to all exposed skin areas, 20 to 30 minutes prior to going outside, and reapplied every 2 hours. If the employee prefers they may choose to wear their own sunscreen.
* Sunglasses with 100% ultraviolet (UV) protection are recommended.
* Appropriate clothing, including light-weight, tightly woven shirts and long pants will block most of the sun’s rays. Light coloured cotton is most comfortable under hot conditions. Clothing should fit comfortably and not be too tight. However, loose clothing should notbe worn if there is any chance you will be working around machinery.
* Hats that shade the ears, face, temples, and back of the neck shall be worn when outdoors. Standard baseball caps do not offer much protection against the sun and therefore require a neck shade to protect the back of the neck and the ears.

Industrial Hygiene

* When contact with any chemicals or batteries are made, wash your hands and any exposed skin that may have come in contact with the product involved.
* PPE shall be stored in a manner to remain in good and clean condition.
* If at any time, a piece of PPE becomes damaged or made ineffective, it needs to be brought to a supervisor and removed from use immediately. The piece of PPE involved needs to be replaced as soon as possible.
* Protective clothing or other safety devices that have been worn next to the skin will be cleaned and disinfected prior to being worn by another employee.

Replacement Process

The following steps should be taken to ensure that the appropriate PPE is always available:

* Supervisors must check equipment during regular inspections and order replacements when supplies are low.
* Employees are to inform supervisors when supplies are low and PPE is needed.
* Purchasing must consider the PPE Policy prior to ordering.

Additional Resources

CSA W117.2 Safety in Welding, Cutting and Allied Processes

CSA Z195 Protective Footwear

CSA Z94.1 Industrial Protective Headwear - Performance, Selection, Care and Use

CSA Z94.2 Hearing Protection Devices - Performance, Selection, Care and Use

CSA Z94.3 Eye and Face Protectors

CSA Z94.4 Selection, Use and Care of Respirators

CSA Z259.1 - Body Belts and Saddles for Work Positioning and Travel Restraint

CSA Z259.2.2 - Self-Retracting Devices for Personal Fall-Arrest Systems

CSA Z259.2.3 Descent Devices

CSA Z259.2.5 Fall Arresters and Vertical Lifelines

CSA Z259.10 Full Body Harnesses

CSA Z259.11 (R2010) - Energy Absorbers and Lanyards

CSA Z259.12 Connecting Components for Personal Fall Arrest Systems (PFAS)

Document Management

|  |  |
| --- | --- |
| Effective Date: |  |
| Revision Date: |  |

# 4.8 Non-Routine Work Policy

Purpose

This policy outlines the procedure to follow to maintain a healthy and safe work environment when non-routine work is required at [Employer/Organization Name].

Policy

When non-routine is required, a pre-meeting will be held to evaluate the work and tasks for potential hazards.

Procedure

A pre-meeting will be held with the Health and Safety Representative and the immediate supervisor of the non-routine work to evaluate the work and tasks associated with that work. They will:

* Assess the work or task for possible health or safety hazards.
* Identify any hazards and implement controls to reduce the potential for injury or illness. Consider the hierarchy on controls starting with elimination of the hazard, substitution, engineering controls (e.g. machine guarding, ventilation), awareness/administrative controls, and lastly personal protective equipment (PPE).
* Develop safe operating procedures for high hazards or if deemed necessary.
* Provide information, instruction and training to all employees affected by the work or task.

Document Management

|  |  |
| --- | --- |
| Effective Date: |  |
| Revision Date: |  |

# 4.9 Horseplay Policy

Purpose

This policy outlines the procedures that all employees of [Employer/Organization Name] must follow anytime they are working. It has been developed to ensure that employees are working in a safe manner and do not engage in improper activity or horseplay behaviour in the workplace that may create an occupational health and safety hazard.

Policy

[Employer/Organization Name] will protect their employees from horseplay, disruptive activity, or other forms of disorderly conduct.

Occupational Health and Safety Act (OHSA) Definition

Horseplay is defined as any prank, contest, feat of strength, unnecessary running or rough or boisterous conduct.

Responsibilities

Supervisors

It is the responsibility of supervisors to ensure that:

* Employees receive communication and instruction on the horseplay policy.
* Employees do not engage in any prank, contest, feat of strength, unnecessary running or rough and boisterous conduct as part of their employment and work in a safe and consistent manner at all times.
* Proper enforcement of this policy is followed.

Employees

It is the responsibility of every employee, contract personnel or supplied employees to:

* Not engage in any prank, contest, feat of strength, unnecessary running or rough and boisterous conduct.
* Not engage in practical jokes, wrestling, water fighting, and all other forms of horseplay.

Disciplinary action will be taken with any person failing to follow any component of this policy. Please see Progressive Discipline Policy.

Emergency Procedures

If an emergency resulting in an injury occurs as a result of horseplay, disruptive activity, or other forms of disorderly conduct while an employee is working the following measures must be followed:

* The responding employee must immediately notify management and then contact emergency services at 911, as appropriate.
* All injuries resulting from horseplay, disruptive activity, or other forms of disorderly conduct will be reported and investigated. Please see Injury and Illness Reporting Policy and Injury and Incident Investigation Policy.

Additional Resources

Progressive Discipline Policy

Injury Incident Reporting Policy

Injury Incident Investigation Policy

Document Management

|  |  |
| --- | --- |
| Effective Date: |  |
| Revision Date: |  |

# 4.10 Musculoskeletal Disorder Prevention Policy

Purpose

This policy outlines the procedures that [Employer/Organization Name] will use to recognize, assess and control musculoskeletal disorder (MSD) hazards in the workplace.

Definitions

Ergonomics

Ergonomics is the science that fits the job to the employee. Ergonomics aims to design jobs and workstations to fit within the size and limits of the people doing the job. [Employer/Organization Name] is required to do everything reasonable in the circumstances to protect the employee from injuries, including MSDs.

Musculoskeletal Disorders

MSDs are injuries of the muscles, nerves, tendons, ligaments, joints, cartilage, spinal discs, blood vessels or related soft tissue including a sprain, strain and inflammation (e.g. carpal tunnel syndrome, rotator cuff syndrome, trigger finger, tarsal tunnel syndrome, sciatica, epicondylitis, tendinitis, Raynaud's phenomenon, carpet layers knee, herniated spinal disc, and low back pain).

Hazards

Poor workplace designs can present MSD hazards. These include but are not limited to repetition, force, extreme postures, static postures, quick motions, contact stress, vibration, and cold temperatures.

* **Repetition** is the number of motions or movements that are performed per cycle or per shift.
* **Force** is the muscular effort exerted to produce force in order to perform necessary activities such as lifting, grasping, pinching, pushing, etc.
* **Extreme Posture** is a posture that is not ideal or within normal resting position.
* **Static Posture** is a special type of posture which occurs when a body part is not moving, but is still doing work.
* **Contact Stress** is the pressure from resting a part of the body against a sharp edge or corner. Resting the wrists or forearms on an edge of a desk while typing is one example.
* **Vibration** exposure to local vibration occurs when a specific part of the body comes in contact with a vibrating object, such as a power hand tool. Exposure to whole-body vibration can occur while standing or sitting in vibrating environments or objects. This kind of exposure can occur during operation of large machinery.
* **Cold Temperature** reduces the natural elasticity of the body; reduces the sensation of touch (tactile feedback), and can reduce blood flow to the extremities. In order to get the same amount of tactile feedback, and employee may exert more force than is necessary.

Policy

[Employer/Organization Name] will review activities that have MSD hazards and use the Musculoskeletal Disorder Hazards Survey as required. The MSD hazards will be assessed, and controls will be put into place to ensure that activities are as employee-friendly as possible.

Responsibilities

***Supervisors***

* Identify factors in the workplace that may expose employees to a risk of MSD.
* Ensure MSD hazards relating to poor design of tools, equipment, work station or work practices are identified and the associated risks controlled.
* Ensure that all employees have been provided with appropriate equipment and personal protective equipment (PPE).
* Ensure that employees are instructed or trained on the risks associated with poor workstation design and work practices.
* Encourage early reporting of any injuries or symptoms.
* Ensure proper enforcement of this policy.
* Annually review measures to ensure effectiveness.
* Consult the Health and Safety Representative on the following: 
  + Risk identification, assessment and control.
  + The content and provision of employee education and training.
  + The evaluation of the compliance measures taken.

*Employees*

* Participate in training provided.
* Correctly use equipment provided.
* Follow proper safe operating procedures and work practices
* Report hazards, stressors and/or MSD symptoms to their supervisor as soon as they are recognized.

Procedure

Recognizing Hazards

* Activities with the potential to cause MSD will be identified. These activities will then be further evaluated to determine if risks are significant and if ergonomic controls are warranted.
* In addition, MSD hazards will be identified through employee reporting of discomfort or a MSD occurring at the workplace.
* The Musculoskeletal Disorder Hazards Survey will be completed for tasks identified as significant risks, workplace inspections or through employee reports. This survey will consider MSD hazards and assist in determining which operations can be modified or eliminated to reduce risk.

Assessing Hazards

* The MSD hazards will be compared to provincial ergonomic standards, if one exists, industry best practice, professional standards, manufacturer and supplier recommendations to determine if controls are needed.
* [Employer/Organization Name] must consult with employees exhibiting signs or symptoms of MSD as well as consult with a representative sample of the employees who are required to carry out the work being assessed.

Controlling Hazards

* The primary method of control will be to eliminate/minimize the MSD hazards causing discomfort by altering the task or by introducing engineering controls.
* If the above is not possible, secondary controls such as administrative controls will be undertaken (e.g. job rotation).
* [Employer/Organization Name] must, without delay, implement interim control measures when the introduction of permanent control measures will be delayed.

Additional Resources

Musculoskeletal Disorder Hazards Survey

MSD Prevention: <https://www.msdprevention.com/>

CSA Z412 Office Ergonomics

CSA Z1004 Workplace Ergonomics

Document Management

|  |  |
| --- | --- |
| Effective Date: |  |
| Revision Date: |  |

Musculoskeletal Disorder Hazards Survey

The survey is designed as a method to identify some of the musculoskeletal disorder (MSD) hazards of a job or workstation. It is not intended to assess the hazards but it is a method to determine the order of priority for detailed assessments. The Health and Safety Representative or a supervisor should complete the survey.

* Complete the survey for each occupation or work area.
* Determine the total number of no responses.
* Rank the completed surveys from the greatest number of no responses to the least. The higher the number the greater the need for a detailed assessment.

|  |  |
| --- | --- |
| Date: |  |
| Name of Employee: |  |
| Work Area: |  |
| Job Title: |  |
| Survey Completed By: |  |

| Risk Factor | Risk | Yes | No |
| --- | --- | --- | --- |
| Posture | Is the work area designed to prevent bending or twisting of the neck or trunk? |  |  |
|  | Can the work be performed with the upper arms in a relaxed position close to the body? |  |  |
|  | Are the wrists straight while working? |  |  |
|  | Is the employee able to avoid doing any work above his head? |  |  |
|  | Is there ample space to move in the work area (e.g. leg space)? |  |  |
| Force | Is the employee prevented from lifting heavy/ awkward items (e.g. boxes)? |  |  |
|  | Can the employee avoid using forceful gripping or pinch gripping to complete the task of the job? |  |  |
| Repetition | Is the employee prevented from sitting or standing continuously for more than two hours? |  |  |
|  | Is the employee prevented from repetitive motion in daily tasks? |  |  |
|  | Is the employee able to vary their work activities through the day? |  |  |
| Environmental | Are the hands or arms free from exposure to cold air or water? |  |  |
|  | Does the employee find the lighting sufficient for their work tasks? |  |  |
| Work Organization | Is the employee able to control when she/he takes work breaks? |  |  |
|  | Is the workload and pace of work constant? |  |  |
|  | Is the employee not required to work overtime hours? |  |  |
| Employee Specific | Is the employee free from pain or discomfort on the job? |  |  |
|  | Has the employee been trained in basic ergonomics and risk factors? |  |  |
| Workstation | Does the employee know how to adjust their workstation? |  |  |
|  | Is the workstation large enough to hold all tools and equipment? |  |  |
|  | Is everything the employee needs within easy reach? |  |  |
|  | *Total No Responses* |  |  |

Other factors to consider when identifying or assessing the risk of MSD:

* The physical demands of work activities, including:
* Duration
* Local contact stresses
* Aspects of the layout and condition of the workplace or workstation, including:
* Working reaches
* Working heights
* Seating
* Floor surfaces
* The characteristics of objects handled, including:
* Size and shape
* Load condition and weight distribution
* Container, tool and equipment handles
* The following characteristics of the organization of work:
* Work-recovery cycles
* Task variability
* Work rate

# 4.11 Workplace Hazardous Materials Information System (WHMIS) Policy

**Purpose**

The policy is designed for the safety of all employees working with or near hazardous materials. It is the responsibility of all employees and supervisors to make sure that the Workplace Hazardous Materials Information System (WHMIS) policy is followed.

The Workplace Hazardous Materials Information System (WHMIS) became law through a series of complementary federal, provincial and territorial legislation that became effective October 31, 1988.

On February 11, 2015, the Hazardous Products Regulations (HPR) was published along with amendments to the Hazardous Products Act (HPA) which modified WHMIS 1988 to incorporate the Globally Harmonized System of Classification and Labelling of Chemicals (GHS). This modified WHMIS is referred to as WHMIS 2015.

Although WHMIS 2015 includes new harmonized criteria for hazard classification and requirements of labels and Safety Data Sheets (SDS), the roles and responsibilities for suppliers, employers and employees have not changed.

There should not be any hazardous products in the workplace with WHMIS 1988 labels and SDS.

This policy is intended to ensure, at a minimum, compliance with the requirements of the legislation.

**Responsibilities**

***Supplier***

It is the responsibility of the supplier to:

* Classify hazardous materials into a WHMIS class.
* Provide supplier labels on their hazardous material.
* Provide SDS for each hazardous material.

***Employer***

It is the responsibility of the employer to:

* Maintain an inventory of all controlled materials at [Employer/Organization Name].
* Ensure all materials are appropriately labelled.
* Ensure current SDS for all materials are accessible for employees.
* Review SDS for any new materials to be used at [Employer/Organization Name] before purchase to determine if the material is suitable for use.
* Coordinate and maintain records of WHMIS training.

***Supervisors***

It is the responsibility of all supervisors to:

* They are familiar with the hazardous materials, procedures and application.
* Employees, contractor employees or supplied employees are identified and provided with proper and adequate time, tools and training to perform the work safely.
* Coordinate and record employee participation in material specific WHMIS training.
* Ensure that the procedures, equipment and materials appropriate for the specific work are provided to protect the health and safety of all employees.
* Every employee understands the need for WHMIS.
* Proper enforcement of this policy is followed.

***Employees***

It is the responsibility of all employees, contract employees or supplied employees to:

* Take proper and adequate training in hazardous materials procedures.
* Use appropriate equipment, protective devices and measures provided for working with hazardous materials.
* Advise supervisors when proper procedures cannot be followed.
* Ensure labels are in good condition.

**Requirements**

Any employer that uses controlled substances must train employees in the use, handling and storage of chemicals.

WHMIS provides the right to know about the hazardous materials employees are exposed to at work. This includes the right to:

* Review labels and SDS.
* Receive instruction and training.
* Be consulted regarding the development and implementation of the instruction and training.

**Procedure**

* An up-to-date inventory of chemical substances used and stored at [Employer/Organization Name] will be maintained by the employer. All employees may access this information through a hard copy located [Location].
* All areas will have access to SDS that contains current SDS relevant to the location. The employer will ensure SDS are current.
* SDS must accompany ALL shipments of WHMIS Controlled Products and be turned over directly to the employer as appropriate for review, distribution and filing.
* SDS must precede new product shipments and pass review by the employer before [Employer/Organization Name] will receive them.
* A master set of all SDS will be on file, located [Location].
* Primary containers are those containers in which a manufacturer/distributor supplies a product to the facility. In such cases, the manufacturer/distributor will ensure that WHMIS labeling requirements are met. No future in-house labeling is required provided that the material is not transferred to another container or that the primary container label is not/does not become defaced/illegible.
* Secondary containers store substances which have been prepared in-house or transferred from a primary container. The employee transferring any product from a primary to a secondary container will ensure that the container is labelled with a workplace label.
* An annual workplace assessment of the WHMIS program will be completed by the employer and Health and Safety Representative.
* All employees must receive both generic WHMIS training and specific WHMIS training. The employer will be responsible for coordinating and recording participation details of generic WHMIS training. Supervisors will be responsible for coordinating and recording participation in specific WHMIS training.
* Employee training must be completed at the following times:
* Prior to the introduction of a new chemical to the workplace (specific)
* Prior to starting work as a new work assignment (specific)
* Prior to starting work as an employee (generic and specific)
* As determined upon annual review, refresher for all employees (generic)
* Employee WHMIS training must cover the following:
* Information contained on SDS
* WHMIS legislation and symbols
* Protective equipment for each particular task
* The safe handling and disposal of chemicals and biological agents

**Supplier Labels**

* The supplier must determine if the product contains any hazardous ingredients. If so the supplier is responsible to attach a supplier label to the product prior to shipping.
* The label includes:
* Product Identifier
* Supplier Identifier
* Pictogram
* Hazard Statement
* Signal Word
* Precautionary Statements
* If at any time the supplier label becomes illegible or is missing, it must be immediately reported to the supervisor.

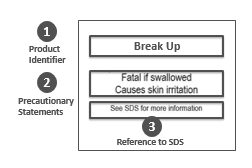
Example WHMIS 2015 Supplier Label



**Workplace Labels**

* The supplier must determine if the product contains any hazardous ingredients. If so the supplier is responsible to attach a supplier label to the product prior to shipping.
* Workplace labels are required when product is transferred from the supplier container to another container or when the supplier label becomes illegible or is missing.
* It is the employer/employee's responsibility to attach a workplace label to the new container.
* Workplace labels will contain the following information:
* Product Identifier - name of the product
* Safety Precautions
* Statement saying more information available from the SDS
* Employees must review and follow instructions.

Example WHMIS 2015 Workplace Label



**Safety Data Sheet (SDS)**

* SDS contain a great deal of information about the product; they will outline the hazards and the precautions to avoid injury or illness when handling the product.
* The supplier is responsible to update WHMIS 2015 SDS if there is a change to the product.
* WHMIS 2015 SDS typically have 16 categories of information, they are:

|  |  |
| --- | --- |
| Identification | Product identifier (i.e. product name), use, manufacturer and/or supplier information, date |
| Hazard Identification | Quick reference for emergency responders, health effects, route of entry |
| Composition/ Information on Ingredients | Hazardous ingredients, CAS number, LD50 and LC50 exposure limits |
| First Aid Measures | Specific first aid measures |
| Fire Fighting Measures | Conditions of flammability, means of extinction, flammable limits, explosion data, other |
| Accidental Release Measures | Procedures to follow if a leak or spill occurs |
| Handling and Storage | Handling procedures, storage requirements |
| Exposure Controls/ Personal Protection | Engineering controls to be used, personal protective equipment to be used |
| Physical and Chemical Properties | Physical state, odour, specific gravity, boiling point, many others |
| Stability and Reactivity | When unstable - incompatible chemicals; when active - hazardous decomposition products |
| Toxicological Information | Irritancy/sensitization, carcinogenicity, reproductive toxicity, teratogenicity, mutagenicity, synergistic products |
| Ecological Information | Effect on animals and birds |
| Disposal Considerations | Information on safe handling for disposal and methods of disposal, including any contaminated packaging |
| Transport Information | UN number, UN proper shipping name, transport hazard class(es), packing group, environmental hazards, transport in bulk, if applicable, special precautions |
| Regulatory Information | WHMIS Classification |
| Other Information | Date of the latest revision of the SDS |

* SDS must be posted in all work areas that use controlled products. An additional copy should be kept on the Health and Safety Board.
* SDS are located [Location].

**Legislative References**

Occupational Health and Safety Act Sections 37, 38, 41, 42

Regulation 860 WHMIS

**Additional Resources**

SDS Request Letter

Workplace Hazardous Materials Inventory

WHMIS 2015 Pictograms

**Document Management**

|  |  |
| --- | --- |
| Effective Date: |  |
| Revision Date: |  |

**Safety Data Sheet Request Letter Template**

«Company»

«Address1»«Address2»

«City»

«Province»

«Postal Code»

Dear «Company»

Recently, a review of our Workplace Hazardous Materials Information System (WHMIS) program was completed. I would appreciate your company forwarding the Safety Data Sheet (SDS) to me for the following substances:

[Materials]

Thank you for your assistance in making our site a safe place to work.

Sincerely,

[Employer/Organization Name]

**Workplace Hazardous Materials Inventory**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Product Name** | **Supplier Contact Information** | **Volume** | **Location on Premises** | **SDS (Y)** | **Use** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**WHMIS 2015 Pictograms**

| **Pictogram** | **Description** |
| --- | --- |
|  | Gases under Pressure |
|  | Flammable, Pyrophoric, Self-Heating, Self-Reactive, In Contact with Water |
|  | Oxidizing |
|  | Corrosive |
|  | Explosion or Reactive |
|  | Toxicity and Other Health Hazards - Acute Toxicity |
|  | Toxicity and Other Health Hazards - Other Health Effects - Serious |
|  | Toxicity and Other Health Hazards - Other Health Effects - Less Serious or Damage to the Ozone Layer |
| Symbol for Class D3 | Toxicity and Other Health Hazards - Other Health Effects -Biohazardous Infectious Materials |

# 4.12 Workplace Violence and Harassment Prevention Policy

**Purpose**

[Employer/Organization Name] has zero tolerance for workplace violence or harassment of any kind and will be proactive in the prevention of workplace violence and harassment. [Employer/Organization Name] is committed to investigating reported incidents of violence and harassment in an objective and timely manner, taking necessary action and providing appropriate support for victims.

**Policy**

To ensure that employees at [Employer/Organization Name] have a work environment that is free of violence or harassment of any kind, whether it arises from another employee or any other person visiting the workplace, or interacting with employees.

This policy will ensure that:

* People are aware of and understand that acts of violence or harassment are considered a serious offence for which necessary action will be imposed.
* Those subjected to acts of violence or harassment are encouraged to access any assistance they may require in order to pursue a complaint.
* People are advised of available recourse if they are subjected to, or become aware of, situations involving violence or harassment.

**Definitions**

***Workplace Harassment***

* Engaging in a course of vexatious comment or conduct against an employee in a workplace that is known or ought reasonably to be known to be unwelcome, or
* Workplace sexual harassment.

***Workplace Sexual Harassment***

* Engaging in a course of vexatious comment or conduct against an employee in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome, or
* Making sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the employee and the person knows or ought reasonably to know that the solicitation or advance is unwelcome.

***Workplace Violence***

* The exercise or attempt of physical force by a person against an employee in a workplace that causes or could cause physical injury to the employee.
* Statement or behavior that an employee could reasonably interpret as a threat to exercise physical force against the employee, in a workplace, that could cause physical injury to the employee.

**Requirements**

Workplace harassment:

* Workplace harassment includes unwelcome words or actions that are known or should be known to be offensive, embarrassing, humiliating or demeaning to an employee or group of employees. It includes behaviour that intimidates, isolates or discriminates against the targeted individual.
* The definition of workplace harassment is broad enough to include harassment prohibited under Ontario’s Human Rights Code as well as what is often called “psychological harassment” or “personal harassment”.
* Workplace harassment may escalate over time into threats or acts of physical violence. In some cases, a targeted employee may react violently to prolonged harassment. It is important to recognize these behaviours and to deal with them promptly before they lead to workplace violence.
* Workplace harassment is not reasonable action that is part of the normal work function, even if the consequences are unpleasant for the employee, such as changes in work assignments, scheduling, job assessment and evaluation, workplace inspections, implementation of dress codes, disciplinary action, etc., differences of opinion or minor disagreements between coworkers, or any behavior that meets the definition of workplace violence.

Workplace violence:

* The definition of workplace violence is definition is broad enough to include acts that would constitute offences under Canada`s Criminal Code.
* For workplace violence to occur, a person must apply or attempt to apply physical force against an employee whether or not they have the capacity to appreciate these actions could cause physical harm. For example, a person may have a medical condition that causes them to act out physically in response to a stimulus in their environment. This would still be considered workplace violence.
* Domestic violence is considered to be any form of abuse, mistreatment or neglect that a person experiences from a family member, or from someone with whom they have an intimate relationship. Domestic violence is considered workplace violence when the abuse happens in the workplace.

| **Type** | **Description** |
| --- | --- |
| Criminal Intent | Involves an individual with no relationship to the workplace who commits a violent act (e.g. theft, hostage taking/kidnapping, physical assault). |
| Customer/Client | A client with willful intent to cause harm to the employee. |
| Employee Related | Employee who engages in repeated and persistent negative acts towards one or more employees resulting in the creation of a toxic or unhealthy work environment. |
| Personal Relationship | Relationship violence that occurs at the workplace (e.g. family member that commits a violent act against an employee within the workplace). |

If any employee engages in workplace violence or harassment, an investigation will take place immediately. The employee involved will face discipline which may include up to and including immediate termination.

**Responsibilities**

***Employer***

It is the responsibility of the employer of [Employer/Organization Name] to ensure that:

* All reasonable preventative measures to protect employees and others at [Employer/Organization Name] from workplace violence and harassment.
* A workplace violence and harassment prevention policy is prepared and reviewed at least annually.
* A workplace violence risk assessment is conducted.
* Advise the Health and Safety Representative of the assessment results and provide a copy in writing.
* Establish procedures, policies and work environment arrangements to eliminate the risk to employees from violence.
* Proper maintenance and testing of all security systems, including but not limited to surveillance cameras, lighting, panic button, intercom, etc.
* Ensure all employees are trained on this policy.
* Review the policy annually with the Health and Safety Representative to ensure any new violence hazards are identified.
* Reporting procedures are established with respect to workplace violence and harassment.
* Process is in place for responding to, and investigating incidents of workplace violence and harassment.
* An investigation appropriate in the circumstances is conducted when:
* The employer or a supervisor becomes aware of an incident of workplace violence or harassment.
* A complaint of workplace violence or harassment is made to the employer, supervisor or the employer’s designated person.
* The investigator, whether internal or external to the workplace, is not directly involved in the incident or complaint and must not be under the direct control of the alleged perpetrator
* This policy and procedure is posted and communicated to all employees.
* This policy will be reviewed after any violent or harassment events take place to determine if changes need to be made.

***Supervisors***

It is the responsibility of supervisors at [Employer/Organization Name] to ensure that:

* This policy is properly enforced and communicated to the employees.
* All employees within their work area are adequately trained in [Employer/Organization Name]’s procedures addressing workplace violence and harassment risk factors.
* Encourage employees to report complaints or incidents of workplace violence and harassment.
* All reports, complaints and incidents of workplace violence and/or harassment will be addressed in an appropriate and timely manner.
* All complaints or incidents of workplace violence and/or harassment will be reported promptly to management and investigated immediately.
* They have received specific instruction and information on how to recognize and handle a workplace harassment incident so that it does not go unaddressed.

***Investigators***

A supervisor or a person assigned by the employer may be designated to investigate incidents of workplace violence or harassment. They must:

* Have no direct involvement in the incident or complaint.
* Not be under direct control of the alleged perpetrator.
* Be trained on how to conduct an investigation appropriate in the circumstances.
* Ensure the investigation is kept confidential and that identifying information is not disclosed unless necessary to conduct the investigation or protect employees.
* Ensure a written report is prepared summarizing the steps taken, findings of fact, and a conclusion.

***Employees***

It is the responsibility of employees, contract personnel and supplied employees to:

* Comply with this policy and all related procedures at all times for their own protection and the protection of others within the workplace.
* Immediately report any violent or potentially violent incident to the supervisor. In the event of an extreme or imminent threat of physical harm to themselves or any person at [Employer/Organization Name], the employee should contact emergency services at 911.
* Fully cooperate in any investigation of complaints or incidents of workplace violence or harassment as indicated within this policy.

**Procedure**

***Zero Tolerance***

[Employer/Organization Name] will not tolerate any incidents of workplace violence or harassment perpetrated against or by any employee, customer, vendor, contractor, visitor, or any other person at [Employer/Organization Name]. With respect to workplace violence and harassment as defined by this policy, any contravention may result in the following:

* Removal from the property
* Discipline or dismissal
* Police involvement

All physical assaults involving an employee or occurring at [Employer/Organization Name] will be reported to the police. Threats of physical violence will be reported to the authorities as appropriate.

***Domestic Violence***

Any employee or knowledge of another employee, experiencing violence outside of the workplace that may create a risk of danger to themselves or others in the workplace is encouraged to report such violence to the supervisor so that necessary preventative precautions may be taken to protect all employees.

***Sharing Information***

Where [Employer/Organization Name] acknowledges that an employee has a history of violent behaviour, [Employer/Organization Name] will provide the necessary minimum information to any employee who is at risk if they may encounter this person, and is at risk of likely physical injury. [Employer/Organization Name] will make every effort to respect the privacy of the potentially violent person as much as possible.

***Reporting Incidents of Workplace Violence or Harassment***

Any employee who observes workplace violence or harassment, or is a victim thereof will immediately go to a safe location and report it to the supervisor. If the supervisor is involved in the incident, then report it to the employer. Witnesses to workplace violence should ensure their own safety and report it to the supervisor. At the discretion of management, the police may need to be contacted. In the event that the employer is not available, employees will contact the police if they feel it is necessary.

All complaints and incidents are to be recorded in writing using the Violence and Harassment Reporting Form, by the reporting person or employee, providing a copy to the employer.

All employees who are subject to workplace violence or harassment also have the option of pursuing recourse through the Ontario Human Rights Tribunal, the Criminal Code and/or the Ontario Criminal Injuries Compensation Board.

***Investigation***

[Employer/Organization Name] will ensure an investigation, appropriate in the circumstances, is conducted whenever the employer or supervisor become aware of an incident or receive a complaint of workplace violence or harassment. [Employer/Organization Name] will take every precaution reasonable to protect the safety of the complainant(s) during the investigation. If the investigation reveals the existence of any actual or potential hazard to employee(s), [Employer/Organization Name] will advise the potentially affected employees(s) and take every precaution reasonable in the circumstances to protect them.

[Employer/Organization Name] will determine who will conduct the investigation. If the alleged perpetrator is the employer, an independent investigator will be assigned who is not under the direct control of the employer.

All reports will be investigated and the information will be kept confidential, to the extent possible.

The investigation will include:

* A documented interview with the complainant and/or victim.
* A documented interview with the alleged perpetrator(s).
* A documented interview with any witnesses with relevant information to provide.
* Any other step the investigator(s) deems relevant to the investigation of the complaint or incident.

At the conclusion of the investigation a written report of the findings, including recommendations to prevent a recurrence, will be issued. The report will include the information on the Violence and Harassment Reporting Form, and indicate steps taken to prevent a recurrence, including advising employees of any potential hazardous behaviours and protections.

Appropriate corrective action will be determined by the employer and the supervisors of the employees involved. Under section 50 of the OHSA, no employer or person acting on behalf of an employer will dismiss, discipline, suspend, impose a penalty, intimidate or coerce an employee, nor will they threaten an employee with such reprisals, because the employee has acted in compliance with the OHSA or regulations or an order made thereunder or sought enforcement of the OHSA or regulations. An employee will not be reprised against for making a genuine report. However, it if is determined that a false accusation has been made in bad faith, appropriate measures will be taken.

The investigation will be completed in a timely manner, generally within 90 days or less unless there are extenuating circumstances. The results of the investigation will be provided to the complainant and the accused within ten days of the completion of the investigation.

***Notices***

When an incident of workplace violence occurs, the police or emergency responders will be notified for immediate assistance. In addition, under the OHSA, if the workplace violence incident results in a person being killed or critically injured, [Employer/Organization Name] must:

* Immediately, by direct means such as a telephone, notify the Ministry of Labour, Immigration, Training and Skills Development (MLITSD) inspector, Health and Safety Representative and trade union, if any.
* Within 48 hours, in writing, notify the MLITSD director, giving the circumstances of the occurrence and any information that may be prescribed.

If an employee is disabled or requires medical attention as the result of a workplace violence incident, [Employer/Organization Name] must:

* Within four days of the occurrence, in writing, notify the Health and Safety Representative and trade union, if any. Also, within four days of the occurrence, in writing, notify the MLITSD director, if an inspector requires.

It is not the role of the MLITSD inspectors to resolve or mediate specific allegations of harassment in the workplace. The employer is responsible for investigating and dealing with incidents and complaints of harassment as outlined in this program.

***Record Keeping***

Records of the investigation will be kept including:

* A copy of the complaint or details about the incident.
* A record of the investigation including notes.
* A copy of the investigation report.
* A summary of the results of the investigation that was provided to the alleged victim and perpetrator.
* A copy of the corrective action taken to address the complaint or incident of workplace violence or harassment, and the steps taken to protect employees and prevent a recurrence.

All records of the investigation will be kept confidential. The investigation documents should not be disclosed unless necessary to investigate an incident or complaint of workplace harassment or violence, take corrective action, or otherwise as required by law.

Records will be kept for at least one year.

***Work Refusal***

Under the OHSA an employee can refuse to work if he or she has reason to believe they may be endangered by workplace violence. However, work cannot be refused on the grounds of workplace harassment.

There is a specific procedure that must be followed in a work refusal. Please see Refusal to Work Policy for more information. It is important that all parties understand and follow this procedure.

***Support***

[Employer/Organization Name] will provide support to victims of violence or harassment. Employees who are victims of violence or harassment are encouraged to seek assistance and can be assured that any counseling and/or treatment administered are completely confidential.

***Training***

All employees and supervisors at all levels will be trained on the contents of this Workplace Violence and Harassment Prevention Policy. Supervisors must make themselves aware of all legislation applicable to violence in the workplace in order to take the appropriate steps during and after violent situations. Applicable legislation may include the OHSA, Criminal Code of Canada, Ontario Human Rights Code and Workplace Safety and Insurance Act.

***Identifying Risk Factors - Violence***

| **Risk Factor** | **Definition** |
| --- | --- |
| Contact with clients | Employees required to provide a product or service to clients in a fixed location |
| Handling cash | Employees required to handle cash in a fixed location who might become a target for theft or loss |
| Transporting people and/or goods | Employees required to transfer goods of all kinds in trucks or mid-sized vehicles or people by shuttle service |
| Securing/protecting valuables | Employees required to secure or protect valuable goods in transport and/or in a fixed location which, if left unprotected or unsecured, might become a target for theft or loss |
| Working with unstable or volatile clients | Employees are providing service or products to persons with physiological, psychological, psychiatric condition or substance abuse issues |
| Working alone or in small numbers | Employees required to work alone or with very few other employees at a fixed location |
| Working in a community based setting | Employees are expected to work in the community and provide services in private homes and dwellings |
| Working in a high crime area | Employees required to perform services in a fixed location that is located in a high crime area |

***Identifying a Potentially Violent Person***

Signs that an individual is potentially violent may include, but are not limited to:

* Their face is turning red or white.
* Their expression is angry, sneering, or glaring.
* They are pacing, making nervous, repetitive, or violent movements, shaking, clenching jaw or fists, approaching too near, or perspiring heavily.
* They are using a loud voice and/or abusive language.
* Their breathing is shallow or rapid.
* If you notice these signs, TAKE ACTION. Immediately report to the supervisor for assistance.

***Communicating with a Potentially Violent Person***

* DO NOT confront the individual by glaring or staring.
* Remain calm and use a calm manner.
* Speak slowly and clearly in a sure tone.
* Do NOT attempt complicated explanations during a tense situation.
* Ask the individual to talk and pay close attention.
* DO NOT advise the individual to relax or be calm.
* Use silence to placate the individual.
* DO NOT defy, criticize, insult, interrupt or patronize.
* DO NOT crowd the individual. Allow them about two to four feet of space.
* DO NOT fight with the individual. Leave the situation and if necessary, get help from the police.

***Problem Solving with a Potentially Violent Person***

* Try to see the situation from the individual’s point of view in order to figure out how to fix the problem.
* DO NOT take the situation lightly.
* Direct the person’s attention to the issue.
* Ask the individual how to fix the problem.
* Be positive about criticism. If you agree with it, admit this. If you disagree, try to discuss the situation.
* DO NOT lie or make unreasonable commitments.
* Make minor requests, such as taking the discussion to a quiet area.
* Divide the problem into smaller chunks and deal with them one at a time.
* Be clear about the consequences of violence and provide other options.
* If the individual is an employee, do not discuss discipline until the situation is more stable.
* DO NOT immediately turn down the individual’s request.
* DO NOT try to negotiate an individual who is making threats. End the conversation calmly and if necessary, get assistance.

***Ending an Abusive Telephone Call***

* Interrupt in a courteous but firm tone.
* Make it clear that abusive behaviour is not acceptable, and that you will end the conversation if they do not stop.
* Report the abusive call to the supervisor.
* Halt the call in a courteous but firm tone if the abusive person calls again.
* Put the caller on hold.
* Report the holding caller to the supervisor.
* Forward the caller to the supervisor.

***In The Event of a Robbery***

* Stay calm.
* Do not argue.
* Listen.
* Do not follow or attempt to capture the thief as this places you and others in great danger.
* Do not surprise the thief or move unexpectedly.
* Try to be observant and remember details:
* What he or she is wearing.
* What does he or she look like and how tall are they.
* What colour hair does he or she have.
* Does he or she have any unusual characteristics such as tattoos or piercings.
* If he or she had a weapon, describe it.
* After he or she leaves, try to avoid touching anything the thief has touched. Make a note of the items that were touched.

***After a Robbery***

* If you can do so safely, record the license plate and the make and model of the vehicle the thief used.
* NEVER try to chase the thief.
* Contact emergency services at 911 and report the incident to police immediately. Provide as much information as possible including the route the thief took when leaving and do not follow the thief.
* Record all information observed about the thief.
* Lock all doors and do not let anyone enter.
* Ask all witnesses to remain until police arrive.
* Contact the supervisor or employer.
* Do not discuss the robbery with media or bystanders.
* Cooperate fully with the police investigation.
* If the thief was within sight of one of the cameras, advise the supervisor or employer and they will check the recording system to see if the thief’s image was captured.
* Report the incident following proper Incident Reporting Procedures immediately.

***Road Rage Situations***

Employees are reminded to avoid potential road rage situations. The following are some best practices for avoiding road rage:

* Plan your route in advance as frustration or erratic behaviour is more likely if you are lost.
* If you feel yourself getting upset, open the window, breathe deeply and listen to relaxing music.
* Consciously decide not to let traffic delays or the driving habits of others affect your driving.
* Acknowledge your mistakes which can reduce conflict.
* Be courteous and considerate.
* Do not compete or retaliate.
* Leave traffic enforcement to the police.
* Avoid heavy meals before driving which can make you lethargic.
* Avoid honking your horn unless necessary.
* Stay in your vehicle, lock the doors and call the police if you are being physically threatened.
* Dial \*OPP will connect you to the nearest Ontario Provincial Police (OPP) Station.
* Contact emergency services at 911.
* If you are being followed, do not drive to your home. Drive to the nearest service, police or fire station, remain in your vehicle and honk your horn repeatedly until someone assists you.

**Legislative References**

Occupational Health and Safety Act Part III.0.1

**Additional Resources**

Workplace Violence and Harassment Prevention Policy Statement

Workplace Violence and Harassment Reporting Form

Workplace Violence Investigation Form

Workplace Violence Hazard Assessment

Incident Analysis Report

Violence and Harassment Inspection Checklist

Employee Risk Assessment Questionnaire: Workplace Violence/Harassment

MLITSD Workplace Violence and Harassment

**Document Management**

|  |  |
| --- | --- |
| Effective Date: |  |
| Revision Date: |  |

**Workplace Violence and Harassment Prevention Policy Statement**

[Employer/Organization Name] is committed to the prevention of workplace violence and providing a work environment in which all individuals are treated with respect and dignity. We will take the necessary steps reasonable to protect our employees from workplace violence from all sources. We are also committed to providing a work environment in which everyone is treated with respect and dignity and protect our employees from workplace harassment.

Workplace violence or harassment are unacceptable in the workplace and will not be tolerated. Everyone in the organization is expected to uphold this policy, and will be held accountable by the employer.

Workplace harassment is defined as engaging in a course of vexatious comment or conduct against an employee in a workplace that is known, or ought reasonably to be known, to be unwelcome, or workplace sexual harassment. Harassment may also relate to a form of discrimination as set out in the Ontario Human Rights Code.

Workplace violence is defined as the exercise of physical force by a person against an employee, in the workplace, that causes or could cause physical injury to the employee. This also includes attempts of violence and statements or behaviours that could be interpreted as a threat of violence.

We will ensure that this policy and the supporting program are implemented and maintained and that all employees and supervisors have the appropriate information and instruction to protect them from violence and harassment in the workplace.

Supervisors will adhere to this policy and the supporting program. They will be responsible for ensuring that measures and procedures are followed by employees and that employees have the information that they need to protect themselves.

Employees are encouraged to raise any concerns and to report any incidents of workplace violence or harassment to their supervisor. If the supervisor is involved in the incident, it should be reported to the employer.

We will investigate and deal with all concerns, complaints or incidents of workplace violence and harassment in a fair, respectful and timely manner while respecting employees’ privacy as much as possible. Information provided about an incident or about a complaint will not be disclosed except as necessary to protect employees, to investigate the complaint or incident, to take corrective action or as otherwise required by law.

Nothing in this policy or program prevents or discourages an employee from filing an application with the Ontario Human Rights Tribunal on a matter related to the Ontario Human Rights Code within one year of the last alleged incident. An employee also retains the right to pursue any other legal avenues available.

[Employer, Signature, Name and Title] [Date]

**Workplace Violence and Harassment Inspection Checklist**

|  |  |  |
| --- | --- | --- |
| **Date:** | | |
| **Inspected by:** | | |
|  | **Yes** | **No** |
| **Parking Lots** |  |  |
| Are the entrances and exits well marked? |  |  |
| Does the lot have signs with security reminders (e.g. Lock Your Car, Security Patrolled, etc.)? |  |  |
| Is there enough lighting? |  |  |
| Are alarms clearly marked? |  |  |
| Do pass cards control access to the lot? |  |  |
| Are company vehicles parked on site after hours?  If yes, is there a secured parking lot for company vehicles after hours? |  |  |
| Have there been vehicle thefts from the parking lot? |  |  |
| Have any vehicles been broken into? |  |  |
| **Around the Outside of the Building (Perimeter)** |  |  |
| Is the workplace near any buildings or businesses that are at risk from violent crime (e.g. bars, banks)? |  |  |
| Are there procedures in place to prevent violent, criminal, drugged, or drunk persons from coming into your building? |  |  |
| Is the building in a low crime area? |  |  |
| Is the building free of any signs of vandalism or graffiti? |  |  |
| Is the building located away from dense manufacturing? |  |  |
| Are there other buildings in close proximity? |  |  |
| Is the building entrance well lit? |  |  |
| Are the outside lights checked before dark? |  |  |
| Are garbage areas, external areas or equipment that employees use:  In an area with good visibility?  Close to the main building with no possibility of hiding places? |  |  |
| Is the building shared with other businesses?  If yes, is there entry control to your area? |  |  |
| Is there a system to alert employees if intruders enter? |  |  |
| Are offices designed so that public and private spaces are clearly identified? |  |  |
| Are there coded cards or keys to control access to the building, or to certain areas within the building? |  |  |
| Is there a system in place to limit the number of keys/entry cards given out? |  |  |
| Are codes/locks changed immediately if keys/cards are lost? |  |  |
| **Security System** |  |  |
| Does the business have a security system?  If yes, is the system tested on a regular basis (e.g. monthly)? |  |  |
| Is the security system adequate? |
| Are there security guards/safety walking services available at your location? |
| Are signs posted stating there is a security system in use? |
| **Signs** |  |  |
| When you enter the building, are there signs to identify where you are? |  |  |
| Are the hours of operation clearly posted? |  |  |
| Impression of overall signage  very poor / poor / satisfactory / good / very good |  |  |
| Are there signs outside of the building to show where to get emergency assistance if you need it?  If no, what signs are needed and where? |  |  |
| Are posted signs easily seen by all?  If no, where are these signs located?  Are visitor areas and private areas clearly marked? |  |  |
| Are rules for visitors clearly posted? |  |  |
| **Work Practices** |  |  |
| Are there established work practices for those employees that:  Work with the public?  Handle money, valuables, or prescription drugs?  Carry out inspection or enforcement duties?  Provide service, care, advice, or education?  Work with unstable or violent persons?  Work where alcohol is served?  Work alone or in small numbers?  Work in community-based settings?  Drive a vehicle as part of the job?  Visit clients at their home or site of work?  Work late hours during the evening or early hours of the morning?  Use public transit during the workday?  Travel to other cities/countries?  Stay in hotels? |  |  |
| **Lighting** |  |  |
| List any areas where lighting was a concern during the inspection (e.g. too dark, too bright) |  |  |
| Is lighting evenly spaced?  Are all lights working properly? If no, where are they located? |  |  |
| Can you easily access the main light control switches? |  |  |
| **Stairwells** |  |  |
| Are exit doors clearly marked? |  |  |
| Is there enough bright light in the stairwell? |  |  |
| Can lights be turned off in the stairwell? |  |  |
| Do stairwells lock the door behind you? |  |  |
| Can you get away using all exit routes from the stairwell. If no, where? |  |  |
| Is there more than one exit route out of the stairs? |  |  |
| During regular hours of operation? |  |  |
| After regular hours of operation? |  |  |
| **Possible Areas for Attack** |  |  |
| Are there rooms in the facility that should be locked at all times or areas where access should be restricted?  If yes, where? |  |  |
| **Places to Hide** |  |  |
| Are there small areas where someone could hide such as:  recessed doorways  unlocked storage areas/empty rooms  stairwells  elevators  If yes, where? (These items will need to be addressed) |  |  |
| Would it make it easier to see someone if there were:  Mirrors  Transparent materials like glass  Windows on doors  Angled corners  Less shrubbery  Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  If yes, where? (These items will need to be addressed) |  |  |
| Do members of the public enter from the front of the building only? |  |  |
| **Working Alone** |  |  |
| At the time of inspection, were there people in all areas? If no, which areas felt isolated? |  |  |
| In these areas that felt isolated, is there a telephone, or a sign directing you to some assistance? |  |  |
| In these areas, how far away is the nearest person who could hear calls for help? \_\_\_\_\_\_ ft./m |  |  |
| Are alarms or panic buttons installed? |  |  |
| Are alarms or panic buttons easily accessible? |  |  |
| Do you periodically check that the alarms or panic buttons are functional? |  |  |
| How many people were around you at the time of inspection? |  |  |
| Is it easy to predict when people will be around? |  |  |
| **Washrooms** |  |  |
| Can the public use the same washrooms as employees? |  |  |
| Are the lights in the bathroom controlled by an automatic switch that cannot be turned off by visitors, clients or other employees? |  |  |
| Are washrooms checked before building is vacated? |  |  |
| **Offices** |  |  |
| Are any employees at risk because of their offices are isolated from other employees? |  |  |
| Is the furniture in offices arranged to allow for quick exit from the office? |  |  |
| Is the furniture arranged to allow for a minimum distance (four to six feet) between employees and clients? |  |  |
| Have the number of objects that can be thrown or used as a weapon been reduced? |  |  |
| Do these offices have good visibility through shatterproof glass in walls/doors? |  |  |
| **Emergency Assistance** |  |  |
| Has emergency contact information been established for regular and after hour operation? |  |  |
| Are emergency numbers posted on telephones? |  |  |
| Are emergency phones accessible in all areas? If no, where are they needed? |  |  |
| Does this room have a telephone and a door that can be locked from the inside? |  |  |
| Is there a designated “safe” room that employees can go to during an emergency? |  |  |

**Employee Risk Assessment Questionnaire for Workplace Violence and Harassment**

|  |
| --- |
| Date: |
| Work Area: |
| Supervisor: |
| Name (Optional): |

1. Have you experienced verbal abuse (swearing, insults, or degrading language) while employed with this company?
2. If yes, did you report the incident(s) orally or in writing?
3. What was the relationship of the abuser to you? Coworker, client/customer, public or other.
4. Have you experienced verbal or written threats while employed with this company?
5. If yes, did you report the incident(s) orally or in writing?
6. What was the relationship of the abuser to you? Coworker, client/customer, public or other.
7. Have you been threatened with physical harm while employed with this company?
8. If yes, did you report the incident(s) orally or in writing?
9. What was the relationship of the abuser to you? Coworker, client/customer, public or other.
10. Have you experienced a physical assault or attack while employed with this company?
11. If yes, did you report the incident(s) orally or in writing?
12. What was the relationship of the abuser to you? Coworker, client/customer, public or other.
13. Do you ever:
14. Work alone
15. Work with small numbers of co- employees
16. Work in a community-based setting
17. Work late at night
18. Work early in the morning
19. Go to client’s homes or businesses
20. Handle cash or prescription medications
21. Work in a restaurant or bar that serves alcohol
22. Drive on work-related business
23. Do you think that workplace violence is a risk in your workplace? Yes or no.

**Workplace Violence and Harassment Reporting Form**

|  |  |
| --- | --- |
| **Employee** |  |
| Name: | Date of Report: |
| Work Address: | Date of Incident: |
| Job/Position: | Day of Week of Incident: |
| Work Area: | Time of Incident: |
| Age:              Male         Female |  |
| What were you doing at the time of the incident? | |
| **Offender(s)** |  |
| Name(s): | Name(s): |
| Address(es): | Address(es): |
| Age:               Male  Female | Age:              Male  Female |
| Description: | Description: |
| Relationship between employee and offender (if any):  Coworker  Client  Student  Public  Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| Other details (e.g. use of drugs or alcohol, possession of a weapon): | |
| Apparent motive: | |
| **Witness(es)** |  |
| Name: | Name: |
| Address: | Address: |

**Workplace Violence and Harassment Investigation Form**

|  |  |  |  |
| --- | --- | --- | --- |
| Investigator name: | | Date of Investigation: | |
| **Background Information** | | | |
| Who are the people involved? Are they employees as defined by OHSA? Who reported and when? | | | |
| 1. Name of person who reported workplace incident: | | | |
| 1. If not the same person as above, name of person who allegedly experience workplace violence or harassment | | | |
| 1. Date complaint/concern raised and how | | | |
| 1. Position/Department of employee(s) complaining or possibly exposed to workplace violence or harassment | | | |
| 1. Name of respondent(s) (alleged perpetrator):   Position/Department:  If not an employee, provide details: | | | |
| **Investigation Plan** | | | |
| Plan and conduct the investigation: | | | |
| 1. Obtain the employee(s) concerns of harassment/violence in writing, if possible. Assistance must be provided in completing the form where necessary. | | | |
| 1. An investigator needs to interview the employee who allegedly experience the workplace violence or harassment and the alleged perpetrator (if an employee). If the alleged harasser is not an employee, the investigator should try to interview him/her. | | | |
| 1. Make a list of possible relevant witnesses. The employee who allegedly experienced workplace violence or harassment and the alleged perpetrator must be asked for names of any relevant witnesses. | | | |
| 1. Interview relevant witnesses. Ask specific questions about what they have observed, are aware of, or have personally experienced. | | | |
| 1. Collect and review relevant documents from the employee, alleged perpetrator, witnesses and employer. | | | |
| 1. Take detailed notes. | | | |
| 1. Keep the investigation confidential. Instruct the employee who allegedly experienced the violence or harassment, the alleged perpetrator, and witnesses not to talk to others about the investigation unless it is necessary, for instance, to obtain legal advice, counselling, to protect employees, or otherwise meet their reporting and other obligations under the OHSA. | | | |
| **Employee’s Concerns / Allegations** | | | |
|  | | | |
| When did incident(s) occur? Confirm date of first incident and any subsequent behaviours or conduct. Note that recalling events of harassment can be stressful for the complainant. | | | |
| Date of first incident: | Date of last incident: | | Date of other incidents: |
| **Alleged Perpetrator’s Response** | | | |
| The alleged perpetrator will likely need details of the allegation to be able to respond. | | | |
|  | | | |
| **Interview Relevant Witnesses** | | | |
| List witnesses. Interview relevant witnesses and make notes. | | | |
|  | | | |
| **Collect Documentation** | | | |
| List the documents collected for the investigation and how or from whom they were obtained. | | | |
|  | | | |
| **Investigation Results** | | | |
| The investigator’s summary report should set out who was interviewed, what evidence was obtained and an analysis of the evidence to determine whether workplace violence or harassment occurred. | | | |
|  | | | |
| **Recommended Next Steps** | | | |
|  | | | |
| Report provided to: | | | |
|  | | | |

# 4.13 First Aid Policy

Purpose

[Employer/Organization Name] will protect the health, safety and well-being of its employees. The company will ensure that any person injured or ill in the workplace will be provided with the utmost care, and that prompt and proper first aid will be administered by a certified First Aid Attendant. [Employer/Organization Name] will provide properly stocked first aid kits, and will keep a record of all first aid treatment and advice.

First Aid Station

The first aid station is located [Location], and will be adequately stocked, as per Regulation 1101 of the Workplace Safety and Insurance Act. The station will contain, as a minimum for more than 15 and less than 200 employees, the following:

* 1 stretcher
* 2 blankets
* Current edition of a standard St John Ambulance First Aid Manual
* 24 safety pins
* 1 basin, preferably stainless steel
* Dressings, consisting of:
  + 48 adhesive dressings, individually wrapped
  + 2 rolls of adhesive tape, 1-inch wide
  + 12 rolls of 1-inch gauze bandages
  + 48 sterile gauze pads, 3-inch square
  + 8 rolls of 2-inch gauze bandages
  + 8 rolls of 4-inch gauze bandages
  + 6 sterile surgical pads suitable for pressure dressings, individually wrapped
  + 12 triangular bandages
  + Splints of assorted sizes
  + 2 rolls of splint padding
* First aid logbook
* Form 82
* The valid certificates of First Aid Attendants
* The names and locations of all First Aid Attendants
* Inspection card

The first aid station is located [Location], and will be adequately stocked, as per Regulation 1101 of the Workplace Safety and Insurance Act. The station will contain, as a minimum for more than five and not more than 15 employees, the following:

* Current edition of a standard St John Ambulance First Aid Manual
* 1 card of safety pins
* Dressings, consisting of:
  + 24 adhesive dressings, individually wrapped
  + 12 sterile gauze pads, 3-inch square
  + 4 rolls of 2-inch gauze bandages
  + 4 rolls of 4-inch gauze bandages
  + 4 sterile surgical pads suitable for pressure dressings, individually wrapped
  + 6 triangular bandages
  + 2 rolls of splint padding
  + 1 roll up splint
* First aid logbook
* Form 82
* The valid certificates of First Aid Attendants
* The names and locations of all First Aid Attendants
* Inspection card

Portable First Aid Kits for Mobile Equipment and Vehicles

Portable first aid kits will contain, as a minimum, the following:

* Current edition of a standard St John Ambulance First Aid Manual
* 1 card of safety pins
* Dressings, consisting of:
  + 16 adhesive dressings, individually wrapped
  + 6 sterile gauze pads, 3-inch square
  + 4 rolls of 3-inch gauze bandage
  + 2 sterile surgical pads suitable for pressure dressings, individually wrapped
  + 4 triangular bandages
* First aid logbook
* Inspection card

First Aid Training

[Employer/Organization Name] offers first aid training as outlined in this policy. Any employee interested in participating in first aid training, will speak to the employer or supervisor. At a minimum, [Employer/Organization Name] will ensure that at least one Certified First Aid Attendant, and preferably two, trained in first aid and cardiopulmonary resuscitation (CPR) will be available during every shift. A list of Certified First Aid Attendants, along with a copy of their current certificates, will be posted at the first aid station and Health and Safety Board.

In accordance with Regulation 1101 for First Aid, [Employer/Organization Name] will also ensure that a Certified First Aid Attendant works in the immediate vicinity of the first aid kit.

Reporting Requirements

The First Aid Attendant will be required to record in the First Aid Logbook all treatment given to an employee. Should the injury or illness be serious enough that medical attention is required, an Incident and Injury Report will be completed and sent to the employer. The Incident Report will record the circumstances surrounding the incident as described by the injured employee. Specifically, the report must include:

* The date of the injury
* Time of the injury
* The names of witnesses
* The nature and location of injury

Inspection Requirements

Monthly, the Health and Safety Representative will inspect the first aid kits, to ensure that the kit is adequately stocked with supplies and that a sufficient number of Incident Report Forms are supplied.

The Health and Safety Representative will initial the inspection record attached to the first aid kits. If there are any supplies or deficiencies identified, it will be noted on the First Aid Kit Monthly Inventory and the kit will be restocked within one week.

Transportation of Injured Employee

Should any person at [Employer/Organization Name] become injured or ill on the premises, the following procedures will be followed to ensure that the person is safely transported to their desired destination, according to the following procedure.

Transportation Procedure

If the injury or illness is serious enough that the person must be transported to a hospital or medical centre for immediate medical attention, contact emergency services at 911 for an ambulance. The Certified First Aid Attendant will be responsible for stabilizing the health and safety of the injured/ill person until the ambulance arrives.

If the person is injured or becomes ill, but does not require immediate medical attention, he or she will be offered transportation via taxi service to their desired destination (e.g. home or family doctor’s office). A supervisor will accompany the person to their desired destination, and the company will be responsible for any related transportation fees (e.g. cab fare or ambulance fees).

The supervisor accompanying the injured/ill person will be responsible for ensuring that the person reaches their desired destination safely, will ensure that any required forms or paperwork (e.g. Return to Work Procedure, Note to Physician, etc.) accompany the person.

If the injured/ill person refuses assistance or transportation, they must make this clear, both to the supervisor present, and on the Incident Report. Furthermore, they must initial the form where they have stated that they do not require the offered assistance/transportation.

Document Management

|  |  |
| --- | --- |
| Effective Date: |  |
| Revision Date: |  |

First Aid Log Book

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Date | Time | Name of Injured | Nature of Injury | Location | Name of Witness | Treatment | Reviewed |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

First Aid Kit Monthly Inventory Template (16 to 199 Employees)

|  |
| --- |
| Date: |

|  |  |  |  |
| --- | --- | --- | --- |
| Required | Item | Available | Need |
| 1 | Stretcher |  |  |
| 2 | Blankets |  |  |
| 1 | Current edition of standard St John Ambulance Manual |  |  |
| 24 | Safety pins |  |  |
| 1 | Basin, preferably stainless steel |  |  |
| 48 | Adhesive dressings, individually wrapped |  |  |
| 2 | Rolls of adhesive tape, 1-inch wide |  |  |
| 12 | Rolls of 3-inch gauze bandages |  |  |
| 48 | Sterile gauze pads, 3-inch square |  |  |
| 8 | Rolls of 2-inch gauze bandages |  |  |
| 8 | Rolls of 4-inch gauze bandages |  |  |
| 6 | Surgical pads for pressure dressing, individually wrapped |  |  |
| 12 | Triangular bandages |  |  |
|  | Splints of assorted sizes |  |  |
| 2 | Rolls of splint padding |  |  |
| 1 | Bottle of hydrogen peroxide (Optional) |  |  |
| 1 | Pair of splinter tweezers blunt end (Optional) |  |  |
| 1 | Pair of 4-inch scissors (Optional) |  |  |
| 6 | Pairs of non-latex surgical gloves (Optional) |  |  |
| 2 | Bottles of eye wash solution (Optional) |  |  |
| 1 | CPR mask (Optional) |  |  |
| 1 | First aid logbook |  |  |

*All inventories must be filled out during the workplace inspection. Completed copies along with monthly first aid logs are to be forwarded to the supervisor.*

First Aid Kit Monthly Inventory Template (6 to 15 Employees)

|  |
| --- |
| Date: |

|  |  |  |  |
| --- | --- | --- | --- |
| Required | Item | Available | Need |
| 1 | Current edition of standard St John Ambulance Manual |  |  |
| 1 | Card of safety pins |  |  |
| 24 | Adhesive dressings, individually wrapped |  |  |
| 12 | Sterile gauze pads, 3-inch square |  |  |
| 4 | Rolls of 2-inch gauze bandages |  |  |
| 4 | Rolls of 4-inch gauze bandages |  |  |
| 4 | Surgical pads for pressure dressing, individually wrapped |  |  |
| 6 | Triangular bandages |  |  |
| 2 | Rolls of splint padding |  |  |
| 1 | Roll up splint |  |  |
| 2 | Rolls of adhesive tape 1-inch wide (Optional) |  |  |
| 1 | Bottle of hydrogen peroxide (Optional) |  |  |
| 1 | Pair of splinter tweezers blunt end (Optional) |  |  |
| 1 | Pair of 4-inch scissors (Optional) |  |  |
| 6 | Pairs of non-latex surgical gloves (Optional) |  |  |
| 2 | Bottles of eye wash solution (Optional) |  |  |
| 1 | CPR mask (Optional) |  |  |
| 1 | Basin, preferably stainless steel (Optional) |  |  |
| 1 | First aid logbook |  |  |

*All inventories must be filled out during the workplace inspection. Completed copies along with monthly first aid logs are to be forwarded to the supervisor.*

First Aid Kit Monthly Inspection Template (16 to 199 Employees)

|  |  |  |
| --- | --- | --- |
| * 1 stretcher * 2 blankets * 1 basin * Current edition of a standard St John Ambulance First Aid Manual * 24 safety pins * 48 adhesive dressings, individually wrapped * 2 rolls of adhesive tape, 1-inch wide * 12 rolls of 1-inch wide gauze * 48 sterile gauze pads, 3-inch square * 8 rolls of 2-inch gauze bandages * 8 rolls of 4-inch gauze bandages * 6 sterile surgical pads suitable for pressure dressings, individually wrapped * 12 triangular bandages * Splints of assorted sizes * 2 rolls of splint padding * First aid logbook * Form 82 | * 1 stretcher * 2 blankets * 1 basin * Current edition of a standard St John Ambulance First Aid Manual * 24 safety pins * 48 adhesive dressings, individually wrapped * 2 rolls of adhesive tape, 1-inch wide * 12 rolls of 1-inch wide gauze * 48 sterile gauze pads, 3-inch square * 8 rolls of 2-inch gauze bandages * 8 rolls of 4-inch gauze bandages * 6 sterile surgical pads suitable for pressure dressings, individually wrapped * 12 triangular bandages * Splints of assorted sizes * 2 rolls of splint padding * First aid logbook * Form 82 | * 1 stretcher * 2 blankets * 1 basin * Current edition of a standard St John Ambulance First Aid Manual * 24 safety pins * 48 adhesive dressings, individually wrapped * 2 rolls of adhesive tape, 1-inch wide * 12 rolls of 1-inch wide gauze * 48 sterile gauze pads, 3-inch square * 8 rolls of 2-inch gauze bandages * 8 rolls of 4-inch gauze bandages * 6 sterile surgical pads suitable for pressure dressings, individually wrapped * 12 triangular bandages * Splints of assorted sizes * 2 rolls of splint padding * First aid logbook * Form 82 |
| Date: | Date: | Date: |
| Inspected by: | Inspected by: | Inspected by: |
| Kit location: | Kit location: | Kit location: |
| Comments: | Comments: | Comments: |

First Aid Kit Monthly Inspection Template (6 to 15 Employees)

|  |  |  |
| --- | --- | --- |
| * Current edition of a standard St John Ambulance First Aid Manual * 1 card of safety pins * 24 adhesive dressings, individually wrapped * 12 sterile gauze pads, 3-inch square * 4 rolls of 2-inch gauze bandages * 4 rolls of 4-inch gauze bandages * 4 sterile surgical pads suitable for pressure dressings, individually wrapped * 6 triangular bandages * 2 rolls of splint padding * 1 roll up splint * First aid logbook * Form 82 | * Current edition of a standard St John Ambulance First Aid Manual * 1 card of safety pins * 24 adhesive dressings, individually wrapped * 12 sterile gauze pads, 3-inch square * 4 rolls of 2-inch gauze bandages * 4 rolls of 4-inch gauze bandages * 4 sterile surgical pads suitable for pressure dressings, individually wrapped * 6 triangular bandages * 2 rolls of splint padding * 1 roll up splint * First aid logbook * Form 82 | * Current edition of a standard St John Ambulance First Aid Manual * 1 card of safety pins * 24 adhesive dressings, individually wrapped * 12 sterile gauze pads, 3-inch square * 4 rolls of 2-inch gauze bandages * 4 rolls of 4-inch gauze bandages * 4 sterile surgical pads suitable for pressure dressings, individually wrapped * 6 triangular bandages * 2 rolls of splint padding * 1 roll up splint * First aid logbook * Form 82 |
| Date: | Date: | Date: |
| Inspected by: | Inspected by: | Inspected by: |
| Kit location: | Kit location: | Kit location: |
| Comments: | Comments: | Comments: |

First Aid Kit Monthly Inspection Template for Mobile Equipment and Vehicles

|  |  |  |
| --- | --- | --- |
| * Current edition of a standard St John Ambulance First Aid Manual * 1 card of safety pins * 16 adhesive dressings, individually wrapped * 6 sterile gauze pads, 3-inch square * 4 rolls of 3-inch gauze bandage * 2 sterile surgical pads suitable for pressure dressings, individually wrapped * 4 triangular bandages * First aid logbook | * Current edition of a standard St John Ambulance First Aid Manual * 1 card of safety pins * 16 adhesive dressings, individually wrapped * 6 sterile gauze pads, 3-inch square * 4 rolls of 3-inch gauze bandage * 2 sterile surgical pads suitable for pressure dressings, individually wrapped * 4 triangular bandages * First aid logbook | * Current edition of a standard St John Ambulance First Aid Manual * 1 card of safety pins * 16 adhesive dressings, individually wrapped * 6 sterile gauze pads, 3-inch square * 4 rolls of 3-inch gauze bandage * 2 sterile surgical pads suitable for pressure dressings, individually wrapped * 4 triangular bandages * First aid logbook |
| Date: | Date: | Date: |
| Inspected by: | Inspected by: | Inspected by: |
| Kit location: | Kit location: | Kit location: |
| Comments: | Comments: | Comments: |

# 4.14 Health and Safety Training Program Policy

Purpose

Training is an essential part of our health and safety program by providing employees with the knowledge and practices to stay safe in the workplace. This policy outlines the types of training necessary for employees at [Employer/Organization Name], identifies training required for various positions/tasks, and establishes expectations for delivery of training.

Training Policy and Review

[Employer/Organization Name] will deliver a variety of training to employees depending on their positions or tasks. Some training programs will be delivered to all employees, while others will be position or task specific.

The training program will be reviewed by the employer and Health and Safety Representative annually to incorporate legislative changes and address changes to equipment or processes. The training needs for each job category will be reviewed, as will employee training records particularly those of new employees, and transferred or promoted employees.

Procedure

For all training, the employer will be responsible for the following:

* Establishing training objectives and method of delivering the training.
* Adhering to appropriate and relevant training standards.
* Creating training schedule and assigning trainers.
* Ensuring completion of training within two months of employment.
* Providing method of evaluating training.
* Keeping records of training and reviewing annually.
* Monitoring need for training reviews or renewal of certification where applicable.
* Review new/modified equipment.
* Review legislation updates.

[Employer/Organization Name] offers training as outlined in this policy. All employees are required to participate in the general training. Specific training will be determined by position and task. The employee who is the Health and Safety Representative will receive training specific to that function.

In accordance with the Occupational Health and Safety Act (OHSA), [Employer/Organization Name] will provide all employees with the necessary information, instruction, and supervision to ensure their health and safety on the job. [Employer/Organization Name] is committed to taking all reasonable precautions to protect the health and safety of its employees.

General Training

All employees at [Employer/Organization Name] will receive training in the following areas. This training applies to new, transferred, promoted, or returning employees and will be completed prior to exposure to hazards and within six weeks of starting a new job. The topics covered in general training include:

Orientation

* Legal rights and responsibilities related to workplace health and safety, including the right to refuse work, right to know and right to participate as well as the Health and Safety Policy.
* Instruction on performing job tasks, including safe operating procedures and identifying/controlling hazards for employees who are new, or those who have been promoted or transferred. Training will be done by a qualified person, and employees will be monitored during the probationary period to ensure they are following safe work practices as instructed.
* General orientation to the health and safety program and policy, as well as related employee responsibilities. This applies to new employees, student, contractor personnel or supplied employees, or employees returning after an absence. The orientation should introduce the employee to the OHSA and also the roles, responsibilities and functions of the Health and Safety Representative. In addition, the employee should learn the policies and procedures for:
* Emergency preparedness and response.
* [Employer/Organization Name]’s Workplace Violence and Harassment Prevention Policy and Procedures.
* Location and proper use of eyewash fountains, and fire prevention and suppression methods.
* Conduct drills to ensure employees are aware of roles and responsibilities in emergency situations.
* Reporting illness or injury.
* Reporting workplace hazards.
* Return to Work Program.

Workplace Hazardous Material Information System (WHMIS)

WHMIS training enables employees to recognize and safely handle hazardous materials found in the workplace. Training will conform to the following points:

* New employees must complete WHMIS training prior to beginning the job.
* WHMIS training will teach employees to recognize, assess, and control hazardous materials.
* Training will include both generic as well as workplace-specific training for any controlled substances used.
* Training will be conducted by a qualified trainer who is aware of workplace-specific hazards.
* The Health and Safety Representative will be consulted on development and implementation of all WHMIS training.
* Each employee will have a WHMIS training review annually.

First Aid

At a minimum, [Employer/Organization Name] will ensure that at least one Certified First Aid Attendant, and preferably two, trained in first aid and cardiopulmonary resuscitation (CPR) will be available during every shift. A minimum of one employee on every shift will be trained in First aid and. Names and work locations of trained employees, along with their certificates, will be posted at the first aid station and Health and Safety Board.

Ergonomics

Any employees that may be exposed to the risk of musculoskeletal disorder (MSD) as a result of the tasks they are required to perform must be educated and trained in:

* Risk identification related to the work.
* Recognition of early signs and symptoms of MSDs.
* Potential health effects.
* Control measures, including any safe operating procedures, mechanical aids and personal protective equipment (PPE).

Occupational Health and Safety Awareness Training

In accordance with Regulation 297/13 for Occupational Health and Safety Awareness and Training, [Employer/Organization Name] will ensure that employees and supervisors have completed the prescribed occupational health and safety awareness training (OHSAT) program.

Employees

The basic OHSAT program for employees must include instruction on the following:

* The duties and rights of employees under the Occupational Health and Safety Act (OHSA).
* The duties of employers and supervisors under the OHSA.
* The roles of Health and Safety Representative and Joint Health and Safety Committees under the OHSA.
* The roles of the Ministry of Labour, Immigration, Training and Skills Development (MLITSD), the Workplace Safety and Insurance Board (WSIB) and other health and safety system partners.
* Common workplace hazards.
* The requirements set out in Regulation 860 for Workplace Hazardous Materials Information System, with respect to information and instruction on controlled products.
* Occupational illness, including latency.

Supervisors

The basic OHSAT program for supervisors must include instruction on the following:

* The duties and rights of employees under the OHSA.
* The duties of employers and supervisors under the OHSA.
* The roles of Health and Safety Representative and Joint Health and Safety Committees under the OHSA.
* The roles of the MLITSD, WSIB and other health and safety system partners.
* Common workplace hazards.
* How to recognize, assess and control workplace hazards, and evaluate those controls.
* Sources of information on occupational health and safety.

If an employee or supervisor has previously completed a basic OHSAT program that meets the requirements set out above, and can provide written proof of completion to [Employer/Organization Name], then that employee or supervisor does not need to complete the basic OHSAT.

[Employer/Organization Name] will keep a record of written proof of completion, for a basic OHSAT that has been completed by employees and supervisors in their respective file. If a former employee or supervisor requests a copy of written proof of completion within six months of their last day of employment, [Employer/Organization Name] will provide them with the requested written proof.

Promotion or Transfer

Employees who have been promoted to another position within [Employer/Organization Name] will receive training specific to their new role and/or work location, prior to exposure to hazards and within six weeks of starting their new job or transfer. Training will include:

* Review of the legal rights and responsibilities related to workplace health and safety.
* If the promotion or transfer involves movement into a supervisor position, the employee will receive training on their additional responsibilities in that role related to workplace health and safety.
* Instruction on performing job tasks, including safe operating procedures and identifying/controlling hazards. Training will be done by a qualified person, and employees will be monitored during the probationary period to ensure they are following safe work practices as instructed.

Specific Training

Employees at [Employer/Organization Name] will receive training specific to their positions or tasks. New, transferred, promoted, or returning employees will complete relevant training, prior to exposure to hazards and within six weeks of starting a new job. Employees will be trained on some of the following, as necessary to their position:

Materials Handling

Only trained and authorized employees are permitted to use mechanical material handling equipment. Manual material handling to prevent injury while lifting or moving materials. Employees require training on the following tasks:

|  |  |
| --- | --- |
| Task | Positions Requiring Training |
| Lifting overhead and bending |  |
| Working in awkward positions |  |
| Lifting heavy objects |  |

Personal Protective Equipment (PPE)

Use and maintenance of PPE is specific to each position or task.

| PPE Item | Positions Requiring Training |
| --- | --- |
| Respiratory Protection |  |
| Gloves |  |
| Goggles |  |
| Safety Glasses |  |
| Safety Footwear |  |
| Face Protection |  |
| Hearing Protection |  |
| Head Protection |  |
| Fall Protection |  |

Existing and New Equipment

Employees must be trained in the safe operation of any equipment they are required to use. This will include:

* Selection of the appropriate equipment
* Limitation of equipment
* Pre-use inspections
* Use of equipment
* Manufacturer’s specifications
* Maintenance requirements
* Loading and unloading (if required)
* Hazards specific to the to the equipment
* Requirements for lockout tagout

When new equipment is installed, all employees using the equipment are required to be trained in the safe operation and emergency features of the equipment.

Additional Education and Training

In areas where exposure may exceed legislated limits (e.g. noise, air contaminants, etc.), [Employer/Organization Name] will ensure testing is done and if necessary, will develop an exposure control program which will include the necessary education and training of all affected employees. The Health and Safety Representative must be consulted when developing these programs and conducting the annual review of these programs.

Health and Safety Representative Orientation

The Health and Safety Representative is required to have training on the roles, responsibilities, and functions of being the Health and Safety Representative. Training will be delivered by the employer and will be completed within six weeks of being appointed as the Health and Safety Representative. Training will cover the following:

* How to prepare recommendations to the employer
* Powers of the Health and Safety Representative
* Legal requirements of the Health and Safety Representative
* Rights of the Health and Safety Representative

Health and Safety Representative Inspections

Performance of health and safety inspections training is required for the Health and Safety Representative and supervisors who perform inspections. Training will include the following:

* Responsibility assigned
* Schedule established
* Employee contacts and/or observations
* Use of a standard recording system
* Reporting
* Follow-up

Incident and Injury Investigations

Performance of incident investigations training is required for the Health and Safety Representative and supervisors who perform Investigations. Training will include the following:

* Assessment of the scene
* Interviewing techniques
* Identifying contributing factors, as well as identification of immediate and basic causes of the incident
* Preparing the Incident Report
* Preparing recommendations for corrective action
* Ensuring recommendations are communicated and acted upon
* Notification requirements for injuries, including MLITSD, WSIB, family members, etc.

After receiving their full training, the Health and Safety Representative should know the following:

* How to identify, assess, and control industry-specific hazards
* How to conduct inspections
* How to investigate incidents and dangerous occurrences
* [Employer/Organization Name]’s Emergency Response Procedures
* WHMIS.
* How to assess and review the health and safety program
* Applicable health and safety legislation
* Where to go for more health and safety information, including internal and external resources

Additional Resources

Emergency Procedures

First Aid

Employee Training Checklist Template

Training Attendance Record Template

Document Management

|  |  |
| --- | --- |
| Effective Date: |  |
| Revision Date: |  |

Employee Training Checklist Template

|  |  |  |  |
| --- | --- | --- | --- |
| Employee Name: | |  | |
| Employee Number: | |  | |
| Work Start Date: | |  | |
| Position: | |  | |
| Training | Date Completed | Employee Signature | Supervisor Signature |
| Prescribed Occupational Health and Safety Awareness Training |  |  |  |
| Health and Safety Legislation |  |  |  |
| Employee Orientation |  |  |  |
| Safe Operating Procedures for Equipment |  |  |  |
| Personal Protective Equipment |  |  |  |
| Emergency Preparedness and Response |  |  |  |
| Promotion/Transfer Orientation |  |  |  |
| WHMIS |  |  |  |
| Annual WHMIS Review |  |  |  |
| Specialized Competencies and/or certifications |  |  |  |
| Driver’s License |  |  |  |
| Required training:  [Topics] |  |  |  |
| *Training below applies only to Health and Safety Representative and Supervisors* | | | |
| Health and Safety Representative Orientation |  |  |  |
| Planned Health and Safety Inspections |  |  |  |
| Incident Investigation |  |  |  |

Training Attendance Record Template

|  |  |  |
| --- | --- | --- |
| Date: | | |
| Topic: | | |
| Name | Signature | Job Title |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

# 5.1 Preventative Maintenance Policy

Purpose

The appropriate and timely maintenance of equipment is critical to ensure that it operates reliably and safely.

Policy

All equipment used by [Employer/Organization Name] will be tracked on the Preventative Maintenance Schedule. For each piece of equipment, appropriate maintenance standards will be outlined and measures put in place to ensure consistent maintenance.

Procedure

Complete an inventory of equipment requiring maintenance using the Preventative Maintenance Schedule. Each piece of equipment will be evaluated on the following to establish a preventative maintenance plan:

* Standards of maintenance program based on legislation, manufacturer specifications, industry standards or best practices.
* Frequency of maintenance in accordance with accepted standards.
* Qualifications required for maintenance/inspection.
* Responsibility assigned to qualified person for maintenance/inspections and noted if external inspector is required.
* Schedule for assigned person to perform maintenance.

A standard Equipment Preventative Maintenance Record will be used to track maintenance for each piece of equipment. The form will include maintenance requirements specific to the equipment, and will cover the points below:

* Description of maintenance work
* Identification of problems
* Corrective actions
* Follow-up to establish corrective action needed and assign responsibility and timeframe for action

The preventative maintenance program will be reviewed annually to incorporate improvements to the program. New pieces of equipment must be added to the inventory as they are acquired.

Additional Resources

Preventative Maintenance Schedule

Equipment Preventative Maintenance Record Template

Emergency Equipment Preventative Maintenance Record Template

Document Management

|  |  |
| --- | --- |
| Effective Date: |  |
| Revision Date: |  |

# 5.2 Preventative Maintenance Schedule Template

|  |  |  |  |
| --- | --- | --- | --- |
| Equipment | Frequency | Assigned Inspector | Parts to be Inspected |
| **Mobile Equipment** |  |  |  |
| Forklift Truck |  |  |  |
| Tractor |  |  |  |
| Commercial Vehicle, Truck and Trailer |  |  |  |
| Transport Vehicle |  |  |  |
| [Other Equipment] |  |  |  |
| **Production Equipment** |  |  |  |
| Conveyor |  |  |  |
| Packaging Equipment |  |  |  |
| [Other Equipment] |  |  |  |
| **Structural Equipment** |  |  |  |
| Boiler |  |  |  |
| Loading Dock |  |  |  |
| Overhead Door |  |  |  |
| Racking |  |  |  |
| [Other Equipment] |  |  |  |
| **Emergency Equipment** |  |  |  |
| Alarm System | Monthly  Annually | Contract Service | * Review operating condition. |
| Sprinkler System | Annually | Contract service | * Review operating condition. |
| Fire Extinguishers | Monthly  Annually | Health and Safety Representative  Contract Service | * Check charge. * Review operating condition. |
| Emergency Lighting | Monthly  Annually | Health and Safety Representative  Contract Service | * Properly lit. * Review operating condition. |

# 5.3 Equipment Preventative Maintenance Record Template

|  |  |
| --- | --- |
| **Equipment Name:** |  |
| **Maintenance Frequency:** |  |
| **Qualifications for Maintenance:** |  |
| **Maintenance Specifics (i.e. parts to be inspected):** |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Date | Description of Maintenance Work | Observations Deficiencies | Recommended Actions | Signature of Inspector | Follow-Up Action | Responsibility/  Completion Date |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

# 5.4 Emergency Equipment Preventative Maintenance Record Template

|  |  |
| --- | --- |
| **Emergency Equipment Name:** |  |
| **Maintenance Frequency:** |  |
| **Qualifications for Maintenance:** |  |
| **Maintenance Specifics (i.e. parts to be inspected):** |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Date | Description of Maintenance Work | Observations Deficiencies | Recommended Actions | Signature of Inspector | Follow-Up Action | Responsibility/ Completion Date |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

# 6.1 Health and Safety Representative Terms of Reference

A Health and Safety Representative is required at a farming operation where six or more employees are regularly employed and a Joint Health and Safety Committee (JHSC) is not required.

The Terms of Reference is an agreement between the Health and Safety Representative and [Employer/Organization Name] that establishes the structure, functions, operating procedures, and a method of resolving issues. This agreement incorporates the concept of the internal responsibility system and is based upon the philosophy of [Employer/Organization Name], including the health and safety policy.

Purpose of the Health and Safety Representative

* To act as an advisory person whose function it is to promote the maintenance of a safe work environment that enhances the health, safety and wellbeing of all employees. The Health and Safety Representative will be an auditor of the overall health and safety system.

Objectives of the Health and Safety Representative

* To support and reinforce the internal responsibility system at [Employer/Organization Name].
* To identify, evaluate and recommend strategies that will prevent or resolve workplace health and safety concerns.
* To provide ongoing dialogue between management and employees on health and safety issues.
* To perform all functions in a manner that respects confidentiality of workplace parties and/or issues.
* To assist with and to support the integration of health and safety into [Employer/Organization Name] business practices.

Composition and Term of the Health and Safety Representative

* The Health and Safety Representative is an employee who does not hold any supervisorial functions.
* The Health and Safety Representative represents the employees at the workplace where six or more employees are regularly employed and a JHSC is not required.
* The term of office for the Health and Safety Representative is a minimum of two years with some latitude and staggering of terms to ensure that continuity is preserved.
* A new Health and Safety Representative will receive an orientation from the previous Health and Safety Representative.

Selection of the Health and Safety Representative

[Employer/Organization Name] employees who do not exercise supervisorial functions are responsible for the selection of the Health and Safety Representative through an election process. Notice of the vacancy will be communicated to employees and eligible candidate's names will be forwarded to the employer for inclusion in the voting process.

Responsibilities of the Health and Safety Representative

Prevention

* Encourage communication regarding health and safety at [Employer/Organization Name].
* Promote best practices in health and safety management.
* Identify trends that will proactively address emerging health and safety issues.

Workplace Inspections

* The Health and Safety Representative will complete a monthly inspection of [Employer/Organization Name] using the Workplace Inspection Report. The previous month's inspection report will also be used as a tool to follow up on previously identified items. Serious hazards requiring immediate action will be brought to the attention of the employer at the time of the inspection.
* The completed Workplace Inspection Reports will be reviewed and discussed with the employer. Items requiring corrective action will be assigned to employees as appropriate. The employer will ensure that the responsible supervisors follow up on action items and track completion. If follow up is not successful, the action item will be raised with the employer.

Incident Investigation

* Ensure prescribed requirements of the Occupational Health and Safety Act (OHSA), Sections 51 and 52 are fulfilled.
* Review all incidents and investigate if deemed warranted.
* Review all Incident Investigation reports.

Recommendations

* The Health and Safety Representative can issue formal recommendations at any time using the Recommendations form. These recommendations will be submitted by the Health and Safety Representative to the employer. The employer shall respond in writing within 21 days to any health and safety recommendations submitted by the Health and Safety Representative. The response shall contain a timetable to implement the recommendation the employer agrees with and give the reasons why the employer disagrees with any recommendations.

Other Responsibilities of the Health and Safety Representative

* Consult on and review all information pertaining to workplace health and safety from [Employer/Organization Name], including methods and results of any evaluations or tests.
* Accompany Ministry of Labour, Immigration, Training and Skills Development (MLITSD) Inspectors on workplace inspections, review reports and recommend appropriate actions.
* Attend work refusals as required.
* Consult on workplace industrial hygiene testing strategies and have the option to be present at the commencement of such testing.
* Review all pertinent reports, including Workplace Safety and Insurance Board (WSIB), occupational hygiene, ergonomic, etc.
* Review Workplace Hazardous Materials Information System (WHMIS) program, including Safety Data Sheets (SDS).
* Address any occupational health and safety matters the Health and Safety Representative deems appropriate.
* Develop, review annually and amend the Terms of Reference as required.
* Establish terms of reference for task forces as required.
* Annually review and recommend enhancements to the health and safety program.

Training for the Health and Safety Representative

It is recommended that the Health and Safety Representative completes training on their responsibilities. However, the Health and Safety Representative is not required to be certified.

Paid Education Leave for the Health and Safety Representative

The Health and Safety Representative is entitled to training that is relevant and subject to the approval of the employer at [Employer/Organization Name].

Payment for the Health and Safety Representative

Health and Safety Representative will be provided adequate paid work time to carry out their responsibilities.

Additional Resources

Inspection Schedule Template

Recommendations Template

Document Management

|  |  |
| --- | --- |
| Effective Date: |  |
| Revision Date: |  |

# 7.1 Health and Safety Representative Workplace Inspection Policy

Purpose

The Health and Safety Representative is required to perform monthly workplace inspections. That aside, workplace inspections make good business sense as they allow us the opportunity to spot hazards and take corrective action before they cause an illness or injury.

An inspection schedule will be posted annually at the beginning of the year. The Health and Safety Representative will perform the monthly workplace inspections in a timely manner and according to the designated schedule.

Procedure

Conducting Inspections

The Health and Safety Representative is responsible for inspections and is expected to perform them in accordance with the points below. For each inspection, the number of contacts and observations is dictated by but not limited to the Workplace Inspection Checklist.

* Walk around the area under inspection. Check the working environment and equipment using the Workplace Inspection Checklist. Any issues not listed on the checklist should also be noted.
* Inspect areas subject to repeated injuries or health/illness complaints.
* Ensure that issues identified during the last inspection have been resolved.
* Ensure all required Occupational Health and Safety Act (OHSA), Ministry of Labour, Immigration, Training and Skills Development (MLITSD) and Workplace Safety and Insurance Board (WSIB) materials are posted.
* Ask employees if they are familiar with company policies and procedures. Assess whether policies and procedures are being followed and identify any necessary revisions.
* Observe and record employee activities and employee contacts. Ensure that employees are operating and maintaining equipment according to their safety training.
* Obtain and record input from employees and supervisors (if applicable) on hazards and potential risks.
* Compliment employees whose work areas and practices are exceptional.
* Use senses to detect hazards. Watch for wet floors, unguarded equipment, chemical odours, etc.
* Note any new hazards, undesirable housekeeping, poor job practices, or any other unsatisfactory or substandard conditions.
* Record observations and findings on the Workplace Inspection Report, as appropriate. For hazards, the inspector must take care to:
* Describe the hazards, including locations in the workplace.
* Rate identified hazards as major, moderate, or minor.
* Recommend corrective actions for observed problems or hazards.
* Sign and date the reports.

Reporting Inspections

The results of inspections should be reported using applicable Workplace Inspection Checklist and Workplace Inspection Report and should be provided to the designated recipients. The Health and Safety Representative is expected to:

* Complete report within one week, including recommended corrective actions (as outlined above).
* Provide the report to the employer.
* Post the report on the Health and Safety Board.
* Circulate the report including recommended actions to supervisors.
* File copies of all inspection reports. Reports should include a circulation list indicating who has received it.

Inspection Follow Up

After an inspection is complete, the Health and Safety Representative must follow up with management. Steps should include:

* Have management sign the inspection report to indicate that they have reviewed it.
* Obtain management’s response to the recommended actions within 21 days.
* Assign responsibility for corrective actions.
* Set target dates for completion of the corrective actions.

Additional Resources

Workplace Inspection Checklist

Document Management

|  |  |
| --- | --- |
| Effective Date: |  |
| Revision Date: |  |

Workplace Inspection Checklist for Office

|  |  |  |  |
| --- | --- | --- | --- |
| Date: |  | Inspected By: |  |

|  | YES | NO | N/A |
| --- | --- | --- | --- |
| Are indoor floors, walkways and stairs free of debris, water, ice and snow? |  |  |  |
| If supplies or materials are stored on the floor, are they away from doors and aisles? |  |  |  |
| Is garbage collected, stored and disposed of properly? |  |  |  |
| Are carpets or tiles in good condition, free of loose or lifting carpeting or tiles? |  |  |  |
| Are stair handrails fastened to the wall securely and in good condition? |  |  |  |
| Are door locks and latches working? |  |  |  |
| Are stairs and stairwells sufficiently lit? |  |  |  |
| Are lighting levels in work areas adequate? |  |  |  |
| Are work areas free of glare or excessive contrast? |  |  |  |
| Is task lighting used in areas of high glare or low light? |  |  |  |
| Are windows covered with blinds, drapes or other means of controlling light? |  |  |  |
| Are employee chairs in good condition and properly adjusted? |  |  |  |
| Is the keyboard positioned properly for the employee? |  |  |  |
| Is the mouse within a comfortable reaching distance and properly positioned beside the keyboard? |  |  |  |
| Are phone and other frequently used materials within a comfortable reaching distance? |  |  |  |
| Do employees vary work activities to reduce the risk of strains and sprains? |  |  |  |
| Are employees able to keep their posture as relaxed and natural as possible while working at the computer? |  |  |  |
| If needed, are footrests, document holders and/or other devices used to avoid awkward postures? |  |  |  |
| Do desk and file cabinet drawers close properly? |  |  |  |
| Is material stored in file cabinet properly to avoid overloading and tipping? |  |  |  |
| Is a fire extinguisher readily available? |  |  |  |
| Are fire extinguishers the right types for area use? |  |  |  |
| Have fire extinguishers been inspected monthly within the last year? Are they charged, pin in place, secured? |  |  |  |
| Are emergency exit signs illuminated? |  |  |  |
| Are emergency lights operational? |  |  |  |
| Is the first aid kit properly stocked? |  |  |  |
| Is the eye wash station operational and maintained? |  |  |  |
| Are emergency numbers posted by the telephone? |  |  |  |
| Do employees report all incidents and those hazards they are not able to control to the supervisor? |  |  |  |
| Are supplies and materials stored properly to avoid clutter? |  |  |  |
| Is the floor area clear of items that could cause slips or falls? |  |  |  |
| Are bookcases and filing cabinets in good condition, appropriately anchored and suitable for the load? |  |  |  |
| Is material handling equipment available? |  |  |  |
| Do you ensure that all persons visiting sign in and out upon arrival and departure? |  |  |  |
|  |  |  |  |
| **Other Biological, Chemical, Musculoskeletal Disorder (MSD), Physical (e.g. noise, vibration, extreme temperatures), Psychosocial or Safety Hazards** |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Action** |  |  |  |

Safety Observation

|  |  |
| --- | --- |
| Employee observed: |  |
| Date: |  |
| Task observed: |  |
| Was the task performed properly? |  |
| Action taken: |  |
| Follow-up required: |  |
| Commendation of exemplary conditions and practices: |  |
| Employee contacts and their comments: |  |

Workplace Inspection Checklist for Farm Buildings and Shop

|  |  |
| --- | --- |
| Building Name or Location: | |
| Date: | Inspected By: |

|  | YES | NO | N/A |
| --- | --- | --- | --- |
| Are buildings free of debris, water, ice and snow? |  |  |  |
| Are wood floors free of rotten or broken floor boards, exposed nails and other defects? |  |  |  |
| Are concrete floors free from badly broken sections, raised areas, slippery spots or other defects? |  |  |  |
| Are stairs and ladders in good condition? Are handrails and stairs secure and free of objects and slippery substances? |  |  |  |
| Are ladder openings protected with cages or railings? |  |  |  |
| Are low ceilings, beams, doors or passageways marked with warning signs, streamers or other identification? |  |  |  |
| Are buildings lighted to illuminate walkways and work areas so you can see hazards adequately? |  |  |  |
| Are light fixtures in storage areas or damp or dusty work areas protected against breakage, dust and moisture? |  |  |  |
| Are all electrical outlets grounded to accommodate grounded (3-wire) appliances and equipment? |  |  |  |
| Are Ground Fault Circuit Interrupters (GFCIs) installed in common work areas, especially wet areas? |  |  |  |
| Are electric wires firmly supported or in conduit? |  |  |  |
| Does all electrical wiring insulation appear to be in good condition free of cracks, broken wires and other defects? |  |  |  |
| Are stationary power tools properly grounded? |  |  |  |
| Are portable power tools either double-insulated or the 3-pronged grounded type? |  |  |  |
| Can electrical equipment be locked in the off position? Is a lock available? |  |  |  |
| Are flammable liquids stored away from ignition sources and in approved containers? |  |  |  |
| Are oily rags stored in approved covered metal containers? |  |  |  |
| Are above-ground fuel storage tanks at least 40 feet from any building? |  |  |  |
| Do above-ground fuel storage tanks have proper spill containment? |  |  |  |
| Is the area near fuel storage tanks kept free of weeds and other easily combustible materials? |  |  |  |
| Are NO SMOKING signs displayed in farm buildings and near fuel storage and refuelling areas? |  |  |  |
| Are NO CELL PHONE USE signs displayed near refuelling areas? |  |  |  |
| Are stationary power tools properly shielded and guarded? |  |  |  |
| Are hand tools in good repair? |  |  |  |
| Are tools and materials stored so they cannot fall? |  |  |  |
| Are chemicals and hazardous materials labelled, locked and secured? |  |  |  |
| Are hazardous work areas locked and secured? |  |  |  |
| Is appropriate personal protective equipment available? |  |  |  |
| Are fire extinguishers readily available? |  |  |  |
| Are fire extinguishers the right types for area use? |  |  |  |
| Are fire extinguishers charged, pin in place, secured and inspected? |  |  |  |
| Are emergency exit signs illuminated? |  |  |  |
| Are emergency lights operational? |  |  |  |
| Is the first aid kit properly stocked and inspected? |  |  |  |
| Is the eye wash station operational and maintained? |  |  |  |
| Does each major farm building have a telephone for use in the event of an emergency? |  |  |  |
| Are emergency numbers posted by the telephone? |  |  |  |
| Are supplies and materials stored properly to avoid clutter? |  |  |  |
| Is the floor area clear of items that could cause slips or falls? |  |  |  |
| Is material handling equipment available? |  |  |  |
| Do employees report all incidents and those hazards they are not able to control to the supervisor? |  |  |  |
|  |  |  |  |
| **Other Biological, Chemical, Musculoskeletal Disorder (MSD), Physical (e.g. noise, vibration, extreme temperatures), Psychosocial or Safety Hazards** |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Action** |  |  |  |

Safety Observation

|  |  |
| --- | --- |
| Employee observed: |  |
| Date: |  |
| Task observed: |  |
| Was the task performed properly? |  |
| Action taken: |  |
| Follow-up required: |  |
| Commendation of exemplary conditions and practices: |  |
| Employee contacts and their comments: |  |

Workplace Inspection Checklist for Chemical Storage Areas

|  |  |
| --- | --- |
| Building Name or Location: | |
| Date: | Inspected By: |

|  | YES | NO | N/A |
| --- | --- | --- | --- |
| Are chemicals and hazardous materials stored in buildings or rooms that are locked and secured? |  |  |  |
| Are entrances to chemical storage areas identified to warn others of the hazards? |  |  |  |
| Are containers labelled and stored in original or appropriate containers? |  |  |  |
| Are empty chemical containers disposed of properly? |  |  |  |
| Are NO SMOKING signs displayed in and near chemical storage areas? |  |  |  |
| Is smoking prohibited in and around buildings where chemicals are stored and when they are being handled? |  |  |  |
| Is the chemical storage area well-lit and well-ventilated? |  |  |  |
| Are chemicals mixed in a well-ventilated area with spill-holding capacity? |  |  |  |
| Are all sprayer fittings, hoses, lines and valves in good condition and free of leaks? |  |  |  |
| Does each pressure gauge read accurately? |  |  |  |
| Do the tank covers on sprayers fit tightly to prevent slippage? |  |  |  |
| Is appropriate personal protective equipment available? |  |  |  |
| Are fire extinguishers readily available? |  |  |  |
| Are fire extinguishers the right types for area use? |  |  |  |
| Are fire extinguishers charged, pin in place, secured and inspected? |  |  |  |
| Is the first aid kit properly stocked and inspected? |  |  |  |
| Is the eye wash station and/or shower operational and maintained? |  |  |  |
| Are supplies and materials stored properly to avoid clutter? |  |  |  |
| Is the floor area clear of items that could cause slips or falls? |  |  |  |
| Is material handling equipment available? |  |  |  |
| Do employees report all incidents and those hazards they are not able to control to the supervisor? |  |  |  |
|  |  |  |  |
| **Other Biological, Chemical, Musculoskeletal Disorder (MSD), Physical (e.g. noise, vibration, extreme temperatures), Psychosocial or Safety Hazards** |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Action** |  |  |  |
|  |  |  |  |

Safety Observation

|  |  |
| --- | --- |
| Employee observed: |  |
| Date: |  |
| Task observed: |  |
| Was the task performed properly? |  |
| Action taken: |  |
| Follow-up required: |  |
| Commendation of exemplary conditions and practices: |  |
| Employee contacts and their comments: |  |

# 7.2 Pre-Use Inspection Policy

Purpose

To ensure that [Employer/Organization Name] has a list of equipment requiring pre-use inspections and a checklist in order to ensure the health and safety of those employees required to use this equipment.

Policy

All equipment requiring a pre-use inspection at [Employer/Organization Name] will be tracked on the Pre-Use Inspection Schedule. This schedule will identify who should conduct the inspection, and the frequency. For each piece of equipment, a Pre-Use Inspection Checklist will be developed along with standards and measures to ensure deficiencies are corrected in a timely manner.

Procedure

Pre-use inspections are to be performed for all mobile equipment, production equipment, and other employer identified equipment that could pose a danger to employees.

Each piece of equipment listed on the Pre-Use Inspection Schedule will be evaluated on the following to establish a Pre-Use Inspection Checklist:

* Standards of inspections (e.g. minimum standards expected prior to operating equipment) based on legislation, manufacturer specifications, industry standards, or best practices.
* Frequency of inspections (e.g. before each shift, daily, etc.).
* Qualifications required for inspectors.
* Responsibility assigned to qualified person for inspections. Employees must be trained on each piece of equipment they are required to operate/inspect.
* Schedule for assigned person to perform maintenance.

A standard reporting form will be used to track the pre-use inspections for each piece of equipment. The form will include inspection requirements specific to the equipment, and will cover the points below:

* Equipment inspected
* Inspector’s signature/initials
* Date of Inspection
* List of components to be inspected and the minimum standard expected
* Description of the hazards
* Recommendations for corrective action
* Action taken (who, what, when) to ensure the safety concern has been controlled

Completed forms are reviewed by management to ensure that the corrective action taken was adequate to reduce the hazard(s). In addition, supervisors are responsible for the review of all documentation, including checklists, deficiencies and remedial action taken to ensure this Pre-Use Inspection Policy is fully implemented.

The Pre-Use Inspection Policy will be reviewed annually, to incorporate any improvements. New and modified pieces of equipment must be added to the inventory as they are acquired or equipment is removed if it is no longer used.

Additional Resources

Pre-Use Inspection Checklist Template

Pre-Use Inspection Schedule Template

Document Management

|  |  |
| --- | --- |
| Effective Date: |  |
| Revision Date: |  |

Pre–Use Inspection Checklist Template

|  |  |
| --- | --- |
| Equipment Name: |  |
| Week Ending: |  |

**Please indicate “NA” when equipment is not in use and indicate “LO” in each of the boxes for the equipment when item is locked out. If LOTO required, refer to LOTO procedures.**

|  | Sun | Mon | Tues | Wed | Thurs | Fri | Sat |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **[Components]** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Inspector Initials** |  |  |  |  |  |  |  |
| **Supervisor Initials** |  |  |  |  |  |  |  |

This sheet must be completed at the start of each shift. Defects must be reported to the supervisor immediately. Proper LOTO procedure must be followed. Please send the weekly completed copies to the supervisor.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Corrective Action Record** | | | | |
| **Date** | **Problem** | **Action Taken** | **Date Completed** | **Supervisor Signature** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

# 7.3 Pre-Use Inspection Schedule Template

| **Equipment to be Inspected** | **Frequency** | **Inspector** |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

# 8.1 Incident, Injury and Occupational Illness Investigation Policy

Purpose

Incident, injury and occupational illness investigation procedures focus on identifying the basic cause of the loss and allow for recommendations on how to prevent a similar situation in future.

Policy

All incidents causing injury or occupational illness, however minor, must be reported to the supervisor and to the Health and Safety Representative.

On a quarterly basis, the employer will review all incident reports and any other related data to examine the number of incidents requiring first aid, health care, modified duties or time off, as well as the number of near misses. This will be done to evaluate the success of injury prevention strategies, to identify any incident trends, and to determine whether or not additional investigation and controls are required.

**Definitions**

* According to Regulation 834 for Critical Injury, a critical injury is an injury of a serious nature that:
* Places life in jeopardy;
* Produces unconsciousness;
* Results in substantial loss of blood;
* Involves the fracture of a leg or arm, but not a finger or a toe;
* Involves the amputation of a leg, arm, hand, or foot, but not a finger or toe;
* Consists of burns to a major portion of the body; or
* Causes the loss of sight in an eye.
* A lost time injury is an injury for which the employee receives compensation for lost wages or a permanent disability following a work-related incident.
* A fire or environmental release is the release of a substance into the natural environment that causes an adverse effect.
* Incident of violence is any attempt or exercise of physical force by a person against an employee at [Employer/Organization Name] that causes or could cause physical injury to an employee or a statement, or behavior that it is reasonable for an employee to interpret as a threat to exercise physical force against the employee and that could cause physical injury to an employee.
* Incident of harassment is engaging in a course of vexatious comment or conduct against an employee at [Employer/Organization Name] that is known or ought reasonably to be known to be unwelcome, and includes sexual harassment.
* An occupational illness is a condition that results from exposure in a workplace to a physical, chemical or biological agent to the extent that the employee’s normal physiological mechanisms are affected and their health is impaired. It includes an occupational disease for which an employee is entitled to benefits under the WSIA, 1997.
* Property damage is loss or harm to property, equipment, tools or any other object or material used at [Employer/Organization Name].

Procedure

In the event of an incident causing death or critical injury as defined by the Occupational Health and Safety Act (OHSA), [Employer/Organization Name] is required to immediately notify the Ministry of Labour, Immigration, Training and Skills Development (MLITSD) and the Health and Safety Representative. MLITSD may be contacted 24 hours a day, seven days a week at 1 877 202 0008.

The employer and the Health and Safety Representative are to complete and submit an injury report to the MLITSD within 48 hours of the occurrence. Please see Notice of Incident Form - Critical Injury Report to MLITSD.

No one must disturb the site of such an incident until permitted to do so by a MLITSD Inspector, except as outlined in the Occupational Health and Safety Act (OHSA), Section 51(2). Reasons to disturb the site include saving or relieving human suffering, maintaining essential public utility service or public transportation system, preventing unnecessary damage to equipment or other property.

Once permission is given by an inspector, the Health and Safety Representative will investigate the incident scene and report their findings in writing to the employer and the MLITSD Director.

In accordance with the OHSA, an investigation is required for critical injuries and fatalities. In accordance with the Workplace Safety and Insurance Act, a completed Workplace Safety and Insurance Board (WSIB) Employer’s Report Form 7 is required for lost time, medical aid for injuries, modified duties greater than seven days, or earns less than regular day’s pay.

If a person is disabled from performing regular duties or develops an occupational illness, [Employer/Organization Name] must send a report to the MLITSD within four days. Please see Notice of Incident Form - Incident Fire Explosion or Illness Report to MLITSD.

The following injuries or incidents must be investigated immediately:

* Fatalities or critical injuries
* Complaints or incidents of violence
* Incidents of harassment
* Fire or environmental release
* Occupational illness

Other injuries or losses are investigated at the discretion of the employer. The following is a guideline.

* Lost time, medical and non-critical injuries.
* Property damage that has resulted in the potential loss of safe operation of equipment and environment.
* An incident which could have resulted in a substantial loss.
* As a general rule, incident reports (especially those involving first aid, health care or near misses) should be reviewed monthly to identify those requiring further investigation.

*Investigation*

The employer or supervisor must take the following steps immediately when an incident occurs:

* Taking immediate action to prevent further injury or damage. Take care of the needs of the injured employee. In the case of an incident involving violence, the employee will have to be placed in a safe location as identified in [Employer/Organization Name]’s Emergency Procedures.
* For a fatality or critical injury, secure the incident area to ensure that no one else is injured, and that evidence is preserved.
* Identify witnesses and ask their knowledge of what occurred leading up to the incident. Set up a time and location for an interview and establish who will be doing the interviewing. Ensure that statements are recorded. See below for more detail on interviewing.
* Interview the involved employee or (in the case of violence and harassment) the potential aggressor/harasser(s) and identify witnesses and ask their knowledge of what occurred leading up to the incident.
* Inform the Health and Safety Representative of the incident. Immediately report a fatality or critical injury to the Health and Safety Representative.
* Immediately report a fatality or critical injury to the MLITSD, in accordance with the OHSA, Section 51.
* Assess the site of the incident. This may involve the following as necessary:
  + Inspecting the area where the incident took place, especially equipment and materials involved.
  + Record the incident scene using photos or sketches, including locations, sizes, and distances of objects and people.
  + Look for factors that may have caused or contributed to the incident (i.e. people, equipment, materials, working environment, processes).

The employer and the Health and Safety Representative are to meet as soon as possible following interviews to review findings.

Interviewing Witnesses

Factual information is the key to determining the cause of an incident. Witnesses are an important source of information, and must be interviewed in a respectful manner. The supervisor and Health and Safety Representative generally interview witnesses. The following should be considered when interviewing witnesses:

* Interview people as soon as possible after the incident.
* Explain to the witness that you are trying to find facts, not assign blame.
* Interview the witness in a non-threatening environment. Use a quiet office where you will not be interrupted.
* Interview witnesses separately.
* Ask permission to take notes at the interview.
* Ask the witness to describe what happened in their own words.
* Do not interrupt unless it is for clarification.
* Read back your written facts and have the witness confirm they are correct.
* Ask the witness if they are willing to answer questions at a future date if necessary.

If possible, have the injured employee and any witnesses fill out a Description of Incident form in their own words.

Investigation Reporting and Analysis

The supervisor and Health and Safety Representative responsible for conducting the investigation should proceed with the following:

* Define a timeline for the investigation.
* Analyze findings using the following tools:
* Description of Incident Event
* Incident Investigation Report
* Make recommendations for corrective action based on the root causes of the incident. The recommendations should focus on the what, why, and how of the corrective action. Technical employees should be consulted as necessary.
* Distribute report to the employer.
* For a critical injury or fatality, inform the MLITSD immediately and then submit a written report to them within 48 hours of the incident. This report must be completed by the supervisor and Health and Safety Representative (according to the Occupational Health and Safety Act sections 51 and 52). Keep a record for inspection by the MLITSD.

Corrective Actions

Once the investigation report has been completed, focus should shift to correcting the problems that resulted in the injury or incident, as identified in the investigation report. The supervisor responsible for the investigation should:

* Assign responsibility for the corrective action.
* Record corrective actions and who is responsible on the Incident Investigation Report and Action Plan. Keep notes on what action was taken, by whom, and when it was completed.
* Ensure that recommendations and corrective actions are communicated to employees, management and the Health and Safety Representative. This information can be communicated via meeting, posting, memo, newsletter, or logbook.
* Ensure that incident, recommendations and corrective actions are communicated as necessary:
  + Health and Safety Representative as stated within policy.
  + Appropriate management as stated within policy.
  + MLITSD as stated within policy.
  + WSIB as stated within policy.
  + Federal for immediate spills of dangerous goods and reporting hazardous occurrences.
  + Ministry of Environment for immediate chemical releases.

Additional Resources

Incident and Injury Investigation Report

Notice of Incident - Critical Injury or Fatality

Notice of Incident - Accident, Fire, Explosion or Incident of Workplace Violence

Notice of Incident - Occupational Illness

Description of Incident Event

Action Plan

Document Management

|  |  |
| --- | --- |
| Effective Date: |  |
| Revision Date: |  |

Incident, Injury and Occupational Illness Investigation Report

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **IDENTIFYING INFORMATION** | COMPANY | | | WORK AREA | | | |
| LOCATION OF INCIDENT | | | DATE | TIME  AM  PM | | REPORT DATE |
| **INJURY OR ILLNESS** | | **PROPERTY DAMAGE** | | **OTHER INCIDENTS** | | |
| INJURED’S NAME | | PROPERTY DAMAGE | | NATURE OF INCIDENT | | |
| PART OF BODY | DAYS LOST | NATURE OF DAMAGE | | INCIDENT COST (IF APPLICABLE0 | | |
| NATURE OF INJURY OR ILLNESS | | COST | ESTIMATED  ACTUAL | PERSON REPORTING INCIDENT | | |
| OCCUPATION | TIME ON TASK |  | | OBJECT/EQUIPMENT/SUBSTANCE INFLICTING HARM | | |
| MANAGER | |  | | |
| **TYPE OF CONTACT (PLEASE CIRCLE)** | | | **CONTACT WITH (PLEASE CIRCLE)** | | | |
| -STRUCK AGAINST  -STRUCK BY  -CAUGHT IN | -CAUGHT ON  -CAUGHT BETWEEN  -SLIP | -FALL ON SAME LEVEL  -FALL TO LOWER LEVEL  -OVEREXERTION | -ELECTRICITY  -HEAT  -COLD  -RADIATION | | -CAUSTICS  -NOISE  -TOXIC OR NOXIOUS SUBSTANCES | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **RISK** | EVALUATION OF LOSS POTENTIAL IF NOT CORRECTED (PLEASE CIRCLE) | **LOSS SEVERITY POTENTIAL** | | | **PROBABILITY OF REOCCURRENCE** | | |
| SEVERE | SEROUS | MINIMAL | HIGH | MEDIUM | LOW |

|  |  |  |
| --- | --- | --- |
| **CAUSE ANALYSIS** | IMMEDIATE CAUSES, WHAT SUBSTANDARD ACTIONS AND CONDITIONS CAUSED OR COULD CAUSE THE EVENT? EXPLAIN HERE. | BASIC CAUSES, WHAT SPECIFIC PERSONAL OR JOB FACTORS CAUSED OR COULD CAUSE THIS EVENT? EXPLAIN HERE. |
|  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **INCIDENT NEEDS** | IMMEDIATE CAUSES (CIRCLE ALL THAT APPLY) | | BASIC CAUSES (CIRCLE ALL THAT APPLY) |
| SUBSTANDARD ACTIONS  Operating equipment without authority  Failure to warn  Failure to secure  Operating at improper speed  Making safety devices inoperable  Removing safety devices  Using defective equipment  Using equipment improperly  Failing to use personal protective equipment properly  Improper loading  Improper placement  Improper lifting  Improper position for task  Servicing equipment in operation  Horseplay  Under influence of alcohol and/or other drugs | SUBSTANDARD CONDITIONS  Operating equipment without authority  Inadequate or improper protective equipment  Defective tools, equipment or materials  Congestion or restricted action  Inadequate warning system  Fire and explosion hazards  Poor housekeeping/disorder  Hazardous environmental conditions: gases, dusts, smoke, fumes, vapours  Noise exposure  Radiation exposure  High or low temperature exposure  Inadequate or excess illumination  Inadequate ventilation | PERSONAL FACTORS  Inadequate capability  Lack of knowledge  Lack of skill  Stress  Improper motivation  JOB FACTORS  Inadequate leadership/supervision  Inadequate engineering  Inadequate purchasing  Inadequate maintenance  Inadequate tools/equipment/materials  Inadequate work standards  Wear and tear  Abuse and misuse |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **CONTROLS** | MANAGEMENT CONTROL (SELECT ALL THAT APPLY) | | | | | | | |
| **PROGRAM ELEMENTS** | **P** | **S** | **C** |  | **P** | **S** | **C** |
| Leadership and administration |  |  |  | Personal protective equipment |  |  |  |
| Leadership training |  |  |  | Health and hygiene control |  |  |  |
| Planned inspections and maintenance |  |  |  | System evaluation |  |  |  |
| Critical task analysis and procedures |  |  |  | Engineering and change management |  |  |  |
| Incident investigation |  |  |  | Personal communications |  |  |  |
| Task observation |  |  |  | Group communications |  |  |  |
| Emergency preparedness |  |  |  | General promotion |  |  |  |
| Rules and work permits |  |  |  | Hiring and placement |  |  |  |
| Incident analysis |  |  |  | Materials and services management |  |  |  |
| Knowledge and skill training |  |  |  | Off-the-job safety |  |  |  |
| LEGEND  P - Program element implementation need S - Standard(s) inadequate C - Compliance with standard(s) inadequate | | | | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ACTION PLAN** | REMEDIAL ACTIONS, WHAT HAS AND/OR SHOULD BE DONE TO CONTROL THE CAUSES LISTED? | DEADLINE | BY WHOM | COMPLETE |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| SIGNATURE OF INVESTIGATOR | DATE | | |
| SIGNATURE OF REVIEWER | DATE | | |

|  |  |  |  |
| --- | --- | --- | --- |
|  | REVIEWER’S REACTIONS TO THE INVESTIGATOR’S ANALYSIS OF THE BASIC CAUSES AND REMEDIAL ACTIONS | | |
|  | | |
| SIGNATURE | TITLE | DATE |

# 8.2 Injury and Occupational Illness Reporting Policy

Purpose

This policy outlines the injury and illness reporting policy for [Employer/Organization Name].

Policy

In accordance with the Occupational Health and Safety Act (OHSA) and the Workplace Safety and Insurance Act (WSIA), all injuries and illnesses will be handled in the following manner.

Definitions

For the purpose of this policy the following definitions will be used.

* A critical injury is an injury of a serious nature that:
  + Places life in jeopardy;
  + Produces unconsciousness;
  + Results in substantial loss of blood;
  + Involves the fracture of a leg or arm, but not a finger or a toe;
  + Involves the amputation of a leg, arm, hand, or foot, but not a finger or toe;
  + Consists of burns to a major portion of the body; or
  + Causes the loss of sight in an eye.
* A lost time injury is an injury for which the employee receives compensation for lost wages or a permanent disability following a work-related incident.
* A fatality is a death.
* Non-critical injuries include health care and first aid. This is any injury other than a fatality or critical injury. According to the Workplace Safety and Insurance Board (WSIB), examples of covered health care costs include the following:
  + Visits to doctors, physiotherapists, or chiropractors
  + Prescription drugs
  + Care provided by hospitals or other health facilities
  + Eye glasses and prostheses
* An occupational illness is condition that results from exposure in a workplace to a physical, chemical or biological agent to the extent that the employee’s normal physiological mechanisms are affected and their health is impaired. It includes an occupational disease for which an employee is entitled to benefits under the WSIA, 1997.

**Procedure for Fatality or Critical Injury**

If a fatality or critical injury occurs at [Employer/Organization Name], use the following procedure:

* The supervisor will contain the incident area to prevent further injury or damage and also to maintain it for investigation purposes.
* Contact emergency services at 911 and provide first aid treatment appropriate.
* Contact MLITSD immediately, the Health and Safety Representative, police and family.
* Employees will receive support as needed through counseling or other means.
* Within 48 hours, the employer will provide to the MLITSD a written report of the incident and any information that may be prescribed.

Within three days, the employer complete and submit the WSIB Form 7 Employer’s Report on Injury and Disease.

Form 7:

<https://www.wsib.ca/en/onlineservices> or <https://www.wsib.ca/sites/default/files/2019-03/form7.pdf>

* A record of the incident will be kept on file including all investigation information, first aid information and copies of the completed WSIB Form 7. The supervisor responsible for Incident Investigation at [Employer/Organization Name] will be responsible for keeping the report on file.
* The immediate supervisor will follow up with the employee regarding their return to work.

Procedure for Injuries Requiring Health Care or Medical Aid

In the event of a health care or medical aid incident at [Employer/Organization Name], use the following procedure:

* The supervisor will contain the incident area to prevent further injury or damage and also to maintain it for investigation purposes.
* Contact emergency services at 911 and provide first aid treatment appropriate.
* Within four days, the employer will provide to the Health and Safety Representative a written report of the incident and any information that may be prescribed.
* Should the MLITSD Inspector request, within four days, the employer will provide to the MLITSD a written report of the incident and any information that may be prescribed.
* Within three days, the employer will complete and submit the WSIB Form 7 Employer’s Report on Injury and Disease.

Form 7:

<https://www.wsib.ca/en/onlineservices> or <https://www.wsib.ca/sites/default/files/2019-03/form7.pdf>

A claim must be filed with the WSIB for an injury that required only first aid, but resulted in the employee having to perform modified work for more than seven calendar days. It is not necessary to file a report prior to seven calendar days.

* A record of the incident will be kept on file including all investigation information, first aid information and copies of the completed WSIB Form 7. The supervisor responsible for Incident Investigation at [Employer/Organization Name] will be responsible for keeping the report on file.
* The immediate supervisor will follow up with the employee regarding their return to work.

Procedure for Occupational Illness

In the event of an occupational illness at [Employer/Organization Name], use the following procedure:

* The supervisor will contain the incident area to prevent further injury or damage and also to maintain it for investigation purposes.
* Contact emergency services at 911 and provide first aid treatment appropriate.
* Within four days of being advised that a current or former worker has an occupational illness or that a claim in respect of an occupational illness has been filed with the WSIB, the employer will provide to the MLITSD and Health and Safety Representative a written report of the incident and any information that may be prescribed.
* Within three days, the employer will complete and submit the WSIB Form 7 Employer’s Report on Injury and Disease.

Form 7:

<https://www.wsib.ca/en/onlineservices> or <https://www.wsib.ca/sites/default/files/2019-03/form7.pdf>

A claim must be filed with the WSIB for an injury that required only first aid, but resulted in the employee having to perform modified work for more than seven calendar days. It is not necessary to file a report prior to seven calendar days.

* A record of the incident will be kept on file including all investigation information, first aid information and copies of the completed WSIB Form 7. The supervisor responsible for Incident Investigation at [Employer/Organization Name] will be responsible for keeping the report on file.
* The immediate supervisor will follow up with the employee regarding their return to work.

Document Management

|  |  |
| --- | --- |
| Effective Date: |  |
| Revision Date: |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| DESCRIPTION OF INCIDENT EVENT | | | | | | |
| The following information is collected for purposes of incident reporting and analysis. The information is confidential and will only be shared with parties who need it to complete the required reporting documentation. | | | | | | |
| **My involvement in the event was:** | | | | | | |
| Witness to event □ | Injured in event □ | | Administered First Aid □ | | | Took control of scene □ |
| Other □ (please describe): | | | | | | |
| **My relationship to the business is:** | | | | | | |
| Employee □ | | Contractor □ | | | Client/Guest □ | |
| Other □ (please describe): | | | | | | |
| **To the best of your knowledge, when did the event occur?** | | | | | | |
| Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_ (dd/mm/yyyy) | | | | Time: \_\_\_\_ / \_\_\_\_\_\_ AM □ PM □ | | |
| **Please describe what happened, starting with the first thing that you noticed that was different from usual (e.g. employee slipped).** Please consider everything that was involved, including the people, equipment/material, tools, job tasks, environment, etc. Include a description of any objects that were involved. Make a sketch if you think it will help describe what happened. | | | | | | |
| **What do you think could be done to prevent this type of event from happening again?** | | | | | | |
| I agree that the above represents my recollection of what happened.  Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  City/Town: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Province: \_\_\_\_\_\_\_\_ Postal Code: \_\_\_\_\_\_\_\_\_\_\_  Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | |

# 8.3 Ministry of Labour, Immigration, Training and Skills Development Written Notification Requirements

Definitions

For the purpose of written notification requirements the following definitions will be used.

* A critical injury is an injury of a serious nature that:
  + Places life in jeopardy;
  + Produces unconsciousness;
  + Results in substantial loss of blood;
  + Involves the fracture of a leg or arm, but not a finger or a toe;
  + Involves the amputation of a leg, arm, hand, or foot, but not a finger or toe;
  + Consists of burns to a major portion of the body; or
  + Causes the loss of sight in an eye.
* A fatality is a death.

Fatality or Critical Injury

In accordance with the Occupational Health and Safety Act (OHSA) and Regulation 420/21 Notices and Reports Under Sections 51-53.1 of the Act, the written report for a fatality or critical injury shall include:

* Name, address and type of business of the employer.
* Name and address of the worker.
* Name and address of the constructor if the occurrence is at a project.
* Nature of the bodily injury or occupational illness.
* Nature and circumstances of the occurrence, including a description of machinery, equipment or procedure involved.
* Time, date and place of the occurrence.
* Name and address of the medical practitioner, registered nurse or facility, if any, that is attending or attended to the victim.
* Names and addresses or other contact information of any witnesses to the occurrence.
* Steps taken to prevent a recurrence or further illness.

Accident, Explosion, Fire or Incident of Workplace Violence

In accordance with the OHSA and Regulation 420/21 Notices and Reports Under Sections 51-53.1 of the Act, the written report for an accident, explosion, fire or incident of workplace violence which disables an employee from performing their usual work, shall include:

* Name, address and type of business of the employer.
* Name of the worker.
* Nature of the bodily injury or occupational illness.
* Nature and circumstances of the occurrence, including a description of machinery, or equipment or procedure involved.
* Time, date and place of the occurrence.
* Names and addresses or other contact information of any witnesses to the occurrence.
* Steps taken to prevent a recurrence or further illness.

Occupational Illness

In accordance with the OHSA and Regulation 420/21 Notices and Reports Under Sections 51-53.1 of the Act, the written report for an occupational illness, shall include:

* Name, address and type of business of the employer.
* Name of the worker.
* Description of the cause or suspected cause of the occupational illness.
* Names and addresses or other contact information of any witnesses to the occurrence.
* Steps taken to prevent a recurrence or further illness.

Additional Resources

Notice of Incident - Critical Injury or Fatality

Notice of Incident - Accident, Fire, Explosion or Incident of Workplace Violence

Notice of Incident - Occupational Illness

Document Management

|  |  |
| --- | --- |
| Effective Date: |  |
| Revision Date: |  |

Notice of Incident - Critical Injury or Fatality

**IMPORTANT:** This report must be sent to the Ministry of Labour, Immigration, Training and Skills Development within 48 hours of the critical injury or fatality.

|  |  |
| --- | --- |
| Name, Address and Type of Business of the Employer |  |
| Name of Address of the Worker |  |
| Name and Address of the Constructor |  |
| Nature of the Bodily Injury |  |
| Nature and Circumstances of the Occurrence (Machinery, Equipment or Procedure Involved) |  |
| Time, Date and Place of Occurrence |  |
| Name and Address of the Medical Practitioner or Facility |  |
| Name(s) and Address(es) of Witness(es) |  |
| Steps Taken to Prevent a Recurrence |  |

Notice of Incident - Incident, Explosion, Fire or Incident of Workplace Violence

**IMPORTANT:** This report must be sent to the Ministry of Labour, Immigration, Training and Skills Development within four days of the accident, explosion, fire or incident of workplace violence which disables a person from performing their regular duties, if an inspector requires.

|  |  |
| --- | --- |
| Name, Address and Type of Business of the Employer |  |
| Name of the Worker |  |
| Nature the Bodily Injury |  |
| Nature and Circumstances of the Occurrence (Machinery, Equipment or Procedure Involved) |  |
| Time, Date and Place of Occurrence |  |
| Name(s) and Address(es) of Witness(es) |  |
| Steps Taken to Prevent a Recurrence |  |

Notice of Incident - Occupational Illness

**IMPORTANT:** This report must be sent to the Ministry of Labour, Immigration, Training and Skills Development within four days of being advised of the occupational illness.

|  |  |
| --- | --- |
| Name, Address and Type of Business of the Employer |  |
| Name of the Worker |  |
| Description of the Cause or Suspected Cause of the Occupational Illness |  |
| Name(s) and Address(es) of Witness(es) |  |
| Steps Taken to Prevent a Recurrence or Further Illness |  |

Action Plan Template

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Action Plan Step (Task/Activity) | Responsible Person/Group | Begin Date | End Date | Estimated Hours | Cost |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  | TOTALS | hours | $ |

# 9.1 Purpose of the Return to Work Program

At [Employer/Organization Name] all of the members of our team are considered to be valuable, skilled employees and productive contributors to the success of this company. Therefore, we are committed to developing and maintaining a healthy and safe work environment through an active Health and Safety Program. We will encourage our employees to apply this philosophy in their home surroundings as well.

However, there may be times when a member of our team will experience a work-related injury or illness. At those times we will make every effort to keep our employee on the job or to return them to their employment as soon as possible. This will be done through the use of a fair and consistent Return-To-Work (RTW) Program that has been established by [Employer/Organization Name].

The functional capabilities of the employee will be the primary consideration in determining the suitability of the work provided. Whether the employee needs a period of time to ease back into a full work schedule at their regular job, a modified job, or alternate duties, the goal will be to place the employee in suitable positions having regard for their functional capabilities.

[Employer/Organization Name]’s RTW Program requires a spirit of cooperation and respect for the abilities of the injured or ill employee, rather than a preoccupation with their disabilities. We ask for all of our employees to help make our program one that will be a benefit to everyone.

The development of this workplace program is, in no way, to be interpreted as an attempt to circumvent or reduce the employee’s rights under any piece of legislation in Ontario (e.g. Human Rights Code, Workplace Safety and Insurance Act, etc.).

Document Management

|  |  |
| --- | --- |
| Effective Date: |  |
| Revision Date: |  |

# 9.2 Return to Work Policy

Purpose

By establishing a management system and guide to the Workplace Safety and Insurance Board (WSIB), illness and disability management process, the objectives of the policy are to:

* Promote a culture of incident and illness prevention and accountability.
* Ensure the optimum conditions for supporting early intervention, expedient return to work and accommodation.
* Minimize the costs associated with illness, WSIB and disability management.

Policy

Sustaining a culture of prevention, enhanced well-being and recovery is the responsibility of all employees, with the objective of strengthening our individual and collective capacity to consistently support [Employer/Organization Name]’s mission. This will be achieved through the establishment, integration and maintenance of prevention, incident, illness and disability management standards, programs, procedures and best practices. To ensure the integrity of this managed system of care, its performance will be routinely reviewed for continuous improvements.

The organizational framework for due diligence is the internal responsibility system where every employee of [Employer/Organization Name] is legally responsible for identifying and seeking to resolve conditions which may compromise health and safety. In defining this framework [Employer/Organization Name] has outlined specific responsibilities for all parties involved with Return to Work (RTW) program.

Legislative References

Workplace Safety and Insurance Act (1997), Section 40, 41, 42

Freedom of Information and Protection of Privacy Act (1990)

Additional Resources

Employee Incident Report

Modified Work Offer

Employee Weekly Update Report

Weekly Schedule of Modified Work Progress

Return to Work Memo

Employer Roles and Responsibilities in the Case of an Injured Employee

Supervisor Roles and Responsibilities in the Case of an Injured Employee

Injured Employee Roles and Responsibilities

Document Management

|  |  |
| --- | --- |
| Effective Date: |  |
| Revision Date: |  |

# 9.3 Employer Roles and Responsibilities in the Case of an Injured Employee

Purpose

[Employer/Organization Name] believes in the return to work (RTW) of any injured employees. This policy outlines the roles and responsibilities that the employer has when an employee is injured on the job.

Policy

When an employee is injured on the job the employer, or assigned management representative will follow the procedure as outlined below.

Procedure

When there is a work incident that results in injuries to an employee of [Employer/Organization Name], the employer or assigned management representative will:

* Contact the employee as soon as possible following the injury. Continue contact during the employee’s recovery and rehabilitation.
* Make every effort to place the injured employee in an available job that is appropriate to the employee’s functional abilities. Where possible, the job should be consistent with the employee’s pre-injury earnings. Possibilities include, but are not limited to:
  + Part-time work, gradually increasing to full-time hours.
  + Lighter duties to include work-strengthening and hardening activities.
* Provide the Workplace Safety and Insurance Board (WSIB) with any information they require regarding the employee’s RTW, including:
  + Form 7
  + Functional Abilities Form (after initial visit to health care practitioner)
  + All wage changes
  + Changes in duration of the employee’s RTW program
  + Failure of the employee to co-operate with their RTW program
  + End of the employee’s RTW program
* Offer other support as necessary.

Document Management

|  |  |
| --- | --- |
| Effective Date: |  |
| Revision Date: |  |

# 9.4 Supervisor Roles and Responsibilities in the Case of an Injured Employee

Purpose

[Employer/Organization Name] believes in the return to work (RTW) of any injured employees. This policy outlines the roles and responsibilities that the supervisor has when an employee is injured on the job.

Policy

When an employee is injured or develops a work related illness on the job the supervisor of the employee will follow the procedures as outlined below.

Procedure

If an employee is injured or becomes ill as a result of a work incident the supervisor must:

* Ensure the employee has received proper first aid treatment and if necessary, ask them if they need medical attention.
* If no medical attention is required, complete the [Employer/Organization Name] Incident Investigation Report immediately. Complete every section of the form.

If medical attention is required, accompany the employee to the medical centre in a taxi. Provide the employee with a RTW Package, which will direct the RTW program. Ask the employee to call you when the visit is complete, or if possible, return to the workplace. This will allow [Employer/Organization Name] to read the Functional Abilities section of the completed Form 8 and determine if modified work will be necessary. It is important that the employee speak directly to you. Have the employee complete an Employee Incident Report if they are able.

The RTW package should include the following:

* Cover memo explaining contents
* Form 8 (to be completed by physician)
* Employee Incident Report (to be completed by injured employee)
* Early and Safe Return to Work - Injured Employee Roles and Responsibilities
* Contact the employer and leave a message if necessary. The employer can implement the Return to Work process if they are available. If not, you must be familiar with RTW procedures. If the injury is of a serious nature, such as a critical injury, the Health and Safety Representative must be contacted.
* Ensure that you communicate with the employee after their medical visit (whether they come back to work or call in). This is a critical time in the return to work process. Find out if the doctor has told the employee to take time off, or if he/she is returning to work the next day. When an employee receives medical attention on the initial visit after the injury, the doctor must complete a Form 8, which includes a section focusing on the employee’s functional abilities. This page outlines any limitations on the employee resulting from the workplace incident, in addition to providing information regarding the employee’s anticipated return to work, either regular or modified duties.

On completion of the Functional Abilities section of Form 8, [Employer/Organization Name] can offer the employee modified work based on this form. If the doctor has recommended time off, explain to the employee that we can modify their duties according to the functional abilities section and to report to work for their next scheduled shift. If a doctor does not complete the form outlining the employee’s capabilities and only records “Employee off work two days,” continue offering modified work to the employee. An incomplete form is not a reason to let the employee remain at home. Many employees will be glad to RTW the following day to avoid any interruption in their earnings.

If at any time the employer requires an updated functional abilities assessment, a Functional Abilities Form(FAF) can be given to the injured employee, who will then have it completed by a medical practitioner.

Record all offers of modified work on the form entitled Employee Notice of Modified Work. Give the employee a copy if possible.

At this point the employer will be aware of the workplace incident and will begin to manage the claim along with the supervisor.

The supervisor will schedule a meeting (either in-person, or over the phone) with the injured employee to discuss the effectiveness and progress of their modified work program weekly. This will be recorded on the Weekly Schedule of Modified Work Progress.

Upon the final outcome of the RTW plan of the employee, the supervisor will complete the Return to Work Closure/Evaluation Report.

Additional Resources

Employee Incident Report

Modified Work Offer

Employee Weekly Update Report

Weekly Schedule of Modified Work Progress

Return to Work Memo

Return to Work Closure/Evaluation Report

Document Management

|  |  |
| --- | --- |
| Effective Date: |  |
| Revision Date: |  |

# 9.5 Injured Employee Roles and Responsibilities

Purpose

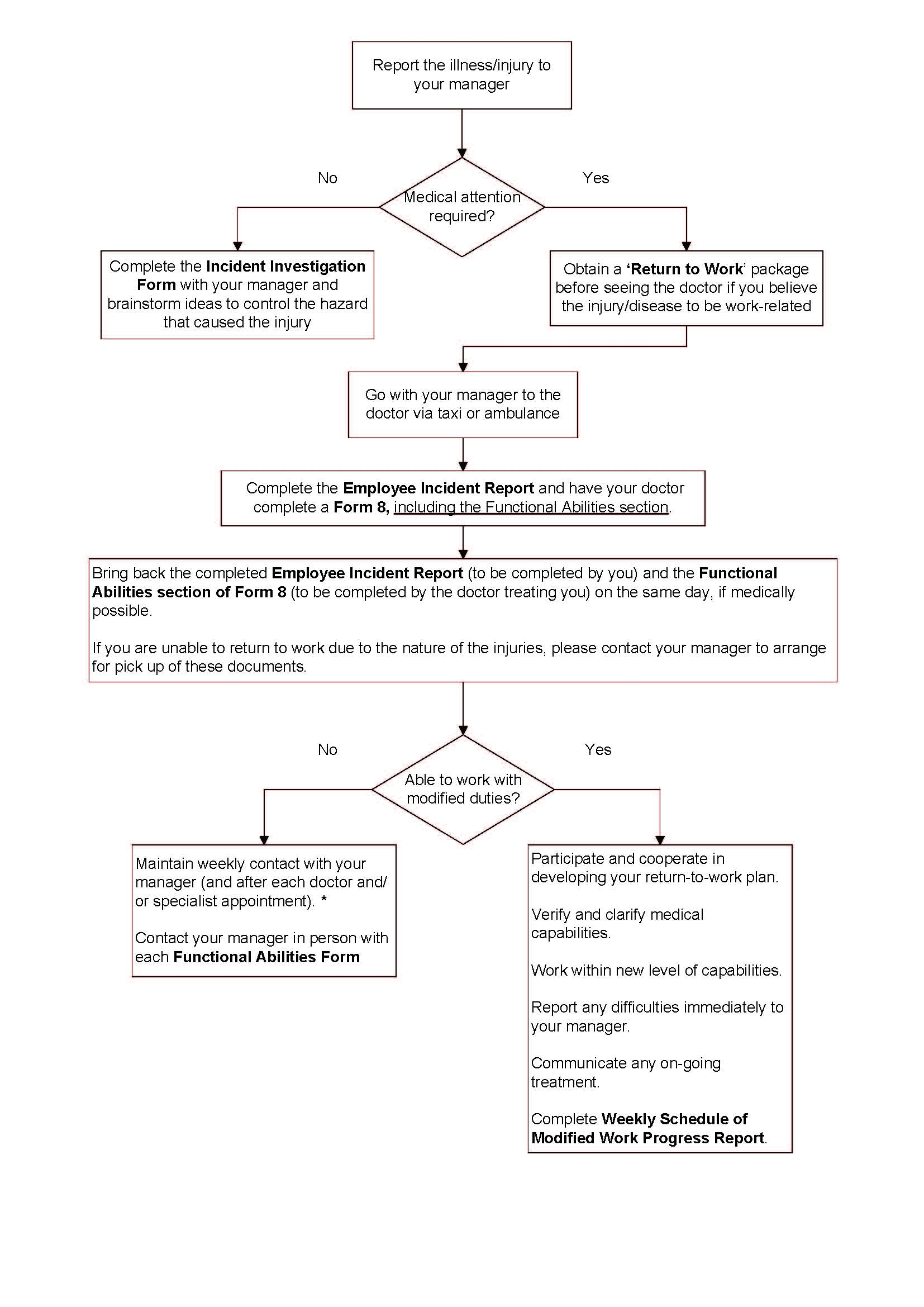
[Employer/Organization Name] believes in the return to work (RTW) of any injured employees. This policy outlines the roles and responsibilities that the injured employee has when injured on the job.

Policy

An injured employee must properly inform the employer of their injury or illness and seek appropriate medical attention in accordance with the procedures below.

Procedure

If an employee is injured or becomes ill as a result of a work incident the employee must:



\*Important to note:

* If you fail to co-operate and take an active role in the RTW program, your benefits may be suspended or reduced by the Workplace Safety and Insurance Board (WSIB).
* Communicate any concerns to the supervisor so that potential problems can be resolved immediately. Ensure your tolerance of physical demands is communicated to the supervisor.
* Report any changes in your condition to the supervisor.

Document Management

|  |  |
| --- | --- |
| Effective Date: |  |
| Revision Date: |  |

# 9.6 Health Care Practitioner Roles and Responsibilities

Purpose

To outline the roles and responsibilities of the Health Care Practitioner that the injured employee can expect after an injury occurs at work.

Policy

A physician treating an injured/ill employee should promote, preserve, and protect the health of the employee, and to act as an advocate for policies to benefit their health.

Responsibilities

The health care practitioner will:

* Provide appropriate, effective health care that facilitates recovery and expedites return to productive work.
* Provide information on the employee’s functional abilities when requested by the company, the employee or the Workplace Safety and Insurance Board (WSIB).
* Complete functional assessment forms thoroughly, being alert to job demands that might cause re-injury or aggravation of an existing condition.
* Suggest ways in which tasks could be modified to place less strain on existing injuries or conditions.
* Establish and maintain open communication with the workplace, having regard for patient confidentiality.
* Provide timely information to the WSIB.
* Communicate with necessary parties which include:
* The injured employee
* Other health care professionals and relevant authorities (e.g. WSIB)
* Other benefit providers
* The injured employee’s employer, Health and Safety Representative and family
* Prevent a recurrence of the condition in the same employee or an occurrence of the same condition in other employees.

Document Management

|  |  |
| --- | --- |
| Effective Date: |  |
| Revision Date: |  |

# 9.7 Workplace Safety and Insurance Board Roles and Responsibilities

Purpose

To outline the roles and responsibilities of the Workplace Safety and Insurance Board (WSIB) that the injured employee can expect after an injury occurs at work.

WSIB

The responsibilities of the WSIB are as follows:

* Provide education to employees and employers.
* Actively manage the case and monitor activities, progress and co-operation of the workplace parties.
* Maintain communication with [Employer/Organization Name], the employee and their treating health professional throughout the return to work (RTW) process.
* Determine the suitability of employment and fitness to return to work.
* Encourage and actively assist the employee in their successful recovery and return to work.
* Determine compliance with re-employment and co-operation obligations.
* Provide return to work resources that the workplace parties may choose to access.
* Provide Work Reintegration Program services.
* In cases where the workplace parties are having trouble achieving a successful RTW outcome,
* Assist workplaces to problem solve workplace issues that present an obstacle to successful RTW
* Facilitate communication between workplace parties, health professionals and other interested parties
* Obtain commitment from the employee and [Employer/Organization Name] on the RTW plan and process
* Attempt to resolve disputes that are preventing a successful RTW outcome.

Document Management

|  |  |
| --- | --- |
| Effective Date: |  |
| Revision Date: |  |

# 9.8 Return to Work and Incident Reporting

|  |  |
| --- | --- |
| To: | All [Employer/Organization Name] Employees |
| From: | [Employer name and title] |
| Date: |  |
| Re: | Return to Work and Incident or Injury Reporting |

All employees must review the enclosed material. If you have been injured at work or require medical attention you are requested to follow the procedures outlined in this memo. Your participation and cooperation is necessary to help you return to work safely.

Once a workplace injury or incident has been reported to the supervisor or employer, a meeting will be scheduled with all parties concerned (the injured employee and their supervisor) to prepare a Return to Work (RTW) plan. The RTW plan will be based on the functional abilities section of Form 8 that is completed by the treating physician. By working together we will be able to prepare a RTW program that is in the best interest of all involved.

Our objective in the return to work process is to reduce all lost time claims, thereby protecting both [Employer/Organization Name] and the employee from financial loss. In order to control lost time incidents, we must become actively involved as soon as possible following incident.

We must all work together to continuously address health and safety concerns and reduce employee incidents. Please be sure to review the enclosed carefully.

In case of injury the employee will:

* Promptly obtain first aid.
* Notify the supervisor. Obtain a RTW package to take to your family doctor, clinic or hospital.
* Choose a physician or other qualified practitioner. Provide physician with the Form 8 to complete, which includes the functional abilities section.
* Complete and promptly return all forms as directed by the supervisor on the same or next day, depending on the severity of the incident.
* An employee who fails to co-operate with the RTW program will be subject to reduced or suspended benefits according to legislation.

This RTW package includes the following:

* Form 8 (to be completed by physician, including the functional abilities)
* Employee Report of Incident (to be completed by injured employee)
* Return to Work - Injured Employee Roles and Responsibilities

Document Management

|  |  |
| --- | --- |
| Effective Date: |  |
| Revision Date: |  |

Employee Incident Report Template

|  |  |
| --- | --- |
| WSIB Claim # | |
| Employee Name: | Date of Incident: |
| Incident description, including location of incident (e.g. work area) and names of incident witnesses (please be as specific as possible): | |
| Size and weight of materials, if applicable: | |
| Description of your injury including exact locations on the body: | |
| Have you had a similar condition in the past? Yes No  Please give details. This will not in any way affect payment of your WSIB benefits if your claim is allowed. | |
| In your opinion, when could you return to regular or modified work? Do you have any suggestions about what modified work you could accomplish? | |
| Physician’s Name: | |
| Physician’s Address: | |
| Physician’s Telephone Number: | |
| Date of First Visit: | |
| I Hereby certify that all information is true and complete.  Employee Signature Date | |

Medical Package for the Treating Practitioner

When an employee experiences an injury at work, the employer is legally required to provide transportation for the employee to be taken to the first point of medical treatment, be that a hospital, a doctor or, if the employee chooses, to their home. It is strongly recommended that the employee is never allowed to transport themselves and that the supervisor accompanies them to their chosen destination.

This package is to be taken by the injured employee to the first point of medical treatment and, if medically possible, to be returned the same day to the supervisor for immediate consideration of setting up the Return to Work (RTW) plan.

Contained in this package, prepared ahead of time and stored near the first aid station, is a letter to the treating health care practitioner explaining the RTW program of [Employer/Organization Name] and asking for their assistance and cooperation in returning the injured employee back to work, a Form 8 and an Employee’s Consent Form.

Letter to the Treating Health Care Practitioner Template

[Letterhead]

[Date]  
  
[Health Care Practitioner Name and Address]  
  
Subject: [Employee Name and Date of Injury]  
  
Dear Dr. \_\_\_\_\_\_\_\_\_\_\_\_\_:  
  
[Employer/Organization Name] has a Return to Work Program for our employees who have had a work-related injury or illness. The program is designed to return them safely to medically suitable work as soon as possible.   
  
Enclosed is a detailed job description for the regular job of the employee named above. The job may be modified, if possible, to meet restrictions that you assign.   
  
If our employee is unable to return to their regular job, we will attempt to find a suitable alternate work assignment that can accommodate the restrictions.   
  
We will ensure that any assignment meets all requirements, and will consider re-arranging work schedules around appointments if necessary.  
  
If you require additional information about a possible work assignment or about our Return to Work program, please call [Organization contact name and information].   
  
Sincerely,

[Employer Signature, Name, Title and Contact Information]

Modified Work Offer Template

[Letterhead]

[Date]   
  
[Employee Name and Address]   
  
Re: Offer of Suitable Employment   
  
Dear [Employee Name]:   
  
This letter is to confirm our discussion on [Date] regarding your plan for return to work. I have attached a copy of the Return to Work Plan with this letter.  
  
As we agreed, your tasks will be assigned consistent with your functional abilities, skills and knowledge. If any training or skills renewal is required to do your tasks, it will be provided upon your return to work.  
  
To summarize our agreement:

|  |  |  |
| --- | --- | --- |
| Job Title: |  | |
| Location/Work Area: |  | |
| Duration of Assignment: | From: | To: |
| Work Hours: | From: | To: |
| Wages: | [per hour/week/month] | |
| Supervisor: |  | |

Please sign the bottom of this letter and return one copy to my attention within five workdays. A prepared envelope has been included for you. I will send a copy of this letter and Return to Work Plan to the Workplace Safety and Insurance Board (WSIB) Case Manager assigned to your claim within the next five days for ongoing claims monitoring.   
  
We look forward to your return. If you have any questions, please contact me.   
  
Sincerely,

[Employer Signature, Name, Title and Contact Information]

Enclosures:

Return to Work Plan

Copy of the letter for employee’s file and prepared envelope

Weekly Schedule of Modified Work Progress

To be submitted to the employer weekly.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date: | Date: | Date: | Date: | Date: | Date: |
| Scheduled:  Worked: | Scheduled:  Worked: | Scheduled:  Worked: | Scheduled:  Worked: | Scheduled:  Worked: | Scheduled:  Worked: |
| Duties/Time: | Duties/Time: | Duties/Time: | Duties/Time: | Duties/Time: | Duties/Time: |
| Employee Comments: | Employee Comments: | Employee Comments: | Employee Comments: | Employee Comments: | Employee Comments: |
| Supervisor Comments: | Supervisor Comments: | Supervisor Comments: | Supervisor Comments: | Supervisor Comments: | Supervisor Comments: |

|  |  |
| --- | --- |
| Employee Signature: |  |
| Date: |  |
| Supervisor Signature: |  |
| Date: |  |

Employee Weekly Update Report

|  |  |  |  |
| --- | --- | --- | --- |
| Injured Employee’s Name | | Date/Time/Status Of Call | |
| Date Of Incident | WSIB Claim # | | |
| Present Physical Condition (As Related By The Employee) | | | |
| Treatment Received To Date | | | |
| Possible Return To Work Date | | | Full Duties |
| Modified Duties (Explain Restrictions As Related By Employee)  Modified Duties (Offered To The Employee) | | | |
| Date Of Next Visit To Doctor | | | |
| Additional Comments | | | |
| Signature Of Caller | | | |
| Title | | | Date |

Return to Work Plan

The Workplace Safety and Insurance Act (WSIA) obligates employers to attempt to provide suitable employment that is available and consistent with the employee’s functional abilities and that, when possible, restores the employee’s pre-injury earnings. The corresponding obligation on employees is to assist the employer to identify suitable employment that is available and consistent with their functional abilities.

The starting point and overall goal should be the employee’s pre-injury job.

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Return to Work Plan | | | | | | | | | | |
|  | | | | | | | | | | |
| Employee Name: | | | | | | Claim No.: | | | | |
| Pre-injury job (attach pre-injury job description): | | | | | | Injury Date: | | | | |
| Pre-injury workplace location: | | | | | | | | | | |
| Return to Work Plan Details | | | | | | | | | | |
| Interim Return to Work Goal:  Pre-injury job  Pre-injury Accommodated  Comparable Work  Alternate Work | | | | | | Final Return to Work Goal:  Pre-injury job  Pre-injury Accommodated  Comparable Work  Alternate Work | | | | |
| Area(s) of Injury: | | | | | | | | | | |
| Functional Abilities (what the employee can do): | | | | | | | | | | |
| Source of Functional Abilities:  Functional Abilities Form (FAF)  Other (Specify): | | | | | | Date: | | | | |
| Is there an active treatment plan that impacts RTW?  No  Yes - Provide details:  Other - Provide details: | | | | | | | | | | |
| List all duties employee can perform: | | | | | | | | | | |
| List all accommodations to be implemented: | | | | | | | | | | |
| Work Schedule  Example | | | | | | | | | | |
| Wk # | Work period | Days scheduled each week hours each day  Sun Mon Tues Wed Thurs Fri Sat | | | | | | | | Additional Comments on Work Schedule |
| 1 | March 7 to 14, 2021 | 0 | 4 | 5 | 6 | | 7 | 8 | 0 |  |
| 1 |  |  |  |  |  | |  |  |  |  |
| 2 |  |  |  |  |  | |  |  |  |  |
| 3 |  |  |  |  |  | |  |  |  |  |
| 4 |  |  |  |  |  | |  |  |  |  |
| 5 |  |  |  |  |  | |  |  |  |  |
| 6 |  |  |  |  |  | |  |  |  |  |
| 7 |  |  |  |  |  | |  |  |  |  |
| 8 |  |  |  |  |  | |  |  |  |  |
| Employee and Employer Follow-up Date: | | | | | | | | | | |
| **Specify how employee will be paid:**   * Employee will be paid for hours worked only, or * Employer will pay full regular wages. | | | | | | | | | | |

If there are any concerns during the Work Schedule please discuss immediately and contact the Workplace Safety and Insurance Board (WSIB) Case Manager if unable to resolve.

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Return to Work Plan Closure Evaluation Report

This report is to be completed by both the supervisor and employee, independently, once the final outcome is achieved. Provide completed report to the supervisor.

|  |
| --- |
| Date: |
| Name: |

What is the duration of Return to Work (RTW) Plan (from report of injury or illness to final RTW)?

What was the final outcome? (check all that apply).

|  |  |
| --- | --- |
| **Anticipated outcome?** | **Actual outcome?** |
| * Pre-injury job * Pre-injury Accommodated * Comparable Work * Alternate Work * Other | * Pre-injury job * Pre-injury Accommodated * Comparable Work * Alternate Work * Work Reintegration Program * Other |
| **Comments:** | |

What worked well in the return to work process?

What are the opportunities for improvement? (For example: what would you change about the process if you could?)

Completed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Thank you for completing this form. Confidentiality of this information will be assured. If you have any questions, please contact the supervisor.

# 9.9 Best Practices for Active Claims Management

Goal of Program

The goal of the Return to Work (RTW) Program is the position that the injured employee will perform on a regular basis at the end of the program. The main focus will be to return the employee to their regular job. If this is not possible, then an attempt will be made to find an alternative placement, if feasible.

Hierarchy of Jobs

Utilizing the new level of capabilities outlined on the functional abilities section of the Form 8 that has been completed by the health professional who is treating the injured employee, the following hierarchy of jobs or priority placement will be used:

* First, determine if the employee can perform the essential duties of their regular job, with or without accommodations (meaning, requiring modifications),
* If not, then what other comparable job, with or without accommodations, is available?
* If none is found, then what other suitable tasks, with or without accommodation, are available in their own work area?
* Finally, if all else fails, then what other suitable tasks, with or without accommodation, are available in the entire facility?

Wages

While the employee is completely off work due to a workplace injury or illness, Workplace Safety and Insurance Board (WSIB) must cover the percentage of the employee’s lost time wages.

However, upon RTW during this program the employee will receive their regular weekly wage from [Employer/Organization Name], up to their regular number of hours per week, regardless of the hours worked. If this is a WSIB claim, then the employer will inform the WSIB Claims Adjudicator of this RTW plan and that [Employer/Organization Name] does not want to be reimbursed for any wages paid. Likewise, if the injured employee cannot continue with the program and must go off work again, then the employer will again immediately inform the WSIB Claims Adjudicator.

Time Frames

The RTW plan is for a set period of time. It can start on the same day as the injury and last from one day to a maximum of 12 weeks. Extensions are available if required. If medically possible, the employee is expected to perform tasks as outlined under the hierarchy for the length of their regular shift, However, if it is recommended by the treating health practitioner that a gradual increase in daily hours of work is required to minimize the risk of re-injury, then a schedule can be set up within the maximum time frames outlined below. Please note that this is the maximum or worst-case scenario.

|  |  |
| --- | --- |
| Number of Weeks | Hours per Day |
| 1 | 2 |
| 2 | 3 |
| 3 | 4 |
| 4 | 4 |
| 5 | 5 |
| 6 | 6 |
| 7 | 7 |
| 8 | 8 |
|  |  |

* 12 weeks total program
* Four weeks extension if required

Document Management

|  |  |
| --- | --- |
| Effective Date: |  |
| Revision Date: |  |

# 10.1 Noise Safety

Purpose

To define the safe operating procedures in a manner that informs and instructs employees of [Employer/Organization Name] of the key health and safety hazards and controls to remember to ensure appropriate noise safety. Exposure to high levels of noise in the workplace can create physical and psychological stress, reduce productivity, interfere with communication, and contribute to accidents and injuries by making it difficult to hear moving equipment, other employees, and warning signs. Over time, if worker exposure to noise from machinery, processes and equipment is not properly eliminated or controlled, it may cause permanent hearing loss.

Hazards

* Rigging or buzzing in ears
* Hearing impairment
* Hearing loss
  + Hearing loss is a leading cause of occupational disease in Ontario. Hearing loss can have a significant impact on quality of life for employees and their families.

Protective Measures

* Engineering controls
* Work practices
* Hearing protection
  + Wear and use hearing protection devices appropriate in the circumstances if engineering controls are not effective or reasonable. Devices include ear plugs, semi-insert ear plugs or ear muffs. Choose the type of hearing protection based on the working conditions, noise exposure level and comfort level. In some cases employees may wear both ear plugs and ear muffs together.

Work Practices

* Employers must take all measures reasonably necessary in the circumstances to protect workers from exposure to hazardous sound levels. Employers must ensure workers are not exposed to sound levels greater than a time-weighted average exposure limit of 85 decibels (dBA), measured over an eight-hour day.
* Determine if the workplace is too loud by asking the following questions:
  + Do you have to raise your voice to be heard?
  + Do you have ringing in your ears at the end of your shift?
  + Do you have to increase the volume on the radio on your way home from work?
  + Do you have trouble understanding conversations in places where there are many voices and competing noises?
* Participate in training on noise and hearing protection.
* Always wear hearing protection when exposed to loud noise.
* Notify your supervisor if you feel you are being exposed to noise hazards.
* Follow established policies and procedures in place to reduce noise exposure.
* Ensure hearing protection fits properly and is cleaned and maintained as per manufacturer’s recommendations.
* Be aware of warning signs posted outside of areas, or on equipment, where the sound level is more than 85 dBA. Hearing protection must be worn in those areas.

Legislative Reference

[Regulation 414 Farming Operations](http://www.ontario.ca/laws/regulation/050414)

[Regulation 381 Noise](https://www.ontario.ca/laws/regulation/150381)

Document Management

|  |  |
| --- | --- |
| Effective Date: |  |
| Revision Date: |  |

# Safe Operating Procedures for Air Compressors

Purpose

To define the safe operating procedures in a manner that informs and instructs employees of [Employer/Organization Name] of the key health and safety hazards and controls to remember when using the stationary air compressor.

Hazards

The following hazards can occur when using the air compressor:

* Critical injury
* Burns
* Entanglement
* Hearing damage
* Electric shock
* Explosion from inadequate air pressure lines

Personal Protective Equipment

* Safety footwear
* Eye protection
* Hearing protection

Safe Operating Procedure

* Complete a pre-use inspection. If any defects are noted, the equipment must be removed from service and the supervisor must be notified immediately to ensure equipment is repaired.
* Operators must have reviewed the operator’s manual with the supervisor.
* Ensure operator’s manual for equipment is available to operators.
* Ensure guards and shields are firmly in place and in good condition. Do not operate the equipment without appropriate guards, shields, plates and other safety protective devices in place.
* Ensure safety decals are legible, order replacements if they are not.
* Ensure the equipment is used properly as per manufacturer’s directions.
* Do not bypass, modify or remove safety/relief valves.
* The equipment must be bolted to a firm, level foundation.
* Confirm there are at least 30 centimetres (12 inches) clearance from walls and any other objects for proper cooling air flow and accessibility.
* Never operate in temperatures below -6.6ºC (20ºF) or above 51.0ºC (125ºF).
* Do not use plastic pipe, rubber hose or lead-tin soldered joints anywhere in the compressed air system.
* Use only suitable air handling parts acceptable for pressure of not less than the maximum allowable working pressure of the unit.
* Do not operate the equipment in wet conditions.
* Confirm the air line connections are secure prior to starting unit.
* Unit must be connected to properly grounded circuit.
* Do not direct air stream at the body.
* Drain tank daily or after each use.
* Disconnect power and bleed the pressure from the tank before servicing. Use proper lockout tagout procedures.
* Allow equipment to cool before servicing.
* Always store the air compressor indoors.
* Any service and inspection must be performed by an adequately qualified technician (TSSA licensed).
* Repairs to the equipment must be performed by qualified personnel, using original equipment manufacturer (OEM) parts or equivalent.

Additional Resources

SOP for Air Tools

Document Management

|  |  |
| --- | --- |
| Effective Date: |  |
| Revision Date: |  |

# Safe Operating Procedures for Air Tools

Purpose

To define the safe operating procedures in a manner that informs and instructs employees of [Employer/Organization Name] of the key health and safety hazards and controls to remember when using air tools and other pressurized equipment.

Hazards

The following hazards can occur when using air tools and other pressurized equipment:

* Eye injury
* Burns
* Hearing damage
* Musculoskeletal disorder
* Compressed air

Personal Protective Equipment

* Safety footwear
* Eye protection
* Hearing protection

Safe Operating Procedure

* Complete a pre-use inspection. If any defects are noted, the equipment must be removed from service and the supervisor must be notified immediately to ensure equipment is repaired.
* Operators must have reviewed the operator’s manual with the supervisor.
* Ensure operator’s manual for equipment is available to operators.
* Ensure guards and shields are firmly in place and in good condition. Do not operate the equipment without appropriate guards, shields, plates and other safety protective devices in place.
* Ensure safety decals are legible, order replacements if they are not.
* Ensure the equipment is used properly as per manufacturer’s directions.
* Ensure that tools are maintained and used properly as per manufacturer’s directions
* Maintain the tools clean and dry. Moisture and corrosive fumes can damage tools.
* Only the attachments recommended by the manufacturer should be used on the tools.
* Use the proper hose and fittings of the correct diameter.
* Use hoses that are specifically designed to resist abrasion, cutting, crushing and failure from continuous flexing.
* Reduce incidence of physical fatigue by supporting heavy tools with a counter-balance wherever possible.
* Check hoses regularly for cuts, bulges and abrasions. If defective, make sure to tag and replace the hose.
* Do not operate the tool at a pressure above the manufacturer’s rating.
* Ensure that the air pressure is turned off when the tool is not in use or when the power tools are charging.
* Install quick disconnects of a pressure-release type rather than a disengagement type.
* Avoid carrying the tool by its hose.
* Avoid trip hazards by keeping the hoses and cords properly placed and not laid across walkways or curled underfoot.
* Avoid using compressed air to blow debris or to clean dirt from clothes.
* Repairs to the equipment must be performed by qualified personnel, using original equipment manufacturer (OEM) parts or equivalent.

Additional Resources

SOP for Air Compressors

Document Management

|  |  |
| --- | --- |
| Effective Date: |  |
| Revision Date: |  |

# Safe Operating Procedures for Air Pruners

Purpose

To define the safe operating procedures in a manner that informs and instructs employees of [Employer/Organization Name] on the key health and safety hazards and controls to remember when using the air pruner.

Hazards

The following hazards may occur when using the air pruner:

* Cuts
* Hearing damage
* Musculoskeletal disorder
* Compressed air
* Fire
* Wood dust
* Chain kickback

Personal Protective Equipment

* Safety footwear
* Eye protection
* Mesh face shield
* Hearing protection
* Head protection as required
* Gloves
* Appropriate clothing (e.g. snug fitting clothing)
* No loose clothing, jewelry or hair

Safe Operating Procedure

* Complete a pre-use inspection. If any defects are noted, the equipment must be removed from service and the supervisor must be notified immediately to ensure equipment is repaired.
* Operators must have reviewed the operator’s manual with the supervisor.
* Ensure operator’s manual for equipment is available to operators.
* Ensure guards and shields are firmly in place and in good condition. Do not operate the equipment without appropriate guards, shields, plates and other safety protective devices in place.
* Ensure safety decals are legible, order replacements if they are not.
* Ensure the equipment is used properly as per manufacturer’s directions.
* Do not cut metal, sheet metal, plastics or any non-wood materials.
* Ensure Original Equipment Manufacturer (O.E.M.) safety guard is in place and functional where applicable
* Never operate equipment without its proper safety catch and guard.
* Check the equipment for cracks or defects, and loose or missing bolts before using it. Ensure the compressed air hose has no cracks.
* Make sure the maximum air pressure setting on the compressor is set at 1000 kPa/145 PSI.
* When the tool is connected to the compressed air supply, but is not being used, ensure the safety latch on the handle is automatically engaged.
* Before doing any work with the air pruner, inspect the work area to ensure it is clear of obstructions and objects, including persons. Be sure to remove any materials which may start brush fires.
* Do not let anyone hold the wood for you to cut.
* Do not use the air pruner near electrical wires.
* Always hold your air pruner firmly while you are working.
* Keep your free hand away from the operating air pruner.
* Do not hold down the trigger unnecessarily.
* Ensure you have secure footing.
* Do not operate while standing in a tree.
* Do not use the air pruner while on a ladder.
* Do not overreach.
* Work only when there is adequate lighting to see clearly.
* Do not work under trees during periods of high winds or heavy precipitation.
* If the blade gets jammed, disconnect the air hose prior to clearing the jam. Never grasp the blade.
* Do not leave the equipment unattended.
* Clean dust and dirt off the equipment after use. Sharpen the blades using the appropriate grinding stone, disconnecting the air supply hose first.
* Fueling must be done outdoors and while the equipment is off.
* Repairs to the equipment must be performed by qualified personnel, using OEM parts or equivalent.

Additional Resources

SOP for Fuelling

Document Management

|  |  |
| --- | --- |
| Effective Date: |  |
| Revision Date: |  |

# Safe Operating Procedures for All-Terrain Vehicles and Utility Type Vehicles

Purpose

To define the safe operating procedures in a manner that informs and instructs employees of [Employer/Organization Name] of the key health and safety hazards and controls to remember when using the All-Terrain Vehicle (ATV) and Utility-Type Vehicle (UTV).

Hazards

Both ATVs and UTVs are prominent pieces of equipment used in agricultural settings. It is important to understand the differences between the ATV and UTV, to ensure continued safe operation.

|  |  |  |
| --- | --- | --- |
| Characteristics of UTV versus ATV | | |
| Characteristic | UTV | ATV |
| Tire pressure | 20 psi or less | 2.7 to 10 psi |
| Steering | Steering wheel | Handlebar |
| PPE recommended | Yes | Yes |
| Designated for public roads/highways | No | No |
| Operation age | 16 years old | Dependent on model |
| Seating | Non-straddle seat | Straddle |
| Passenger | Yes | No, unless it is a 2-up |
| Seat belt | Yes | No |

The following hazards may occur during the operation of the ATV or UTV:

* Critical injury or fatality
* Burns
* Musculoskeletal disorders
* Roll-over
* Fire

Personal Protective Equipment

* Safety footwear
* Canadian Standards Association (CSA) approved helmet as required

Safe Operating Procedure

* Complete a pre-use inspection. If any defects are noted, the equipment must be removed from service and the supervisor must be notified immediately to ensure equipment is repaired.
* Operators must have reviewed the operator’s manual with the supervisor.
* Ensure operator’s manual for equipment is available to operators.
* Ensure guards and shields are firmly in place and in good condition. Do not operate the equipment without appropriate guards, shields, plates and other safety protective devices in place.
* Ensure safety decals are legible, order replacements if they are not.
* Ensure the equipment is used properly as per manufacturer’s directions.
* Only operate the equipment from a sitting position.
* Passengers are allowed on the ATV only as per manufacturer’s guidelines (i.e. it is a 2-up ATV).
* In the UTV, each passenger must ride in their own seat, not anywhere else.
* Keep arms and legs inside the vehicle at all times.
* Operate the equipment at a speed that allows you maintain control at all times. Drive slowly over rough terrain and avoid stumps and other obstacles.
* Drive slowly and turn smoothly to avoid an overturn. When hauling cargo, the vehicle’s centre of gravity is raised, increasing the chance of overturning.
* Use extreme caution on steep inclines and edges where the ground could give way.
* Stay clear of ditches and embankments.
* Before connecting any equipment to the equipment set the brake, turn off the machine.
* Use low gear when towing a load uphill or downhill. Do not coast downhill: The load can easily jackknife.
* Ensure the towing cargo is properly secured before transport.
* Tow a load at a speed low enough to maintain control. Remember, the stopping distance increases with speed and weight of a towed load.
* Accessories can only be used that are designed for use with the equipment specified.
* Fueling must be done outdoors and while the equipment is off.
* Repairs to the equipment must be performed by qualified personnel, using original equipment manufacturer (OEM) parts or equivalent.

Additional Resources

SOP for Fuelling

Document Management

|  |  |
| --- | --- |
| Effective Date: |  |
| Revision Date: |  |

# Safe Operating Procedures for Augers

Purpose

To define the safe operating procedures in a manner that informs and instructs employees of [Employer/Organization Name] on the key health and safety hazards and controls to remember when using the auger and the auger with the skid steer loader.

Hazards

The following hazards may occur when using the auger and the auger with the skid steer loader:

* Critical injury or fatality
* Entanglement
* Puncture (hydraulic fluid under pressure)
* Fire

Personal Protective Equipment

* Safety footwear
* Eye protection
* Hearing protection
* Gloves
* No loose clothing, hair or jewelry

Safe Operating Procedure

* Complete a pre-use inspection. If any defects are noted, the equipment must be removed from service and the supervisor must be notified immediately to ensure equipment is repaired.
* Operators must have reviewed the operator’s manual with the supervisor.
* Ensure operator’s manual for equipment is available to operators.
* Ensure guards and shields are firmly in place and in good condition. Do not operate the equipment without appropriate guards, shields, plates and other safety protective devices in place.
* Ensure safety decals are legible, order replacements if they are not.
* Ensure the equipment is used properly as per manufacturer’s directions.
* Complete a walkaround of the immediate work area prior to starting. Look for obstacles that may need to be removed.
* Always call the appropriate utility companies to confirm the locations of all underground lines, pipes and wires.
* Check all fluids.
* Confirm all controls are in proper working order.
* Ensure all control levers are in neutral or off position before starting.
* Keep all bystanders at least three metres (ten feet) away from the equipment during operation.
* Employees using hand tools should not move or remove the spoil-pile while the auger is operating.
* Repairs to the equipment must be performed by qualified personnel, using original equipment manufacturer (OEM) parts or equivalent.

***Auger with the Skid Steer Loader***

* Lower the lift arms until the pivot point of the auger touches the ground.
* Engage the hydraulics on the loader so the auger turns in a clockwise direction. At the same time, slowly lower the lift arms to drill into the soil.
* Be sure to lift the arms often while the auger is turning, to remove dirt from the hole.
* To move the skid steer loader with the auger installed, raise the auger bit, stop the auger bit rotation, raise the auger just above ground, and tilt the auger back. Lower the lift arms so the auger does not touch the ground.

Additional Resources

SOP for Fuelling

SOP for Hitching Implements

SOP for Skid Steer Loader

SOP for Working Around Overhead or Underground Utilities

MLITSD Occupational Health and Safety Guidelines for Farming Operations in Ontario

Document Management

|  |  |
| --- | --- |
| Effective Date: |  |
| Revision Date: |  |

# Safe Operating Procedures for Backhoes

Purpose

To define the safe operating procedures in a manner that informs and instructs employees of [Employer/Organization Name] of the key health and safety hazards and controls to remember when using the backhoe.

Hazards

The following hazards may occur using the backhoe:

* Critical injury or fatality
* Crushing injury
* Burns
* Musculoskeletal disorder
* Puncture (hydraulic fluid under pressure)
* Roll-over
* Fire

Personal Protective Equipment

* Safety footwear
* Hearing protection
* Head protection as required

Safe Operating Procedure

* Complete a pre-use inspection. If any defects are noted, the equipment must be removed from service and the supervisor must be notified immediately to ensure equipment is repaired.
* Operators must have reviewed the operator’s manual with the supervisor.
* Ensure operator’s manual for equipment is available to operators.
* Ensure guards and shields are firmly in place and in good condition. Do not operate the equipment without appropriate guards, shields, plates and other safety protective devices in place.
* Backhoes should be equipped with a cab and rollover protective structure (ROPS).
* Operator will wear a seatbelt on backhoes equipped with ROPS.
* Ensure safety decals are legible, order replacements if they are not.
* Ensure the equipment is used properly as per manufacturer’s directions.
* Complete a walkaround of the immediate work area prior to starting. Look for obstacles that may need to be removed.
* Always call the appropriate utility companies to confirm the locations of all underground lines, pipes and wires. Also, ensure clearance of overhead hazards.
* Be aware of the equipment’s limits.
* Check all fluids.
* Confirm all controls are in proper working order.
* Ensure all control levers are in neutral or off position before starting.
* Keep all bystanders away from the equipment during operation.
* Only operate the equipment from the operator’s seat with the seatbelt fastened.
* Do not allow passengers on the equipment.
* Before exiting the equipment, always lower the bucket to the ground and engage the parking brake.
* Operate the equipment at a speed that allows you maintain control at all times. Drive slowly over rough terrain and avoid stumps and other obstacles.
* Use extreme caution on inclines and edges where the ground could give way.
* Do not try to turn on a steep slope as this could result in a roll-over.
* When driving with a load, keep the bucket as low as possible to avoid roll-over.
* Do not use the equipment for clearing trees unless the manufacturer has approved it for that purpose and it has a protective brush cage.
* When you change the angle of the bucket or remove the bucket:
  + Securely block the bucket to prevent it from falling.
  + Do not stand with your feet under the bucket.
* Accessories can only be used that are designed for use with the equipment specified.
* Use steps and handholds correctly. Face the equipment when getting on and off.
* Maintain 3-point contact with steps and handrails when getting on and off.
* If possible, include a spotter with reflective clothing to assist in directing the equipment when backing up.
* Fuelling must be done outdoors and while the equipment is off.
* Repairs to the equipment must be performed by qualified personnel, using original equipment manufacturer (OEM) parts or equivalent.

Additional Resources

SOP for Fuelling

SOP for Working Around Overhead or Underground Utilities

MLITSD Occupational Health and Safety Guidelines for Farming Operations in Ontario

Document Management

|  |  |
| --- | --- |
| Effective Date: |  |
| Revision Date: |  |

# Safe Operating Procedures for Battery Charging

Purpose

To define the safe operating procedures in a manner that informs and instructs employees of [Employer/Organization Name] of the key health and safety hazards and controls to remember when charging batteries.

Hazards

The following hazards may occur when charging batteries:

* Burns
* Chemical exposure
  + Sulphuric acid is contained in the battery. Exposure can occur while filling a battery with acid (electrolyte), or while charging or boosting it, causing a chemical burn and/or inhalation hazard.
* Electric shock
  + Short circuits may occur from metal on clothing or in jewelry coming into contact with the electrodes.
* Fire or explosion
  + Hydrogen and oxygen are produced when you charge or boost a battery, and can be ignited by a flame or spark.
* Note: Install plumbed eye wash stations, neutralizer containers and wash basins near where you handle the batteries so you can administer first aid treatment for acid and alkali burns if necessary.

Personal Protective Equipment

* Eye protection (e.g. splash-proof safety goggles or face shield)
* Rubber gloves
* No metal or jewelry

Safe Operating Procedure

* Complete a pre-use inspection. If any defects are noted, the equipment must be removed from service and the supervisor must be notified immediately to ensure equipment is repaired.
* Operators must have reviewed the operator’s manual with the supervisor.
* Ensure operator’s manual for equipment is available to operators.
* Ensure guards and shields are firmly in place and in good condition. Do not operate the equipment without appropriate guards, shields, plates and other safety protective devices in place.
* Ensure safety decals are legible, order replacements if they are not.
* Ensure the equipment is used properly as per manufacturer’s directions.
* Prohibit smoking in the work area.
* Charge batteries in a properly ventilated area and performed in a place specifically designated for charging batteries.
* Ensure the room for charging batteries is equipped with a non-sparking floor kept clean and washed with fresh water promptly when electrolyte is spilled.
* Make sure the power is shut off at the charger before removing the alligator clips.
* Break live circuits by connecting the negative cable to the frame or motor block instead of breaking them at the battery terminals.
* Shut off the charger before making any connections, such as hooking up cables to the battery.
* Check that battery ventilation holes are clear and clean to allow the hydrogen gas to escape and prevent the battery from exploding.
* If the battery is not maintenance-free, remove the filler caps to vent hydrogen gas.
* Ground the negative cable to the frame or motor block to prevent short circuits.
* Rinse batteries and clean terminals before charging.
* Clean battery areas safely, first with a solution of sodium carbonate or sodium bicarbonate (baking soda) to neutralize any spilled acid, and then with large volumes of water to rinse the area clean.
* Clean your hands with soap and water immediately after servicing batteries.
* Do not attempt to charge or jump a frozen battery.
* Repairs to the equipment must be performed by qualified personnel, using original equipment manufacturer (OEM) parts or equivalent.

First Aid

* If acid splashes on your body, immediately remove all contaminated clothing and flush the burned areas thoroughly with water.
* If acid gets into your eyes, flood them with water for at least 20 minutes, paying particular attention to the areas under the eyelids. Get to a doctor as soon as possible. Contact emergency services at 911 if necessary.

Document Management

|  |  |
| --- | --- |
| Effective Date: |  |
| Revision Date: |  |

# Safe Operating Procedures for Bin Carriers

Purpose

To define the safe operating procedures in a manner that informs and instructs employees of [Employer/Organization Name] on the key health and safety hazards and controls to remember when using the bin carrier.

Hazards

The following hazards may occur during operation of the bin carrier:

* Critical injury
* Eye injury
* Entanglement

**Personal Protective Equipment**

* Safety footwear
* Eye protection
* Gloves

Safe Operating Procedure

* Complete a pre-use inspection. If any defects are noted, the equipment must be removed from service and the supervisor must be notified immediately to ensure equipment is repaired.
* Operators must have reviewed the operator’s manual with the supervisor.
* Ensure operator’s manual for equipment is available to operators.
* Ensure guards and shields are firmly in place and in good condition. Do not operate the equipment without appropriate guards, shields, plates and other safety protective devices in place.
* Ensure guardrails are in place and secure around platform.
* Ensure safety decals are legible, order replacements if they are not.
* Ensure the equipment is used properly as per manufacturer’s directions.
* Complete a walkaround of the immediate work area prior to starting. Look for obstacles that may need to be removed.
* Keep all bystanders away from the equipment during operation.
* Maintain 3-point contact with steps and handrails when getting on and off.
* Repairs to the equipment must be performed by qualified personnel, using original equipment manufacturer (OEM) parts or equivalent.

Additional Resources

SOP for Hitching Implements

SOP for Tractors

MLITSD Occupational Health and Safety Guidelines for Farming Operations in Ontario

Document Management

|  |  |
| --- | --- |
| Effective Date: |  |
| Revision Date: |  |

# Safe Operating Procedures for Bin Dumpers

Purpose

To define the safe operating procedures in a manner that informs and instructs employees of [Employer/Organization Name] on the key health and safety hazards and controls to remember when using the bin dumper.

Hazards

The following hazards may occur when using the bin dumper:

* Critical injury or fatality
* Crushing injury
* Equipment or property damage

Personal Protective Equipment

* Safety footwear

Procedure

* Complete a pre-use inspection. If any defects are noted, the equipment must be removed from service and the supervisor must be notified immediately to ensure equipment is repaired.
* Operators must have reviewed the operator’s manual with the supervisor.
* Ensure operator’s manual for equipment is available to operators.
* Ensure guards and shields are firmly in place and in good condition. Do not operate the equipment without appropriate guards, shields, plates and other safety protective devices in place.
* Ensure safety decals are legible, order replacements if they are not.
* Ensure the equipment is used properly as per manufacturer’s directions.
* Complete a walkaround of the immediate work area prior to starting. Look for obstacles that may need to be removed.
* Be aware of the equipment’s limits.
* Confirm all controls are in proper working order.
* Do not stand between forklift truck and bin dumper.
* Centre the forklift truck and bin to the bin dumper.
* Keep all bystanders away from the equipment during operation.
* Repairs to the equipment must be performed by qualified personnel, using original equipment manufacturer (OEM) parts or equivalent.

Additional Resources

MLITSD Occupational Health and Safety Guidelines for Farming Operations in Ontario

Document Management

|  |  |
| --- | --- |
| Effective Date: |  |
| Revision Date: |  |

# Safe Operating Procedures for Chainsaws

Purpose

To define the safe operating procedures in a manner that informs and instructs employees of [Employer/Organization Name] on the key health and safety hazards and controls and controls to remember when using the chainsaw.

Hazards

The following hazards may occur when using the chainsaw:

* Critical injury or fatality
* Cuts
* Hearing damage
* Musculoskeletal disorder
* Fire (refuelling or fuel leak)
* Wood dust
* Chain kickback

Personal Protective Equipment

* Safety footwear (i.e. CSA approved safety footwear with white label with green fir tree symbol)
* Eye protection
* Mesh face shield
* Hearing protection
* Head protection as required
* Gloves
* Appropriate clothing (e.g. snug fitting clothing and chainsaw safety chaps or pants)
* No loose clothing, jewelry or hair

Safe Operating Procedure

* Complete a pre-use inspection. If any defects are noted, the equipment must be removed from service and the supervisor must be notified immediately to ensure equipment is repaired.
* Operators must have reviewed the operator’s manual with the supervisor.
* Ensure operator’s manual for equipment is available to operators.
* Ensure guards and shields are firmly in place and in good condition. Do not operate the equipment without appropriate guards, shields, plates and other safety protective devices in place.
* Ensure safety decals are legible, order replacements if they are not.
* Ensure the equipment is used properly as per manufacturer’s directions.
* Complete a walkaround of the immediate work area prior to starting. Look for obstacles that may need to be removed.
* Only qualified operators shall use the chainsaw.
* Follow the manufacturer’s sharpening and maintenance instructions for the chainsaw. Sharpening the cutting chain requires two steps, sharpening the cutting edge and adjusting the depth gauge setting. When in doubt, see your servicing dealer for repairs and advice.
* Use only replacement bars and cutting chains specified by the manufacturer, or the equivalent. Guide bars and cutting chains affect not only performance, but kickback safety as well.
* Maintain proper chainsaw tension. A loose chain can come off the guide bar and strike the operator.
* Never force a dull chain to cut.
* Do not operate a chainsaw if you are fatigued, have been drinking alcoholic beverages, or have been taking prescription medication or non-prescription drugs.
* Do not allow other persons to be near the chainsaw when starting the saw or cutting with it. Keep all bystanders and animals out of the work area.
* Do not operate a chainsaw that is damaged, improperly adjusted or not completely assembled. Be sure that the cutting chain stops moving when the throttle control trigger is released. If you are in doubt regarding the mechanical condition of the saw, consult your servicing dealer.
* Use caution when handling fuel. Move the chainsaw at least 3 metres (10 feet) from the fuelling point before starting the engine. Do not smoke while refuelling your saw. Refuelling must be done outdoors only in well-ventilated areas with the chainsaw turned off.
* Operate the chainsaw outdoors in well-ventilated areas only.
* Ensure that the chain brake is functioning properly and adequately stops the chain.
* Check the chain tension before starting. Make sure the blade is sharp. Lock your elbows and spread your feet apart.
* Keep all parts of your body away from the cutting chain when the engine is running.
* Never cut above shoulder height. Keep saw blade off to the side of your body. Never use one hand. Go into the cut at full speed. If the saw gets bound, stop the saw before removing the blade.
* Use an anti-kickback chain. Avoid getting the tip of the chainsaw near any obstructions.
* When cutting, hold the saw with both hands, with thumbs and fingers encircling both chainsaw handles. Grip the saw with the right hand on the rear (throttle) handle and the left hand on the front handle (even if you are left handed). A firm grip will help you maintain control of the saw in the event of a kick back or other unexpected reaction. Keep the chainsaw handles dry, clean and free of oil or fuel mixture to prevent slipping and to aid in control of the saw.
* Chainsaws are designed to be run at full speed. Maintain a full throttle setting while cutting to maximize your productivity and to reduce fatigue for safer operation.
* Cut while standing slightly to the side, out of the plane of the cutting chain and guide bar to reduce the risk of injury in the event you lose control of the saw.
* Carry the chainsaw with the engine stopped, the guide bar and cutting chain to the rear, and the muffler away from your body. When transporting your chainsaw, always use the appropriate guide bar scabbard.
* Never start the saw in your hand as this leaves only one free hand to control the running saw.
* Do not operate a chainsaw in a tree or from a ladder unless you have been specifically trained and are equipped to do so. If you are in doubt, contact the supervisor before proceeding.
* To avoid the risk of kickback, make sure that the area in which you are cutting is free from obstructions. Do not let the nose of the guide bar contact a log, branch or any other obstruction while you are operating the saw.
* Do not cut near chain link fence, wire fence, or in areas where there is loose or scrap wire.
* Do not start cutting trees until you have a clear work area, secure footing and a planned retreat path from the falling tree.
* Be careful in the event that the wood closes in and pinches the saw. The push force that is exerted when the top chain is pinched can add unexpectedly to any pull force you may use when attempting to pull the saw free. You may pull the moving chain into yourself.
* Use extreme caution with cutting small-sized brush and saplings because lender material may catch the cutting chain and be whipped toward you or pull you off balance.
* When cutting a limb or sapling that is under tension (called a springpole), be alert for springback so that you will not be struck by the limb or chainsaw when the tension in the limb is released.
* Chainsaws are made to cut only one thing, wood. Do not use a chainsaw to cut other materials, and never let your chain contact rocks or dirt during the operation. Remember that your chainsaw is moving in excess of 80 kilometres (50 miles) per hour. In just one second of contact with a rock or the ground, each cutter will be impacted more than ten times.
* Never force a dull chain to cut. When it is sharp, the chainsaw is designed to feed itself into the wood, and needs only light pressure to cut efficiently. Dull chains produce fine wood dust, a sure sign that maintenance is required.
* Repairs to the equipment must be performed by qualified personnel, using original equipment manufacturer (OEM) parts or equivalent.

Additional Resources

CSA Z62.1 Chainsaws

SOP for Fuelling

Document Management

|  |  |
| --- | --- |
| Effective Date: |  |
| Revision Date: |  |

# Safe Operating Procedures for Changing Fluorescent Bulbs

Purpose

To define the safe operating procedures that informs and instructs employees of [Employer/Organization Name] on the key health and safety hazards and controls to remember when changing fluorescent bulbs.

Hazards

The following hazards may occur when changing fluorescent bulbs:

* Chemical exposure
  + While the phosphorous on the inside of fluorescent tubes are not particularly poisonous, there is a small amount of metallic mercury and contact with this substance should be avoided. Dispose of the bulbs in a safe manner. Bulbs are considered hazardous waste.
* Cuts
* Musculoskeletal disorder
* Falls (from ladders)
* Electric shock

Personal Protective Equipment

* Eye protection

Procedure

* Whenever possible, allow lamps to be changed out by trained employees. These employees have been instructed in proper handling and disposal procedures.
* If you must change out spent lamps, take care to avoid breakage.
* Lockout and tagout the breaker or fuse box to avoid anyone inadvertently turning the power back on.
* Wear safety glasses when changing bulbs. Any time you work above your head, you run the risk of dust or other materials landing in your eyes.
* Follow all safety rules pertaining to the use of ladders.
* Broken lamps must be immediately bagged and boxed separately. The inner bag should be sealed with tape or some other fastener.
* Immediately place spent lamps in a box to prevent them from breaking. If possible, use the box from which the replacement (new) lamps were taken.
* Waste lamps must not be taped to the outside of the box.
* Odd-shaped lamps can be packed in any box so long as the box is in good condition and sufficient packing material is used to prevent breakage.
* Close the box after adding the spent lamp.
* Ensure that the box is labelled with the words Hazardous Waste Lamps and dated with the date that the first lamp was placed into the box. Hazardous waste cannot be stored on site any longer than 90 days.
* Ensure proper disposal in accordance with Ministry of Environment regulations.
* If you do break a fluorescent light bulb, Natural Resources Canada recommends the following cleanup procedures:
  + Sweep or wipe up the glass fragments and white powder.
  + Wipe the area with a damp paper towel to pick up tiny pieces of glass or fine particles.
  + If the bulb breaks on a rug or carpet, use sticky tape (e.g. duct tape) to pick up small pieces and powder. Vacuuming should be avoided as it spreads mercury through the air. If vacuuming is necessary, remove the vacuum bag or empty and wipe the canister with paper towel after the area is cleaned.
  + Double bag the broken pieces, paper towel and vacuum bag and dispose of it in an outdoor trash can for regular garbage pickup.
* Note: Fluorescent bulbs should never be placed in an incinerator.

Legislative References

Natural Resources Canada

Ministry of Environment Regulation 347

Municipal Bylaws

Additional Resources

SOP for Ladders

Document Management

|  |  |
| --- | --- |
| Effective Date: |  |
| Revision Date: |  |

# Safe Operating Procedures for Cherry Catchers

Purpose

To define the safe operating procedures in a manner that informs and instructs employees of [Employer/Organization Name] of the key health and safety hazards and controls to remember when using the cherry catcher.

Hazards

The following hazards may occur using the backhoe:

* Critical injury or fatality
* Crushing injury
* Entanglement
* Musculoskeletal disorder
* Burns
* Puncture (hydraulic fluid under pressure)
* Fire

Personal Protective Equipment

* Safety footwear
* Hearing protection
* Head protection as required

Safe Operating Procedure

* Complete a pre-use inspection. If any defects are noted, the equipment must be removed from service and the supervisor must be notified immediately to ensure equipment is repaired.
* Operators must have reviewed the operator’s manual with the supervisor.
* Ensure operator’s manual for equipment is available to operators.
* Ensure guards and shields are firmly in place and in good condition. Do not operate the equipment without appropriate guards, shields, plates and other safety protective devices in place.
* Ensure safety decals are legible, order replacements if they are not.
* Ensure the equipment is used properly as per manufacturer’s directions.
* Complete a walkaround of the immediate work area prior to starting. Look for obstacles that may need to be removed.
* Be aware of the equipment’s limits.
* Check all fluids.
* Confirm all controls are in proper working order.
* Ensure all control levers are in neutral or off position before starting.
* Keep all bystanders away from the equipment during operation.
* Only operate the equipment from the operator’s seat.
* Do not allow passengers on the equipment.
* Operate the equipment at a speed that allows you maintain control at all times. Drive slowly over rough terrain and avoid stumps and other obstacles.
* Use extreme caution on inclines and edges where the ground could give way.
* Ensure adequate clearance when making turns or going through narrow passages.
* Do not try to turn on a steep slope as this could result in a roll-over.
* Use steps and handholds correctly. Face the equipment when getting on and off.
* Maintain 3-point contact with steps and handrails when getting on and off.
* If possible, include a spotter with reflective clothing to assist in directing the equipment when backing up.
* Fuelling must be done outdoors and while the equipment is off.
* Repairs to the equipment must be performed by qualified personnel, using original equipment manufacturer (OEM) parts or equivalent.

Additional Resources

SOP for Fuelling

MLITSD Occupational Health and Safety Guidelines for Farming Operations in Ontario

Document Management

|  |  |
| --- | --- |
| Effective Date: |  |
| Revision Date: |  |

# Safe Operating Procedures for Cherry Shakers

Purpose

To define the safe operating procedures in a manner that informs and instructs employees of [Employer/Organization Name] of the key health and safety hazards and controls to remember when using the cherry shaker.

Hazards

The following hazards may occur using the cherry shaker:

* Critical injury or fatality
* Roll-over
* Crushing injury
* Musculoskeletal disorder
* Burns
* Puncture (hydraulic fluid under pressure)
* Fire

Personal Protective Equipment

* Safety footwear
* Hearing protection
* Head protection as required

Safe Operating Procedure

* Complete a pre-use inspection. If any defects are noted, the equipment must be removed from service and the supervisor must be notified immediately to ensure equipment is repaired.
* Operators must have reviewed the operator’s manual with the supervisor.
* Ensure operator’s manual for equipment is available to operators.
* Ensure guards and shields are firmly in place and in good condition. Do not operate the equipment without appropriate guards, shields, plates and other safety protective devices in place.
* Ensure safety decals are legible, order replacements if they are not.
* Ensure the equipment is used properly as per manufacturer’s directions.
* Complete a walkaround of the immediate work area prior to starting. Look for obstacles that may need to be removed.
* Ensure clearance of overhead hazards.
* Be aware of the equipment’s limits.
* Check all fluids.
* Confirm all controls are in proper working order.
* Ensure all control levers are in neutral or off position before starting.
* Keep all bystanders away from the equipment during operation.
* Only operate the equipment from the operator’s seat.
* Do not allow passengers on the equipment.
* Before exiting the equipment, always engage the parking brake.
* Operate the equipment at a speed that allows you maintain control at all times. Drive slowly over rough terrain and avoid stumps and other obstacles.
* Use extreme caution on inclines and edges where the ground could give way.
* Ensure adequate clearance when making turns or going through narrow passages.
* Do not try to turn on a steep slope as this could result in a roll-over.
* Use steps and handholds correctly. Face the equipment when getting on and off.
* Maintain 3-point contact with steps and handrails when getting on and off.
* If possible, include a spotter with reflective clothing to assist in directing the equipment when backing up.
* Fuelling must be done outdoors and while the equipment is off.
* Repairs to the equipment must be performed by qualified personnel, using original equipment manufacturer (OEM) parts or equivalent.

Additional Resources

SOP for Fuelling

SOP for Working Around Overhead or Underground Utilities

MLITSD Occupational Health and Safety Guidelines for Farming Operations in Ontario

Document Management

|  |  |
| --- | --- |
| Effective Date: |  |
| Revision Date: |  |

# Safe Operating Procedures for Chop Saws

Purpose

To define the safe operating procedures in a manner that informs and instructs employees and members of [Employer/Organization Name] on the key health and safety hazards and controls to remember when using the chop saw.

Hazards

To reduce the possibility of serious injury, management should provide employees with correctly guarded equipment, adequate jigs and fixtures, appropriate training and proper enforcement of established procedures.

The following hazards may occur when using the chop saw:

* Cuts
* Eye injury
* Hearing damage
* Musculoskeletal disorder
* Electric shock
* Fire
* Wood dust

Personal Protective Equipment

* Safety footwear
* Eye protection
* Hearing protection
* Respiratory protection as required
* No loose clothing, jewelry or hair

Safe Operating Procedure

* Complete a pre-use inspection. If any defects are noted, the equipment must be removed from service and the supervisor must be notified immediately to ensure equipment is repaired.
* Operators must have reviewed the operator’s manual with the supervisor.
* Ensure operator’s manual for equipment is available to operators.
* Ensure guards and shields are firmly in place and in good condition. Do not operate the equipment without appropriate guards, shields, plates and other safety protective devices in place.
* Ensure safety decals are legible, order replacements if they are not.
* Ensure the equipment is used properly as per manufacturer’s directions.
* Attach the saw firmly on a workbench or other rigid frame and operate saw at waist height. The saw can also be taken to remote locations by mounting it on a piece of plywood 13 mm (1/2 inch) or thicker. This must be clamped to a waist high work surface on the job site with large C-clamps.
* Keep one hand on the trigger switch and handle and use the other hand to hold the stock against the fence.
* Keep hands out of the path of the blade.
* Keep guards in place and in working order.
* Remove adjusting keys and wrenches.
* Use a crosscut or combination blade.
* Ensure that the blade rotates in the right direction.
* Ensure that the blade and arbor collars are secure/clean.
* Recessed sides of collars should be against the blade.
* Keep blade tight, clean, sharp and properly set so that it cuts freely and easily.
* Allow motor to reach full speed before cutting.
* Follow instructions for lubricating/changing accessories.
* Keep the work area clean. Cluttered areas and benches invite accidents.
* Keep the work area well lit.
* Reduce the risk of unintentional startup. Make sure saw switch is in off position before plugging in.
* Unplug tools before servicing and when not in use.
* Check for damage. Repair or replace damaged parts.
* Keep motor air slots clean and free of chips.
* Use only the accessories designed for the specific saw and job.
* Follow proper lockout tagout procedures when performing setup, maintenance or troubleshooting.
* Do not operate the saw on the ground.
* Do not cut pieces smaller than 20 cm (8 inches) in length.
* Do not cut free hand. The stock should lie solidly on the table against the fence.
* Do not reach around or behind the saw blade.
* Do not take your hand away from the trigger switch and handle until the blade is fully covered by the lower blade guard.
* Do not overreach. Keep proper footing and balance at all times.
* Do not force the saw. The saw cuts better and more safely at the rate for which it was designed.
* Do not leave the saw until it has stopped completely. Turn the power off and unplug the saw.
* Do not use electric tools in damp or wet conditions.
* Do not operate electric tools near flammable liquid or in gaseous or explosive atmospheres. Sparks may ignite fumes.
* Repairs to the equipment must be performed by qualified personnel, using original equipment manufacturer (OEM) parts or equivalent.

Document Management

|  |  |
| --- | --- |
| Effective Date: |  |
| Revision Date: |  |

# Safe Operating Procedures for Circular Saws

Purpose

To define the safe operating procedures in a manner that informs and instructs employees of [Employer/Organization Name] of the key health and safety hazards and controls to remember when using the circular saw.

Hazards

The following hazards may occur when using the circular saw:

* Cuts
* Eye injury
* Hearing damage
* Musculoskeletal disorder
* Electric shock
* Fire (refuelling or fuel leak)
* Wood dust

Personal Protective Equipment

* Safety footwear
* Eye protection
* Hearing protection
* Respiratory protection as required
* No loose clothing, jewelry or hair

Safe Operating Procedure

* Complete a pre-use inspection. If any defects are noted, the equipment must be removed from service and the supervisor must be notified immediately to ensure equipment is repaired.
* Operators must have reviewed the operator’s manual with the supervisor.
* Ensure operator’s manual for equipment is available to operators.
* Ensure guards and shields are firmly in place and in good condition. Do not operate the equipment without appropriate guards, shields, plates and other safety protective devices in place.
* Ensure safety decals are legible, order replacements if they are not.
* Ensure the equipment is used properly as per manufacturer’s directions.
* Saws must have 3-wire (grounding) cord and plug, unless they are double insulated.
* Saw to have Original Equipment Manufacturer (OEM) guard in place and functional where applicable.
* Accessories can only be used that are designed for use with the saw specified.
* Saw blades must be designed for the product being cut and at the rated speed.
* Saws are to be used for the manufacturer’s designed purpose only.
* Ensure all cords are clear of the cutting area before starting to cut.
* Before cutting, check the stock for foreign objects or any other obstruction which could cause the saw to kick back.
* Test the on/off switch and brake.
* When cutting, make sure the stock is held securely in place on a work bench, saw horses, or other solid surface (do not use your knee). Use a wedge to keep the stock from closing and causing the saw to bind.
* Both hands must be used to hold the saw while ripping.
* The power supply must be disconnected before making any adjustments to the saw or changing the blade.
* Before the saw is set down, be sure the retracting guard has fully returned to its down position.
* All saws must be cleaned after use and repairs made before being properly stored.
* Repairs to the equipment must be performed by qualified personnel, using original equipment manufacturer (OEM) parts or equivalent.

Document Management

|  |  |
| --- | --- |
| Effective Date: |  |
| Revision Date: |  |

# Safe Operating Procedures for Compressed Gas

Purpose

To define the safe operating procedures in a manner that informs and instructs employees of [Employer/Organization Name] on the key health and safety hazards and controls when storing, handling and working with compressed gases.

Hazards

The following hazards may occur when storing, handling and working with compressed gases:

* Critical injury or fatality
* Fire or explosion

Safe Operating Procedure

* Employees must complete Workplace Hazardous Materials Information System (WHMIS) training.
* Handle cylinders very carefully. Read and follow the label and appropriate Safety Data Sheet (SDS).
* Store cylinders in a clearly identified, dry, well-ventilated storage area not exceeding 52ºC (125ºF), away from doorways, aisles, elevators and stairs.
* Store cylinders in the upright position and secure with an insulated chain or non-conductive belt.
* Secure the protective caps.
* With outside storage, place on a fireproof surface and enclose in a tamper-proof enclosure.
* Protect cylinders from contact with ground, ice, snow, water, salt, corrosion, high temperatures, mechanical shock, slag, open flames, sparks and arcs.
* Store oxygen and fuel gases separately. Indoors, separate oxygen from fuel gas cylinders by at least 6 meters (20 feet), by a wall at least 1.5 metres (5 feet) high, or rated for 1.5 hour fire resistance.
* Do not use a cylinder as an electrical ground connection.
* Do not fasten cylinders to a work table or to structures where they could become part of an electrical circuit.
* Do not use a flame or boiling water to thaw a frozen valve. Valves or cylinders may contain fusible plugs which can melt at temperatures below the boiling point of water.
* Mark or label them as Empty Cylinder and store empty cylinders away from full cylinders.
* Remove regulators when not in use and store these away from grease and oil. Put protective caps on the fittings when in storage.
* Keep cylinders and fittings from becoming contaminated with oil, grease or dust.
* Always keep oxygen away from oils and grease, and keep oil and grease from getting into an oxygen regulator or hose. The only lubricants which can be used with oxy-acetylene equipment (only on threads and O-rings) are special products approved for such use.
* Do not use a cylinder that is not identified or if the label is not legible. Note: The colours of industrial gas cylinders are not standardized.
* Remove the regulator and replace the valve protection cap before moving a cylinder.
* Move cylinders with appropriate carts. Use proper lifting cradles.
* Turn face away from valve outlet when opening cylinder valve.
* Do not lift a cylinder by the valve cap. Never sling with ropes or chains or lift with electromagnets.
* Do not drag, slide or drop cylinders.
* Never place cylinders on their sides as rollers to move equipment.
* Do not lay acetylene cylinders on their sides. If an acetylene tank has accidentally been left on its side, set it upright for at least one hour before it is used.
* Do not try to refill a cylinder or mix gases in a cylinder.

Document Management

|  |  |
| --- | --- |
| Effective Date: |  |
| Revision Date: |  |

# Safe Operating Procedures for Conveyors

Purpose

To define the safe operating procedures in a manner that informs and instructs employees of [Employer/Organization Name] of the key health and safety hazards and controls to remember when using the conveyor.

Hazards

The following hazards may occur during the operation of the conveyor:

* Entanglement
* Pinching or crushing injury
* Musculoskeletal disorder
* Equipment or property damage
* Items falling off of the conveyor

Personal Protective Equipment

* Safety footwear
* No loose clothing, jewelry or hair

Safe Operating Procedure

* Complete a pre-use inspection. If any defects are noted, the equipment must be removed from service and the supervisor must be notified immediately to ensure equipment is repaired.
* Operators must have reviewed the operator’s manual with the supervisor.
* Ensure operator’s manual for equipment is available to operators.
* Ensure guards and shields are firmly in place and in good condition. Do not operate the equipment without appropriate guards, shields, plates and other safety protective devices in place.
* Ensure safety decals are legible, order replacements if they are not.
* Ensure the equipment is used properly as per manufacturer’s directions.
* Employees have been trained on how to use the emergency shut-off devices properly.
* Never climb, walk or ride on the conveyor. Always walk carefully around the conveyor.
* Absolutely no horseplay when working near the conveyor.
* Ensure all guarding is in place for moving parts on the conveyor including the rollers, belts and wheels (i.e. drive system).
* Ensure guardrails are in place to prevent larger items from falling off the conveyor.
* Position yourself so that you are not hit by objects moving down the conveyor.
* Ensure that you can see the conveyor system when operating the controls.
* Ensure that belts are grounded to prevent static build up.
* Only load items that fit on the conveyor. Items that are too wide or too high may tip over.
* Use proper lifting techniques when loading the conveyor. If an item is too heavy or awkward, call for assistance.
* Never remove any guarding from the conveyor. If the conveyor is defective in any way, lock out and tag out the equipment to ensure no other employee can re-start the equipment. Report the defect immediately to the supervisor.
* Repairs must be performed by qualified personnel, using OEM parts or equivalent.
* If there is a blockage, stop the conveyor. Lockout and tagout the equipment. Report the blockage to the supervisor immediately.
* Repairs to the equipment must be performed by qualified personnel, using original equipment manufacturer (OEM) parts or equivalent.

Additional Resources

MLITSD Occupational Health and Safety Guidelines for Farming Operations in Ontario

Document Management

|  |  |
| --- | --- |
| Effective Date: |  |
| Revision Date: |  |

# Safe Operating Procedures for Corded Power Tools

Purpose

To define the safe operating procedures in a manner that informs and instructs employees of [Employer/Organization Name] on the key health and safety hazards and controls when using corded hand/power tools.

Background

The following hazards or injuries may occur when using corded hand/power tools:

* Critical injury
* Cuts
* Eye injury
* Musculoskeletal disorder
* Electric shock
* Hearing damage
* Slips trips and falls hazard from extension or power cords

Personal Protective Equipment

* Safety footwear
* Eye protection (e.g. face shield)
* Hearing protection
* Respiratory protection as required
* Appropriate clothing, including snug fitting clothing
* No loose clothing, hair or jewelry

Safe Operating Procedure

* Complete a pre-use inspection. If any defects are noted, the equipment must be removed from service and the supervisor must be notified immediately to ensure equipment is repaired.
* Operators must have reviewed the operator’s manual with the supervisor.
* Ensure operator’s manual for equipment is available to operators.
* Ensure guards and shields are firmly in place and in good condition. Do not operate the equipment without appropriate guards, shields, plates and other safety protective devices in place.
* Ensure safety decals are legible, order replacements if they are not.
* Ensure the equipment is used properly as per manufacturer’s directions.
* Operators must not use or wear personal music players of any kind (e.g. radios, smart phones, etc.) while using hand/power tools.
* Ensure the tools are CSA approved, in good condition and are appropriate for the job.
* All hand/power tools will be inspected prior to use. Check for cracking or wear along the body that may cause it to break.
* No hand/power tools may be used for any purpose other than for that which they were intended.
* Do not use a tool that is missing a safety guard or device. Report it to the supervisor.
* Look for wear at the points on the tools that come in contact with the materials being worked on.
* Ensure that accessories are sharp and properly installed.
* Inspect electrical tools and devices for damage before each use. Never use damaged electrical tools or devices. Remove damaged electrical equipment from service and apply lockout tagout procedures until they have been repaired or disposed of.
* Ensure that tools are properly grounded or double insulated. The grounded tool must have an approved three wire cord with a three prong plug. This plug should be plugged into a properly grounded three pole outlet.
* Ensure that electrical tools and devices are switched off before they are connected to a power supply.
* Always use the power switch on the tool or device. Never by-pass the switch and operate the tool or device by connecting and disconnecting the power cord.
* Ensure that a Ground Fault Circuit Interrupter (GFCI) is connected before using electrical equipment outdoors or in wet or damp conditions.
* When in doubt, ask the supervisor about the condition or proper use of any equipment or tool.
* Never rush the work and do not let yourself be distracted.
* Avoid motions that bring the tools or objects being worked on towards the body.
* Do not use excess force, awkward posture or sustained force when using hand tools.
* Keep loose cords under control. Do not use the tool if the cords are frayed.
* Hand tools should never be carried in pockets or under trouser belts. Use a tool box or tool belt.
* Wait for power tools to come to a stop before leaving them unattended.
* Carefully store tools after use. Always return tools to storage areas, stray tools become trip and fall hazards.
* Do not clean electrical equipment with flammable or toxic solvents.
* Workers operating any of the tools must not engage in any prank or horseplay of any kind.
* Repairs to the equipment must be performed by qualified personnel, using original equipment manufacturer (OEM) parts or equivalent.

Power Cords

* Inspect power cords for damage such as fraying or cracking before each use.
* Ensure power cords are clear of tools during use.
* Replace open front plugs with dead front plugs. Dead front plugs are sealed and present less danger of shock or short circuit.
* Always carry tools by the handle. Never carry electric tools by the power cord.
* Always coil power cords in a loop. Never tie the power cord in a knot. Knots can cause short circuits and shocks.
* If power cords will cross over aisles or work areas, either suspend cords over aisles, or securely tape them to the floor and post warning signs to eliminate tripping hazards.
* Always remove the plug from the outlet. Never yank the cord from the outlet.
* Disconnect all cords when job is complete.

Extension Cords

* Inspect extension cords for damage before each use. Remove all damaged extension cords from service and apply lockout tagout procedures until they are repaired or disposed of.
* Do not remove the grounding post from a three prong plug to make it fit into a two plug wall socket. Under no circumstances shall an extension cord with a missing ground prong be used.
* Eliminate octopus connections. Do not overload an extension cords sockets.
* Ensure that extension cords are kept away from sharp edges, heat, water and oil which may damage the insulation and cause shock.
* If extension cords will cross over aisles or work areas, either suspend cords over aisles, or securely tape them to the floor and post warning signs to eliminate tripping hazards.
* Ensure that vehicles do not pass over unprotected extension cords. If necessary, cords can be put in a conduit or protected by placing planks alongside them.
* Disconnect all cords when job is complete.

Additional Resources

SOP for applicable handheld power tools and equipment

Document Management

|  |  |
| --- | --- |
| Effective Date: |  |
| Revision Date: |  |

# Safe Operating Procedures for Cross Cut Saws

Purpose

To define the safe operating procedures in a manner that informs and instructs employees of [Employer/Organization Name] of the key health and safety hazards and controls to remember when using the cross cut saw, including the undercut, radial arm and cut-off saw.

Hazards

The following hazards may occur when using the cross cut saw:

* Cuts
* Eye injury
* Cuts and abrasions
* Hearing damage
* Musculoskeletal disorder
* Electric shock
* Fire (refuelling or fuel leak)
* Wood dust

Personal Protective Equipment

* Safety footwear
* Eye protection
* Hearing protection
* Respiratory protection as required
* No loose clothing, jewelry or hair

Safe Operating Procedure

* Complete a pre-use inspection. If any defects are noted, the equipment must be removed from service and the supervisor must be notified immediately to ensure equipment is repaired.
* Operators must have reviewed the operator’s manual with the supervisor.
* Ensure operator’s manual for equipment is available to operators.
* Ensure guards and shields are firmly in place and in good condition. Do not operate the equipment without appropriate guards, shields, plates and other safety protective devices in place.
* Ensure safety decals are legible, order replacements if they are not.
* Ensure the equipment is used properly as per manufacturer’s directions.
* Use only the accessories designed for that specific saw and application.
* Ensure the guard consists of two parts:
  + Upper hood type that covers the blade.
  + Lower leaf guard that rides on the stock, adjusting automatically to the thickness being cut.
* Stand on the handle side when cross cutting. Pull the cutting head with the hand nearest the handle and maneuver the stock with the other hand.
* Make sure the hand holding the stock is never in line with the blade.
* Return the cutting head completely to the back of the saw table after each cut. The saw should be designed so that the blade will not move forward under its own weight or if the machine is vibrating.
* When ripping, make sure that the overall length of the saw table (both infeed and outfeed) is twice the length of the longest pieces of lumber.
* When ripping, make sure that the stock is fed against the direction of the blade (from the side where the saw blade rotates upward toward the operator). The blade should extend slightly into the table. The motor head must be locked at the correct height and angle.
* Clamp stock to the table on one side of the saw blade, when making mitre, bevel or compound mitre cuts. Clamping prevents the wood from sliding along the fence during the cut.
* Turn off the saw when making any adjustments or changes in the setup.
* Make measurements by placing the wood to be cut against the stop gauge. When measuring with a tape measure or ruler is necessary, turn off the saw until the measuring is complete.
* Do not use radial arm saws for ripping unless anti-kickback devices are provided and properly adjusted.
* Do not take your hand away from the operating handle unless the cutting head is behind the fence.
* Do not remove the stock from a saw table until the blade has been returned to its resting position at the back of the saw table. Use a stick or brush to remove scrap from the saw table.
* Do not cut free hand. Use the back guide or fence, or other device to keep the workpiece from moving.
* Do not use cracked or dull blades.
* Do not leave a running saw unattended, leave only after the saw has been turned off and it has come to a complete stop.
* Never cross your wrists when holding stock and the blade handle.
* Repairs to the equipment must be performed by qualified personnel, using original equipment manufacturer (OEM) parts or equivalent.

Document Management

|  |  |
| --- | --- |
| Effective Date: |  |
| Revision Date: |  |

# Safe Operating Procedures for Dispensing Flammable and Combustible Liquids

Purpose

To define the safe operating procedures in a manner that informs and instructs employees of [Employer/Organization Name] on the key health and safety hazards and controls to remember when dispensing flammable and combustible liquids.

Hazards

Flammable and combustible liquids can include:

* Fuels
* Solvents
* Thinners
* Cleaners
* Adhesives
* Paints
* Waxes and polishes

The following hazards may occur when dispensing flammable and combustible liquids:

* Fire or explosion
* Spill
* Chemical exposure (e.g. burns, dermatitis and asthma)

To avoid these hazards, proper bonding and grounding procedures must be followed when decanting flammable and combustible liquids.

Personal Protective Equipment

* Employees must wear solvent-resistant gloves, aprons, rubber boots, goggles, face shields and respirators as instructed while dispensing flammables and combustibles or as directed by the appropriate Safety Data Sheet (SDS).
* Employees must be trained on the proper use of all personal protective equipment (PPE) required to do their job safely.
* Employees will wear non-flammable fabrics such as cotton or fire-retardant clothing when working with flammable and combustible materials.
* Appropriate respiratory protection, as specified must be worn. Employees must be trained in the proper fit, care and maintenance schedule of any respirator they are required to wear.

Safe Operating Procedure

* All employees must attend Workplace Hazardous Materials Information System (WHMIS) training and have training with respect to the chemical hazards they are required to handle.
* SDS should be reviewed by all employees working with these products. Review flashpoints and flammable limits on each SDS to know upper and lower explosive limits.
* Supervisors must prepare post and maintain an inventory of all hazardous material in use.
* Up to date SDS are kept for each hazardous product listed in the inventory. SDS binders are located [Location].
* Workplace labels must include name of the material, safe handling instructions and information about where the SDS is available in the workplace.
* Supervisors are responsible for ensuring storage, PPE and training. Safe handling and spill response are reviewed for new hazardous materials coming on site. Where possible less hazardous materials should be used.
* Supervisors will keep a floor plan readily accessible at the workplace, showing the names of all hazardous materials and their locations and post a notice on the Health and Safety Board stating the location where the floor plan is kept.
* Never cut or weld in the same area where flammable or combustible liquids are present.
* Emergency plan must be posted and employees must be trained on emergency procedures.
* Appropriate fire extinguishing equipment is located throughout the facility. Employees must be trained on the use of fire extinguishing equipment.
* If chemicals are spilled on clothes, remove clothing and wash as soon as possible.
* Approved storage containers must be used for storing flammable materials.
* If reactive materials are being used, special safe working procedures will be developed for those chemicals and employees must be trained on those procedures.
* Flammable liquids give off invisible vapours that spread and catch fire quickly from something as small as static electricity. Proper bonding and grounding procedures must be followed.

Clean Up and Storage

* Contaminated clothing, PPE, rags and material are put in bins/areas separate from regular garbage/storage.
* Store flammable and combustible liquids in well ventilated, temperature controlled areas, separate from other oxidizing materials.
* Incompatible materials must never be stored together. Flammables must be kept in a flammable storage cabinet.
* Drums will be cleaned after use and the liquid waste will be place into an appropriate labelled liquid waste container.
* All other residue liquids (e.g. leftover cleaners) will be disposed of properly.
* Ensure [Employer/Organization Name] is registered to generate hazardous waste with the Ministry of Environment.

Legislative References

Ontario Fire Code

NFPA 77 Recommended Practice on Static Electricity

Canada Electrical Code, Section 10 Grounding and Bonding

Additional Resources

Health and Safety Ontario Flammable Liquids Storage

CSA Z94.4 Selection, Use and Care of Respirators

Canadian Centre for Occupational Health and Safety (CCOHS) How to Work Safely with Static Electricity (Bonding and Grounding): <https://www.ccohs.ca/oshanswers/prevention/howto/flammable_static.html>

Document Management

|  |  |
| --- | --- |
| Effective Date: |  |
| Revision Date: |  |

# Safe Operating Procedures for Drills

Purpose

To define the safe operating procedures in a manner that informs and instructs employees of [Employer/Organization Name] of the key health and safety hazards and controls to remember when using the drill.

Hazards

The following hazards may occur during the operation of the drill:

* Cuts
* Crushing and pinching injury
* Eye injury
* Musculoskeletal disorder
* Electric shock

Personal Protective Equipment

* Safety footwear
* Eye protection (e.g. safety glasses and face shield)
* No loose clothing, jewelry or hair

Safe Operating Procedure

* Complete a pre-use inspection. If any defects are noted, the equipment must be removed from service and the supervisor must be notified immediately to ensure equipment is repaired.
* Operators must have reviewed the operator’s manual with the supervisor.
* Ensure operator’s manual for equipment is available to operators.
* Ensure guards and shields are firmly in place and in good condition. Do not operate the equipment without appropriate guards, shields, plates and other safety protective devices in place.
* Ensure safety decals are legible, order replacements if they are not.
* Ensure the equipment is used properly as per manufacturer’s directions.
* Drill must have 3-wire (grounding) cord and plug, unless they are double insulated.
* Drill must have Original Equipment Manufacturer (OEM) guard where applicable.
* Accessories can only be used that are designed for use with the drill specified.
* Choose the appropriate drill and bit for the material to be drilled. Drills are to be used for the manufacturer’s designed purpose only.
* Ensure that the power switch is in off position before plugging into a power source.
* Turn on the drill and check that the bit is attached properly.
* Secure the material you are drilling on a work bench or other work surface area (do not use your knee).
* Drill a pilot hole (small hole that will help prevent the bit from slipping when you begin to drill).
* With the drill in the off position, insert the bit into the pilot hole.
* Hold the drill firmly and turn the switch on.
* If you require a larger hole, switch drill bits (while drill is off).
* When you are finished, switch the drill off and unplug cord from power source.
* All drills must be cleaned after use and repairs made before being properly stored.
* Repairs to drills must be performed by qualified personnel, using OEM parts or equivalent.

Document Management

|  |  |
| --- | --- |
| Effective Date: |  |
| Revision Date: |  |

# Safe Operating Procedures for Drill Presses

Purpose

To define the safe operating procedures in a manner that informs and instructs employees of [Employer/Organization Name] of the key health and safety hazards and controls to remember when using the drill press.

Hazards

The following hazards may occur when using the drill press:

* Cuts
* Crushing and pinching injury
* Eye injury
* Musculoskeletal disorder
* Electric shock

Personal Protective Equipment

* Safety footwear
* Eye protection (e.g. safety glasses and face shield)
* No loose clothing, jewelry or hair

Safe Operating Procedure

* Complete a pre-use inspection. If any defects are noted, the equipment must be removed from service and the supervisor must be notified immediately to ensure equipment is repaired.
* Operators must have reviewed the operator’s manual with the supervisor.
* Ensure operator’s manual for equipment is available to operators.
* Ensure guards and shields are firmly in place and in good condition. Do not operate the equipment without appropriate guards, shields, plates and other safety protective devices in place.
* Ensure safety decals are legible, order replacements if they are not.
* Ensure the equipment is used properly as per manufacturer’s directions.
* Press must have Original Equipment Manufacturer (OEM) guard where applicable.
* Accessories can only be used that are designed for use with the press specified.
* Choose the appropriate press and bit for the material to be pressed. Press is to be used for the manufacturer’s designed purpose only.
* Press punches are to have all burrs ground from striking area.
* Press punches are to have properly dressed tips.
* Hold the item firmly when pressing.
* If you require a larger hole, switch bits (while press is off).
* When you are finished, ensure guarding is in place.
* All press parts must be cleaned after use and repairs made before being properly stored.
* Repairs to the press must be performed by qualified personnel, using OEM parts or equivalent.

Document Management

|  |  |
| --- | --- |
| Effective Date: |  |
| Revision Date: |  |

# Safe Operating Procedures for Driving

Purpose

To define the safe operating procedures in a manner that informs and instructs employees of [Employer/Organization Name] on the key health and safety hazards and controls to remember when driving a motor vehicle on company business.

Hazards

Due to the nature of [Employer/Organization Name]’s services, employees are required to drive on roads in varying weather conditions. For certain positions at [Employer/Organization Name], driving on company business is a condition of employment.

It is the policy of [Employer/Organization Name] to ensure that all drivers operating vehicles on business follow this procedure. All drivers must:

* Be properly licensed and insured (e.g. business-class insurance on vehicles used for work-related business, or $2 million liability)
* Practice defensive driving techniques
* Follow the highway traffic regulations
* Avoid the use of cell phones while driving
* Maintain their vehicle is good working order
* Drive in a responsible manner at all times

Violations to [Employer/Organization Name]’s Safe Operating Procedure for Safe Driving will be subject to disciplinary action in accordance with the severity and pattern of violations.

The following hazards/injuries may occur during the operation of a motor vehicles:

* Critical injury or fatality
* Collision involving driver, passenger or pedestrian

Protective Equipment

* Cell phone
* Emergency vehicle safety kit (e.g. ice scraper, booster cables, flares, extra windshield fluid, flashlight, first aid kit, snack)
* Automobile assistance membership

Safe Operating Procedures

* All [Employer/Organization Name] employees who regularly drive are required to provide evidence of a valid driver’s license to management upon hire and annually thereafter.
* All employees who regularly drive for [Employer/Organization Name] business are required to provide proof of safe driving record by supplying a Motor Vehicle Abstract, to management, upon hire and when requested. Employees will be reimbursed for this cost.
* All employees who drive for business purposes are required to inform management, in writing, of any changes in their license status (e.g. lapsed, suspended).
* In the event of an incident while driving on company business, the Incident Analysis report and procedures must be followed.

Vehicle Inspection

Employees must inspect their vehicles prior to departure. Inspections items should include:

* Headlights
* Turn signals
* Brake lights
* Horn
* Windows
* Wiper blades
* Oil and fluid levels
* Tire pressure (including spare) using tire gauge
* Mirrors
* Fuel
* Emergency vehicle safety kit (e.g. ice scraper, booster cables, flares, extra windshield fluid, flashlight, first aid kit, snack)
* Adjust the seat so that the brake can be fully activated with the knee comfortably straight. Hands should reach the steering wheel with a slight bend in the elbows.

While You Are Driving

* Drivers must make every effort to eliminate distractions while driving. In Ontario, it is now illegal for drivers to use hand-held cell phones, smart phones and/or any other electronic devices while behind the wheel.
* Drivers are forbidden to use hand-held devices to talk, text or email while behind the wheel, or to use portable video games or video players.
* Avoid smoking, drinking or eating while driving.
* All employees are expected to practice safe driving techniques and practice defensive driving.
* All drivers are required to adhere to the provincial traffic act and regulations, including the use of seatbelts and headlights and the reporting of incidents witnessed.
* Drivers are responsible for any tickets received for speeding, parking or other traffic violations.
* Drivers are not permitted to pick up hitch hikers while on company business (this is not recommended off business hours either).
* Drivers encountering emergencies on the travel route are encouraged to assist at their own discretion, considering available resources and their own personal safety.
* When driving on highways and secondary roads it is important that drivers be prepared for unexpected road hazards by:
  + Keeping your eyes moving and scanning every two seconds. Staring straight ahead results tunnel vision, reducing your ability to spot problems
  + Being alert when approaching intersections for cross traffic and pedestrians.
  + Anticipating other drivers’ lane changes and their blind spots when traffic is merging or yielding.
  + Being on the alert for slow moving vehicles, children (especially in school zones and crossings, near parks and playgrounds, near stopped school buses), animals, pedestrians and heavy traffic.
  + Driving according to the conditions (e.g. construction zones, ice, snow, fog, and heavy rain). Conditions may mean that you must postpone or interrupt your travel. This is left to the discretion of the driver.
  + Driving within your capabilities.
  + Adjusting driving techniques according to visibility (e.g. daytime versus nighttime, dusk versus dawn).
  + Driving with your headlights on.
* Note: Consuming alcoholic beverages before or during driving can be grounds for immediate dismissal.

***Inclement Weather***

* All employees are encouraged to make appropriate decisions about driving in inclement weather.
* Exercise caution and sound judgment. Your safety is the primary concern.
* Ensure windows are clear of ice and snow; you can be ticketed in the province of Ontario for un-cleared snow or ice.
* Allow extra travel time to prevent rushing or looking at a map while driving.
* Adapt driving to the conditions (e.g. rain, snow or construction) by slowing down and increasing following distance where necessary.
* If you are caught in a storm while on the road, it is best to pull over or retreat to safety until the storm subsides. Notify your supervisor of the situation and implement a course of action that ensures your personal safety.
* If you are stuck in the snow in an isolated area, run your vehicle occasionally (10 minutes every hour) to provide heat. Ensure that the exhaust pipe is clear of snow and keep the window open slightly to prevent buildup of carbon monoxide.
* Employees who regularly drive on [Employer/Organization Name] business are provided with a cell phone which can be used to call for assistance in an emergency situation.

Responsibilities

Management

* It is the responsibility of all supervisors of [Employer/Organization Name] to ensure that:
  + All employees required to drive as part of their employment do so in a safe and consistent manner.
  + All employees have a valid driver’s license.
  + Proper enforcement of this procedure is followed.

Employees

* It is the responsibility of every employee, contractor or temporary employees (including casual, seasonal, summer/coop students) to:
  + Follow this procedure.
  + Inform management of any changes in their license status.
  + Drive in accordance with the laws of the road.
* Information about weather and road conditions can be obtained from the following websites:
  + Weather reports: <http://weatheroffice.ec.gc.ca/canada_e.html>
  + Traveler information: <http://www.mto.gov.on.ca/english/traveller/>

Maintenance

* Notify the supervisor and take the vehicle out of service if maintenance is required. Ensure that the vehicle is not used until it is repaired.
* Ensure the vehicle has been properly maintained (e.g. receives regular preventative maintenance).

Legislative References

Highway Traffic Act

Document Management

|  |  |
| --- | --- |
| Effective Date: |  |
| Revision Date: |  |

# Safe Operating Procedures for Electrical Work

Purpose

To define the safe operating procedures in a manner that informs and instructs employees of [Employer/Organization Name] of the key health and safety hazards and controls to remember when performing electrical work.

Hazards

The following hazards/incidents may occur when performing electrical work:

* Fire or explosion
* Burns
* Electric shock
* Equipment or property damage

Protective Equipment

* Shock resistant safety footwear
* Gloves
* Grounding and Ground Fault Circuit Interrupter (GFCI)
* Mats and shields

Qualifications for Completing Electrical Work

* No employee will connect, maintain, or modify electrical equipment, components or installations unless they have satisfied one the following criteria:
  + Employee is an electrician certified under the Trades Qualification and Apprenticeship Act, or
  + Employee is otherwise permitted to connect, maintain or modify electrical equipment or installations.

Safe Operating Procedure

* All electrical work, including repairs and maintenance to electrical components, will only be performed by competent and qualified employees. They must meet the qualification criteria as listed above.
* Any contractors hired to complete any electrical work on behalf of [Employer/Organization Name] will be pre-qualified, to ensure they meet the qualification criteria as listed above.
* Consider all electrical wires and equipment live until they are tested and proven otherwise.
* Any piece of equipment with defective electrical components (cord, prongs, operator controls, etc.) will be immediately removed from service and labelled as such. Notify the supervisor immediately.
* Before performing any repairs or maintenance on electrical equipment, apply proper lockout tagout procedures, or confirm they have been applied by an authorized person. If you are unsure or cannot confirm, do not begin the repair/maintenance and notify the supervisor immediately.
* Before starting work, personal protective equipment must be provided and worn, to protect against electrical shock and/or arc flash. The protective equipment and devices will be adequate to protect the employee from electrical shock and burns.
* Protective measures will include mats, shields, personal protective equipment (PPE), or other protective devices.
* Water is a conductor, never put water on fires in live electrical equipment or wiring.
* An electrical fire in a confined space can rapidly deplete oxygen and may release toxic fumes. If possible, switch off power.
* Use a Class C or ABC fire extinguisher on electrical fires.
* Wiring or equipment involved in a fire must be inspected by the electrical utility inspector before being reactivated.
* Every employee who may be required to use a fire extinguisher must be trained in its use.
* Contact utility to locate all underground and overhead services before starting work.
* When operating backhoes, cranes, and similar equipment near power lines, use a signaler to warn the operator when any part of the equipment or load approaches the minimum allowable distances.
* Before moving ladders, rolling scaffolds, or elevating work platforms, always check for overhead wires.
* Replace missing or burned-out bulbs to maintain required levels of illumination in stairwells, basements, halls, and other areas.
* Never cut off, bend back or cheat the ground pin on three prong plugs.
* Make sure that plugs and cords are in good condition.
* Make sure that extension cords are the right gauge for the job to prevent overheating, voltage drops, and tool burnout.
* Do not use extension or tool cords that are defective or have been improperly repaired.
* Protect cords from traffic. Protect bulbs with cages.
* Use only tools that are grounded or double insulated. Make sure the casings of double-insulated tools are not cracked or broken.
* Always use a GFCI with any portable electric tool operated outdoors or in wet locations.
* When working in close proximity to any live electrical installation or equipment, do not use any tools or equipment capable of conducting electricity. This could endanger the safety of any employee around that electrical installation or equipment, as they might make contact with a live conductor.
* Use hand tools with insulated handles and grips.
* Do not hold water pipes or other grounded conductors when using electric tools. A defect in tool or cord will make you part of the circuit, causing shock, a fall off your ladder or electrocution.
* Before drilling, hammering, or cutting with hand or power tools, check for electrical wires or equipment behind walls, above ceilings and under floors.
* Keep cords out of the path of electric tools and equipment.
* Before making adjustments or changing attachments, disconnect electric tools from the power source.
* Never use metal or metal-reinforced ladders near live wires or equipment. Use wooden or fiberglass ladders.

Additional Resources

Lockout Tagout Procedures

MLITSD Occupational Health and Safety Guidelines for Farming Operations in Ontario

Document Management

|  |  |
| --- | --- |
| Effective Date: |  |
| Revision Date: |  |

# Safe Operating Procedures for Excavators

Purpose

To define the safe operating procedures in a manner that informs and instructs employees of [Employer/Organization Name] of the key health and safety hazards and controls to remember when using the excavator.

Hazards

The following hazards may occur using the excavator:

* Critical injury or fatality
* Crushing injury
* Burns
* Musculoskeletal disorder
* Puncture (hydraulic fluid under pressure)
* Fire

Personal Protective Equipment

* Safety footwear
* Hearing protection
* Head protection as required

Safe Operating Procedure

* Complete a pre-use inspection. If any defects are noted, the equipment must be removed from service and the supervisor must be notified immediately to ensure equipment is repaired.
* Operators must have reviewed the operator’s manual with the supervisor.
* Ensure operator’s manual for equipment is available to operators.
* Ensure guards and shields are firmly in place and in good condition. Do not operate the equipment without appropriate guards, shields, plates and other safety protective devices in place.
* Excavators should be equipped with a cab and rollover protective structure (ROPS).
* Operator will wear a seatbelt on excavators equipped with ROPS.
* Ensure safety decals are legible, order replacements if they are not.
* Ensure the equipment is used properly as per manufacturer’s directions.
* Complete a walkaround of the immediate work area prior to starting. Look for obstacles that may need to be removed.
* Always call the appropriate utility companies to confirm the locations of all underground lines, pipes and wires. Also, ensure clearance of overhead hazards.
* Be aware of the equipment’s limits.
* Check all fluids.
* Confirm all controls are in proper working order.
* Ensure all control levers are in neutral or off position before starting.
* Keep all bystanders away from the equipment during operation.
* Only operate the equipment from the operator’s seat with the seatbelt fastened.
* Accessories can only be used that are designed for use with the equipment specified.
* Use steps and handholds correctly. Face the equipment when getting on and off.
* Maintain 3-point contact with steps and handrails when getting on and off.
* If possible, include a spotter with reflective clothing to assist in directing the equipment when backing up.
* Do not allow passengers on the equipment.
* Do not allow anyone to get under or near the boom arm when it is raised.
* Before exiting the equipment, always lower the boom to the ground and engage the parking brake.
* Operate the equipment at a speed that allows you maintain control at all times. Drive slowly over rough terrain and avoid stumps and other obstacles.
* Know the location of the dozer blade before moving the equipment.
* Use extreme caution on inclines and edges where the ground could give way.
* Do not try to turn on a steep slope as this could result in a roll-over.
* Ensure adequate clearance when making turns or going through narrow passages.
* Do not use the bucket as a breaker or pile driver. It is better to excavate hard or rocky ground after breaking it with other equipment.
* Do not move the equipment while the bucket is in the ground.
* Dig only by moving the boom and arm toward the excavator.
* If operating near water, mud and water should be removed from the equipment before parking.
* Do not operate or immerse the equipment in water higher than the bottom of the swing bearing.
* Grease the equipment when it has been operated or immersed in water for a period of time.
* Park the equipment on a firm, flat and level surface, lower the attachments and the dozer blade to the ground, stop the engine, lock all control levers, and remove the key.
* Fuelling must be done outdoors and while the equipment is off.
* Repairs to the equipment must be performed by qualified personnel, using original equipment manufacturer (OEM) parts or equivalent.

Loading Equipment on a Trailer

* Keep the trailer bed clean. Place chock blocks against trailer wheels.
* Use a ramp or loading dock. Ramps must be strong enough, have a low angle, and correct height.
* Position the equipment so that its centerline is over the centerline of the truck bed. Never steer the machine while on the ramp. If changing direction is required on the ramp, unload the machine from the ramp, reposition the machine on the ground and then try reloading again.
* Drive the machine onto the ramp slowly.
* Lower the boom arm, bucket and blade to the trailer.
* Once on trailer in the correct position, stop the engine and remove the key.
* Put blocks at the front and rear of the tracks.
* Fasten machine to the trailer with chains or cables with appropriate load binders.
* Engage the swing lock pin.

**Additional Resources**

SOP for Fuelling

SOP for Working Around Overhead or Underground Utilities

MLITSD Occupational Health and Safety Guidelines for Farming Operations in Ontario

Document Management

|  |  |
| --- | --- |
| Effective Date: |  |
| Revision Date: |  |

# Safe Operating Procedures for Fall Protection

Purpose

To define the safe operating procedures in a manner that informs and instructs employees of [Employer/Organization Name] of the key health and safety hazards and controls to remember when working at height.

Hazards

Fall protection must be used wherever an employee or employees are exposed to the hazard of falling as follows:

* More than 3 metres (10 feet) off the ground
* More than 1.2 metres (4 feet) if there are additional hazards in the work area
* Into operating machinery
* Into water or another liquid
* Into or onto a hazardous substance or object
* Through an opening on a work surface

The following hazards may occur while working from heights:

* Critical injury or fatality
* Musculoskeletal disorder
* Falls

Travel Restraint System

A travel restraint system lets an employee travel just far enough to reach the edge but not far enough to fall over. The basic travel-restraint system consists of:

* Canadian Standards Association (CSA) approved full body harness
* Lanyard
* Lifeline
* Rope grab to attach harness or lanyard to lifeline
* Adequate anchorage (capable of supporting a static load of 2 kilonewtons (450 pounds) with a recommended safety factor of at least 2, that is, 4 kilonewtons (900 pounds).

Travel restraint arrangements must be thoroughly planned, with careful consideration given to:

* Selection of appropriate components
* Location of adequate anchor points
* Identification of every fall hazard in the proposed work area.

Try to select an anchor point that is as close as possible to being perpendicular to the unprotected edge and at the centre of the work area.

All fall hazards in the work area must be identified. Pay special attention to work areas with irregular shaped perimeters, floor openings, or locations near corners.

A fully extended lifeline and/or lanyard that adequately restrains an employee from a fall hazard in one section of the work area may be too long to provide the same protection in another section.

Two methods of travel restraint are commonly used:

* Connecting an adequately anchored lifeline directly to the D-ring of the employee’s full body harness. It is absolutely critical that the length of the lifeline, measured from the anchor point, is short enough to restrain the employee from any fall hazard.
* Attaching a lanyard from the D-ring of the employee’s full body harness to a rope grab on an adequately anchored lifeline. There must be some means such as a knot in the lifeline to prevent the rope grab from sliding along the lifeline to a point where the employee is no longer restrained from falling.

The system must be adjusted so that the fully extended lifeline and/or lanyard prevent the employee from reaching any point where the employee may fall. The system must also be securely anchored.

Fall Arrest System

All fall arrest equipment must comply with CSA standards.

A fall arrest system will:

* Be adequately secured to an anchor point, or a lifeline that is:
  + Securely fastened to an anchor point.
  + Attached to a static line that is securely fastened to an anchor point that is capable of withstanding either the maximum load likely to be imposed on the anchor point or a load of 16 kilonewtons (3600 pounds), whichever is greater.
* Include a lanyard that:
  + Is attached to an anchor point or lifeline, where practicable, above the shoulder of the user.
  + Complies with CSA Z259.1 Fall Arresting Safety Belts and Lanyards for the Construction and Mining Industries.
  + Is as short as work conditions permit.
* Is constructed of :
* Nylon, polyester or polypropylene rope or webbing
* Wire rope that is equipped with an approved shock absorbing device
* Is equipped with suitable snap hooks.
* Is approved and maintained.
* Note: It is recommended that shock absorbers be used if the arresting forces of the lanyard alone can cause injury.
* Prevent a free fall greater than 1.22 metres (4 feet) where:
* The fall arrest system is not equipped with a shock absorption system that complies with CSA Z259.11-M92 Safety Belts and Lanyards, and that reduces the shock level of any fall to less than 4 kilonewtons.
* The combined free fall and shock absorbed deceleration distance exceeds the distance between the work area and a safe surface.
* Include a full body harness that:
  + Is attached to a lanyard.
  + Is adjusted to fit the user of the harness.
  + Complies with CSA Z259.11-M90 Full Body Harnesses.
* 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 will ensure that the snap hook is self-locking and is approved and maintained.
* [Employer/Organization Name] will ensure that a lifeline:
* Is available for each employee that may require one.
* 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.
* Is made of wire rope or synthetic material:
* Is free of imperfections, knots and splices, other than end terminations.
* Is protected by padding where the lifeline passes over sharp edges.
* Is protected from heat, flame or abrasive or corrosive materials during use.
* Is fastened to a secure anchor point that:
* Has a breaking strength of at least 22.2 kilonewtons.
* Is not used to suspend any platform or other load.
* Is maintained according to the manufacturer's recommendation.
* Has a lower end extending to the ground or to a safe landing.
* Is protected at the lower end to ensure that the line cannot be fouled by any equipment.
* Vertical lifelines must have a minimum diameter of:
  + 12 millimetres if the lifeline is made of nylon.
  + 15 millimetres if the lifeline is made of polypropylene.
  + 8 millimetres if the lifeline is made of wire rope.
* Horizontal lifelines must be designed and certified as safe by a professional engineer; or manufactured to an approved standard and installed and used in accordance with the manufacturer's recommendations.

Safe Operating Procedure

* [Employer/Organization Name] must ensure that the full-body harness is properly fitted to the employee; the fall protection system is adequate for the work being done and is being regularly maintained and inspected. [Employer/Organization Name] must ensure that all employees are trained in the safe use of the fall protection system prior to any work at height being performed.
* Only those employees who are trained in the appropriate and safe use of fall arrest systems are permitted to work in situations which require their use.
* An inspection of the tie-off point must be done by a competent person following the fall of an employee secure to this tie-off point.
* Only one employee is allowed per tie-off point.
* Never use fall arrest equipment or a tie-off point presenting a deformation or any damage to the steel.
* Before using a lifeline or lanyard ensure that the lifeline or lanyard is:
  + Is free of imperfections, knots and splices, other than end terminations.
  + Is protected by padding where the lifeline or lanyard passes over sharp edges.
  + Is protected from heat, flame or abrasive or corrosive materials during use.
* Before using a vertical lifeline ensure that:
  + The lower end extends to the ground or to a safe landing.
  + The lifeline is protected at the lower end to ensure that the line cannot be fouled by any equipment.
* Before using a full-body harness, ensure that the full-body harness:
  + Is properly adjusted to fit the employee securely.
  + Is attached by means of a connecting linkage to a fixed anchor or a lifeline.
  + Connecting linkage is attached to a personal fall arrest system, lifeline or a fixed anchor.
* Fall protection systems must be inspected by a competent person:
  + Daily pre-use
  + Annually
* Planning the appropriate fall protection method must be completed before any work has commenced (in areas where there is a risk for falls). This includes:
  + A scene survey to identify hazards
  + The type of safety equipment required
  + Access to help in the event of an emergency
* Employees working in situations requiring fall protection systems must work in compliance with the appropriate Acts and Regulations governing fall protection. Use and wear safety equipment that is sized correctly.
* Use and wear safety equipment that is chosen for the specific task.
* Inspect all equipment before use.
* Report any safety defects, violation or concerns to their supervisor immediately and remove that equipment from service.
* Any questions about fall hazards or fall protection should be directed to the supervisor.
* A fall arrest system attached to an anchor point must be worn when an employee or contractor is working on an elevating work platform (e.g. scissor lift).
* Follow manufacturer instructions to assemble, maintain, inspect, use and disassemble the fall protection system.
* Every piece of fall arrest equipment should be inspected and certified at least yearly by a competent person. Inspection documentation will be kept with the supervisor.

Daily Pre-Use Inspection

Where the use of a connecting linkage, personal fall arrest system, full-body harness or lifeline is required [Employer/Organization Name] will ensure that a competent person:

* Inspects the connecting linkage, personal fall arrest system, full-body harness or lifeline:
  + Before each use
  + As recommended by the manufacturer
  + After the connecting linkage, personal fall arrest system, full-body harness or lifeline has sustained a fall-arresting incident
* Determines whether the connecting linkage, personal fall arrest system, full-body harness or lifeline is safe for continued use

Inspection and Maintenance

*What should you look for during the safety strap inspection?*

* Inspect for cut fibers or damaged stitches inch by inch by flexing the strap in an inverted U" Note cuts, frayed areas or corrosion damage.
* Check friction buckle for slippage and sharp buckle edges.
* Replace when tongue buckle holes are excessively worn or elongated.

*What should you know about hardware (forged steel snaps, D-rings)?*

* Inspect hardware for cracks or other defects. Replace the belt if the D-ring is not at a 90 degree angle and does not move vertically independent of the body pad or D-saddle.
* Inspect tool loops and belt sewing for broken or stretched loops.
* Check bag rings and knife snaps to see that they are secure and working properly. Check tool loop rivets. Check for thread separation or rotting, both inside and outside the body pad belt.
* Inspect snaps for hook and eye distortions, cracks, corrosion, or pitted surfaces. The keeper (latch) should be seated into the snap nose without binding and should not be distorted or obstructed. The keeper spring should exert sufficient force to close the keeper firmly.

*How do you inspect the rope?*

* Rotate the rope lanyard and inspect from end to end for fuzzy, worn, broken or cut fibers. Weakened areas have noticeable changes in the original rope diameter.
* Replace when the rope diameter is not uniform throughout, following a short break-in period.
* The older a rope is and the more use it gets, the more important testing and inspection become.

*How do you inspect the buckle?*

* Inspect for loose, distorted or broken grommets. Do not cut or punch additional holes in waist strap or strength members.
* Check belt without grommets for torn or elongated holes that could cause the buckle tongue to slip.
* Inspect the buckle for distortion and sharp edges. The outer and center bars must be straight. Carefully check corners and attachment points of the center bar. They should overlap the buckle frame and move freely back and forth in their sockets. The roller should turn freely on the frame.
* Check that rivets are tight and cannot be moved. The body side of the rivet base and outside rivet burr should be flat against the material. Make sure the rivets are not bent.
* Inspect for pitted or cracked rivets that show signs of chemical corrosion.

*How do you inspect the webbing (body of belt, harness or lanyard)?*

* Inspect the entire surface of webbing for damage. Beginning at one end, bend the webbing in an inverted U. Holding the body side of the belt toward you, grasp the belt with your hands 6 to 8 inches apart.
* Watch for frayed edges, broken fibers, pulled stitches, cuts or chemical damage. Broken webbing strands generally appear as tufts on the webbing surface.
* Replace according to manufacturers' guidelines.

*How do I clean my equipment?*

* Basic care prolongs the life of the unit and contributes to its performance.
* Wipe off all surface dirt with a sponge dampened in plain water. Rinse the sponge and squeeze it dry. Dip the sponge in a mild solution of water and commercial soap or detergent. Work up a thick lather with a vigorous back and forth motion.
* Rinse the webbing in clean water.
* Wipe the belt dry with a clean cloth. Hang freely to dry.
* Dry the belt and other equipment away from direct heat, and out of long periods of sunlight.
* Store in a clean, dry area, free of fumes, sunlight or corrosive materials and in such a way that it does not warp or distort the belt.

Emergency Rescue

An Emergency Rescue Plan must be developed for each work task that requires an employee to use fall arrest equipment.

Additional Resources

CCOHS Body Belts, Harnesses and Lanyards: <https://www.ccohs.ca/oshanswers/prevention/ppe/belts.html>

MLITSD Occupational Health and Safety Guidelines for Farming Operations in Ontario

CSA Z259.1 Body Belts and Saddles for Work Positioning and Travel Restraint

CSA Z259.2.2 Self-Retracting Devices for Personal Fall-Arrest Systems

CSA Z259.2.3 Descent Devices

CSA Z259.2.5 Fall Arresters and Vertical Lifelines

CSA Z259.10 Full Body Harnesses

CSA Z259.11 Energy Absorbers and Lanyards

CSA Z259.12 Connecting Components for Personal Fall Arrest Systems (PFAS)

Emergency Rescue Plan

Document Management

|  |  |
| --- | --- |
| Effective Date: |  |
| Revision Date: |  |

Emergency Rescue Plan

The following outlines the necessary requirements to be considered for an effective Emergency Rescue Plan. An Emergency Rescue Plan must be developed for each work task that requires an employee to use fall arrest equipment.

|  |  |
| --- | --- |
| EMERGENCY RESCUE PLAN | |
| Working Alone  Is the employee working alone? Is there more than one employee working in the area?  Other (please specify): | Working alone |
| Other employees |
| Contractors |
| Customers |
| Calling for Help  How will the employee call for help?  Other (please specify): | Voice |
| Radio |
| Cell Phone |
| Who will the employee call?  Other (please specify): | Nearest employee |
| Supervisor |
| Manager |
| 911 or emergency services number |
| Are emergency numbers and information posted? (Emergency Numbers, site address, closest intersection for emergency services, etc.) | Location of Posting? |
| Person responsible for calling for help? |
| Accessing Employee  How will the rescue employees get to the employee needing help?  Other (please specify): | Ladder |
| Elevating work platform |
| Suspended work platform |
| Restrictions in gaining access to the employee (e.g. are keys needed to access a door/hatchway?) | Please specify: |
| Rescue Equipment Required  Other (please specify): | Ladder  Rolling scaffold  Suspended access equipment  Ropes  Aerial ladder truck  Boom truck or scissor lift  First aid kit |
| In the Event of an Injury  Other (please specify): | First Aid Attendant available  Emergency services notified |
| Other Considerations  Language barriers  Unusual features of building/structure  Weather  No 911 in area  No emergency services in area  Other hazards | Please specify: |

# Safe Operating Procedures for Fire Extinguishers

Purpose

To define the safe operating procedures in a manner that informs and instructs employees of [Employer/Organization Name] of the key health and safety hazards and controls to remember when using the fire extinguisher.

Hazards

The following hazards may occur using the fire extinguisher:

* Lung irritation from extinguishing material (ABC extinguishers)
* Cold burns (carbon dioxide extinguishers)
* Explosion (extinguisher is under pressure)
* Equipment or property damage from extinguishing material

Safe Operating Procedure

* Select the correct fire extinguisher for the type of materials stored. If in doubt, contact your local fire department prevention office for assistance.
* Extinguishers should be located in areas of greatest hazard and at exits.

Ensure all fire extinguishers are properly installed and secured as follows:

* Portable extinguishers weighing more than 18 kilograms (39 pounds) should be installed so that the top of the extinguisher is not more than 1.1 metres (3.6 feet) above the floor.
* Portable extinguishers weighing 18 kilograms or less must not be more than 1.5 metres (5 feet) above the floor.
* Ensure that fire extinguishers are not mounted on posts in areas where there is a lot of vehicle traffic that could result in damage to the extinguisher cylinder.
* Ensure that the hangers securing the fire extinguishers are capable of supporting the weight and are solidly fixed to the mounting structure.
* Ensure that all fire extinguishers are visible to employees.
* Fire extinguishers should be easily accessible and not hidden or blocked by merchandise, boxes or racks.
* Do not store fire extinguishers in areas where there is increased risk of a fire because they may not be accessible in the event of a fire.
* Place signs visible to employees at the fire extinguisher identifying where it is located.
* Employees should not use a fire extinguisher unless trained to do so as they may put themselves at increased risk in a fire emergency.
* Training will include the use, limitations, types and location of the fire extinguishers provided at the workplace.
* Service fire extinguishers annually and inspect fire extinguishers monthly, including the pressure gauge, rubber hose and fitting, and removing ABC extinguishers from their mounting bracket and inverting them several times to re-suspend the extinguishing material.
* Ensure extinguishers bear the inspection cards with the name of the inspector and the date of the inspection.
* When operating a fire extinguisher remember PASS:
* Pull the pin or release the latch
* Aim the fire extinguisher at base of fire
* Squeeze the trigger
* Sweep the extinguisher from side to side

Legislative References

Ontario Fire Code

Additional Resources

Fire Extinguisher Inspection Tags

Document Management

|  |  |
| --- | --- |
| Effective Date: |  |
| Revision Date: |  |

# Safe Operating Procedures for Fire Safety

Purpose

To define the safe operating procedures in a manner that informs and instructs employees of [Employer/Organization Name] of the key health and safety hazards and controls to remember to ensure appropriate fire safety.

Hazards

* Critical injury or fatality
* Fire or explosion
* Property and equipment loss

Protective Equipment

* Fire extinguishing equipment
* Fire resistant separations (e.g. doors, walls, etc.)
* Exit signs
* Emergency lights

Safe Operating Procedure

* Ensure that fire exit doors are easily opened in the event of an emergency.
* Ensure fire doors are not obstructed and are not propped open.
* Ensure exit signs are illuminated and visible.
* Ensure there is no smoking inside any building.
* Do not overload electrical circuits and remove frayed extension cords from usage.
* Provide a sufficient number and type fire extinguishers in accordance with the fire code.
* Service fire extinguishers annually and inspect fire extinguishers monthly.
* Inspect operating condition of emergency lights monthly. Ensure emergency lights illuminate exit doors.
* In storage facilities, ensure there is at least 45 centimetres (18 inches) of clearance between sprinkler heads and materials.
* Do not allow combustibles such as boxes and wooden skids to accumulate.
* Store flammable liquids in approved containers that are properly labelled and sealed.
* Ensure that space heaters are unplugged before leaving for the night and keep them away from flammable materials.
* Train all employees to be aware of these fire hazards and to report any hazard they notice to the supervisor or Health and Safety Representative immediately.
* Train all employees on proper evacuation procedures.
* Conduct a fire drill at least annually.
* Review fire safety plans with the local fire department for approval.

Document Management

|  |  |
| --- | --- |
| Effective Date: |  |
| Revision Date: |  |

# Safe Operating Procedures for Flammable Liquids Storage

Purpose

To define the safe operating procedures in a manner that informs and instructs employees of [Employer/Organization Name] on the key health and safety hazards and controls to remember for flammable liquids storage.

Hazards

The following hazards may occur if flammable material is stored improperly:

* Fire or explosion

Safe Operating Procedure

* Remember that flammable liquids themselves do not burn; it is the vapors from the liquids that burn.
* Although flammable liquids in sealed containers pose very little hazard alone, when exposed to open flames these containers may burst, causing a fire to become larger or causing an explosion.
* Do not store near excessive heat, heating systems or in direct sunlight.
* Do not store near sources of ignition, such as sparks, motors and electrical panels.
* Flammable liquids in quantities less than 235 litres (50 gallons) may be stored:
* In sealed containers of not more than 23 litres (5 gallons) capacity each.
* In a metal cabinet with double walled construction, a 3-point door latch, and a liquid-tight door sill raised at least 50 milimetres (2 inches) above the floor.
* The cabinet may be grounded and labelled to indicate that it contains flammable materials.
* A one day’s supply may be stored in sealed containers in the area where the chemicals are being used, but must be kept away from heat or ignition sources and protected from damage.
* Ensure storage areas are cool and dry.
* Check containers before storage to ensure they are not leaking and are properly labelled.
* Ensure incompatible materials are not stored beside each other (e.g. oxidizing materials should be stored away from flammables).
* Store in accordance with the Safety Data Sheet (SDS).
* Ensure appropriate bonding and grounding when dispensing flammable liquids.

Legislative References

Regulation 860 Workplace Hazardous Materials Information System (WHMIS)

Ontario Fire Code

Globally Harmonized System (GHS) of Classification and Labeling of Chemicals

Additional Resources

SOP for Dispensing Flammable and Combustible Liquids

Document Management

|  |  |
| --- | --- |
| Effective Date: |  |
| Revision Date: |  |

# Safe Operating Procedures for Forklift Trucks

Purpose

To define the safe operating procedures in a manner that informs and instructs employees of [Employer/Organization Name] on the key health and safety hazards and controls to remember when using the forklift truck.

Hazards

The following hazards may occur when using the forklift truck:

* Critical injury or fatality
* Crushing injury
* Cold burn (propane)
* Chemical burn (electric forklift truck)
* Musculoskeletal disorder
* Fire or explosion
* Equipment or property damage

Personal Protective Equipment

* Safety footwear
* Hearing protection
* Head protection as required
* Neoprene gloves

Procedure

* Complete a pre-use inspection. If any defects are noted, the equipment must be removed from service and the supervisor must be notified immediately to ensure equipment is repaired.
* Operators must have reviewed the operator’s manual with the supervisor.
* Ensure operator’s manual for equipment is available to operators.
* Excavators are to be used for the manufacturer’s designed purpose only
* Ensure guards and shields are firmly in place and in good condition. Do not operate the equipment without appropriate guards, shields, plates and other safety protective devices in place.
* Ensure safety decals are legible, order replacements if they are not.
* Complete a walkaround of the immediate work area prior to starting. Look for obstacles that may need to be removed.
* Ensure clearance of overhead hazards.
* Be aware of the equipment’s limits.
* Only qualified operators shall use the forklift truck.
* Read and understand the capacity data plate on the forklift truck as well as the capacity data chart provided with the forklift truck.
* When opening the feed valve on a propane cylinder, open the valve slowly and fully. If propane leaks, close valve and contact supervisor.
* Use correct mounting procedure maintaining 3-point contact.
* Assume the appropriate driving position and ensure seat belt is correctly engaged.
* Ensure that the transmission/directional control lever is in neutral.
* Make sure the parking brakes are applied.
* Activate start button/switch.
* Ensure that the vehicle-warning devices are operational such as back up alarm and horn.
* Drive according to workplace conditions; slow down on uneven surfaces, around corners or near pedestrians, etc.
* Maintain a safe following distance of at least three forklift truck lengths when following another forklift truck. Keep a safe distance from machinery and pedestrians.
* Start and stop safely with or without a load. Allow for sufficient room when turning corners; steer wide.
* When approaching a blind corner or corridor, honk the horn to alert pedestrians and other equipment of your presence.
* Operator must keep all body parts inside the operator’s compartment at all times.
* If visibility is restricted when moving forward, drive the forklift truck in reverse or have another employee direct your travel.
* Always look in the direction of travel and ensure that your path is clear.
* Ensure that the load is kept low to the ground when moving; usually 10 centimetres from the floor and tilted backwards.
* Do not raise or lower a load while you are driving. The forklift truck should be stopped before the load is raised or lowered.
* If objects are in the pathway of the forklift truck, remove them first as opposed to driving over them.
* Do not startle employees by driving up to them, especially if they cannot see you. Avoid pedestrians and pedestrian walkways.
* Sound the horn when approaching a blind corner. Slow down, use caution and check corner mirrors when crossing aisles and intersections.
* Do not allow passengers on the forklift truck at any time.
* Never exceed the rated capacity of the forklift truck or the forks. See capacity data plate or chart for explanation of capacity of the equipment.
* Ensure that the load is secure.
* Ensure tires are appropriate for surface (e.g. gravel, pavement, etc.) where forklift truck operates.
* When climbing or descending grades in excess of ten degrees, drive loaded forklift trucks with the load upgrade. Do not drive across or turn around on an incline.
* Without a load, travel forward down an incline and travel in reverse up an incline.
* With a load, travel forward up an incline and travel in reverse down an incline.
* Never carry a load over an employee’s head or carry anything on the overhead guard.
* Observe weight restrictions for floors, dock platforms and elevators.
* Always ensure safe distance from any live power lines.
* Remove or firmly secure any loose articles that may be lying on top of the load.
* Ensure that pallets or skids are in good condition before trying to move them.
* When unloading, verify that the structure where the load is to be placed is able to carry the weight of the load.
* Never block fire extinguishers, exits, stairways, or aisle when stacking loads.
* Ensure that the load is secure and level when unloaded.
* Before leaving a forklift unattended, lower the forks, neutralize controls, shut-off power, set brakes, remove key, and block wheels if there is a risk of the forklift truck moving (e.g. if parked on an incline).
* Ensure that a competent person inspects equipment annually.
* Repairs to the equipment must be performed by qualified personnel, using original equipment manufacturer (OEM) parts or equivalent.

Legislative References

Ontario Fire Code

Additional Resources

MLITSD Guideline for the Safe Operation and Maintenance of Powered Lift Trucks (Appendix III)

MLITSD Occupational Health and Safety Guidelines for Farming Operations in Ontario

Document Management

|  |  |
| --- | --- |
| Effective Date: |  |
| Revision Date: |  |

# Safe Operating Procedures for Working Around Frost Protection Equipment

To define the safe operating procedures in a manner that informs and instructs employees of [Employer/Organization Name] on the key health and safety hazards and controls to remember when working around frost protection equipment.

Hazards

For orchards and vineyards whose climate conditions include the risk of frost, there are many different methods that can be used for protection from frost damage. It is important to understand the types of frost protection equipment available, as well as how to work around them safely.

* Entanglement
* Hearing damage

Personal Protective Equipment

* Hearing protection
* Gloves
* No loose clothing, hair or jewelry

Safe Operating Procedure

Creating a frost protection plan is an important step in determining frost protection needs. A site map outlining areas with varying conditions (e.g. elevations, temperature extremes and timing of bud break) and historical frost protection methods used, if any, may be used for planning. Such maps should be based on weather data, topographic information, personal observations of past frost conditions and vine and tree management records. Combining the site map with knowledge of tree and vine requirements and working guidelines of the different frost protection systems, the appropriate frost protection system(s) can be selected.

Water, Overhead Impact Sprinklers and Microsprayers

* When working in the field, be aware of the location of all overhead sprinkler installations.
* Be aware of any protruding hoses or pipe works underground.
* Use caution when driving mobile equipment around the field.
* Sprinkler systems are occasionally tested prior to any frost events. Ensure your supervisor advises you of any testing, so that you do not complete any work while the testing occurs.

Wind Machines

* Wear hearing protection when working around the wind machines, as the noise levels may exceed 85 decibels (dBA).

Cold Air Drains

* Do not enter the cold air drain systems.
* Understand the air movement cycle, particularly if required to work close to a cold air drain.

Additional Resources

MLITSD Occupational Health and Safety Guidelines for Farming Operations in Ontario

Document Management

|  |  |
| --- | --- |
| Effective Date: |  |
| Revision Date: |  |

# Safe Operating Procedures for Fuelling

Purpose

To define the safe operating procedures in a manner that informs and instructs employees of [Employer/Organization Name] on the key health and safety hazards and controls to remember when fuelling equipment and vehicles.

Hazards

The following hazards may occur when fuelling equipment and vehicles:

* Critical injury or fatality
* Burns
* Fire or explosion
* Equipment or property damage
* Spills

Protective Equipment

* Safety footwear
* Gloves

Safe Operating Procedure

* Employees must complete Workplace Hazardous Materials Information System (WHMIS) training.
* Ensure that all equipment is turned off before fuelling.
* Make sure that there are no open flames and that no one is smoking or using a cell phone within 3 metres (10 feet) of dispensing fuel.
* Avoid topping up the fuel tank. Gasoline expands and this could result in an explosion.

**Fuelling from Storage Tank**

* Extinguish cigarettes and remove lighters from pockets.
* Turn off the engine.
* Be aware of the type of fuel the equipment requires (e.g. diesel or regular fuel, natural gas, etc.). If you are not certain, ask the supervisor.
* Remove the fuel cap from the tank on the equipment.
* Remove the nozzle from the storage fuel tank and flip the lever on.
* Insert the nozzle into the equipment’s tank.
* Squeeze the trigger until fuel is below the neck. Keep your face away from the neck in case of splash back.
* Release the trigger.
* Remove the nozzle from the equipment’s tank. Report any spill from the nozzle.
* Flip the lever on the storage tank off and return the nozzle to the storage tank, ensuring that it is secure.
* Return the cap to the equipment’s tank and close it tightly.

**Fuelling from Containers**

* Extinguish cigarettes and remove lighters from pockets.
* Turn off the engine.
* Position the equipment away from any pedestrian or vehicle traffic.
* Be aware of the type of fuel the equipment requires. If you are not certain, ask the supervisor.
* Use an approved safety container for the fuel, along with a proper spout or funnel for pouring.
* Remove the fuel cap from the tank on the equipment.
* Unscrew and remove the nozzle from the fuel container and screw it back in fuelling position.
* Open the breather cap on the fuel container.
* Insert the nozzle into the equipment’s tank and tip it slowly.
* Fill to below neck then remove nozzle from equipment’s tank.
* Close the breather cap on the fuel container and recap the equipment’s fuel tank.
* Unscrew the nozzle from the fuel container and screw it back in to storage position.
* Secure the fuel container in an upright position.
* Follow Emergency Procedures in the event of a spill, fire or explosion.

Document Management

|  |  |
| --- | --- |
| Effective Date: |  |
| Revision Date: |  |

# Safe Operating Procedures for Generators

Purpose

To define the safe operating procedures in a manner that informs and instructs employees of [Employer/Organization Name] on the key health and safety hazards and controls to remember when using the portable generator.

Background

The following hazards may occur when using the generator:

* Burns
* Fire or explosion
* Carbon monoxide poisoning
* Electric shock
* Equipment or property damage

Personal Protective Equipment

* Safety footwear
* Hearing protection

Safe Operating Procedure

* Complete a pre-use inspection. If any defects are noted, the equipment must be removed from service and the supervisor must be notified immediately to ensure equipment is repaired.
* Operators must have reviewed the operator’s manual with the supervisor.
* Ensure operator’s manual for equipment is available to operators.
* Excavators are to be used for the manufacturer’s designed purpose only
* Ensure guards and shields are firmly in place and in good condition. Do not operate the equipment without appropriate guards, shields, plates and other safety protective devices in place.
* Ensure safety decals are legible, order replacements if they are not.
* Confirm the generator’s output is sufficient for the device(s) you wish to connect.
* Do not operate the generator near gasoline or gaseous fuel.
* Do not fill the fuel tank while the engine is running.
* Do not smoke or use open flames near the fuel tank.
* Be careful not to spill fuel during refuelling, if a spill occurs, wipe off and let dry before starting the engine.
* Do not place any flammable materials or items (e.g. fuel, matches, gunpowder, oily cloths, straw, trash, etc.) near the generator.
* Always operate the generator in a well-ventilated area, do not operate inside a room, cave, tunnel or other insufficiently ventilated area.
* If it must be used indoors, the area must be well-ventilated with a CO detector present and extreme caution must be taken regarding the discharge of exhaust gases.
* Do not enclose the generator, or cover with a box while it is running.
* Keep the generator at least 1 metre (3 feet) away from any structure or building during use.
* The generator must be operated on a level surface.
* Be aware of the wiring or extension cord placement from the generator to the connecting device. If the wire is under the generator, or in contact with a vibrating part, it may cause damage.
* Use only ‘listed’ extension cords.
* When a tool or appliance is used outdoors, only use extension cords marked for outdoor use.
* Replace damaged or worn cords immediately.
* Store extension cords in a dry and well-ventilated area when not in use.
* Confirm all necessary electrical grounding procedures are followed during each use.
* Do not connect the generator to a commercial power line – this may short–circuit the generator and cause an electric shock hazard. Use the transfer switch for connecting to a domestic circuit.
* Do not operate in rain, wet or damp conditions, or with wet hands. If wet, wipe and dry it well before starting.
* Do not touch the engine or muffler area for some time after operation, it will be extremely hot.
* Keep children and all bystanders at a safe distance from work areas.
* Always switch off the generator’s AC circuit breaker and disconnect devices when not in use, and before servicing, adjusting, or installing accessories and attachments.
* The engine must be stopped before starting any maintenance, servicing or repair.
* Fuelling must be done outdoors and while the equipment is off.
* Repairs to the equipment must be performed by qualified personnel, using original equipment manufacturer (OEM) parts or equivalent.

Additional Resources

SOP for Fuelling

Document Management

|  |  |
| --- | --- |
| Effective Date: |  |
| Revision Date: |  |

# Safe Operating Procedures for Grapples

Purpose

To define the safe operating procedures in a manner that informs and instructs employees of [Employer/Organization Name] on the key health and safety hazards and controls to remember when using the grapple mounted on a skid steer loader or tractor.

Hazards

The following hazards may when using the grapple:

* Critical injury
* Puncture (hydraulic/diesel fluid under pressure)
* Entanglement
* Fire (refuelling, fuel leak)

Personal Protective Equipment

* Safety footwear
* Eye protection
* Hearing protection
* No loose clothing, jewelry or hair

Safe Operating Procedure

* Complete a pre-use inspection. If any defects are noted, the equipment must be removed from service and the supervisor must be notified immediately to ensure equipment is repaired.
* Operators must have reviewed the operator’s manual with the supervisor.
* Ensure operator’s manual for equipment is available to operators.
* Ensure guards and shields are firmly in place and in good condition. Do not operate the equipment without appropriate guards, shields, plates and other safety protective devices in place.
* Ensure safety decals are legible, order replacements if they are not.
* Ensure the equipment is used properly as per manufacturer’s directions.
* Complete a walkaround of the immediate work area prior to starting. Look for obstacles that may need to be removed.
* Always call the appropriate utility companies to confirm the locations of all underground lines, pipes and wires. Also, ensure clearance of overhead hazards.
* Use the appropriate size and type of tractor.
* A skid steer loader or tractor with an enclosed cab roll-over protection system (ROPS) and a seatbelt is recommended when operating the grapple.
* Confirm all controls are in proper working order.
* Ensure all control levers are in neutral or off position before starting.
* Keep all bystanders at least 15 metres away from the equipment during operation.
* Be aware of the skid steer loader or tractor’s limits.
* Ensure the front or rear power unit of the skid steer loader or tractor is properly counterbalanced with weights.
* Do not work under a raised loader or tractor.
* When stacking logs or stumps, always make sure the material is placed so the stack is stable.
* Carry the loads slowly and as low as possible to the ground.
* When leaving the tractor unattended, bring the skid steer loader or tractor onto a flat, firm level surface. Lower the grapple to the ground, stop the engine, lock the control levers and remove the key.
* Repairs to the equipment must be performed by qualified personnel, using original equipment manufacturer (OEM) parts or equivalent.

Additional Resources

SOP for Hitching Implements

SOP Skid Steer Loader

SOP for Tractors

SOP for Working Around Underground or Overhead Utilities

MLITSD Occupational Health and Safety Guidelines for Farming Operations in Ontario

Document Management

|  |  |
| --- | --- |
| Effective Date: |  |
| Revision Date: |  |

# Safe Operating Procedures for Grass Seeders

Purpose

To define the safe operating procedures in a manner that informs and instructs employees of [Employer/Organization Name] on the key health and safety hazards and controls to remember when using the grass seeder.

Hazards

The following hazards may when using the grass seeder:

* Critical injury
* Eye injury
* Musculoskeletal disorder

Personal Protective Equipment

* Safety footwear
* Eye protection
* No loose clothing, jewelry or hair

Safe Operating Procedure

* Complete a pre-use inspection. If any defects are noted, the equipment must be removed from service and the supervisor must be notified immediately to ensure equipment is repaired.
* Operators must have reviewed the operator’s manual with the supervisor.
* Ensure operator’s manual for equipment is available to operators.
* Ensure guards and shields are firmly in place and in good condition. Do not operate the equipment without appropriate guards, shields, plates and other safety protective devices in place.
* Ensure safety decals are legible, order replacements if they are not.
* Ensure the equipment is used properly as per manufacturer’s directions.
* Complete a walkaround of the immediate work area prior to starting. Look for obstacles that may need to be removed.
* Use the appropriate size and type of tractor.
* Confirm all controls are in proper working order.
* Ensure all control levers are in neutral or off position before starting.
* Do not load equipment during operation.
* Use safe material handling and lifting techniques to load grass seed .
* Keep loading hatch lid closed during operation.
* Repairs to the equipment must be performed by qualified personnel, using original equipment manufacturer (OEM) parts or equivalent.

Additional Resources

SOP for Tractors

SOP for Hitching Implements

MLITSD Occupational Health and Safety Guidelines for Farming Operations in Ontario

Document Management

|  |  |
| --- | --- |
| Effective Date: |  |
| Revision Date: |  |

# Safe Operating Procedures for Grinders

Purpose

To define the safe operating procedures in a manner that informs and instructs employees of [Employer/Organization Name] on the key health and safety hazards and controls to remember when using the grinder.

Hazards

The following hazards may occur when using the grinder:

* Eye injury
* Burns
* Pinching injury
* Musculoskeletal disorder
* Dust and particulate
* Fire
* Grinding wheel may shatter

Personal Protective Equipment

* Safety footwear
* Eye protection (e.g. safety goggles with high impact lenses to protect eyes and face shield)
* Hearing protection
* Respiratory protection as required
* Appropriate clothing (e.g. long sleeves and apron)
* No loose clothing, hair or jewelry

Safe Operating Procedure

* Complete a pre-use inspection. If any defects are noted, the equipment must be removed from service and the supervisor must be notified immediately to ensure equipment is repaired.
* Operators must have reviewed the operator’s manual with the supervisor.
* Ensure operator’s manual for equipment is available to operators.
* Ensure guards and shields are firmly in place and in good condition. Do not operate the equipment without appropriate guards, shields, plates and other safety protective devices in place.
* Ensure safety decals are legible, order replacements if they are not.
* Ensure the equipment is used properly as per manufacturer’s directions.
* Ensure plastic shield protectors are in good condition and adjusted properly. Never operate a grinder without the proper guard in place.
* Keep floors free of obstructions to prevent slips and trips in the grinding area.
* Ensure that plugs and cords do not have loose or bare wires.
* Remove any flammable or combustible materials from the area.
* Always disconnect the grinding tool from its power source before installing or changing wheels or discs.
* When mounting a grinding wheel, follow the manufacturer’s recommendations.
* Ensure that grinding tools are marked for maximum speed. Never use an unmarked tool.
* Do not use wheels designed for steel on porous materials such as wood, plastic or aluminum.
* Ensure that the wheels are not damaged in any way (e.g. chipped or cracked). Dispose of damaged wheels immediately. Never use a wheel that has been dropped.
* Store grinding wheels in an area away from extreme heat or cold and away from impact damage.
* Apply lockout and tagout procedures to any damaged equipment immediately. Report any grinder, grinding wheel or grinding wheel guard that appears to be defective to the supervisor immediately.
* Before turning on the power, make sure the wheel runs true and unobstructed.
* Stand to the side of the grinder when first turning on the power.
* Ensure adequate ventilation with a hood or appropriate ventilation system to control dust exposure to employees.
* Operate the wheel at a speed which does not exceed the manufacturer’s maximum operating speed recommendations.
* Ensure that the wheel speed is equal to or greater than the grinder’s maximum speed.
* Bring the work piece slowly and smoothly into contact with the wheel.
* Never use rags to protect your hands or to hold material while grinding.
* Never allow work to get above the centre line of the grindstone where it could be snapped out of your hand.
* Measure speed on grinders regularly and following any maintenance or repair work done to the equipment.
* Dispose of damaged wheels immediately.
* Clean and service grinders according to manufacturer’s instructions.
* Keep a record of all maintenance.
* Repairs to the equipment must be performed by qualified personnel, using original equipment manufacturer (OEM) parts or equivalent.

Portable Grinders

* Ensure that equipment will not operate when unattended by checking the dead-man (constant pressure) switch.
* Ensure that the grinder does not vibrate or operate roughly.
* Store portable grinders on racks or hooks.
* Mounting flange surfaces must be clean and flat.
* Use the mounting blotters supplied.
* Run newly mounted wheels at operating speed for one minute before grinding.
* Do not clamp portable grinders in a vise for grinding hand-held work.
* Do not use any liquid coolants with portable grinders.
* Do not force wheels onto a grinder or change mounting hole sizes.
* Do not tighten the mounting nut excessively.
* Measure the speed of governor-controlled, air-driven grinders after 20 hours of use or every week, whichever comes first. Measure the speed after any repairs.
* Measure the speed of electrically driven grinders monthly and after repairs.
* Ensure portable grinder has a protective cover at least 120 degrees of the circumference of the wheel.

Bench Grinders

* Fasten the bench grinder securely.
* Do not side grind on the flat side of a straight wheel; use wheels designed for this purpose.
* Do not adjust the work rest while the wheel is moving.
* Use a work rest to support and guide the tool and use a tool holder if one is available.
* Ensure that the work rest for the grinding wheel has a maximum clearance of three milimetres (0.125 inches) from the grinding wheel.
* Ensure that the work rest is in a position above the centre line of the grinding wheel.
* Maintain six milimetres (0.25 inches) wheel exposure with a tongue guard or a movable guard.
* Only grind material that the wheel was intended to grind.
* Dress wheels regularly. Replace any wheel that cannot be dressed.

Document Management

|  |  |
| --- | --- |
| Effective Date: |  |
| Revision Date: |  |

# Safe Operating Procedures for Equipment with Guards

Purpose

To define the safe operating procedures in a manner that informs and instructs employees of [Employer/Organization Name] on the key health and safety hazards and controls to remember when using equipment with guards, including packing and other equipment with guards.

Hazards

The following hazards may occur when using equipment with guards:

* Entanglement (rotating and moving parts)
* Burns
* Cuts (cutting tools, saws, routers, knives, moving sheet metal)
* Crushing injury
* Friction and abrasion injury (smooth parts operating at high speeds or abrasive surfaces)
* Shearing injury (between two machine parts or between a machine part and a workpiece)
* Drawing-in or trapping from contact with in-running nips between two counter-rotating parts; and in-running nips between a rotating surface and a tangentially moving surface
* Puncture (liquids under pressure or gas injection or ejection)
* Eye injury
* Musculoskeletal disorder

Personal Protective Equipment

* Safety footwear
* Eye protection
* Hearing protection
* No loose clothing, jewelry or hair

Safe Operating Procedure

* Complete a pre-use inspection. If any defects are noted, the equipment must be removed from service and the supervisor must be notified immediately to ensure equipment is repaired.
* Operators must have reviewed the operator’s manual with the supervisor.
* Ensure operator’s manual for equipment is available to operators.
* Ensure guards and shields are firmly in place and in good condition. Do not operate the equipment without appropriate guards, shields, plates and other safety protective devices in place.
* Ensure safety decals are legible, order replacements if they are not.
* Ensure the equipment is used properly as per manufacturer’s directions.
* Complete a walkaround of the immediate work area prior to starting. Look for obstacles that may need to be removed.
* In general, ensure that all moving parts (e.g. belts and pulleys, rotating shafts, sprockets, gears, etc.) are properly guarded.
* All equipment should be used in the manner intended by the manufacturer and manufacturer safety precautions should be followed at all times.
* There will be no tolerance for removing guards in order to do the job faster. [Employer/Organization Name] does not prioritize speed over safety.
* In the event that a guard is removed for the purpose of maintenance work, the machine or equipment must be immediately locked out and tagged to inform others not to use it. As soon as maintenance is complete, the guards must be put back in place before the equipment is used.
* In the event an employee identifies equipment or machinery that is not properly guarded, they are to immediately notify the supervisor, who will apply lockout tagout procedures until the guard is properly installed.
* When purchasing new equipment, ensure that proper guards come with the purchase. In some cases, guards are an option and thus the responsibility to ensure that they are included lies with [Employer/Organization Name].
* Repairs to the equipment must be performed by qualified personnel, using original equipment manufacturer (OEM) parts or equivalent.

Additional Resources

Lockout Tagout Procedures

MLITSD Occupational Health and Safety Guidelines for Farming Operations in Ontario

CSA Z432 Safeguarding of Machinery

Document Management

|  |  |
| --- | --- |
| Effective Date: |  |
| Revision Date: |  |

# Safe Operating Procedures for Hand Tools

Purpose

To define the safe operating procedures in a manner that informs and instructs employees of [Employer/Organization Name] on the key health and safety hazards and controls to remember when using hand tools, including pruners, loppers, air labelers, tying machines and other hand tools.

Hazards

Hammers, wrenches, chisels, pliers, screwdrivers, and other hand tools are often underrated as sources of potential danger. The following hazards may occur when using hand tools:

* Critical injury
* Cuts
* Eye injury
* Puncture
* Musculoskeletal disorder

Personal Protective Equipment

* Safety footwear
* Eye protection
* Gloves
* Respiratory protection as required

Safe Operating Procedure

* Applicable employees must be trained on how to choose the right tool for the job, how to properly use each tool, and how to identify when tools need repair.
* Complete a pre-use inspection. Inspect for cracking or wear along the body that may cause it to break. If any defects are noted, the equipment must be removed from service and the supervisor must be notified immediately to ensure equipment is repaired.
* Ensure the equipment is used properly as per manufacturer’s directions.
* Complete a walkaround of the immediate work area prior to starting. Look for obstacles that may need to be removed.
* Be sure you are familiar with the tool.
* Ensure the tools are in good condition.
* No hand tools may be used for any purpose other than for that which they were intended.
* Look for wear at the points on the tools that come in contact with the materials being worked on.
* Ensure that accessories are sharp and properly installed.
* Never rush the work and do not let yourself be distracted while operating them.
* Avoid motions that bring the tools or objects being worked on towards the body.
* Do not use excess force, awkward posture or sustained force when using hand tools.
* Carefully store tools after use. Always return tools to storage areas, stray tools become trip and fall hazards.
* Employees operating any of the tools must not engage in any prank or horseplay of any kind.
* Use the right tool for the work.
* Do not use a wrench as a hammer.
* Do not use a screwdriver as a chisel.
* Pull on a wrench or pliers. Do not push unless you hold the tool with your palm open.
* Do not use broken or damaged tools, dull cutting tools, or screwdrivers with worn tips.
* Cut in a direction away from the body.
* Make sure your grip and footing are secure when using large tools.
* Carry tools securely in a tool belt or box. Never carry sharp or pointed tools such as a screwdriver in your pocket.
* Do not carry tools up ladders. Use a hoist or rope.
* Keep close track of tools while working at heights. A falling tool can seriously injure someone.
* Pass a tool to another person by the handle, never toss it to them.
* Use the right personal protective equipment (PPE) for the work.
* Select ergonomic tools for your work task when movements are repetitive and forceful.
* Always keep tools in top condition.
* Point sharp tools such as saws, chisels and knives laying on benches away from aisles and handles should not extend over the edge of the bench top.
* Replace cracked, splintered or broken handles on files, hammers, screwdrivers or sledges.

Additional Resources

CCOHS Hand Tools: <http://www.ccohs.ca/oshanswers/safety_haz/hand_tools/>

Document Management

|  |  |
| --- | --- |
| Effective Date: |  |
| Revision Date: |  |

# Safe Operating Procedures for Hoists

Purpose

To define the safe operating procedures in a manner that informs and instructs employees of [Employer/Organization Name] of the key health and safety hazards and controls to remember when using the hoist.

Hazards

The following hazards may occur when using the hoist:

* Critical injury or fatality
* Crushing injury

Personal Protective Equipment

* Safety footwear

Safe Operating Procedure

* Complete a pre-use inspection. If any defects are noted, the equipment must be removed from service and the supervisor must be notified immediately to ensure equipment is repaired.
* Operators must have reviewed the operator’s manual with the supervisor.
* Ensure operator’s manual for equipment is available to operators.
* Ensure guards and shields are firmly in place and in good condition. Do not operate the equipment without appropriate guards, shields, plates and other safety protective devices in place.
* Ensure safety decals are legible, order replacements if they are not.
* Ensure the equipment is used properly as per manufacturer’s directions.
* Complete a walkaround of the immediate work area prior to starting. Look for obstacles that may need to be removed.
* Ensure clearance of overhead hazards.
* Be aware of the equipment’s limits.
* Ensure that the equipment and materials are resting squarely on the hoist.
* The hoist has a locking device, ensure it is in place when the lift is up.
* Do not block or tie open the lift controls when the hoist is in motion.
* Keep the area free of obstructions, grease, oil, trash and other debris.
* Position the equipment and the lift arms and supports according to the specific lift points for the equipment you are lifting.
* Never raise the object with anyone inside it, or with anyone standing or working in the lift area.
* Once lifted, place jack stands under the equipment and material to stabilize it, and to prevent it from moving or shifting while work is being performed.
* Do not lower the equipment or materials onto the jack stands as this may disengage the locking device of the hoist.
* Do not lower the lift too far or too quickly as this can cause the jack stands to move, causing the object to fall.
* Before lowing, be sure tools trays, stands, etc. are removed from under vehicle. Release locking devices before attempting to lower the hoist.
* Ensure that a competent person inspects equipment annually.
* Repairs to the equipment must be performed by qualified personnel, using original equipment manufacturer (OEM) parts or equivalent.

Maintenance

* Take the hoist out of service and apply lockout until it is repaired if any of the following is detected:
  + Leaks in the hydraulic or pneumatic system.
  + The hoist drops abruptly or too quickly.
  + The hoist takes too much time to drop.
  + The hoist experiencing stepping when being raised or lowered.
  + The hoist experiences jerking when being raised or lowered.

Document Management

|  |  |
| --- | --- |
| Effective Date: |  |
| Revision Date: |  |

# Safe Operating Procedures for Hot and Cold Environments

Purpose

To define the safe operating procedures in a manner that informs and instructs employees of [Employer/Organization Name] on the key health and safety hazards and controls to remember when working under heat or cold stress.

Definitions

***Heat Stress***

* Working in a hot environment puts stress on your body's cooling system; combining this with other stresses such as hard physical work, loss of fluids, fatigue or some medical conditions, may lead to heat-related illness, disability and even death.

***Cold Stress***

* Working in a cold environment puts stress on the body’s heating system; a cold environment can lower the body’s inner temperature, causing extremities of body parts to freeze.

Personal Protective Equipment

***Hot Environment***

* Fabrics that minimize heat storage and enhances sweat evaporation
* Choose fabrics that are light weight made of natural fibres or fabrics that have high absorption properties
* Sunglasses with 100% ultraviolet (UV) protection
* Protective hat
* Reflective clothing
* Cooling vest
* Face shield

***Cold Weather***

* Turtle necks and sweaters in layers
* Polar fleece or other insulating jackets and vests
* Polar fleece or other insulated pants
* Socks
* Hat
* Gloves

Responsibilities

**Supervisors**

It is the responsibility of supervisors to:

* Ensure that they are familiar with this procedure and its application.
* Identify employees, contract personnel or supplied employees who may be exposed to heat and cold stress.
* Provide employees with proper and adequate time to adjust, tools and training to perform their work safely and adapt to the environment.

**Employees**

It is the responsibility of every employee, contract personnel or temporary employees (e.g. casual, seasonal, summer/coop students) to:

* Receive training on this procedure.
* Advise supervisors when this procedure cannot be followed.
* Cooperate with management, designee or consultant personnel in hazard assessment, monitoring and control activities.

Safe Operating Procedure

* Tasks with the potential to cause heat and cold stress will be identified as part of the hazard analysis process. These tasks will then be further evaluated to determine if risks are significant and if heat and cold controls are warranted.
* Heat and cold hazards will also be identified through employee reporting of discomfort.
* The heat and cold stressors will be compared to Ministry of Labour, Immigration, Training and Skills Development (MLITSD) standards, industry best practices and professional standards (e.g. ACGIH) to determine if controls are needed.
* The primary method of control will be to eliminate or minimize the heat and cold stressor causing discomfort by altering the task or by introducing engineering controls. This process will be undertaken unless deemed economically unfeasible.
* If the above is not possible then secondary controls, such as administrative controls duration of exposure, re scheduling of work, will be undertaken.

**Before Working Outdoors**

* Check weather conditions.
* When working in cold environments (i.e. temperatures of -26ºC or below) follow a work warm-up schedule.
* Do not work alone; use the buddy system. Watch for signs of frostbite, hypothermia and/or heat stress in fellow employees. If required to work alone, follow working in isolation procedure.

**Working in Hot Environments (Indoors or Outdoors)**

* Drink liquids to replace body fluids lost through perspiration and to maintain a normal body core temperature.
* Acclimatize your body to the heat by slowing increasing your time in hot working conditions over a four-day period or reducing the physical demands of the job for a week or two (until your body has become accustomed to the heat).
* Take frequent breaks in a cool area.
* If possible, complete strenuous jobs at cooler times of day.
* Look for ways to reduce manual physical activity, such as climbing steps, lifting, carrying and walking.
* If possible, avoid direct sunlight.
* Use a buddy system to slow down the pace of work.
* Wear light summer clothing that allows free air movement and sweat evaporation.
* If working with radiant heat sources, wear reflective clothing.

**Working in Cold Environments (Indoors or Outdoors)**

* Wear clothing appropriate for the task and dress in layers
* . Be sure not to wear cotton as the first layer nearest to your skin, as cotton absorbs sweat. Wear nylon long underwear, head protection, gloves and boots at all times.
* Avoid sweating. Remove layers clothing to prevent clothes from becoming wet.
* Take frequent long breaks in a warm area.

Additional Resources

MLITSD Heat Stress Guideline

Document Management

|  |  |
| --- | --- |
| Effective Date: |  |
| Revision Date: |  |

# Safe Operating Procedures for Housekeeping

Purpose

To define the safe operating procedures in a manner that informs and instructs employees of [Employer/Organization Name] on the key health and safety hazards and controls to remember in order to maintain a clean and hazard-free workplace.

Safe Operating Procedure

**General Housekeeping**

* Clean and organize the work area, allowing work activities to proceed in an orderly and efficient manner.
* Keep the floor free of garbage, scrap, debris and other trash.
* Clean up spills immediately using appropriate floor cleaning techniques.
* If a spill cannot be cleaned up immediately, cordon off the area or mark it to ensure that no one encounters the spill accidentally.
* Floors should be cleaned frequently but at a time when pedestrian traffic is minimal.
* A wet floor sign should be used to mark an area that is drying.
* Keep equipment clean and in good working condition. Any equipment leaks should be reported immediately to the supervisor.
* Ensure that tools, cords, and other materials are not laying in areas where they may cause tripping or other safety hazards.
* Store materials and equipment in appropriate storage locations.
* Shelved items must be placed neatly and arranged so that the items cannot easily fall.
* Avoid storing supplies and equipment in front of shelves. This forces employee to climb or reach over the items stored in order to reach the shelves.
* Keep exits free from obstruction.
* Report to the supervisor if there is nowhere to store materials safely.
* Report to the supervisor if you observe any damaged equipment, flooring or any contraventions of this policy.

**Slip, Trip and Fall Prevention**

* Clean and organize the work area.
* Wear slip resistant, rubber soled footwear with a flat heel.
* Ensure footwear are in good condition.
* Carry small loads close to your body and below chest level so you can see around the objects being carried.
* Close cabinet drawers and doors as soon as you are finished using them.
* Slow down and take small careful steps on uneven or slippery surfaces.
* Hold the hand rail when walking up and down stairs.
* Inspect work areas for slip, trip and fall hazards regularly and report any deficiencies to the supervisor.
* Take extra care when you see a wet floor sign.
* Keep walkways and floors free of boxes, extension cords and litter.
* Immediately move anything that is stored on or near stairways.
* Ensure that lighting is adequate.
* Report any uneven floor surfaces .
* Straighten carpets that bulge or have become bunched to prevent tripping hazards.
* Where possible, reduce slip hazards by:
  + Using no-skid waxes
  + Coating surface with grit
  + Using non-slip mats

Additional Resources

SOP for Slips, Trips and Falls Prevention

MLITSD Occupational Health and Safety Guidelines for Farming Operations in Ontario

Document Management

|  |  |
| --- | --- |
| Effective Date: |  |
| Revision Date: |  |

# Safe Operating Procedures for Hitching Implements and Trailers

Purpose

To define the safe operating procedures in a manner that informs and instructs employees of [Employer/Organization Name] of the key health and safety hazards and controls to remember when hitching implements and trailers to vehicles, such as tractors, loaders and trucks.

Hazards

The following hazards may occur when hitching implements and trailers:

* Critical injury or fatality
* Crushing injury
* Entanglement
* Amputation
* Puncture (hydraulic fluid under pressure)
* Roll-over
* Equipment or implement runaway if accidentally disconnected

Personal Protective Equipment

* Safety footwear
* Eye protection
* Hearing protection
* High-visibility clothing

Safe Operating Procedure

* Always refer to the operator’s manual for both the vehicle and implement, to confirm the proper requirements are met.
* Only those who have been trained on how to safely operate the vehicle and implement are allowed to perform the hitching function.
* Ensure the vehicle is properly ballasted, with sufficient weight
* Evaluate surrounding environment, note any obstacles such as ditches, buildings, other equipment, power lines, etc.
* Be aware of potential problems which may occur during the connection procedure, such as the implement falling off its supports, or components being repositioned.
* Confirm compatibility between the vehicle and implement:
  + Power and hitch types
  + Pin condition
  + Safety chain condition
* If working with a helper, confirm the signals and instructions prior to backing up the vehicle. Always ensure the helper remains safely outside the path of the machine while it is moving.

Drawbar Connection

* Adjust the implement hitch height to align with the vehicle’s drawbar height.
* Back vehicle towards the implement hitch at the slowest speed possible, ensuring it is square to the implement.
* Make appropriate steering adjustments, either with a helper signaling with instructions, or by dismounting the vehicle and confirming alignment.
* Continue to operate the vehicle slowly and in small increments if necessary, to avoid impacting the implement with the drawbar.
* Once the drawbar and implement hitch holes are aligned, shut off vehicle engine, engage parking brake, and insert hitch pin and positioning lock.
* Attach the safety chain, ensuring enough slack to allow for articulation.

Three-Point Hitch Connection

* Back vehicle towards the implement hitch at the slowest speed possible, ensuring it is square to the implement
* When close, adjust the draft links to the height of the lower implement pins, and shut off the vehicle.
* Dismount and inspect the relative link and pin alignments, both vertical and horizontal.
* Make necessary lower link adjustments and appropriate steering connections, either with a helper signaling with instructions, or by dismounting the machine and confirming alignments.
* Continue to operate the vehicle slowly and in small increments if necessary, to avoid impacting the implement with the vehicle links.
* Once the link holes and implement pins are aligned, shut off vehicle engine, engage parking brake, and slide the lower arm holes onto the pins and install the retainer clips.
* Align the top link hole with the top pin. Insert the pin and retainer clip.

Power Take Off (PTO) Connection

* Ensure the vehicle has adequate power, operates at the correct PTO speed, and that the splines are compatible.
* The vehicle must be shut off, parking brake set, and key is removed. Do not attempt to connect an implement to the PTO while the engine is running.
* For drawbar connections, lock the drawbar in a position that is directly below the PTO stub shaft, so the centerlines of both are aligned.
* For vehicles equipped with a 3-point hitch, move the drawbar into a position that will not interfere with the implement or the hitch.
* Confirm the implement’s driveline shaft guard can freely rotate independent of the driveline shaft.
* Cradle your hand around the integral shaft guard to support the weight of the implement driveline.
* Align the implement driveline U-joint splines, with the machine PTO stub shaft splines.
* If they will not align, try turning the PTO stub shaft or implement driveline slightly to get them to align.
* Slide the U-joint onto the PTO shaft until the implement driveline locking mechanism is aligned or engaged.
* Ensure the PTO is locked into place prior to engaging or transporting the implement. This can be verified by pulling back and forth on the implement driveline.
* Return and lock the PTO shield in its required guarding position.
* If equipped, attach the implement driveline guard retaining chain to a fixed point on the machine.

Hydraulic Connection

* Clean the male and female portion of each fitting component.
* Always be aware that even when an implement is disconnected, the hydraulic lines may still be under high pressure. Do not relieve this pressure by depressing or impacting the tip of the male coupler.
* Engage the implement safety locks, or lower the equipment to the ground before connecting the hydraulics.
* Wear gloves, and push male fittings into the female fitting on the machine.
* Do not operate the vehicle’s hydraulic controls until all circuits have been properly connected, and the implement has been mechanically connected to the vehicle.
* Test the hydraulic circuits to ensure the components move as expected.

Electrical Connection

* Inspect the harness for wear.
* Turn off any implement monitors on the vehicle to prevent possible damage.
* Ensure the male end from the implement matches the female end on the machine.
* Clean any dirt or foreign objects from both ends.
* Align the inner mating slides, and push the connections together.
* Ensure the catch on the female connector cap is retaining the male end.
* Check the routing of the wiring harness from the implement to the machine, to ensure it is well-supported to minimize sagging, prevent tangling, and allow it to flex while turning without pulling tight.

Quick Coupler

* Inspect the quick coupler for wear.
* Engage the quick coupler onto the work tool.
* Extend the stick cylinder and extend the bucket cylinder until the work took is curled past a vertical position.
* Move the electric switch to the lock position.
* Hold the control lever for the bucket cylinder in the extend position for five seconds.
* Ensure the quick coupler pins are engaged, retract the bucket cylinder and drag the attachment on the ground, this will ensure the quick coupler pins are engaged.
* To disconnect, extend the stick cylinder and extend the bucket cylinder until the work tool is curled past the vertical position.
* Move the electric switch to the unlock position.
* Hold the control lever for the bucket cylinder in the extend position for five seconds.
* Retract the bucket cylinder until the tool is completely disengaged from the quick coupler.

Additional Resources

MLITSD Occupational Health and Safety Guidelines for Farming Operations in Ontario

Document Management

|  |  |
| --- | --- |
| Effective Date: |  |
| Revision Date: |  |

# Safe Operating Procedures for Implements

Purpose

To define the safe operating procedures in a manner that informs and instructs employees of [Employer/Organization Name] of the key health and safety hazards and controls to remember when using implements, including cultivators, discs, plows, grape hoes and other implements.

Hazards

The following hazards may occur when using implements:

* Critical injury
* Amputation
* Crushing injury
* Musculoskeletal disorder

Personal Protective Equipment

* Safety footwear
* Hearing protection
* Gloves

Safe Operating Procedure

* Complete a pre-use inspection. If any defects are noted, the equipment must be removed from service and the supervisor must be notified immediately to ensure equipment is repaired.
* Operators must have reviewed the operator’s manual with the supervisor.
* Ensure operator’s manual for equipment is available to operators.
* Ensure guards and shields are firmly in place and in good condition. Do not operate the equipment without appropriate guards, shields, plates and other safety protective devices in place.
* Ensure safety decals are legible, order replacements if they are not.
* Ensure the equipment is used properly as per manufacturer’s directions.
* Complete a walkaround of the immediate work area prior to starting. Look for obstacles that may need to be removed.
* Always call the appropriate utility companies to confirm the locations of all underground lines, pipes and wires. Also, ensure clearance of overhead hazards.
* Inspect lines, fittings and couplers for breaks, cracks, wear and tear.
* Use the appropriate size and type of tractor.
* Use counterweights as required. See operator’s manual for proper counterweights.
* Lift rear-mounted implements and drive slowly when making sharp turns.
* Raise and lower implements slowly and smoothly especially a loader with a load.
* Repairs to the equipment must be performed by qualified personnel, using original equipment manufacturer (OEM) parts or equivalent.

Attaching Implements

* Ensure equipment is turned off.
* Ensure equipment parking brake is engaged.
* Do not stand with feet under implement.
* Attach hoses and lines in correct location.
* Test implement (power on/off, raise and lower).

Unclogging Debris

* Ensure equipment is turned off.
* Ensure equipment parking brake is engaged.
* Before unclogging the implements always disconnect the power source and wait for moving parts to stop moving.
* Use a broom handle or stick to remove clogs (not hands).
* Never use a broom handle or stick to unclog the implements while it is running and/or turned on.

Disconnecting Implements

* Secure implement on blocks.
* Do not stand with feet under implement.

Additional Resources

SOP for Hitching Implements

MLITSD Occupational Health and Safety Guidelines for Farming Operations in Ontario

Document Management

|  |  |
| --- | --- |
| Effective Date: |  |
| Revision Date: |  |

# Safe Operating Procedures for Irrigation Hose Reels

Purpose

To define the safe operating procedures in a manner that informs and instructs employees of [Employer/Organization Name] on the key health and safety hazards and controls to remember when using the irrigation hose reel.

Hazards

The following hazards may occur when using the irrigation hose reel:

* Critical injury or fatality
* Crushing injury
* Equipment or property damage

Personal Protective Equipment

* Safety footwear
* Eye protection
* Hearing protection
* No loose clothing, jewelry or hair

Safe Operating Procedure

* Complete a pre-use inspection. If any defects are noted, the equipment must be removed from service and the supervisor must be notified immediately to ensure equipment is repaired.
* Operators must have reviewed the operator’s manual with the supervisor.
* Ensure operator’s manual for equipment is available to operators.
* Ensure guards and shields are firmly in place and in good condition. Do not operate the equipment without appropriate guards, shields, plates and other safety protective devices in place.
* Ensure safety decals are legible, order replacements if they are not.
* Ensure the equipment is used properly as per manufacturer’s directions.
* Complete a walkaround of the immediate work area prior to starting. Look for obstacles that may need to be removed.
* Ensure clearance of overhead hazards.
* Use the appropriate size and type of tractor.
* A tractor with an enclosed cab roll-over protection system (ROPS) and a seatbelt is recommended when operating the irrigation hose reel.
* Confirm all controls are in proper working order.
* Ensure all control levers are in neutral or off position before starting.
* Keep all bystanders away from the equipment during operation.
* Do not allow passengers on the equipment.
* Do not climb on the equipment when during operation.
* Equipment must be attached to the tractor using means provided and in accordance with current safety standards. Securely tighten all hardware.
* Always plan out the driving route to know the potential hazards you may encounter while completing the work.
* Do not put hands or feet near rotating parts.
* If the tractor or irrigation hose reel has struck a foreign object, stop and inspect the tractor and equipment for damage. Repair the damage before resuming equipment operation.
* Never make an adjustment or repair with the irrigation hose reel running. Shut off the engine, disengage the transmission for the irrigation hose reel, set the parking brake and remove the key.
* When leaving the tractor unattended, turn off the engine, disengage the transmission for the irrigation hose reel, set the parking brake and remove the key.
* Repairs to the equipment must be performed by qualified personnel, using original equipment manufacturer (OEM) parts or equivalent.

Additional Resources

SOP for Tractors

SOP for Hitching Implements

MLITSD Occupational Health and Safety Guidelines for Farming Operations in Ontario

Document Management

|  |  |
| --- | --- |
| Effective Date: |  |
| Revision Date: |  |

# Safe Operating Procedures for Jacks and Stands

Purpose

To define the safe operating procedures in a manner that informs and instructs employees of [Employer/Organization Name] on the key health and safety hazards and controls to remember when using jacks and stands.

Hazards

The following hazards may occur when using jacks and stands:

* Critical injury or fatality
* Crushing injury
* Equipment or property damage

Personal Protective Equipment

* Safety footwear

Safe Operating Procedure

* Complete a pre-use inspection. If any defects are noted, the equipment must be removed from service and the supervisor must be notified immediately to ensure equipment is repaired.
* Ensure the equipment is used properly as per manufacturer’s directions.
* Complete a walkaround of the immediate work area prior to starting. Look for obstacles that may need to be removed.
* Be aware of the equipment’s limits.
* Ensure the jacks and stands are placed on a level, flat and firm surface (e.g. concrete or cement floor as opposed to soft ground) to prevent the object from shifting and falling.
* Ensure that you are using the right jack and stand for the job. Know the lift capacity of your equipment and do not lift more than this. Check with the manufacturer’s recommendations.
* If any of your lifting equipment is faulty, do not use. Immediately apply lock out and tag out procedures to ensure that other employees do not use the equipment until it has been properly fixed or replaced.
* Know the correct lifting points when using your jack.
* Do not alter the jack in any way.
* Keep the area free of obstructions, grease, oil, trash and other debris.
* Air may become trapped in the hydraulic system during transit. To purge air:
  + Open the release valve by turning the handle counterclockwise.
  + Pump the handle rapidly four full strokes. This will expel air that may have entered hydraulic fluid passages during transit.
* Close the release valve by rotating the handle clockwise and pump the handle.
* If the lift arm is raised, the jack is ready for use. If not, repeat this procedure.
* Ensure that your jacks and stands are examined by a qualified professional at least once per year to assess whether the equipment is still able to handle the load recommended by the manufacturer.
* The jack should be placed at right angles to the material being lifted, so that it does not slip off the jack. Centre the load on the saddle prior to lifting. Off-centre loads may cause damage to the jack and the object to fall.
* Do not crawl under an object supported only by a jack.
* Once the object is raised with the jack, use jack stands as secondary supports. These could prove lifesaving if the object were to accidentally shift off of the jack.
* If you need to raise the height of a jack stand, use the correct support pins to properly hold the stand in place.
* When working in tightly confined spaces, be careful that you are not at risk of being pinned between the jack handle and the wall should the jack shift accidentally.
* Never raise an object with anyone inside it, or with anyone standing or working in the lift area without first clearing it with the supervisor.
* Ensure that a competent person inspects equipment annually.
* Before lowering the jack, be sure tools trays, stands, etc. are removed from under the object. Release locking devices before attempting to lower the jack.
* Repairs to the equipment must be performed by qualified personnel, using original equipment manufacturer (OEM) parts or equivalent.

Adding Hydraulic Fluid

* When adding or replacing hydraulic fluid, always use fluid recommended by manufacturer.
* With the saddle fully lowered and the jack on level ground, remove the filler plug.
* Hydraulic fluid should be filled to the level of the hydraulic fluid filler plug hole.
* If low, add hydraulic fluid as needed.
* All moving joints require lubrication often To lubricate:
  + Remove handle and grease the lower end of handle where it rotates in the handle socket.
  + Using a grease gun, grease the lift arm pivot shaft grease fitting until grease appears at the end of the shaft.
  + Oil all lift arm linkages, front wheels and rear casters.

Document Management

|  |  |
| --- | --- |
| Effective Date: |  |
| Revision Date: |  |

# Safe Operating Procedures for Knives

**Purpose**

To define the safe operating procedures in a manner that informs and instructs employees and members of [Employer/Organization Name] on the key health and safety hazards and controls to remember when handling and using equipment with sharp edges and knives.

Hazards

The following hazards may occur when handling and using equipment with sharp edges and knives:

* Cuts:
  + Using force to cut with a dull knife can cause you to lose control, sending the knife in an unpredictable direction
  + Sharp knives may cut you unexpectedly if they are not stored properly and used carefully
* Musculoskeletal disorder (MSD):
  + Dull knives requiring extra pressure to work effectively
  + Working in an extreme or awkward position
* Opening boxes with box cutters
* Cleaning procedures
* Improper knife storage

Personal Protective Equipment

* Mesh metal gloves as required

Safe Operating Procedure

* Never place hands into areas you cannot see.
* Always use guards, shields, and other protective devices as appropriate.
* Never hold an object to be cut in the hand. Always use a cutting board.
* If possible tear boxes; do not cut them to open.
* Cut any necessary items on a flat surface.
* Keep knives sharpened to reduce the pressure needed to work effectively.
* When you sharpen a knife, swing it away from your body and hands.
* Cut in the direction away from the body.
* Keep your fingers and thumbs out of the way of the cutting line.
* Use a proper cutting board and slip-resistant matting (or a damp towel) to prevent board from sliding on the counter.
* Use the right cutting tool for each task.
* Do not leave knives with other utensils in a container or sink.
* Pay attention to where the knife's edge is pointing.
* Carry only one knife at a time, with the blade close to your side and pointed down.
* Do not talk while you are using a knife, concentrate on your cutting and practice safe knife habits.
* Do not try to catch a falling knife, stand back and let it fall.
* Store knives in a holder or holster.
* Regularly check equipment for sharp edges and file smooth or cover with protective tape or caulking.
* Never place hands into places you cannot see
* Always use guards, shields, and other protective devices, if appropriate
* Never hold an object to be cut in the hand.
* Be alert at all times when handling materials with rough or sharp edges.
* Ask for assistance when carrying large, heavy or awkward materials, to reduce pressure points.
* If possible, protect sharp edges by covering them with padding or wrapping. Jigs or holders could be used to keep items in place for machining.

Utility Knives

* Keep knives sharpened to reduce the pressure needed to work effectively and exchange the blade when it becomes dull.
* Lay the object to be cut on the ground or a stable surface.
* Cut in the direction away from the body.
* Keep your fingers and thumbs out of the way of the cutting line.
* Use a straight piece of scrap wood as a cutting guide for straight lines.
* After using a knife, use extreme caution to wipe the blade clean, removing dirt and water as this keeps the knife from rusting and getting dull.
* Carry only one knife at a time, with the blade close to your side and pointed down.
* Do not fool around when you are handling knives.
* Concentrate on your cutting and practice safe knife habits.
* Do not try to catch a falling knife, stand back and let it fall.
* After use, always retract the utility knife blade into protective casing.
* Store utility knives in locked position, in a labelled container.

Document Management

|  |  |
| --- | --- |
| Effective Date: |  |
| Revision Date: |  |

# Safe Operating Procedures for Ladders

Purpose

To define the safe operating procedures in a manner that informs and instructs employees of [Employer/Organization Name] on the key health and safety hazards and controls to remember when using the ladder.

Hazards

The following hazards may occur when using the ladder:

* Critical injury or fatality
* Falls
* Failing to maintain 3-point contact
* Poor maintenance causing ladder to collapse

Safe Operating Procedure

* Complete a pre-use inspection. If any defects are noted, the equipment must be removed from service and the supervisor must be notified immediately to ensure equipment is repaired.
* Ensure safety decals legible, order replacements if they are not.
* Ensure the equipment is used properly as per manufacturer’s directions.
* Complete a walkaround of the immediate work area prior to starting. Look for obstacles that may need to be removed.
* Ensure clearance of overhead hazards.
* Destroy ladders that cannot be safely repaired. Do not straighten bent or bowed ladders. Do not paint ladders, as this can hide cracks or other weak points.
* Do not use a chair of any other object to stand on instead of a ladder.
* Choose a ladder that is long enough or extends far enough for the task.
* Make sure that your shoes are not wet or muddy.
* Place ladders on solid, flat ground.
* Consider fiberglass or wood ladders for electrical work, rather than aluminum.
* Choose a ladder that is long enough or extends far enough for the task.
* Maintain 3-point contact on the ladder. Keep two hands and one foot, or two feet and one hand on the ladder. Keep a firm grip at all times
* When climbing or descending a ladder, grasp the rungs instead of the side rails. The rungs will provide a better grip if your foot slips off the ladder.
* Position the ladder facing the storage area. Never work sideways.
* Face the ladder when climbing and descending.
* Do not stretch or reach beyond the side of the ladder. You could lose your balance. Keep your belt buckle within the sides (rails) of the ladder to ensure good balance.
* On a mobile tubular ladder, avoid carrying heavy or bulky items over the handrails to prevent the ladder from tipping over.
* Do not slide down a ladder.
* Do not leap off of a ladder.
* Never stand higher on a ladder than what the manufacturer recommends (e.g. do not stand on the top step of stepladder and do not stand higher than the third rung from the top on a straight ladder).
* Keep metal ladders away from electrical wires.
* If a portable ladder exceeds 6 meters in length and is not securely fastened, or it is likely to be endangered by traffic, then it will be held in place by one or more employees.

Orchard Ladder

* Designed for use on soft and uneven surfaces; therefore they do not have spreaders, locking devices, steel points and safety shoes.
* Single back leg provides a relatively stable support on uneven surfaces.
* Only use the orchard ladder in soft soil, not on firm, smooth surfaces.
* The steps should be at least 27 inches long and have a metal angle brace.
* The maximum flare on the top to bottom rails is required to stabilize the base.
* To avoid excessive penetration in soft soil, a double base on the rails should be provided.
* Only one employee on the orchard ladder at a time.
* When using the orchard ladder, the back of the orchard ladder should be towards the tree centre, allowing for additional support.
* Never use the top of the ladder as a step.

Rolling Ladder

* Never stand on handrails.
* Never move an occupied rolling ladder.
* Engage the step brake/lock before climbing rolling ladder.

Straight Ladder

* Consider ladder weight when purchasing ladders.
* Keep the ladder one foot from the wall for every four feet the ladder extends up.
* Do not lean the ladder against an unsecured backing such as loose boxes or merchandise.

Additional Resources

MLITSD Guideline for Ladders

MLITSD Occupational Health and Safety Guidelines for Farming Operations in Ontario

Document Management

|  |  |
| --- | --- |
| Effective Date: |  |
| Revision Date: |  |

# Safe Operating Procedures for Loaders

Purpose

To define the safe operating procedures in a manner that informs and instructs employees of [Employer/Organization Name] of the key health and safety hazards and controls to remember when using the loader.

Hazards

The following hazards may occur using the backhoe:

* Critical injury or fatality
* Roll-over
* Crushing injury
* Burns
* Puncture (hydraulic fluid under pressure)
* Musculoskeletal disorder
* Fire

Personal Protective Equipment

* Safety footwear
* Hearing protection
* Head protection as required

Safe Operating Procedure

* Complete a pre-use inspection. If any defects are noted, the equipment must be removed from service and the supervisor must be notified immediately to ensure equipment is repaired.
* Operators must have reviewed the operator’s manual with the supervisor.
* Ensure operator’s manual for equipment is available to operators.
* Ensure guards and shields are firmly in place and in good condition. Do not operate the equipment without appropriate guards, shields, plates and other safety protective devices in place.
* Backhoes should be equipped with a cab and rollover protective structure (ROPS).
* Operator will wear a seatbelt on backhoes equipped with ROPS.
* Ensure safety decals are legible, order replacements if they are not.
* Ensure the equipment is used properly as per manufacturer’s directions.
* Complete a walkaround of the immediate work area prior to starting. Look for obstacles that may need to be removed.
* Always call the appropriate utility companies to confirm the locations of all underground lines, pipes and wires. Also, ensure clearance of overhead hazards.
* Be aware of the equipment’s limits.
* Check all fluids.
* Confirm all controls are in proper working order.
* Ensure all control levers are in neutral or off position before starting.
* Keep all bystanders away from the equipment during operation.
* Only operate the equipment from the operator’s seat with the seatbelt fastened.
* Do not allow passengers on the equipment.
* Before exiting the equipment, always lower the bucket to the ground and engage the parking brake.
* Operate the equipment at a speed that allows you maintain control at all times. Drive slowly over rough terrain and avoid stumps and other obstacles.
* Use extreme caution on inclines and edges where the ground could give way.
* Do not try to turn on a steep slope as this could result in a roll-over.
* When driving with a load, keep the bucket as low as possible to avoid roll-over.
* Do not use the equipment for clearing trees unless the manufacturer has approved it for that purpose and it has a protective brush cage.
* When you change the angle of the bucket or remove the bucket:
  + Securely block the bucket to prevent it from falling.
  + Do not stand with your feet under the bucket.
* Accessories can only be used that are designed for use with the equipment specified.
* Use steps and handholds correctly. Face the equipment when getting on and off.
* Maintain 3-point contact with steps and handrails when getting on and off.
* If possible, include a spotter with reflective clothing to assist in directing the equipment when backing up or hitching.
* Fuelling must be done outdoors and while the equipment is off.
* Repairs to the equipment must be performed by qualified personnel, using original equipment manufacturer (OEM) parts or equivalent.

Additional References

SOP for Fuelling

SOP for Working Around Overhead or Underground Utilities

MLITSD Occupational Health and Safety Guidelines for Farming Operations in Ontario

Document Management

|  |  |
| --- | --- |
| Effective Date: |  |
| Revision Date: |  |

# Safe Operating Procedures for Loading Docks

Purpose

To define the safe operating procedures in a manner that informs and instructs employees of [Employer/Organization Name] on the key health and safety hazards and controls to remember when working near the loading dock.

Hazards

The following hazards may occur during when working near the loading dock:

* Slips, trips and falls
* Crushing injury
* Chemical exposure (carbon monoxide)
* Equipment or property damage

Personal Protective Equipment

* Safety footwear
* Eye protection
* Hearing protection
* High visibility clothing

Safe Operating Procedure

* It is the responsibility of the forklift truck operators to make sure chocks are in place prior to loading or unloading a trailer.
* All equipment must be maintained in accordance with manufacturer's recommendations including forklift trucks, dock levelers, vehicle restraining devices, dock doors and seals, and automatic signaling devices.
* Dock levelers must be in proper working condition.
* Ensure signaling devices such as signal lights are working properly.
* Dock plates must be in good repair and anchored when in use.
* Dock bumpers must be secure and in good condition.
* Forklift truck operators are responsible to observe weight restrictions for the dock platforms.
* Watch for trailer separation from dock platform.
* All aisles/walkways/ramps must be clearly marked and clear of debris and equipment.
* Ensure overhead doors operate properly.
* An inspection of the load and trailer must be done prior to loading/unloading (check trailer floor for stability and integrity).
* Use safe lifting techniques to avoid straining when moving materials.
* Ensure trailer is properly supported by a jack stand where appropriate (e.g. when not connected to the tractor/truck).
* Ensure adequate lighting for loading and unloading trailers.
* Pedestrians are not allowed in trailers while a forklift truck is loading or unloading in order to eliminate the potential for crushing injuries.
* Use a hand pallet jack rather than forklift trucks to unload smaller truck loads. If a forklift truck is necessary, the forklift truck operator must ensure the truck has the capacity to handle the weight of the forklift truck prior to loading/unloading.
* Use physical barriers at open edges of docks and ramps and to protect pedestrian walkways.
* Designated staging areas must be marked. All employees are trained to recognize these marked areas.
* Sufficient aisle space must be made in the designated staging area, if necessary for pedestrians.
* All used pallets and containers are to be stacked in designated locations.
* The minimum clearance between sprinklers and the top of storage piles is 45 centimetres (18 inches).
* Never use pallets that are damaged, broken, unsuitable, or have loose members.
* Special attention should be given when large loads are being handled that may obstruct the view of the forklift truck operators. While normally a forklift truck operator would be driving in reverse with these loads, this option is not available when loading trucks. Both forklift truck operators and pedestrians working in the loading area must be aware of this.
* Never allow drivers or employees to stand between the trailer and dock.
* Never allow drivers to remain in the tractor/truck when loading and unloading the trailer.
* Ensure drivers and employees are in a safe location away from the tractor/truck and trailer when loading or unloading. Maintain visual contact.
* Fire extinguishers must be fully charged and accessible.
* It is the responsibility of the lift truck operators to make sure chocks are in place prior to loading or unloading a trailer

Legislative References

Ontario Fire Code

Document Management

|  |  |
| --- | --- |
| Effective Date: |  |
| Revision Date: |  |

# Safe Operating Procedures for Manual Materials Handling Activities

Purpose

To define the safe operating procedures in a manner that informs and instructs employees of [Employer/Organization Name] on the key health and safety hazards and controls to remember when performing manual materials handling activities (e.g. lifting, lowering, pushing, pulling, carrying) in the workplace.

Hazards

|  |  |
| --- | --- |
| A load may be hazardous because of its:   * Weight * Size * Shape (making it awkward to handle) * Coupling (ability to grip and hold the load) * Slippery or damaged surfaces * Absent or inappropriate handles * Imbalance (e.g. changing centre of gravity) | The task or method of handling may be hazardous when performed:   * Repetitively, quickly, or for extended periods of time * While seated or kneeling * Immediately after prolonged flexion/bending or shortly after a period of rest * With awkward postures (e.g. reaching, twisting) |

The following hazards may occur when performing manual materials handling activities:

* Fall from ladders causing critical injury or fatality
* Improper lifting causing back injury
* Musculoskeletal disorders

Engineering and administrative controls to consider:

* Minimize the need for manual materials handling activities by designing the workplace and organizing the work flow to eliminate unnecessary lifts or transfers of items throughout the work cycle.
* Use mechanical aids such as hoists, lift tables, or conveyors.
* Design workstations so that employees can store and handle all material at waist height or between knuckle and shoulder height.
* Design manual materials handling tasks to occur within employees’ power zone (i.e. between knuckle and shoulder height).
* Ensure material is packaged by the supplier in weights and sizes that are manageable.

Personal Protective Equipment

* Safety footwear
* Gloves (when handling objects that are hot or cold or have sharp edges)

Safe Operating Procedures

* Prepare your back. Avoid lifting items or forceful exertions after periods of prolonged sitting. Stand and walk around or stretch to prepare the back muscles. Take regular mini breaks for stretching or moving to improve blood circulation and reduce muscle tension.
* Plan your move. Ensure your pathway is clear before you lift or move items and remove any obstacles ahead of time. Know where the load will be placed before lifting or moving. Avoid placing loads on the floor if possible.
* Get help. Know the weight of the load and your capabilities. Avoid lifting a load that is awkward or too heavy for you. Get assistance and/or use an appropriate material handling device (e.g. a trolley, cart, dolly, hoist, hand truck). As a general rule, if the load is too big for one, get help. If the load is too big for two, use mechanical equipment to help you.

Proper Lifting Techniques

* Test the load’s weight by lifting up one end. Ensure the load is free to move.
* Move as close to the load as possible and position your feet about shoulder width apart to establish a wide base of support and keep the load within your centre of gravity.
* Tense or tighten your core muscles (abdominals, back) a little just before lifting.
* Grab the load firmly with your whole hand, not just the fingers. Keep the load balanced.
* Bend your knees and rotate the hips to get close to the load. Use your hips or legs to lift the load, not your back.
* Avoid sudden, jerky movements.
* Keep the load close to your body, with your elbows slightly bent and your upper arms straight.
* Face in the direction of the lift. Move your feet to turn. Avoid twisting your body.
* Avoid lifting or lowering heavy objects that are above shoulder height - use a stepstool when possible.

Two Person Lift

* Communicate with each other prior to initiating the lift and until the task is completed.
* Assign one person to take the lead and coordinate your actions throughout the lift.
* Where possible, choose someone of your similar height to be your lifting partner.
* Walk in step with each other for a smoother carrying task.

Carrying, Pushing or Pulling

* Carry items in smaller containers or use a cart.
* Push carts and dollies instead of pulling them.
* Face in the direction of travel to avoid twisting or awkward shoulder postures.
* Watch where you are going and for possible tripping hazards. Do not allow the item to obstruct your vision.
* Walk at an easy pace.

When Storing or Retrieving Items

* Store all heavy items below eye level.
* Store the heaviest objects at least 30 centimetres (12 inches) above the floor, or above knee height when possible.
* Use a ladder or step-stool to store lighter items above eye level.
* Do not use a chair for standing, climbing or reaching.

Additional Resources

SOP for Ladders

SOP for Storage on Racks

MLITSD Guideline for Ladders

Document Management

|  |  |
| --- | --- |
| Effective Date: |  |
| Revision Date: |  |

# Safe Operating Procedures for Manure Spreaders

Purpose

To define the safe operating procedures in a manner that informs and instructs employees of [Employer/Organization Name] on the key health and safety hazards and controls to remember when using the manure spreader.

Hazards

The following hazards may occur when using the manure spreader:

* Critical injury or fatality
* Entanglement
* Eye injury

Personal Protective Equipment

* Safety footwear
* Eye protection
* Hearing protection
* Gloves
* No loose clothing, hair or jewelry

Safe Operating Procedure

* Complete a pre-use inspection. If any defects are noted, the equipment must be removed from service and the supervisor must be notified immediately to ensure equipment is repaired.
* Operators must have reviewed the operator’s manual with the supervisor.
* Ensure operator’s manual for equipment is available to operators.
* Ensure guards and shields are firmly in place and in good condition. Do not operate the equipment without appropriate guards, shields, plates and other safety protective devices in place.
* Ensure safety decals are legible, order replacements if they are not.
* Ensure the equipment is used properly as per manufacturer’s directions.
* Complete a walkaround of the immediate work area prior to starting. Look for obstacles that may need to be removed.
* Use the appropriate size and type of tractor.
* A tractor with an enclosed cab roll-over protection system (ROPS) and a seatbelt is recommended when operating the manure spreader.
* Confirm all controls are in proper working order.
* Ensure all control levers are in neutral or off position before starting.
* Keep all bystanders away from the equipment during operation.
* Do not allow passengers on the equipment.
* Do not climb on the equipment during operation.
* Load the spreader only with material it is designed to spread.
* Do not support a loaded spreader on the tongue jack.
* Before attaching or removing the power take off (PTO) shaft, disengage the PTO shaft, turn off the tractor engine and remove ignition key.
* Make sure quick disconnect (QD) safety locking pin is in the locked position before operating.
* Never engage PTO shaft when tractor engine is off.
* Do not stand between the tractor and the manure spreader for any reason, with the engine running and the PTO engaged.
* Do not attempt to pull material from any part of the manure spreader during operation.
* If required to clear a jam or unplug the manure spreader, disengage the PTO, stop the tractor engine, set the parking brake, remove the key, remove material from the beater area, place the quadrant for apron speed in neutral, start tractor engine and engage the PTO slowly. Only one person should attempt to unplug a machine.
* Disconnect the machine from the tractor only on compact level ground, ensuring that it is stopped and stable.
* Never make an adjustment or repair with the manure spreader running. Disengage the PTO, shut off the tractor engine, and wait for all rotating parts to stop before opening shielding or making adjustments.
* When leaving the tractor and manure spreader unattended, disengage the PTO shaft, turn off the tractor engine, set the parking brake and remove the key.
* Repairs to the equipment must be performed by qualified personnel, using original equipment manufacturer (OEM) parts or equivalent.

Additional Resources

SOP for Tractors

SOP for Hitching Implements

MLITSD Occupational Health and Safety Guidelines for Farming Operations in Ontario

Document Management

|  |  |
| --- | --- |
| Effective Date: |  |
| Revision Date: |  |

# Safe Operating Procedures for Mulchers

Purpose

To define the safe operating procedures in a manner that informs and instructs employees of [Employer/Organization Name] on the key health and safety hazards and controls to remember when using with the mulcher.

Hazards

The following hazards may occur when using the mulcher:

* Critical injury or fatality
* Puncture (hydraulic fluid under pressure)
* Entanglement
* Fire

Personal Protective Equipment

* Safety footwear
* Eye protection
* Hearing protection
* Gloves
* No loose clothing, hair or jewelry

Safe Operating Procedure

* Complete a pre-use inspection. If any defects are noted, the equipment must be removed from service and the supervisor must be notified immediately to ensure equipment is repaired.
* Operators must have reviewed the operator’s manual with the supervisor.
* Ensure operator’s manual for equipment is available to operators.
* Ensure guards and shields are firmly in place and in good condition. Do not operate the equipment without appropriate guards, shields, plates and other safety protective devices in place.
* Ensure safety decals are legible, order replacements if they are not.
* Ensure the equipment is used properly as per manufacturer’s directions.
* Complete a walkaround of the immediate work area prior to starting. Look for obstacles that may need to be removed.
* Use the appropriate size and type of tractor.
* A tractor with an enclosed cab roll-over protection system (ROPS) and a seatbelt is recommended when operating the mulcher.
* Confirm all controls are in proper working order.
* Ensure all control levers are in neutral or off position before starting.
* Keep all bystanders away from the equipment during operation.
* Do not allow passengers on the equipment.
* Do not climb on the equipment during operation.
* Before attaching or removing the power take off (PTO) shaft, disengage the PTO shaft, turn off engine and remove ignition key.
* Never engage PTO shaft when tractor engine is off.
* Disconnect the machine from the tractor only on compact level ground, ensuring that it is stopped and stable.
* Never make an adjustment or repair with the mulcher running. Disengage the PTO, shut off the tractor engine, set the parking brake, remove the key and wait for all rotating parts to stop before opening shielding or making adjustments.
* Do not attempt to remove material from the mulcher during operation.
* If the discharge deflector becomes clogged, disengage the PTO, shut off the tractor engine, set the parking brake, remove the key and clean out the deflector.
* Before attaching or removing the PTO shaft, disengage the PTO shaft, turn off the tractor engine and remove ignition key.
* Never engage PTO shaft when tractor engine is off.
* Use equipment during daylight or in bright artificial light.
* Do not put hands or feet near rotating parts. Keep clear of discharge opening at all times.
* Do not operate on or while crossing a gravel drive, walk or road.
* Never direct discharge at bystanders or windows. Never allow anyone in front of the mulcher.
* While making turns in rough terrain, reduce tractor speed.
* If the mulcher has struck a foreign object, stop and inspect the tractor and mulcher for damage. Repair the damage before resuming equipment operation.
* When leaving the tractor and mulcher unattended, disengage the PTO shaft, turn off the engine, set the parking brake and remove the key.
* Repairs to the equipment must be performed by qualified personnel, using original equipment manufacturer (OEM) parts or equivalent.

Additional Resources

SOP for Tractors

SOP for Hitching Implements

MLITSD Occupational Health and Safety Guidelines for Farming Operations in Ontario

Document Management

|  |  |
| --- | --- |
| Effective Date: |  |
| Revision Date: |  |

# Safe Operating Procedures for Pallet Trucks

Purpose

To define the safe operating procedures in a manner that informs and instructs employees of [Employer/Organization Name] on the key health and safety hazards and controls to remember when operating the pallet truck.

Hazards

The following hazards may occur during operation of the pallet truck:

* Crushing injury
* Equipment or property damage

Personal Protective Equipment

* Safety footwear

Safe Operating Procedure

* Complete a pre-use inspection. If any defects are noted, the equipment must be removed from service and the supervisor must be notified immediately to ensure equipment is repaired.
* Operators must have reviewed the operator’s manual with the supervisor.
* Ensure operator’s manual for equipment is available to operators.
* Ensure guards and shields are firmly in place and in good condition. Do not operate the equipment without appropriate guards, shields, plates and other safety protective devices in place.
* Ensure safety decals are legible, order replacements if they are not.
* Ensure the equipment is used properly as per manufacturer’s directions.
* Complete a walkaround of the immediate work area prior to starting. Look for obstacles that may need to be removed.
* Ensure that the load is secure before moving it.
* Ensure that the pallet truck is rated for the weight of the load you are moving. Refer to capacity data plate.
* Ensure that the load is kept low to the ground when moving (usually 10 cm from the floor and titled backwards).
* Always look in the direction of travel and ensure that your path is clear.
* Slow down when turning or working in a congested area.
* Allow for sufficient room when turning corners (steer wide).
* If visibility is restricted when moving forward, pull the truck in reverse or have another employee direct your travel.
* Do not raise or lower a load while you are moving forward. The pallet truck should be stopped before the load is raised or lowered.
* If objects are in the pathway of the pallet truck, remove them first as opposed to driving over/into them.
* Never allow anyone to stand on the forks of the pallet truck.
* Never raise or lower a person or allow a person to ride on the pallet truck.
* Ensure that a competent person inspects equipment annually.
* Repairs to the equipment must be performed by qualified personnel, using original equipment manufacturer (OEM) parts or equivalent.

Document Management

|  |  |
| --- | --- |
| Effective Date: |  |
| Revision Date: |  |

# Safe Operating Procedures for Palletizers

Purpose

To define the safe operating procedures in a manner that informs and instructs employees of [Employer/Organization Name] on the key health and safety hazards and controls to remember when operating the palletizer.

Hazards

The following hazards may occur during operation of the palletizer:

* Crushing injury
* Musculoskeletal disorder
* Equipment or property damage

Personal Protective Equipment

* Safety footwear

Safe Operating Procedure

* Complete a pre-use inspection. If any defects are noted, the equipment must be removed from service and the supervisor must be notified immediately to ensure equipment is repaired.
* Operators must have reviewed the operator’s manual with the supervisor.
* Ensure operator’s manual for equipment is available to operators.
* Ensure guards and shields are firmly in place and in good condition. Do not operate the equipment without appropriate guards, shields, plates and other safety protective devices in place.
* Ensure safety decals are legible, order replacements if they are not.
* Ensure the equipment is used properly as per manufacturer’s directions.
* Complete a walkaround of the immediate work area prior to starting. Look for obstacles that may need to be removed.
* Keep all bystanders away from the equipment during operation.
* Repairs to the equipment must be performed by qualified personnel, using original equipment manufacturer (OEM) parts or equivalent.

Document Management

|  |  |
| --- | --- |
| Effective Date: |  |
| Revision Date: |  |

# Safe Operating Procedures for Pedestrian Safety Working Around Mobile Equipment

Purpose

To define the safe operating procedures in a manner that informs and instructs employees of [Employer/Organization Name] on the key health and safety hazards and controls to remember when working around mobile equipment. The rationale is to make personnel highly visible in all given weather and light conditions. This is needed to prevent vehicular/pedestrian contacts, which can result in death, injury and property damage when employees are moving around rigs and other mobile equipment.

Hazards

Although all mobile equipment operators are trained to yield to pedestrians through their operator’s certification, [Employer/Organization Name] recognizes the need to ensure all employees and visitors are aware of the hazards.

The following hazards may occur as a pedestrian at [Employer/Organization Name]:

* Critical injury or fatality
* Crushing injury

Personal Protective Equipment

* Safety footwear
* High visibility clothing
* Reflective arm and leg bands for work at night or low-light conditions (in addition to high-visibility garments)

Safe Operating Procedure

* Visitors to the field will be accompanied by a supervisor from [Employer/Organization Name]. Management should be made aware of possible tours expected within the facility.
* Remain alert at all times and check surroundings often.
* Listen for warnings. Employees must not talk on cellular phones or have headphones on while working.
* Keep a safe distance (20 feet and 50feet with raised loads) from mobile equipment traffic and stay out of blind spots. Let the operator know you are there if you do not receive eye contact.
* Walk at a safe speed, watch where you are going, change direction carefully. Do not run. Do not walk in front of or around mobile equipment.

Public Roads and Sidewalks

* Cross at marked crosswalks or traffic lights, not in the middle of the block or between parked cars.
* Make sure drivers see you before you cross.
* Cross when traffic has come to a complete stop.
* At a traffic light, cross at the beginning of a green light. Do not cross once the Don't Walk signal begins to flash or once the light has turned to yellow. Never cross on a red light.
* Watch for traffic turning at intersections or entering and leaving driveways.
* Wear bright or light-coloured clothing or reflective strips, when walking in dusk or darkness.

Traffic Safety Vests

[Employer/Organization Name] employees will wear Canadian Standards Association (CSA) approved high visibility clothing or equivalent\* under the following conditions:

* When working within a road allowance or on a public way.
* When working on a project where the wearing of high visibility apparel is required under the Occupational Health and Safety Act (OHSA) and Regulation 213 for Construction Projects. This includes the directing of traffic or giving directions while moving rigs or mobile equipment.
* In any other location or situation where the employee may be endangered by vehicular traffic or where being visible is important to their safety.

At minimum, high-visibility clothing should meet the criteria established in CSA Z96 Class 2, Level 2, which provides moderate body coverage and superior visibility. The apparel will have full coverage of the upper torso, and stripes are composed of reflective materials.

It is the responsibility of the supervisor to designate, subject to the requirements of these standards, specific operations where high visibility apparel must be worn.

\*Approved equivalents to a traffic safety vest are t-shirt, jackets, overalls and other apparel which is safety blaze orange-red or yellow-green in colour with reflective tapes on the front and back. Approved means that this clothing meets specifications as established by the employer or Health and Safety Representative.

Additional Resources

CSA Z96 High Visibility Apparel

Document Management

|  |  |
| --- | --- |
| Effective Date: |  |
| Revision Date: |  |

# Safe Operating Procedures for Pesticides

Purpose

To define the safe operating procedures in a manner that informs and instructs employees of [Employer/Organization Name] on the key health and safety hazards and controls to remember when handling, using and storing pesticides, fungicides or herbicides.

Background

Pesticides can provide numerous benefits to the overall maintenance and condition of properties however, they must be well respected and handled appropriately by users to minimize chemical/biological hazard exposure to not only humans, but also to adored animals, plants and the delicate environment. Improper and overextended use can cause occupational injury due to the toxicity and persistence of such products so it is very important to inform, instruct, and train employees on how to use them effectively and efficiently to minimize overexposure.

Although legislation relating to the safe use of pesticides does fall to some extent under the Occupational Health and Safety Act (OHSA) and the Regulation 860 for Workplace Hazardous Materials Information System (WHMIS), it is important to be familiar with other legislation that applies to its use such as the Pesticides Act. The Pesticides Act is administered by the Ministry of the Environment and is concerned about not only protecting the individuals who work with these products but also with protecting the environment. According to the Pesticides Act, the application of many common pest control products requires the user to have successfully completed the Ontario Pesticides Safety Course. To determine if [Employer/Organization Name] employees need to attend such a training program, please contact your local Ministry of Agriculture, Food and Rural Affairs office. This procedure provides a generic synopsis on the safe use, storage and handling of pesticides.

Personal Protective Equipment

Pesticides can enter the body via absorption through the mouth, skin, eyes or through inhalation or a combination thereof. Prior to handling or storing pesticides, an employee shall be provided information, instruction, and proper training in the use of such products. Where so prescribed, [Employer/Organization Name] will ensure that the appropriate personal protective equipment (PPE) to be used for the application of pesticides is provided in good condition and that the employee is instructed and trained on the use of the PPE. Pesticide users and their supervisors should reference the pesticide container product label as well as its Safety Data Sheet (SDS) to determine what PPE is required. Below are some general tips regarding PPE and pesticide use:

* Use chemical protective clothing when there is a chance of spilling or splashing pesticides or when there is a chance that you may come in contact with a pesticide during spraying. Make sure this clothing is free of holes and wear a size larger than you would usually wear to reduce the chance of seams being stretched and therefore exposing inner layers of clothing and skin.
* If wearing a pair of protective pants, ensure that they are secured outside of the boots. Boots should be made out of a chemical protective material.
* If an apron is worn when mixing or loading pesticides, ensure that it extends below boot tops.
* Determine if using the pesticide will require you to wear respirators for inhalation hazards. If so, determine in conjunction with your supervisor what type of respirator you need based on the chemical and the concentration of the pesticide and also ensure that the respirator fits and contains proper purifying cartridges (if applicable) for the type of chemical that you are using. If a respirator is required, the user shall be instructed and trained in its use and shall also be fitted to use the respirator as per Canadian Standards Association (CSA) Z94.4 Selection, Use and Care of Respirators.
* Wear waterproof, washable, CSA approved headwear when necessary.
* Wear chemical goggles and a face shield when mixing or spraying pesticides.
* Wear durable, chemical protective gloves that extend up and past the forearm.
* Ensure that contaminated PPE and/or clothing is cleaned or disposed of properly.

**Safe Operating Procedure**

* Ensure that the correct pesticide for the job has been chosen and ask for assistance if necessary in determining the concentration and quantity of the pesticide to minimize overexposure and overuse of the product.
* Ensure that the appropriate PPE is available for your use and that it is in satisfactory condition prior to donning the equipment.
* Know your organization’s emergency contact and first aid procedures in case on an emergency. Be informed on what symptoms will be present if overexposed or poisoned by the pesticide. Stop work and seek medical attention immediately if you think that you or a coworker has become ill due to exposure to the product.
* Follow the precautions that appear on the container’s label and ensure that the container is not leaking prior to handling it.
* Locate the closest washing facilities and emergency eyewash and shower prior to using the pesticide. Make all attempts to mix and load pesticides in close proximity to these facilities.
* Always wash face and hands thoroughly after mixing, handling or loading pesticides, especially if the user is just about to eat, drink, smoke, or use the restroom facilities.
* Change clothes daily and wash contaminated clothing separately from other laundry.
* Familiarize yourself with proper disposal of the product prior to its use

Handling

While handling or transporting pesticides, ensure that the following requirements are met:

* Ensure that you have the appropriate tools, equipment and, containers for mixing and handling pesticides. Any containers used for this purpose should be reserved solely for pesticide use. Ensure that areas where pesticides are mixed are well ventilated; away from waterways and water drainage sources and; designed to contain a spill for cleanup.
* Use proper nozzles and well maintained, calibrated equipment for pesticide application. When working with pesticides outside, stand upwind to ensure chemicals are blowing away from you (attempts should always be made to not use pesticides when winds are strong (i.e. greater than 8 kilometres/hour or if air temperature is above 30°C).
* Check hoses and connections for leaks and secure the sprayer lid before lifting.
* Ensure that the apparatus used to manually carry the pesticide for application is in good condition and does not consist of parts that easily absorb chemicals.
* Never estimate mixing rates and never stir pesticides with your hands.
* Ensure that the pesticides do not come into contact with your mouth or eyes indirectly such as through contact with your hands, arms, or articles of clothing.
* Handle holding containers delicately and if transporting pesticides in a vehicle drive carefully to ensure that no spillage/contamination occurs. Never transport more than 500 litres of pesticides on public roads unless the vehicle is placarded with a chemical warning sign.

Storage

Pesticide container labels as well as SDS should always be reviewed prior to storage to ensure that all safety precautions are followed. Some other safe practices for the storage of pesticides are:

* If at all possible, keep pesticides in their original, labelled container.
* Do not keep pesticides stored in the same areas where food, beverages, animal feed, cups or cutlery are stored.
* Insecticides, herbicides, and fungicides should be stored separately from each other.
* Storage area must be well ventilated to the outside environment.
* A warning sign identifying the building/shed as a chemical storage unit must be conspicuously placed on the door entering the facility.
* Only authorized and trained employees shall enter the storage area. The unit shall be locked for this reason.
* Measures must be taken to ensure that any spills do not release into the natural environment and are contained and disposed of as per the Ministry of Environment.
* A spill kit must be made available to handle any spills regardless of size.
* Storage areas shall be cool and dry.
* Soap and water along with a wash area must be at or in close vicinity to the storage area.
* Any personnel required to clean up or maintain the storage area or a spill shall be properly trained to do so.
* Emergency contact information, including phone numbers, must be posted in a conspicuous location for quick reference.

Legislative References

Pesticides Act

Additional Resources

MLITSD Occupational Health and Safety Guidelines for Farming Operations in Ontario

Document Management

|  |  |
| --- | --- |
| Effective Date: |  |
| Revision Date: |  |

# Safe Operating Procedures for Pole Saw Pruners

Purpose

To define the safe operating procedures in a manner that informs and instructs employees of [Employer/Organization Name] on the key health and safety hazards and controls to remember when using the pole saw pruner.

Hazards

The following hazards may occur when using the pole saw pruner:

* Burns
* Musculoskeletal disorder
* Fire
* Equipment or property damage

Personal Protective Equipment

* Safety footwear
* Eye protection (e.g. face shield)
* Hearing protection
* Head protection as required (e.g. felling or working under trees)
* Gloves
* Appropriate clothing (e.g. snug fitting clothing)
* No loose clothing, jewelry or hair

Safe Operating Procedure

* Complete a pre-use inspection. If any defects are noted, the equipment must be removed from service and the supervisor must be notified immediately to ensure equipment is repaired.
* Operators must have reviewed the operator’s manual with the supervisor.
* Ensure operator’s manual for equipment is available to operators.
* Ensure guards and shields are firmly in place and in good condition. Do not operate the equipment without appropriate guards, shields, plates and other safety protective devices in place.
* Ensure safety decals are legible, order replacements if they are not.
* Ensure the equipment is used properly as per manufacturer’s directions.
* Complete a walkaround of the immediate work area prior to starting. Look for obstacles that may need to be removed.
* Do not cut metal, sheet metal, plastics or any non-wood materials.
* Never operate the pole saw pruner without proper guards, shields and protective devices in place.
* When carrying equipment, the engine must be stopped, guide bar facing the front, and the hot muffler kept away from your body.
* Adjust the hand grip to suit your size before starting work.
* Fuelling should be done in a well-ventilated area outdoors.
* Move the pole saw pruner at least 3 metres (10 feet) from the fuelling point before starting the engine.
* Before doing any work with the pole saw pruner, inspect the work area to ensure it is clear of obstructions and objects, including persons. Be sure to remove any materials which may start brush fires.
* Keep all bystanders away from the equipment during operation.
* Do not let anyone hold the wood for you to cut.
* Keep the unshielded guide bar from touching an object or the ground, to prevent rotational kickback.
* In tight situations, it may be better to cut at part-throttle or low engine speed to control the pole saw pruner.
* Do not allow the guide bar to come in contact with solid foreign objects such as rocks, roots or bits of metal, as it may fling them directly or by ricochet in the direction of bystanders or the operator, and may damage the pole saw pruner.
* Always hold your pole saw pruner firmly with both hands while you are working.
* Keep the handles dry, clean and free of oil or fuel mixture.
* Ensure you have secure footing.
* Do not operate while standing in a tree.
* Do not overreach.
* Use extensions specifically designed for that particular pole saw pruner.
* Use caution when cutting small-sized brush and saplings because slender material may catch the saw chain and be whipped toward you.
* When cutting a limb that is under tension, be alert for spring back so that you will not be struck by the limb or saw when the tension in the wood fibre is released.
* Stay on the uphill while pruning, limbs may roll down the hill when cut.
* Work only when there is adequate lighting to see clearly.
* Do not work under trees during periods of high winds or heavy precipitation.
* Keep all parts of your body away from the saw chain or blade while the engine is running.
* If the blade gets jammed, turn off the engine and disconnect the spark plug.
* Only clear the jam once the blade has stopped moving. Never grasp the blade.
* Do not leave the equipment unattended.
* Let the engine cool down before refuelling.
* Ensure that engine is shut down before performing any repairs or maintenance.
* Disengage spark plug before conducting any maintenance or cleaning operation.
* At the end of the day, always clean dust and dirt off the machine. Do not use a grease solvent.
* If you experience unusual noise, smell, or vibration shut off the machine immediately. Determine cause. Restart only after repaired.
* Repairs to the equipment must be performed by qualified personnel, using original equipment manufacturer (OEM) parts or equivalent.

Additional Resources

SOP for Fuelling

MLITSD Occupational Health and Safety Guidelines for Farming Operations in Ontario

Document Management

|  |  |
| --- | --- |
| Effective Date: |  |
| Revision Date: |  |

# Safe Operating Procedures for Post Drivers

Purpose

To define the safe operating procedures in a manner that informs and instructs employees of [Employer/Organization Name] on the key health and safety hazards and controls to remember when using the post driver.

Hazards

The following hazards may occur when using the post driver:

* Critical injury or fatality
* Crushing injury
* Puncture (hydraulic fluid under pressure)
* Musculoskeletal disorder
* Fire

Personal Protective Equipment

* Safety footwear
* Eye protection
* Hearing protection
* Gloves
* No loose clothing, hair or jewelry

Safe Operating Procedure

* Complete a pre-use inspection. If any defects are noted, the equipment must be removed from service and the supervisor must be notified immediately to ensure equipment is repaired.
* Operators must have reviewed the operator’s manual with the supervisor.
* Ensure operator’s manual for equipment is available to operators.
* Ensure guards and shields are firmly in place and in good condition. Do not operate the equipment without appropriate guards, shields, plates and other safety protective devices in place.
* Ensure safety decals are legible, order replacements if they are not.
* Ensure the equipment is used properly as per manufacturer’s directions.
* Complete a walkaround of the immediate work area prior to starting. Look for obstacles that may need to be removed.
* Always call the appropriate utility companies to confirm the locations of all underground lines, pipes and wires. Also, ensure clearance of overhead hazards.
* Check all fluids.
* Confirm all controls are in proper working order.
* Ensure all control levers are in neutral or off position before starting.
* Keep all bystanders away from the equipment during operation.
* Do not operate the equipment alone.
* Ensure all lock-pins and transport supports are secured in place before transporting or storing the equipment.
* Always stand 45 degrees to the right of the post being driven during operation.
* Repairs to the equipment must be performed by qualified personnel, using original equipment manufacturer (OEM) parts or equivalent.

Additional Resources

SOP for Hitching Implements

SOP for Tractors

SOP for Working Around Overhead or Underground Utilities

MLITSD Occupational Health and Safety Guidelines for Farming Operations in Ontario

Document Management

|  |  |
| --- | --- |
| Effective Date: |  |
| Revision Date: |  |

# Safe Operating Procedures for Power Elevating Work Platforms

Purpose

To define the safe operating procedures in a manner that informs and instructs employees of [Employer/Organization Name] of the key health and safety hazards and controls to remember when using the power elevating work platform.

Hazards

The following hazards may occur when using the power elevating work platform:

* Critical injury or fatality
* Crusting injury
* Falls
* Roll-over

Responsibilities

***Employer***

* Ensure that the work platform is equipped with:
  + Positive pressure controls for the positioning of the work platform.
  + A power elevating mechanism equipped with positive drives for both raising and lowering the work platform.
  + An interlock device that limits lateral movement when the height of the work platform exceeds that specified by the manufacturer.
  + An elevating mechanism that, upon failure, locks the work platform in the elevated position.
* If a power elevating mechanism fails, the employer must ensure that the employee is removed from the work platform before:
* The work platform is lowered.
* Repairs are made to the elevating mechanism.
* Employer must keep documentation of all inspections, tests, repairs, modifications and maintenance performed on the work platform.
* Ensure documented records include the name and signature of the person who performed the inspection, test, repair, modification or maintenance.

Training

* Ensure training to operators of power elevating work platform is provided by a competent person and includes instruction on:
  + Manufacturer’s specifications
  + Applicable load limitations
  + The kind of surfaces on which the power operated work platform is designed to be used
* Ensure training to operators include a hands on demonstration of the proper use of controls.

**Personal Protective Equipment**

* All occupants of the platform must wear appropriate personal protective equipment (PPE) for the conditions under which the platform will be operated and will include:
  + Safety footwear
  + Fall protection system
  + Head protection as required where overhead hazards exist

Safe Operating Procedure

* Complete a pre-use inspection. If any defects are noted, the equipment must be removed from service and the supervisor must be notified immediately to ensure equipment is repaired.
* Operators must have reviewed the operator’s manual with the supervisor.
* Ensure operator’s manual for equipment is available to operators.
* Ensure guards and shields are firmly in place and in good condition. Do not operate the equipment without appropriate guards, shields, plates and other safety protective devices in place.
* Ensure safety decals are legible, order replacements if they are not.
* Ensure the equipment is used properly as per manufacturer’s directions.
* Complete a walkaround of the immediate work area prior to starting. Look for obstacles that may need to be removed.
* Always ensure clearance of overhead hazards.
* Only qualified operators shall use the power elevating work platform.
* Keep all bystanders away from the equipment during operation.
* Ensure operators have access to information on:
  + Applicable operational limitations and requirements
  + The specific surface conditions required for safe use in the elevated position
  + Such warnings as may be specified by the manufacturer
  + The name and number of the Canadian Standards Association (CSA) Standard to which the power elevating work platform was designed
  + The name and address of the owner of the power elevating work platform
* Operators must be aware of the capacity of their power elevating work platform and must never overload the equipment.
* Ensure capacity rating is clearly posted at the controls of the equipment.
* Ensure equipment has an emergency stop button.
* Operators will inspect the work area to reduce or eliminate hazards before and during use. Inspect for the following hazards:
  + Drop-offs or holes
  + Slopes, ditches, bumps and floor obstructions
  + Debris
  + Overhead obstructions and high voltage hazards
  + Other hazardous locations and atmospheres
  + Inadequate support (The working surface that the equipment is sitting on cannot support the weight of the machine, etc. for the operation)
  + Wind and weather conditions
  + Presence of unauthorized persons, equipment or other hazardous conditions
* All operators will be monitored by the supervisor.
* Operators must maintain a firm footing on the platform floor at all times. At no time may an operator sit, stand or climb on the guardrails.
* The use of a ladder, scaffolding, railings or planks on a power operated work platform is strictly prohibited.
* No loads will be permitted to extend beyond the guardrails on the platform.
* Power operated work platforms must be returned to the lowest level prior to traveling to a new location.
* Areas of high traffic (people or equipment) must be roped off or access must be restricted to this area. Spotters may be used to permit traffic to flow around the work platform. Spotters must wear appropriate PPE.
* The power elevating work platform will not be modified unless approved by manufacturer.
* Where the operator of a power operated work platform is not the employee being raised on the platform, clear and effective communication must exist between operator and employee.
* Ensure that a competent person inspects equipment annually.
* Repairs to the equipment must be performed by qualified personnel, using original equipment manufacturer (OEM) parts or equivalent.

Application of CSA Standards

[Employer/Organization Name] will ensure the power operated elevating work platform is designed, constructed, erected, maintained, inspected, monitored and used in accordance with the following, as applicable:

* CSA B354.1 Portable Elevating Work Platforms
* CSA B354.2 Self Propelled Elevating Work Platforms
* CSA B354.4 Self Propelled Boom Supported Elevating Work Platforms
* CAN/CSA-Z271 Safety Code for Suspended Elevating Platforms
* CSA C225 Vehicle Mounted Aerial Device

Additional Resources

SOP for Fall Protection

MLITSD Occupational Health and Safety Guidelines for Farming Operations in Ontario

Document Management

|  |  |
| --- | --- |
| Effective Date: |  |
| Revision Date: |  |

# Safe Operating Procedures for Pressure Washers

Purpose

To define the safe operating procedures in a manner that informs and instructs employees of [Employer/Organization Name] of the key health and safety hazards and controls to remember when using the pressure washer.

Hazards

The following hazards may occur when using the pressure washer:

* Cuts and abrasions from high pressure water
* Eye injury
* Musculoskeletal disorder
* Electric shock

Personal Protective Equipment

* Slip resistant safety footwear
* Eye protection
* Leather or rubber gloves

Safe Operating Procedure

* Complete a pre-use inspection. If any defects are noted, the equipment must be removed from service and the supervisor must be notified immediately to ensure equipment is repaired.
* Operators must have reviewed the operator’s manual with the supervisor.
* Ensure operator’s manual for equipment is available to operators.
* Ensure guards and shields are firmly in place and in good condition. Do not operate the equipment without appropriate guards, shields, plates and other safety protective devices in place.
* Ensure safety decals are legible, order replacements if they are not.
* Ensure the equipment is used properly as per manufacturer’s directions.
* Complete a walkaround of the immediate work area prior to starting. Look for obstacles that may need to be removed.
* Keep all bystanders away from the equipment during operation.
* Do not direct high pressure spray at people, animals, electrical devices or the pressure washer.
* Learn how to stop the equipment and release pressure quickly. Be thoroughly familiar with the controls.
* Do not use acids, solvents, or any other flammable material in the pressure washer. These products can cause physical injuries to the operator and irreversible damage to the equipment.
* Do not stand on unstable surfaces.
* To reduce the risk of electrocution, keep all connections dry and off the ground. Where possible ensure unit is properly grounded with a ground fault circuit interrupter (GFCI).
* Do not touch plug with wet hands.
* The Gun Safety Lock prevents the trigger from accidentally being engaged. This safety feature does not lock the trigger in the on position.
* Only cleaning detergent supplied or recommended by the manufacturer will be used with the pressure washer. If cleaning detergent is to be used, read and understand the Safety Data Sheet (SDS) for the cleaning detergent prior to use.
* Repairs to the equipment must be performed by qualified personnel, using original equipment manufacturer (OEM) parts or equivalent.

Water Supply (Cold Water Only)

* Water hose must be at least 3/4 inch in diameter.
* Flow rate of water supply must not fall below 2.5 gallons per minute.
* Flow rate can be determined by running the water for one minute into an empty 5-gallon container.
* The water supply temperature must not exceed 40ºC.
* Never use the pressure washer to draw in water contaminated with solvents, (e.g. paint thinners, gasoline, oil, etc.).
* Always prevent debris from being drawn into the unit by using a clean water source.

Additional Resources

SOP for Fuelling

Document Management

|  |  |
| --- | --- |
| Effective Date: |  |
| Revision Date: |  |

# Safe Operating Procedures for Propane Storage

Purpose

To define the safe operating procedures in a manner that informs and instructs employees of [Employer/Organization Name] on the key health and safety hazards and controls to remember when storing propane gas cylinders.

Hazards

The following hazards may occur when storing propane gas cylinders:

* Cold burns
* Fire or explosion
* Cylinder may be struck by equipment (leak)

Personal Protective Equipment

* Eye protection
* Neoprene gloves
* Long sleeve shirt

Safe Operating Procedure

Ensure that propane gas cylinders are stored outdoors in an approved storage cabinet/cage which conforms to the following specifications:

* The cabinet/cage will be at least 1.82 metres (6 feet) high unless it is covered on top.
* The height of the cabinet/cage will be measured from the grade level.
* The walls or top cover will be made of either metal wire (not less than 9 SWG, 3.7 mm, having openings not greater than 2 inches by 2 inches) or sheet metal.
* The cabinet/cage will be ventilated by outside air on a minimum of two sides, at the top and bottom of cabinet/cage walls.
* The cylinder will be securely anchored in an upright position.
* A storage cabinet/cage is not mandatory if:
  + The cylinder is stored in an area which provides protection from tampering.
  + The cylinder is stored in an area free of moving equipment or protected from moving equipment by barriers or equivalent.
  + All cylinders are 7.62 metres (25 feet) from any other building or property line.
  + The total quantity of propane stored does not exceed 1000 pounds.
  + The relief valve on the cylinder is at least 1 metre (3 feet) from any building opening that is below the level of the relief valve discharge.
  + The relief valve discharge is at least 3 metres (10 feet) from the air intake of any appliance or air moving equipment.

Storage

* Cylinders must be stored upright and secured.
* Empty cylinders must be kept separate from full cylinders.
* A protective collar or cap is required for all cylinders.
* No smoking or source of ignition should be within 3 meters (10 feet) of cylinders.
* Cylinders should be stored in an area where the temperature is less than 50ºC.
* Valves must be closed.
* Cylinders should be stored at least 3 meters (10 feet) from public areas
* Cylinders should be stored at least 6 meters (20 feet) from flammable liquids, oxidizing materials or combustible gases.

Legislative References

CSA B149.2 Propane Storage and Handling Code

Ontario Fire Code

Document Management

|  |  |
| --- | --- |
| Effective Date: |  |
| Revision Date: |  |

# Safe Operating Procedures for Propane Cylinder Exchange on Forklift Trucks

Purpose

To define the safe operating procedures in a manner that informs and instructs employees of [Employer/Organization Name] of the key health and safety hazards and controls to remember when exchanging propane cylinders on the forklift truck.

Hazards

The following hazards may occur when exchanging propane cylinders on the forklift truck:

* Cold burns
* Musculoskeletal disorder (handling the cylinder)
* Chemical exposure (carbon monoxide from incomplete combustion)
* Fire or explosion
* Displacement of air

Personal Protective Equipment

* Eye protection
* Neoprene gloves
* Long sleeve shirt

Safe Operating Procedure

* Propane cylinders must be approved by Canadian Standards Association (CSA) or Underwriters Laboratories of Canada (ULC)
* Must be less than 10 years old or re-certified
* Must not be dented, gouged or rusted
* Cylinders may be used indoors provided that:
  + Connect and disconnect in well-ventilated area.
  + No source of ignition within 3 meters (10 feet).
  + Approved pressure regulator.
  + Not near exit, stairway or evacuation route.
  + Fire extinguisher is accessible.

Safety Features for Equipment

* PCL threaded connector:
  + Put-on-left threaded connector
  + Only special gas fittings can be connected
* Relief valve:
  + Releases excess pressure from the cylinder if pressure exceeds 375 pounds per square inch.
* Regulator:
  + Reduces propane pressure to the range the appliance was designed for, usually less than 30 pounds per square inch.
* Excess flow check connector:
  + Cuts off propane flow when the flow is very high, such as when there is a cut in the hose.
* Flame safeguard system:
  + Is required when appliance is left unattended. Note: Never leave a forklift unattended when it is running.
  + Cuts off the propane flow if the flame extinguishes for any reason.
  + Prevents the build-up of propane and reduces the risk of explosion.

Safe Operating Procedure

* While you are exchanging a propane cylinder:
  + Wear safety gloves and goggles.
  + Prohibit smoking in the work area.
  + Exchange cylinder in a well-ventilated area.
  + Close the liquid supply valve on the forklift truck.
  + Run the engine until it stops.
  + Turn off the key.
  + Close cylinder valve.
  + Disconnect the fuel supply coupling.
  + Unstrap the cylinder.
  + Do not drop or roll the cylinder.
  + Move using a cylinder cart to an outside storage facility.
  + Inspect the new cylinder for dents, rust and age (must be less than 10 years old or re-certified).
  + Mount with the pressure relief valve at 12 o’clock position.
  + Ensure locking pin engages.
  + Strap in place.
  + Ensure fuel supply valve is closed.
  + Check 0-ring for damage or displacement.
  + Hand tighten connecting nut.
  + Open fuel supply valve slowly part way.
  + Check for leaks with soap solution.
  + Open supply valve fully slowly.

***First Aid***

* If liquid propane gets into your eyes, flood them with lukewarm water for at least 20 minutes and obtain immediate medical attention.
* In case of frostbite, immediately place affected area in lukewarm water and keep at this temperature until circulation returns. Obtain medical attention immediately.

Legislative References

Energy Act, Section 10

The Propane Installation Code CAN/CGA-B149.2-M95, Clauses 9.5.3.1, 9.5.3.2, 9.5.3.5, 9.5.3.7

Additional Resources

MLITSD Guideline for the Safe Operation and Maintenance of Powered Lift Trucks

Document Management

|  |  |
| --- | --- |
| Effective Date: |  |
| Revision Date: |  |

# Safe Operating Procedures for Pumps

Purpose

To define the safe operating procedures in a manner that informs and instructs employees of [Employer/Organization Name] of the key health and safety hazards and controls to remember when using the pump with the tractor.

Background

The following hazards may occur when using the pump with the tractor:

* Critical injury or fatality
* Entanglement
* Eye injury
* Fire

Personal Protective Equipment

* Safety footwear
* Eye protection
* Hearing protection
* Gloves
* No loose clothing, hair or jewelry

Safe Operating Procedure

* Complete a pre-use inspection. If any defects are noted, the equipment must be removed from service and the supervisor must be notified immediately to ensure equipment is repaired.
* Operators must have reviewed the operator’s manual with the supervisor.
* Ensure operator’s manual for equipment is available to operators.
* Ensure guards and shields are firmly in place and in good condition. Do not operate the equipment without appropriate guards, shields, plates and other safety protective devices in place.
* Ensure safety decals are legible, order replacements if they are not.
* Ensure the equipment is used properly as per manufacturer’s directions.
* Complete a walkaround of the immediate work area prior to starting. Look for obstacles that may need to be removed.
* A tractor with an enclosed cab roll-over protection system (ROPS) and a seatbelt is recommended when operating the pump.
* Keep all bystanders away from the equipment during operation.
* Keep clear of discharge opening at all times.
* Before attaching or removing the power take off (PTO) shaft, disengage the PTO shaft, turn off the tractor engine and remove ignition key.
* Never engage PTO shaft when tractor engine is off.
* Stay clear of high pressure discharge lines, especially during initial startup.
* Allow enough time for the pump to prime.
* Do not stand between the tractor and the pump for any reason, with the engine running and the PTO engaged.
* Disconnect the equipment from the tractor only on compact level ground, ensuring that it is stopped and stable.
* Never make an adjustment or repair with the pump running. Disengage the PTO, shut off the tractor engine, and wait for all rotating parts to stop before opening shielding or making adjustments.
* When leaving the tractor and pump unattended, disengage the PTO shaft, turn off the tractor engine, set the parking brake and remove the key.
* Repairs to the equipment must be performed by qualified personnel, using original equipment manufacturer (OEM) parts or equivalent.

Additional Resources

SOP for Tractors

SOP for Hitching Implements

MLITSD Occupational Health and Safety Guidelines for Farming Operations in Ontario

Document Management

|  |  |
| --- | --- |
| Effective Date: |  |
| Revision Date: |  |

# Safe Operating Procedures for Storage on Racks

Purpose

To define the safe operating procedures in a manner that informs and instructs employees of [Employer/Organization Name] on the key health and safety hazards and controls to remember when storing materials on racks.

Hazards

The following hazards may occur when storing materials on racks:

* Falls
* Items may fall from racks
* Racks may collapse if not properly secured or overloaded
* Racks may be struck by equipment

Personal Protective Equipment

* Safety footwear

Safe Operating Procedure

* Ensure that heavy, bulky materials are stored on the lowest racks for ease of handling.
* To remove skids loaded with materials from upper shelves, use a forklift truck.
* Smaller and lighter-weight materials should be stored on the upper shelving if space on lower shelving is limited. Employees may retrieve these items using a ladder or step stool maintaining 3-point contact on the ladder at all times.
* Employees are not permitted to climb on the racks or walk on these structures.
* For manual unloading, two employees must be positioned on ladders on each side of the item, and another one or two employees must be ready on the floor to receive it. In order to maintain 3-point contact, employees on the ladders should simply pass the materials to the employees on the floor and not climb down the ladder with the item. On rare occasions, if a heavy, bulky item must be placed on a middle rack, the reverse of the above procedure would apply.
* Employees should never throw items to another employee who is working on a ladder. Rather, materials should be passed from hand to hand.
* The load limits of the racks should be identified to ensure that they can adequately support the load.
* Ensure that tools such as tape guns and utility knives are not left on merchandise stored up high, as these could fall causing injury.
* Mark storage areas with lines on the wall or rack to indicate the maximum loading limit.
* Loose loads on pallets should be wrapped to ensure that items will not fall.
* Ensure that pallets stacked on racks are double faced or have a flat surface on each side of the pallet.
* Inspect each pallet for broken or loose members and do not use damaged pallets.
* Ensure that the racking structure is properly anchored and braced to prevent collapse.
* Items that are no longer used should be discarded to prevent clutter from building up.
* Ensure that racking structure allows for at least 45 centimetres (18 inches) of clearance from any sprinkler system and at least 90 centimetres (36 inches) from any heater.
* Employees should take care not to strike their heads on overhead racking when storing merchandise on lower shelves. Employee height could be a factor when assigning tasks that involve storing merchandise in tight spaces.
* Inspect racks often to identify weak points and note any merchandise that is unstable and could drop on employees or customers below. Correct deficiencies immediately.
* All empty pallets are to be stacked flat on the floor in the warehouse or outside if appropriate.

Document Management

|  |  |
| --- | --- |
| Effective Date: |  |
| Revision Date: |  |

# Safe Operating Procedures for Ride On Mowers

Purpose

To define the safe operating procedures in a manner that informs and instructs employees of [Employer/Organization Name] on the key health and safety hazards and controls to remember when using with the ride on mower.

Hazards

The following hazards may occur when using the rotary mower:

* Critical injury or fatality
* Entanglement
* Musculoskeletal disorder
* Fire

Personal Protective Equipment

* Safety footwear
* Eye protection
* Hearing protection
* Gloves
* No loose clothing, hair or jewelry

Safe Operating Procedure

* Complete a pre-use inspection. If any defects are noted, the equipment must be removed from service and the supervisor must be notified immediately to ensure equipment is repaired.
* Operators must have reviewed the operator’s manual with the supervisor.
* Ensure operator’s manual for equipment is available to operators.
* Ensure guards and shields are firmly in place and in good condition. Do not operate the equipment without appropriate guards, shields, plates and other safety protective devices in place.
* Ensure safety decals are legible, order replacements if they are not.
* Ensure the equipment is used properly as per manufacturer’s directions.
* Complete a walkaround of the immediate work area prior to starting. Look for obstacles that may need to be removed.
* A ride on mower with an enclosed cab roll-over protection system (ROPS) and a seatbelt is recommended.
* Confirm all controls are in proper working order.
* Ensure all control levers are in neutral or off position before starting.
* Keep all bystanders away from the equipment during operation.
* Do not allow passengers on the equipment.
* Do not climb on the equipment during operation.
* Never start the engine in a closed shed or garage.
* Do not start engine while tilting the deck.
* Do not attempt to remove material from the rotary mower during operation.
* Use equipment during daylight or in bright artificial light.
* Do not put hands or feet near rotating parts. Keep clear of discharge opening at all times.
* Do not operate on or while crossing a gravel drive, walk or road.
* Never direct discharge at bystanders or windows. Never allow anyone in front of the rotary mower.
* Do not mow across the face of slopes. Hillside operation is dangerous and is not recommended. If it is necessary, use extreme caution.
* While making turns in rough terrain, reduce tractor speed.
* When mowing in high grass or rough terrain, set the mower at the highest possible cutting level, to reduce the possibility of the mower striking debris or hidden objects.
* Do not use the grass catcher on steep inclines, rough terrain or near drop offs.
* Do not mow on wet grass as reduced traction could cause sliding and loss of control.
* Do not mow while in reverse, unless absolutely necessary and then only after inspecting the entire area behind the mower and grass catcher.
* Do not turn on a slope.
* Do not try to stabilize the mower by putting your foot on the ground.
* Always mow so that discharge is directed away from people, pets or anything that could be damaged by articles thrown from the mower chute.
* Shut off the engine, disengage the mower drive, remove the ignition key and wait for mower blades to stop before clearing the discharge chute.
* If the mower has struck a foreign object, stop and inspect the mower for damage. Repair the damage before resuming equipment operation.
* When leaving the mower unattended, turn off the engine, set the parking brake and remove the key.
* Disengage the mower and stop the engine before making adjustments or performing maintenance.
* Frequently check blade mounting bolts for proper tightness.
* Do not park the mower on dry grass or leaves.
* After use, always empty the grass catcher and remove grass and leaves.
* Before exiting the equipment, always engage the parking brake.
* Operate the equipment at a speed that allows you maintain control at all times. Drive slowly over rough terrain and avoid stumps and other obstacles.
* Use extreme caution on inclines and edges where the ground could give way.
* Do not try to turn on a steep slope as this could result in a roll-over.
* Accessories can only be used that are designed for use with the equipment specified.
* Use steps and handholds correctly. Face the equipment when getting on and off.
* Maintain 3-point contact with steps and handrails when getting on and off.
* If possible, include a spotter with reflective clothing to assist in directing the equipment when backing up.
* Fuelling must be done outdoors and while the equipment is off.
* Repairs to the equipment must be performed by qualified personnel, using original equipment manufacturer (OEM) parts or equivalent.

Additional Resources

SOP for Fuelling

MLITSD Occupational Health and Safety Guidelines for Farming Operations in Ontario

Document Management

|  |  |
| --- | --- |
| Effective Date: |  |
| Revision Date: |  |

# Safe Operating Procedures for Rotary Mowers

Purpose

To define the safe operating procedures in a manner that informs and instructs employees of [Employer/Organization Name] on the key health and safety hazards and controls to remember when using with the rotary mower.

Hazards

The following hazards may occur when using the rotary mower:

* Critical injury or fatality
* Puncture (hydraulic fluid under pressure)
* Entanglement
* Fire

Personal Protective Equipment

* Safety footwear
* Eye protection
* Hearing protection
* Gloves
* No loose clothing, hair or jewelry

Safe Operating Procedure

* Complete a pre-use inspection. If any defects are noted, the equipment must be removed from service and the supervisor must be notified immediately to ensure equipment is repaired.
* Operators must have reviewed the operator’s manual with the supervisor.
* Ensure operator’s manual for equipment is available to operators.
* Ensure guards and shields are firmly in place and in good condition. Do not operate the equipment without appropriate guards, shields, plates and other safety protective devices in place.
* Ensure safety decals are legible, order replacements if they are not.
* Ensure the equipment is used properly as per manufacturer’s directions.
* Complete a walkaround of the immediate work area prior to starting. Look for obstacles that may need to be removed.
* Use the appropriate size and type of tractor.
* A tractor with an enclosed cab roll-over protection system (ROPS) and a seatbelt is recommended when operating the rotary mower.
* Confirm all controls are in proper working order.
* Ensure all control levers are in neutral or off position before starting.
* Keep all bystanders away from the equipment during operation.
* Do not allow passengers on the equipment.
* Do not climb on the equipment during operation.
* Before attaching or removing the power take off (PTO) shaft, disengage the PTO shaft, turn off engine and remove ignition key.
* Never engage PTO shaft when tractor engine is off.
* Disconnect the equipment from the tractor only on compact level ground, ensuring that it is stopped and stable.
* Never make an adjustment or repair with the rotary mower running. Disengage the PTO, shut off the tractor engine, set the parking brake, remove the key and wait for all rotating parts to stop before opening shielding or making adjustments.
* Do not attempt to remove material from the rotary mower during operation.
* If the discharge deflector becomes clogged, disengage the PTO, shut off the tractor engine, set the parking brake, remove the key and clean out the deflector.
* Before attaching or removing the PTO shaft, disengage the PTO shaft, turn off the tractor engine and remove ignition key.
* Never engage PTO shaft when tractor engine is off.
* Use equipment during daylight or in bright artificial light.
* Do not put hands or feet near rotating parts. Keep clear of discharge opening at all times.
* Do not operate on or while crossing a gravel drive, walk or road.
* Never direct discharge at bystanders or windows. Never allow anyone in front of the rotary mower.
* Do not mow across the face of slopes. Hillside operation is dangerous and is not recommended. If it is necessary, use extreme caution.
* While making turns in rough terrain, reduce tractor speed.
* When mowing in high grass or rough terrain, set the mower at the highest possible cutting level, to reduce the possibility of the mower striking debris or hidden objects.
* If the rotary mower has struck a foreign object, stop and inspect the tractor and mower for damage. Repair the damage before resuming equipment operation.
* When leaving the tractor and rotary mower unattended, disengage the PTO shaft, turn off the engine, set the parking brake and remove the key.
* Repairs to the equipment must be performed by qualified personnel, using original equipment manufacturer (OEM) parts or equivalent.

Additional Resources

SOP for Tractors

SOP for Hitching Implements

MLITSD Occupational Health and Safety Guidelines for Farming Operations in Ontario

Document Management

|  |  |
| --- | --- |
| Effective Date: |  |
| Revision Date: |  |

# Safe Operating Procedures for Sickle Mowers

Purpose

To define the safe operating procedures in a manner that informs and instructs employees of [Employer/Organization Name] on the key health and safety hazards and controls to remember when using the sickle mower.

Hazards

The following hazards may occur when using the sickle mower:

* Critical injury or fatality
* Puncture (hydraulic fluid under pressure)
* Entanglement
* Fire

Personal Protective Equipment

* Safety footwear
* Eye protection
* Hearing protection
* Gloves
* No loose clothing, hair or jewelry

Safe Operating Procedure

* Complete a pre-use inspection. If any defects are noted, the equipment must be removed from service and the supervisor must be notified immediately to ensure equipment is repaired.
* Operators must have reviewed the operator’s manual with the supervisor.
* Ensure operator’s manual for equipment is available to operators.
* Ensure guards and shields are firmly in place and in good condition. Do not operate the equipment without appropriate guards, shields, plates and other safety protective devices in place.
* Ensure safety decals are legible, order replacements if they are not.
* Ensure the equipment is used properly as per manufacturer’s directions.
* Complete a walkaround of the immediate work area prior to starting. Look for obstacles that may need to be removed.
* Use the appropriate size and type of tractor.
* A tractor with an enclosed cab roll-over protection system (ROPS) and a seatbelt is recommended when operating the sickle mower.
* Confirm all controls are in proper working order.
* Ensure all control levers are in neutral or off position before starting.
* Keep all bystanders away from the equipment during operation.
* Do not allow passengers on the equipment.
* Do not climb on the equipment during operation.
* Before attaching or removing the power take off (PTO) shaft, disengage the PTO shaft, turn off engine and remove ignition key.
* Never engage PTO shaft when tractor engine is off.
* Disconnect the equipment from the tractor only on compact level ground, ensuring that it is stopped and stable.
* Always adjust the cutting arm based on the current slope conditions. Do not adjust the arm while the tractor and sickle mower are engaged.
* Never make an adjustment or repair with the sickle mower running. Disengage the PTO, shut off the tractor engine, set the parking brake, remove the key and wait for all moving parts to stop before opening shielding or making adjustments.
* Do not attempt to remove material from the sickle mower during operation.
* Before attaching or removing the PTO shaft, disengage the PTO shaft, turn off the tractor engine and remove ignition key.
* Never engage PTO shaft when tractor engine is off.
* Use equipment during daylight or in bright artificial light.
* Do not put hands or feet near moving parts. Keep clear of discharge opening at all times.
* Do not operate on or while crossing a gravel drive, walk or road.
* Never direct discharge at bystanders or windows.
* Do not mow across the face of slopes. Hillside operation is dangerous and is not recommended. If it is necessary, use extreme caution.
* While making turns in rough terrain, reduce tractor speed.
* When mowing in high grass or rough terrain, set the mower at the highest possible cutting level, to reduce the possibility of the mower striking debris or hidden objects.
* If the sickle mower has struck a foreign object, stop and inspect the tractor and mower for damage. Repair the damage before resuming equipment operation.
* When leaving the tractor and sickle mower unattended, disengage the PTO shaft, turn off the engine, set the parking brake and remove the key.
* Repairs to the equipment must be performed by qualified personnel, using original equipment manufacturer (OEM) parts or equivalent.

Additional Resources

SOP for Hitching Implements

SOP for Tractors

MLITSD Occupational Health and Safety Guidelines for Farming Operations in Ontario

Document Management

|  |  |
| --- | --- |
| Effective Date: |  |
| Revision Date: |  |

# Safe Operating Procedures for Side Hedgers and Pre-Pruners

Purpose

To define the safe operating procedures in a manner that informs and instructs employees of [Employer/Organization Name] on the key health and safety hazards and controls to remember when using the side hedger and pre-pruner.

Hazards

The following hazards may occur when using the side hedger and pre-pruner:

* Critical injury or fatality
* Puncture (hydraulic fluid under pressure)
* Entanglement
* Fire

Personal Protective Equipment

* Safety footwear
* Eye protection
* Hearing protection
* Gloves
* No loose clothing, hair or jewelry

Safe Operating Procedure

* Complete a pre-use inspection. If any defects are noted, the equipment must be removed from service and the supervisor must be notified immediately to ensure equipment is repaired.
* Operators must have reviewed the operator’s manual with the supervisor.
* Ensure operator’s manual for equipment is available to operators.
* Ensure guards and shields are firmly in place and in good condition. Do not operate the equipment without appropriate guards, shields, plates and other safety protective devices in place.
* Ensure safety decals are legible, order replacements if they are not.
* Ensure the equipment is used properly as per manufacturer’s directions.
* Complete a walkaround of the immediate work area prior to starting. Look for obstacles that may need to be removed.
* Use the appropriate size and type of tractor.
* A tractor with an enclosed cab roll-over protection system (ROPS) and a seatbelt is recommended when operating the side hedger.
* Confirm all controls are in proper working order.
* Ensure all control levers are in neutral or off position before starting.
* Keep all bystanders at least 50 metres away from the equipment during operation.
* Do not allow passengers on the equipment.
* Do not climb on the equipment during operation.
* Before attaching or removing the power take off (PTO) shaft, disengage the PTO shaft, turn off engine and remove ignition key.
* Never engage PTO shaft when tractor engine is off.
* Disconnect the equipment from the tractor only on compact level ground, ensuring that it is stopped and stable.
* Never make an adjustment or repair with the side hedger and pre-pruner running. Disengage the PTO, shut off the tractor engine, set the parking brake, remove the key and wait for all moving parts to stop before opening shielding or making adjustments.
* Do not attempt to remove material from the side hedger during operation.
* Before attaching or removing the PTO shaft, disengage the PTO shaft, turn off the tractor engine and remove ignition key.
* Never engage PTO shaft when tractor engine is off.
* Use equipment during daylight or in bright artificial light.
* Do not put hands or feet near moving parts. Keep clear of discharge opening at all times.
* Never work, walk or stand under the raised arm. Never use the arm to lift people or objects.
* Do not work with the arm extended on sloping terrain.
* Do not operate on or while crossing a gravel drive, walk or road.
* Never direct discharge at bystanders or windows.
* While making turns in rough terrain, reduce tractor speed.
* When leaving the tractor and side hedger unattended, disengage the PTO shaft, turn off the engine, set the parking brake and remove the key.
* Repairs to the equipment must be performed by qualified personnel, using original equipment manufacturer (OEM) parts or equivalent.

Additional Resources

SOP for Hitching Implements

SOP for Tractors

MLITSD Occupational Health and Safety Guidelines for Farming Operations in Ontario

Document Management

|  |  |
| --- | --- |
| Effective Date: |  |
| Revision Date: |  |

# Safe Operating Procedures for Skid Steer Loader

Purpose

To define the safe operating procedures in a manner that informs and instructs employees of [Employer/Organization Name] of the key health and safety hazards and controls to remember when using the skid steer loader.

Hazards

The following hazards may occur when using the skid steer loader:

* Critical injury or fatality
* Crushing injury
* Musculoskeletal disorder
* Puncture (hydraulic fluid under pressure)
* Roll-over
* Fire

Personal Protective Equipment

* Safety footwear
* Eye protection
* Hearing protection

Safe Operating Procedure

* Complete a pre-use inspection. If any defects are noted, the equipment must be removed from service and the supervisor must be notified immediately to ensure equipment is repaired.
* Operators must have reviewed the operator’s manual with the supervisor.
* Ensure operator’s manual for equipment is available to operators.
* Ensure guards and shields are firmly in place and in good condition. Do not operate the equipment without appropriate guards, shields, plates and other safety protective devices in place.
* Skid steer loader should be equipped with a cab and rollover protective structure (ROPS).
* Operator will wear a seatbelt on skid steer loaders equipped with ROPS.
* Ensure safety decals are legible, order replacements if they are not.
* Ensure the equipment is used properly as per manufacturer’s directions.
* Complete a walkaround of the immediate work area prior to starting. Look for obstacles that may need to be removed.
* Always call the appropriate utility companies to confirm the locations of all underground lines, pipes and wires. Also, ensure clearance of overhead hazards.
* Be aware of the equipment’s limits.
* Check all fluids.
* Confirm all controls are in proper working order.
* Ensure all control levers are in neutral or off position before starting.
* Keep all bystanders away from the equipment during operation.
* Only operate the equipment from the operator’s seat with the seatbelt fastened.
* Do not allow passengers on the equipment.
* Before exiting the equipment, always lower the bucket to the ground and engage the parking brake.
* Operate the equipment at a speed that allows you maintain control at all times. Drive slowly over rough terrain and avoid stumps and other obstacles.
* Use extreme caution on inclines and edges where the ground could give way.
* Do not try to turn on a steep slope as this could result in a roll-over.
* When driving with a load, keep the bucket as low as possible to avoid roll-over.
* When you change the angle of the bucket or remove the bucket:
  + Securely block the bucket to prevent it from falling.
  + Do not stand with your feet under the bucket.
* Accessories can only be used that are designed for use with the equipment specified.
* Use steps and handholds correctly. Face the equipment when getting on and off.
* Maintain 3-point contact with steps and handrails when getting on and off.
* If possible, include a spotter with reflective clothing to assist in directing the equipment when backing up.
* Fuelling must be done outdoors and while the equipment is off.
* Repairs to the equipment must be performed by qualified personnel, using original equipment manufacturer (OEM) parts or equivalent.

**Additional Resources**

SOP for Fuelling

SOP for Working Around Overhead or Underground Utilities

MLITSD Occupational Health and Safety Guidelines for Farming Operations in Ontario

Document Management

|  |  |
| --- | --- |
| Effective Date: |  |
| Revision Date: |  |

# Safe Operating Procedures for Slip, Trip and Fall Prevention

Purpose

To define the safe operating procedures in a manner that informs and instructs employees of [Employer/Organization Name] on the key health and safety hazards and controls to remember in order to maintain a clean and hazard-free workplace and prevent slip, trip and fall incidents.

Safe Operating Procedure

Indoors

* Common causes of slip, trip and fall incidents indoors include:
* Debris
* Spills
* Loose tiles
* Greasy, wet or unclean floors
* Obstructions that interfere with traffic flow
* Cleaning floors
* Running or engaging in horseplay
* Employees must be proactive in identifying the following issues, and take the necessary steps to eliminate these problems in the workplace such as:
* Obstructions
* Floors in aisle ways, counter and shop floor area are free from obstructions that interfere with traffic flow.
* Debris
* All floors are clean and free from dirt, food wrappers or other trash.
* Garbage bins are never overflowing.
* Flooring Issues
* Floors are free of major cracks, chipped, or missing floor tiles or boards.
* Investigate floor treatments with supervisor.
* Put out mats, if available.
* Liquid on Floor
* Floor is free of water or other liquids.
* Clean up spills immediately with dry mop or squeegee.
* Identify and remove source of liquid on floor.
  + Look for the following, and address immediately:
* Spills
* Seepage
* Drips
* Splashing
* If floor is wet due to bad weather, set warning cones or signs in clear view.
* Cleaning Floors
* If floor is wet, set warning cones or signs in clear view.
* Ensure correct methods and substances are used to clean floors.

Exterior

* Inspect parking lot and exterior walkway:
  + Surface is free of cracks, holes and obstructions that could interfere with foot traffic.
  + Bumper blocks unbroken and secured to the ground.
  + Area free of obstacles such as tools or ladders.
  + Area free of debris.
  + Area free of spills or standing water.
  + Salt is applied to area if required.
* Inspect exterior lighting:
  + Lighting is functional and illuminates all areas.
  + If lights are not working contact maintenance.
* Inspect handicapped parking, ramps and access ways:
  + Indicate handicapped parking with signs or painted symbols.
  + Keep ramps clear and accessible.
  + Inspect walkways for low hanging tree branches.
* Organize your work to reduce walking as much as possible.
* Carry small loads close to your body and below chest level so you can see around the object being carried.
* Close cabinet drawers and doors as soon as you are finished using them.
* Slow down and take small careful steps on uneven or slippery surfaces.
* Hold the hand rail when moving up and down stairs.
* Inspect work areas for slip, trip and fall hazards regularly and report any deficiencies to the supervisor.
* Take extra care when you see a wet floor sign.
* Keep walkways and floors free of boxes, extension cords, air hoses and litter whenever possible.
* Immediately move anything that is stored on or near stairways.
* Ensure adequate lighting.
* Report any uneven floor surfaces.
* Where possible, use no-skid waxes and surfaces coated with grit to create non-slip surfaces in slippery areas or use non-slip mats.

Best Practices

* Linoleum or other smooth or polished surfaces should be treated with a non-slip preparation.
* Rugs should be maintained in good condition and torn or damaged floor coverings should be replaced or repaired immediately.
* Entrance steps and stairs to buildings should be kept free from ice or snow at all times.
* Cleaning supplies, broom, mops, etc. should have a designated storage location so they can be easily found when clean-up is necessary.
* All stairways should be equipped with anti-slip treads and suitable handrails.
* Differences of floor elevations in aisles and corridors should be clearly marked.
* Computer, power and telephone outlets, wires and extension cords should be located where they will not cause a tripping hazard.
* Step ladders or stands with non-slip feet and treads should be available to employees when trying to reach high places.
* Materials should not be placed on the floor where tripping may result.
* All areas should be inspected according to a pre-determined frequency and conditions documented in a checklist.

Additional Resources

SOP for Housekeeping

MLITSD Occupational Health and Safety Guidelines for Farming Operations in Ontario

Document Management

|  |  |
| --- | --- |
| Effective Date: |  |
| Revision Date: |  |

# Safe Operating Procedures for Snow Blowers

Purpose

To define the safe operating procedures in a manner that informs and instructs employees of [Employer/Organization Name] on the key health and safety hazards and controls to remember when using the snow blower and snow blower with the tractor.

Hazards

The following hazards may occur when using the snow blower:

* Critical injury
* Eye injury
* Musculoskeletal disorder

Personal Protective Equipment

* Safety footwear
* Hearing protection
* Eye protection
* No loose clothing, hair or jewelry

Safe Operating Procedure

* Complete a pre-use inspection. If any defects are noted, the equipment must be removed from service and the supervisor must be notified immediately to ensure equipment is repaired.
* Operators must have reviewed the operator’s manual with the supervisor.
* Ensure operator’s manual for equipment is available to operators.
* Ensure guards and shields are firmly in place and in good condition. Do not operate the equipment without appropriate guards, shields, plates and other safety protective devices in place.
* Ensure safety decals are legible, order replacements if they are not.
* Ensure the equipment is used properly as per manufacturer’s directions.
* Complete a walkaround of the immediate work area prior to starting. Look for obstacles that may need to be removed.
* Check all fluids.
* Confirm all controls are in proper working order.
* Ensure all control levers are in neutral or off position before starting.
* Keep all bystanders away from the equipment during operation.
* Note manhole covers, stumps, banks, curbs, large rocks, small shrubs and other obstructions. Consider marking these obstacles with stakes or flags.
* Allow 3.5 centimetres of ground clearance when clearing snow from an area of gravel or crushed rock.
* Plan a route before you start. Clear the area of any debris and rocks before you begin snow removal. Have the wind behind you when possible so that the snow is not blowing back at you. Plan where the blown snow is going to land. Keep it off the roadways.
* Do not put hands or feet near or under rotating parts. Keep clear of the discharge chute at all times.
* Do not remove safety devices, shields or guards on switches and keep hands and feet away from moving parts.
* Start the snow blower behind or beside the equipment.
* Never operate the snow blower without good visibility or light.
* Ensure good footing and keep a firm hold on the handles. Walk, never run.
* Use caution when operating on or crossing gravel drives, walks or roads. Stay alert for hidden hazards or traffic.
* Be aware of the brief recoil of the motor and blades that occurs after the machine has been turned off.
* If your snow blower becomes jammed, turn it off, disengage clutch and wait more than 10 seconds for blades to stop rotating. Confirm the blades have stopped rotating. Remove sparkplug wire to prevent accidental startup. Use a stick, broom handle or clean-out tool (not your hands or feet) to remove debris from snow blower.
* Push the snow blower, do not pull.
* Look behind and use care when backing up with the snow blower.
* Use extreme caution when changing direction on slopes, if necessary, clear snow by operating the snow blower up and down the face of slopes, not across the face.
* Do not attempt to clear anything steeper than a 35 percent slope.
* Do not leave a snow blower unattended when it is running.
* Properly use the continuous-operator or dead-man controls that allow the snow blower to operate only when a lever is continuously pushed by the operator.
* Do not overload the machine capacity by attempting to clear snow at too fast a rate.
* When the task is complete, run the snow blower a few minutes after throwing snow to prevent freeze-up of the rotor blades.
* Disengage power to the rotor blades when the snow blower is transported or not in use.
* Never leave the equipment running in an enclosed area, such as a garage with the door closed.
* Shut off equipment and remove the sparkplug wire before making repairs or mechanical adjustments.
* Fuelling must be done outdoors and while the equipment is off.
* Repairs to the equipment must be performed by qualified personnel, using original equipment manufacturer (OEM) parts or equivalent.

Additional Resources

SOP for Hitching Implements

SOP for Tractors

MLITSD Occupational Health and Safety Guidelines for Farming Operations in Ontario

Document Management

|  |  |
| --- | --- |
| Effective Date: |  |
| Revision Date: |  |

# Safe Operating Procedures for Spill Clean Up

Purpose

To define the safe operating procedures in a manner that informs and instructs employees of [Employer/Organization Name] on the key health and safety hazards and controls to remember when cleaning up spills.

Hazards

When there is a spill of a hazardous chemical remember to take all of the proper precautions. You should always check with the supervisor and the Safety Data Sheet (SDS) to determine how to properly clean up the spill. It is important for a workplace to have a spill cleanup plan.

Personal Protective Equipment

* Refer to the SDS for appropriate personal protective equipment for the chemical being cleaned.

Safe Operating Procedures

* Alert the supervisor and any other people in the immediate area of the spill.
* Block off the spill area by using warning cones or signs in clear view.
* If possible and if safe to do so, contain the spill to make sure it does not spread.
* Check with the supervisor and the SDS for proper clean up and disposal of the spill.
* Dispose of the chemical in a safe manner as outlined in the SDS.
* Check with local and provincial authorities regarding the proper disposal procedures for the area.
* Post the phone number of the nearest Ministry of Environment Spill Control Office near chemical storage and work areas.
* Post the phone numbers of local utilities and public works posted in the event of an emergency spill.

Flammable or Combustible Material Clean Up

* Use spark proof and rated equipment and personal protective equipment (PPE) to clean up the spill.
* Use a non-sparking shovel to clean up a spill.
* Check the SDS for more information.

Corrosive Material Clean Up

* Use a neutralizer.
* Check the SDS for more information.

Document Management

|  |  |
| --- | --- |
| Effective Date: |  |
| Revision Date: |  |

# Safe Operating Procedures for Sprayers

Purpose

To define the safe operating procedures in a manner that informs and instructs employees of [Employer/Organization Name] on the key health and safety hazards and controls to remember when using the sprayer.

Hazards

The following hazards may occur when using the sprayer:

* Critical injury
* Puncture (hydraulic fluid under pressure)
* Entanglement
* Chemical exposure

Personal Protective Equipment

* Safety footwear
* Eye protection
* Hearing protection
* Respiratory protection
* Skin protection (e.g. spray suit)
* Gloves
* No loose clothing, hair or jewelry

Safe Operating Procedure

* Complete a pre-use inspection. If any defects are noted, the equipment must be removed from service and the supervisor must be notified immediately to ensure equipment is repaired.
* Operators must have reviewed the operator’s manual with the supervisor.
* Ensure operator’s manual for equipment is available to operators.
* Ensure guards and shields are firmly in place and in good condition. Do not operate the equipment without appropriate guards, shields, plates and other safety protective devices in place.
* Ensure safety decals are legible, order replacements if they are not.
* Ensure the equipment is used properly as per manufacturer’s directions.
* Complete a walkaround of the immediate work area prior to starting. Look for obstacles that may need to be removed.
* Use the appropriate size and type of tractor.
* A tractor with an enclosed cab roll-over protection system (ROPS) and a seatbelt is recommended when operating the sprayer.
* Use the appropriate filters in the enclosed cab/ROPS.
* Confirm all controls are in proper working order.
* Ensure all control levers are in neutral or off position before starting.
* Keep all bystanders away from the equipment during operation.
* Consider the weather and wind conditions prior to starting the sprayer. Establish a buffer zone to prevent drift into non-targeted areas.
* Refer to the Materials Safety Data Sheet (SDS) for safe handling procedures, correct method of use and required clothing and personal protective equipment for specific chemicals, fungicides, herbicides and pesticides.
* Operators should complete Workplace Hazardous Materials Information System (WHMIS) and pesticide applicator or assistant training.
* Do not allow passengers on the equipment.
* Confirm the area in which you are about to work is clear of bystanders, debris, stumps, rocks, guard rails and other objects.
* After using equipment, clean the filters, especially after each tank is emptied.
* Never leave chemicals in the tank overnight.
* Relieve all hydraulic pressure before disconnecting hoses.
* Do not stand near or perform adjustments on the boom arms, air tubes or nozzles without first stopping the tractor engine and removing the key.
* Always wear gloves when making adjustments to the sprayer or boom.
* Do not put hands or feet near rotating parts. Keep clear of discharge opening at all times.
* Do not operate equipment on or while crossing a gravel drive, walk or road.
* Never direct discharge at bystanders or windows. Never allow anyone in front of the sprayer.
* Use extreme care when operating on slopes or uneven terrain to ensure proper stability.
* Do not enter the sprayer tank.
* Before attaching or removing the power take off (PTO) shaft, disengage the PTO shaft, turn off the tractor engine and remove ignition key.
* Never engage PTO shaft when tractor engine is off.
* Do not stand between the tractor and the equipment for any reason, with the engine running and the PTO engaged.
* Use equipment during daylight or in bright artificial light.
* Disconnect the equipment from the tractor only on compact level ground, ensuring that it is stopped and stable.
* Never make an adjustment or repair with the sprayer running. Disengage the PTO, shut off the tractor engine, set the parking brake, remove the key and wait for all moving parts to stop before opening shielding or making adjustments.
* Repairs to the equipment must be performed by qualified personnel, using original equipment manufacturer (OEM) parts or equivalent.

Additional Resources

SOP for Tractors

SOP for Hitching Implements

MLITSD Occupational Health and Safety Guidelines for Farming Operations in Ontario

Document Management

|  |  |
| --- | --- |
| Effective Date: |  |
| Revision Date: |  |

# Safe Operating Procedures for String Trimmers

Purpose

To define the safe operating procedures in a manner that informs and instructs employees of [Employer/Organization Name] on the key health and safety hazards and controls to remember when using the string trimmer.

Hazards

The following hazards may occur when using the string trimmer:

* Cuts
* Eye injury
* Burns
* Musculoskeletal disorder
* Equipment or property damage

Personal Protective Equipment

* Safety footwear
* Eye protection
* Pants and long sleeve shirt
* Hearing protection
* Sunscreen, wide brimmed hat as required

Safe Operating Procedure

* Complete a pre-use inspection. If any defects are noted, the equipment must be removed from service and the supervisor must be notified immediately to ensure equipment is repaired.
* Operators must have reviewed the operator’s manual with the supervisor.
* Ensure operator’s manual for equipment is available to operators.
* Ensure guards and shields are firmly in place and in good condition. Do not operate the equipment without appropriate guards, shields, plates and other safety protective devices in place.
* Ensure safety decals are legible, order replacements if they are not.
* Ensure the equipment is used properly as per manufacturer’s directions.
* Complete a walkaround of the immediate work area prior to starting. Look for obstacles that may need to be removed.
* Confirm all controls are in proper working order.
* Ensure all control levers are in neutral or off position before starting.
* Keep all bystanders away from the equipment during operation.
* Rotating cutting tool must be designed for the product being cut and at the rated speed.
* Ensure the rotating cutting tool is installed as per the operator’s manual.
* Adjust the hand grip to suit your size before starting work.
* When you pull the starter grip, do not wrap the starter rope around your hand. Do not allow the grip to snap back, but guide the starter rope to rewind properly.
* The throttle trigger must move freely and always spring back to the idle position.
* With the engine running (but at idle), attach the string trimmer to the spring hook on your harness.
* Do not allow the rotating cutting tool to come in contact with solid foreign objects such as rocks, roots or bits of metal, as it may fling them directly or by ricochet in the direction of bystanders or the operator, and may damage the string trimmer.
* Always hold your string trimmer firmly with both hands while you are working.
* Ensure you have secure footing.
* Use of a string trimmer above ground level or with the cutting attachment perpendicular to the ground may increase the risk of injury.
* Never use the string trimmer as a hedge trimmer.
* If operator experiences hand/arm vibration or pain, conduct maintenance on the string trimmer to reduce the vibration.
* If the cutting tool or deflector becomes clogged or stuck, always turn off the engine and make sure the cutting tool has stopped, before cleaning. Grass, weeds, etc. should be cleaned off the cutting tool at regular intervals.
* Do not leave the equipment unattended.
* At the end of the day, always clean dust and dirt off the machine. Do not use a grease solvent.
* If you experience unusual noise, smell, or vibration shut off the machine immediately. Determine cause. Restart only after repaired.
* Shut off equipment and remove the sparkplug wire before cleaning, making repairs or mechanical adjustments.
* Fuelling must be done outdoors and while the equipment is off.
* Repairs to the equipment must be performed by qualified personnel, using original equipment manufacturer (OEM) parts or equivalent.

Additional Resources

MLITSD Occupational Health and Safety Guidelines for Farming Operations in Ontario

Document Management

|  |  |
| --- | --- |
| Effective Date: |  |
| Revision Date: |  |

# Safe Operating Procedures for Table Saws

Purpose

To define the safe operating procedures in a manner that informs and instructs employees of [Employer/Organization Name] of the key health and safety hazards and controls to remember when using the table saw.

Hazards

The following hazardous may occur when using the table saw:

* Critical injury
* Cuts
* Eye injury
* Musculoskeletal disorder
* Electric shock
* Wood dust

Personal Protective Equipment

* Safety footwear
* Eye protection
* Hearing protection
* Respirator protection as required
* No loose clothing, hair or jewelry

Safe Operating Procedure

* Complete a pre-use inspection. If any defects are noted, the equipment must be removed from service and the supervisor must be notified immediately to ensure equipment is repaired.
* Operators must have reviewed the operator’s manual with the supervisor.
* Ensure operator’s manual for equipment is available to operators.
* Ensure guards and shields are firmly in place and in good condition. Do not operate the equipment without appropriate guards, shields, plates and other safety protective devices in place.
* Ensure safety decals are legible, order replacements if they are not.
* Ensure the equipment is used properly as per manufacturer’s directions.
* Complete a walkaround of the immediate work area prior to starting. Look for obstacles that may need to be removed.
* Keep all bystanders away from the equipment during operation.
* Table saw must have 3-wire grounding cord and plug, unless it is double insulated.
* On/off switches must be functional and accessible to the operator.
* Accessories can only be used that are designed for use with the saw specified.
* Saw blades must be designed for the product being cut and at the rated speed.
* All original equipment manufacturer (OEM) safety measures must be in place and functional, including the blade shield, riving splitter, anti-kickback mechanism, feather boards, etc.
* Table saws are to be used for the manufacturer’s designed purpose only.
* Test the on/off and emergency stop.
* Check that the shield is completely covering the blade.
* Adjust the cutting blade height in accordance with manufacturer’s specifications.
* Before cutting, check the stock for foreign objects (e.g. nails, knots, staples) or any other defect (e.g. warped or wet wood) which could cause the saw to kickback.
* Ensure that the safety measures are in place and functioning as intended.
* Allow blade to start up and reach full operating speed.
* When cutting, make sure the stock is held securely in place using push sticks or feather boards.
* Turn the saw off and wait for rotation of the blade to stop when securing new stock.
* All saw parts must be cleaned after use and before being stored. Follow lockout tagout procedures.
* In the event of equipment failure or malfunction, stop the machine and lock it out until repairs can be completed by an authorized person.
* All maintenance functions are to be consistent with the manufacturer’s recommendation.
* The power supply must be disconnected and locked out before changing the blade.
* Repairs to saws must be performed by qualified personnel, using OEM parts or equivalent.

Document Management

|  |  |
| --- | --- |
| Effective Date: |  |
| Revision Date: |  |

# Safe Operating Procedures for Tractors

Purpose

To define the safe operating procedures in a manner that informs and instructs employees of [Employer/Organization Name] of the key health and safety hazards and controls to remember when using the tractor.

Hazards

The following hazards may occur when using the tractor:

* Critical injury or fatality
* Crushing injury
* Musculoskeletal disorder
* Roll-over
* Fire

Personal Protective Equipment

* Safety footwear
* Hearing protection

**Safe Operating Procedure**

* Complete a pre-use inspection. If any defects are noted, the equipment must be removed from service and the supervisor must be notified immediately to ensure equipment is repaired.
* Operators must have reviewed the operator’s manual with the supervisor.
* Ensure operator’s manual for equipment is available to operators.
* Ensure guards and shields are firmly in place and in good condition. Do not operate the equipment without appropriate guards, shields, plates and other safety protective devices in place.
* Tractor should be equipped with a cab and rollover protective structure (ROPS).
* Operator will wear a seatbelt on tractors equipped with ROPS.
* Ensure safety decals are legible, order replacements if they are not.
* Ensure the equipment is used properly as per manufacturer’s directions.
* Complete a walkaround of the immediate work area prior to starting. Look for obstacles that may need to be removed.
* Ensure clearance of overhead hazards.
* Be aware of the equipment’s limits.
* Check all fluids.
* Confirm all controls are in proper working order.
* Ensure all control levers are in neutral or off position before starting.
* Keep all bystanders away from the equipment during operation.
* Only operate the equipment from the operator’s seat with the seatbelt fastened.
* Do not allow passengers on the equipment.
* Before exiting the equipment, always engage the parking brake.
* Operate the equipment at a speed that allows you maintain control at all times. Drive slowly over rough terrain and avoid stumps and other obstacles.
* Use extreme caution on inclines and edges where the ground could give way.
* Do not try to turn on a steep slope as this could result in a roll-over.
* Accessories can only be used that are designed for use with the equipment specified.
* Use steps and handholds correctly. Face the equipment when getting on and off.
* Maintain 3-point contact with steps and handrails when getting on and off.
* If possible, include a spotter with reflective clothing to assist in directing the equipment when backing up.
* Fuelling must be done outdoors and while the equipment is off.
* Repairs to the equipment must be performed by qualified personnel, using original equipment manufacturer (OEM) parts or equivalent.

Additional Resources

SOP for Hitching Implements

MLITSD Occupational Health and Safety Guidelines for Farming Operations in Ontario

Document Management

|  |  |
| --- | --- |
| Effective Date: |  |
| Revision Date: |  |

# Safe Operating Procedures for Tree Planters

Purpose

To define the safe operating procedures in a manner that informs and instructs employees of [Employer/Organization Name] on the key health and safety hazards and controls to remember when using the tree planter.

Hazards

The following hazards may occur during operation of the tree planter:

* Critical injury
* Eye injury
* Musculoskeletal disorder
* Fall from equipment

**Personal Protective Equipment**

* Safety footwear
* Eye protection
* Gloves

Safe Operating Procedure

* Complete a pre-use inspection. If any defects are noted, the equipment must be removed from service and the supervisor must be notified immediately to ensure equipment is repaired.
* Operators must have reviewed the operator’s manual with the supervisor.
* Ensure operator’s manual for equipment is available to operators.
* Ensure guards and shields are firmly in place and in good condition. Do not operate the equipment without appropriate guards, shields, plates and other safety protective devices in place.
* Ensure guardrails are in place and secure around platform.
* Ensure safety decals are legible, order replacements if they are not.
* Ensure the equipment is used properly as per manufacturer’s directions.
* Complete a walkaround of the immediate work area prior to starting. Look for obstacles that may need to be removed.
* Keep all bystanders away from the equipment during operation.
* Maintain 3-point contact with steps and handrails when getting on and off.
* Do not load equipment during operation.
* Use safe material handling and lifting techniques to load trees.
* Repairs to the equipment must be performed by qualified personnel, using original equipment manufacturer (OEM) parts or equivalent.

Additional Resources

SOP for Hitching Implements

SOP for Tractors

MLITSD Occupational Health and Safety Guidelines for Farming Operations in Ontario

Document Management

|  |  |
| --- | --- |
| Effective Date: |  |
| Revision Date: |  |

# Safe Operating Procedures for Vine Hedgers

Purpose

To define the safe operating procedures in a manner that informs and instructs employees of [Employer/Organization Name] on the key health and safety hazards and controls to remember when using the vine hedger.

Hazards

The following hazards may occur when using the vine hedger:

* Critical injury or fatality
* Entanglement
* Eye injury
* Puncture (hydraulic fluid under pressure)
* Fire

Personal Protective Equipment

* Safety footwear
* Eye protection
* Hearing protection
* Gloves
* No loose clothing, hair or jewelry

Safe Operating Procedure

* Complete a pre-use inspection. If any defects are noted, the equipment must be removed from service and the supervisor must be notified immediately to ensure equipment is repaired.
* Operators must have reviewed the operator’s manual with the supervisor.
* Ensure operator’s manual for equipment is available to operators.
* Ensure guards and shields are firmly in place and in good condition. Do not operate the equipment without appropriate guards, shields, plates and other safety protective devices in place.
* Ensure safety decals are legible, order replacements if they are not.
* Ensure the equipment is used properly as per manufacturer’s directions.
* Complete a walkaround of the immediate work area prior to starting. Look for obstacles that may need to be removed.
* Use the appropriate size and type of tractor.
* A tractor with an enclosed cab roll-over protection system (ROPS) and a seatbelt is recommended when operating the vine hedger.
* Confirm all controls are in proper working order.
* Ensure all control levers are in neutral or off position before starting.
* Keep all bystanders away from the equipment during operation.
* Do not allow passengers on the equipment.
* Do not climb on the equipment during operation.
* Before attaching or removing the power take off (PTO) shaft, disengage the PTO shaft, turn off engine and remove ignition key.
* Never engage PTO shaft when tractor engine is off.
* Disconnect the equipment from the tractor only on compact level ground, ensuring that it is stopped and stable.
* Never make an adjustment or repair with the vine hedger running. Disengage the PTO, shut off the tractor engine, set the parking brake, remove the key and wait for all moving parts to stop before opening shielding or making adjustments.
* Do not attempt to remove material from the vine hedger during operation.
* Before attaching or removing the PTO shaft, disengage the PTO shaft, turn off the tractor engine and remove ignition key.
* Never engage PTO shaft when tractor engine is off.
* Use equipment during daylight or in bright artificial light.
* While making turns in rough terrain, reduce tractor speed.
* If possible, post warning signs in the vineyard indicating which rows will be hedged.
* At the correct idling speed, the cutting blades should not move. If this is not the case, shut off the vine hedger, disengage the PTO shaft and notify your supervisor immediately.
* Do not cut any material other than vines.
* If the cutter blades become jammed by thick branches or any other obstruction, shut off the vine hedger and tractor, disengage the PTO shaft, and immediately remove the key before attempting to free the blades.
* If the vine hedger has struck a foreign object, stop, shut off the equipment, disengage the PTO shaft, and inspect the tractor and vine hedger for damage. Repair the damage before resuming equipment operation.
* When leaving the tractor and vine hedger unattended, disengage the PTO shaft, turn off the engine, set the parking brake and remove the key.
* Repairs to the equipment must be performed by qualified personnel, using original equipment manufacturer (OEM) parts or equivalent.

Additional Resources

SOP for Hitching Implements

SOP for Tractors

MLITSD Occupational Health and Safety Guidelines for Farming Operations in Ontario

Document Management

|  |  |
| --- | --- |
| Effective Date: |  |
| Revision Date: |  |

# Safe Operating Procedures for Vine Planters

Purpose

To define the safe operating procedures in a manner that informs and instructs employees of [Employer/Organization Name] on the key health and safety hazards and controls to remember when using the vine planter.

Hazards

The following hazards may occur during operation of the vine planter:

* Critical injury
* Entanglement
* Eye injury
* Musculoskeletal disorder
* Fall from equipment

**Personal Protective Equipment**

* Safety footwear
* Eye protection
* Gloves
* No loose clothing, hair or jewelry

Safe Operating Procedure

* Complete a pre-use inspection. If any defects are noted, the equipment must be removed from service and the supervisor must be notified immediately to ensure equipment is repaired.
* Operators must have reviewed the operator’s manual with the supervisor.
* Ensure operator’s manual for equipment is available to operators.
* Ensure guards and shields are firmly in place and in good condition. Do not operate the equipment without appropriate guards, shields, plates and other safety protective devices in place.
* Ensure safety decals are legible, order replacements if they are not.
* Ensure the equipment is used properly as per manufacturer’s directions.
* Complete a walkaround of the immediate work area prior to starting. Look for obstacles that may need to be removed.
* Keep all bystanders away from the equipment during operation.
* Only operate the equipment from the operator’s seat.
* Maintain 3-point contact with steps and handrails when getting on and off.
* Do not load equipment during operation.
* Use safe material handling and lifting techniques to load vines.
* Repairs to the equipment must be performed by qualified personnel, using original equipment manufacturer (OEM) parts or equivalent.

Additional Resources

SOP for Hitching Implements

SOP for Tractors

MLITSD Occupational Health and Safety Guidelines for Farming Operations in Ontario

Document Management

|  |  |
| --- | --- |
| Effective Date: |  |
| Revision Date: |  |

# Safe Operating Procedures for Working Alone

Purpose

To define the safe operating procedures in a manner that informs and instructs employees of [Employer/Organization Name] on the key health and safety hazards and controls to remember when working alone and cannot be seen or heard by another person. The degree of risk is determined by the type of work being performed, work location and the time of day. This policy has been developed to ensure that any employee working alone has the ability to summon assistance if needed.

Definitions

***Working Alone***

* Working in an isolated work space is a space in which an employee is working alone or has no contact with another individual(s) for an extended period of time; thereby limiting their ability to summon assistance in the event of injury, illness, violence or other emergency.

Responsibilities

Supervisors

* Ensure that all employees required to work alone do so in a safe and consistent manner.
* Ensure that all employees are aware of specific hazards when working alone and what duties are not permitted to be performed due to being high risk.
* Ensure that all employees have a method of communication in the event of emergency.
* Ensure that all employees are accounted for (i.e. ‘check-ins’ are completed).
* Implement proper enforcement of this policy.

Employees

* Follow all working in isolation procedures.
* Advise supervisors when they are working alone.
* Ensure communication devices are in good working condition (i.e. batteries are charged).

Procedure

* Where employees are working after hours or in a remote location, they must:
* Notify their supervisor of the expected dates and times of work commencement and completion.
* Undertake all personal security measures (e.g. lock doors, walk in well–lit areas).
* Request security personal escort if available.
* Establish check-in time intervals with supervisor prior to starting the work.
* Contact supervisor once the work has been completed (final check– in).

Travelling in Remote Locations

* Where employees travel in isolation they must:
* Provide detailed information regarding their proposed location and expected time of return to their supervisor.
* Should the employee be delayed beyond the expected return time, the employee will call their supervisor to indicate their expected return time.
* If the employee has not returned at the expected time and the supervisor is not called, then the supervisor will try to locate the employee, first by telephone, then by other means.
* The supervisor with call emergency services at 911 if deemed necessary by the supervisor.
* [Employer/Organization Name] will provide employees required to work alone as part of their daily job an adequate and reliable communication system (e.g. two-way radio, cell phone or other mobile communication device).
* Higher risk tasks may be best performed when another employee is present who can assist in the event of an emergency.
* For employees working alone as a non-routine task, their supervisor will communicate on a regular basis with them for the duration of the task (i.e. check-ins). Check-in intervals will be established prior to the work commencing, with a final check-in once the work has been completed.

Additional Resources

Working Alone Plan

Document Management

|  |  |
| --- | --- |
| Effective Date: |  |
| Revision Date: |  |

Working Alone Plan

|  |  |
| --- | --- |
| Business Name: |  |
| Address: |  |
| Location of Work: |  |
| Nature of the Work Being Done: |  |
| Possible Risks: |  |
| Control Methods to Minimize Each Risk: |  |
| Method of Securing Assistance: |  |
| Check-In Intervals: |  |

This plan has been agreed to by:

|  |  |
| --- | --- |
| Supervisor Name: |  |
| Supervisor Signature: |  |
| Employee Name: |  |
| Employee Signature: |  |
| Date: |  |

# Safe Operating Procedures for Working Around Overhead and Underground Utilities

Purpose

To define the safe operating procedures in a manner that informs and instructs employees of [Employer/Organization Name] on the key health and safety hazards and controls to remember when working around overhead power lines and underground wires/utilities.

Hazards

* Critical injury or fatality
* Electric shock
* Fire or explosion from contact with underground natural gas lines
* Equipment or property damage

Safe Operating Procedure

Overhead Wires

* No object shall be brought closer to an energized overhead power line than the distances specified in the following table:

|  |  |
| --- | --- |
| Nominal phase–to–phase voltage rating | Minimum Distance |
| 750 or more volts, but no more than 150,000 volts | 3 metres |
| More than 150,000 volts, but no more than 250,000 volts | 4.5 metres |
| More than 250,000 volts | 6 metres |

* The supervisor must complete a jobsite inspection prior to conducting any work. This will include confirming the overhead power lines voltage and whether they are live or not.
* Warning devices must be posted in the area of the hazard. They must be visible under any conditions in which equipment may be operating (e.g. rain, fog, etc.).
* All employees performing work near overhead wires must be advised of the hazard, and provided with safety procedures prior to beginning work.
* Ensure all employees on site are aware of the appropriate emergency responses.
* Equipment operators must be provided with written notification of the electrical hazard before beginning any work onsite.
* A signaler must be designated to warn the operator when any part of the equipment or load may approach the minimum distance. This signaler must be in full view of the operator, and have a clear view of the equipment and the conductor.
* Do not let ladders lean or drift toward overhead power lines.
* Always maintain minimum allowable clearances.

If There Is Contact Between Equipment and Overhead Power Lines

* **Stay on the equipment.** Do not touch the equipment and the ground at the same time. Touching anything in contact with the ground can be fatal. Stay on the equipment, unless forced off because of a life-threatening hazard, such as fire.
* **Keep others away**. Warn everyone not to touch the equipment or its load. Beware of time-delayed relays. After line damage trips a breaker, relays may still try to restore power, they may reset automatically two or three times.
* **Break contact.** If possible, break contact by moving the equipment clear of the wires.
* **Call the local utility.** Get someone to call the local electrical utility for help. Stay on the equipment until the utility shuts down the line, and confirms that power is off.
* **Jump clear.** If forced to leave the equipment, jump carefully off of the equipment onto the ground, landing only on your feet, with your feet together. Touching the equipment and the ground at the same time can be fatal. Touching the ground at different points can also be fatal. Shuffle slowly away from the equipment, using very small steps to minimize the contact area with the ground.
* **Report the contact.** Follow established incident reporting procedures.

Underground Wires and Lines

* Before excavating, the property owner or supervisor must contact the owner of the service to locate and mark all underground wires and lines.
  + Contact Ontario One Call at 1 800 400 2255
* Underground lines and wires must be marked on the drawings used for excavating.
* Warning signs must be posted along the route of the underground wires and lines.
* All employees performing excavating work near underground wires and lines must be advised of their location, and how they are identified.

Legislative References

Regulation 213 Construction Projects

Document Management

|  |  |
| --- | --- |
| Effective Date: |  |
| Revision Date: |  |

# Safe Operating Procedures for Working Around Water

Purpose

To define the safe operating procedures in a manner that informs and instructs employees of [Employer/Organization Name] of the key health and safety hazards and controls to remember when working around water.

Hazards

The following hazards may occur when working around water:

* Drowning
* West Nile Virus from mosquito bites
* Lightning strike

Protective Equipment

* Slip resistant safety footwear
* Appropriate fitting personal flotation device (PFD) approved by the coast guard
* Insect repellant
* Lifeline or rope
* Life rings
* Shepherd’s crook
* Cell phone or radio

Safe Operating Procedure

* Do not work alone; use the buddy system.
* Check for loose boards and protruding nails on docks.
* Make sure there are permanent fenders on the docking side of the dock. Inspect condition of fenders regularly.
* Be aware of soft shoulders on edge of the water and slipping or falling into the water.
* Do not work around water during a storm.
* All employees working around water must have a current First Aid and cardiopulmonary resuscitation (CPR) training certificate.

Document Management

|  |  |
| --- | --- |
| Effective Date: |  |
| Revision Date: |  |

# Safe Operating Procedures for Weed Sprayers

Purpose

To define the safe operating procedures in a manner that informs and instructs employees of [Employer/Organization Name] on the key health and safety hazards and controls to remember when working with the weed sprayer.

Hazards

The following hazards may occur when using the sprayer:

* Critical injury
* Puncture (hydraulic fluid under pressure)
* Entanglement
* Chemical exposure

Personal Protective Equipment

* Safety footwear
* Eye protection
* Hearing protection
* Respiratory protection
* Skin protection (e.g. spray suit)
* Gloves
* No loose clothing, hair or jewelry

Safe Operating Procedure

* Complete a pre-use inspection. If any defects are noted, the equipment must be removed from service and the supervisor must be notified immediately to ensure equipment is repaired.
* Operators must have reviewed the operator’s manual with the supervisor.
* Ensure operator’s manual for equipment is available to operators.
* Ensure guards and shields are firmly in place and in good condition. Do not operate the equipment without appropriate guards, shields, plates and other safety protective devices in place.
* Ensure safety decals are legible, order replacements if they are not.
* Ensure the equipment is used properly as per manufacturer’s directions.
* Complete a walkaround of the immediate work area prior to starting. Look for obstacles that may need to be removed.
* Use the appropriate size and type of tractor.
* A tractor with an enclosed cab roll-over protection system (ROPS) and a seatbelt is recommended when operating the weed sprayer.
* Use the appropriate filters in the enclosed cab/ROPS.
* Confirm all controls are in proper working order.
* Ensure all control levers are in neutral or off position before starting.
* Keep all bystanders away from the equipment during operation.
* Consider the weather and wind conditions prior to starting the sprayer. Establish a buffer zone to prevent drift into non-targeted areas.
* Refer to the Materials Safety Data Sheet (SDS) for safe handling procedures, correct method of use and required clothing and personal protective equipment for specific chemicals.
* Operators should complete Workplace Hazardous Materials Information System (WHMIS) training.
* Do not allow passengers on the equipment.
* After using equipment, clean the filters, especially after each tank is emptied.
* Never leave chemicals in the tank overnight.
* Relieve all hydraulic pressure before disconnecting hoses.
* Do not stand near or perform adjustments on the boom arms, air tubes or nozzles without first stopping the tractor engine and removing the key.
* Always wear gloves when making adjustments to the sprayer or boom.
* Do not put hands or feet near rotating parts. Keep clear of discharge opening at all times.
* Do not operate equipment on or while crossing a gravel drive, walk or road.
* Never direct discharge at bystanders or windows. Never allow anyone in front of the sprayer.
* Use extreme care when operating on slopes or uneven terrain to ensure proper stability.
* Do not enter the sprayer tank.
* Before attaching or removing the power take off (PTO) shaft, disengage the PTO shaft, turn off the tractor engine and remove ignition key.
* Never engage PTO shaft when tractor engine is off.
* Use equipment during daylight or in bright artificial light.
* Disconnect the equipment from the tractor only on compact level ground, ensuring that it is stopped and stable.
* Never make an adjustment or repair with the sprayer running. Disengage the PTO, shut off the tractor engine, set the parking brake, remove the key and wait for all moving parts to stop before opening shielding or making adjustments.
* Repairs to the equipment must be performed by qualified personnel, using original equipment manufacturer (OEM) parts or equivalent.

Additional Resources

SOP for Hitching Implements

SOP for Tractors

MLITSD Occupational Health and Safety Guidelines for Farming Operations in Ontario

Document Management

|  |  |
| --- | --- |
| Effective Date: |  |
| Revision Date: |  |

# Safe Operating Procedures for Welding

Purpose

To define the safe operating procedures in a manner that informs and instructs employees of [Employer/Organization Name] on the key health and safety hazards and controls to remember when welding.

Hazards

The following hazards may occur when welding:

* Cuts
* Eye injury (flying debris and arc flash or welder’s eye from the radiation emitted by welding arcs and flames)
* Burns
* Skin cancer (ultraviolet (UV) radiation)
* Hearing damage
* Heat stress
* Chemical exposure (e.g. welding fumes/particulates and flux vapours).
* Fire, explosion, sparks, flames or hot metals (a special situation includes when the surrounding atmosphere becomes oxygen enriched and thus easier to ignite)
* Asphyxiation (lack of oxygen) and other toxic responses from welding in confined areas
* Electric shock
* Musculoskeletal disorder

Medical note: Magnetic fields can affect pacemakers. Any employee wearing a pacemaker must keep away from welding operations. Consult with your doctor for more information.

Personal Protective Equipment

* Permanent eye damage can occur from UV and infrared rays. Protect your eyes by wearing a welder’s helmet fitted with a filter shade that is suitable for the type of welding you are doing. The helmet will protect your eyes and face from flying particles and UV radiation. Wear safety glasses with side shields under your helmet.
* Do not substitute modified glasses, sunglasses, smoked plastic or other materials for proper welding lenses.
* Always wear goggles when chipping or grinding a work piece if you are not wearing a welding helmet.
* Do not use gas welding goggles for arc welding, a helmet must be used.
* Wear a fire-resistant skull cap or balaclava hood under your helmet to protect your head from burns and UV radiation. UV rays can cause skin cancer.
* Protect the back of your head by using a hood.
* Wear hearing protection in areas of elevated noise.
* Button your shirt to protect the skin on the throat and neck.
* Wear long pants and shirts. Shirts must have sleeves with buttoned cuffs and a collar.
* Make sure that all fabric garments are resistant to spark, heat and flame. Keep the fabrics clean and free of oils, greases and combustible materials that could be ignited by a spark.
* Wear clothing made from heavyweight, tightly woven, 100% wool or cotton to protect from UV radiation, hot metal, sparks and open flames. Flame retardant treatments become less effective with repeated laundering.
* Do not wear clothing made from synthetic or synthetic blends. The synthetic fabric can burn vigorously, melt and produce severe skin burns
* Dark colours prevent light reflection.
* Tape shirt pockets closed to avoid collecting sparks or hot metal or keep them covered with flaps.
* Pant legs must not have cuffs and must cover the tops of the boots. Cuffs can collect sparks.
* Repair all frayed edges, tears or holes in clothing.
* Wear high top boots fully laced to prevent sparks from entering into the boots.
* Use fire-resistant boot protectors or spats strapped around pant legs and boot tops, to prevent sparks from entering in the top of the boots.
* Wear gauntlet-type cuff leather gloves or protective sleeves of similar material, to protect wrists and forearms. Leather is a good electrical insulator if kept dry.
* Direct any spark spray away from your clothing.
* Wear leather aprons to protect your chest and lap from sparks when standing or sitting.
* Wear layers of clothing. To prevent sweating, avoid overdressing in cold weather. Sweaty clothes cause rapid heat loss. Leather welding jackets are not very breathable and can make you sweat if you are overdressed.
* No loose clothing, hair or jewelry.
* Respiratory protection is needed when ventilation is not sufficient to remove welding fumes to acceptable regulated exposure limits or when there is risk of oxygen deficiency.

Procedure

* Complete a pre-use inspection. If any defects are noted, the equipment must be removed from service and the supervisor must be notified immediately to ensure equipment is repaired.
* Operators must have reviewed the operator’s manual with the supervisor.
* Ensure operator’s manual for equipment is available to operators.
* Ensure safety decals are legible, order replacements if they are not.
* Ensure the equipment is used properly as per manufacturer’s directions.
* Ensure all required permits are in place such as fire protection, confined space, hot work, etc.
* Operators should complete Workplace Hazardous Materials Information System (WHMIS) training.
* Refer to Safety Data Sheet (SDS) for more information on welding rods, wires, electrodes, compressed gases, fluxes, metals, coatings, cleaners and degreasers.
* Look around the area for potential hazards before you start the job.
* Know and follow the equipment manufacturer’s instructions.
* Inspect to make sure that all equipment is in good operating order before work starts. Have all installed equipment inspected by a qualified person regularly.
* Ensure power supply system is properly sized, rated and protected to handle any welding units.
* Remove all flammable and combustible materials at least 11 metres (35 feet) away from the welding area.
* If combustibles cannot be moved, cover them with fire resistant blankets or shields. Protect gas lines and equipment from falling sparks, hot materials and objects.
* Cover or close all ducts or openings that could carry sparks.
* Sweep clean any combustible materials on floors around the work zone.
* Combustible floors must be kept wet with water or covered with fire resistant blankets or damp sand.
* Use water only if electrical circuits have been de-energized to prevent electrical shock.
* Inspect the work area thoroughly before starting. Look for combustible materials in structures (e.g. partitions, walls and ceilings).
* Block off cracks between floorboards, along baseboards and walls, and under door openings, with a fire resistant material. Close doors and windows.
* Cover wall or ceiling surfaces with a fire resistant and heat insulating material to prevent ignition and accumulation of heat.
* Remove all ignition sources such as matches and butane lighters from pockets. Hot welding sparks may light the matches or ignite leaking lighter fuel.
* Absolutely no smoking, eating or drinking in the welding area.
* Place adequate barriers/welding screen to protect pedestrians from intense light/UV hazard.
* If there is no specific welding area, warn employees prior to welding.
* Follow electrical safety procedures to prevent electrical hazards.
* Refer to the manufacturer’s manual for proper installation and grounding of equipment.
* Never connect an American triple phase power supply directly to a Canadian triple phase voltage input as that will destroy the transformer and possibly injure yourself.
* Never point welding gun toward any part of your body, other people or any metal when threading welding wire.
* Avoid awkward body positions which cause fatigue, reduce concentration and lead to poor welds which may need to be repeated. Position yourself in a stable, comfortable posture.
* Always use your hand to lower your helmet. Do not use a jerking motion of your neck and head.
* Position the welding item as flat as possible, on a horizontal surface, between waist and elbow height.
* Avoid working in one position for long periods of time.
* Work with material slightly below elbow level when working in a sitting position.
* Work with material between waist and elbow heights for comfort and precision when working in a standing position.
* Use a foot rest if standing for long periods.
* Always store materials and tools within normal reach.
* Keep weld cables as short as possible, close together, and on the floor.
* Avoid pinch points (e.g. drive rolls).
* Inspect the area following work to ensure that wall surfaces, studs, wires or dirt are not hot.
* Vacuum (fire-resistant type) away combustible debris from inside ventilation or other service duct openings to prevent ignition. Prevent sparks from entering into the duct work. Cover duct openings with a fire resistant barrier and inspect the ducts after work has concluded.
* Remember the metal you weld stays hot. Avoid burns by using appropriate hand protection or tongs.
* Remove stick electrode from holder or cut off welding wire at contact tip when not in use.
* Welding and cutting equipment will be **tested** monthly for leaks with a leak test solution. Defects in equipment must be fixed before reusing. (See Ontario Fire Code, Section 5.17 Welding and Cutting)
* Close valves and bleed lines when equipment is not in use.
* Allow cooling period; follow rated duty cycle. Reduce current or reduce duty cycle before starting to weld again.
* Do not block or filter airflow to unit.

Fumes and Particulate

* Welding creates fumes which are a complex mixture of metallic oxides, silicates and fluorides.
* Fumes form when a metal is heated above its boiling point and vapours condense into very fine particles (solid particulates).
* Welding fumes normally contain oxides of the materials being welded and of the electrodes being used.
* Do not breathe fumes. Make sure ventilation is adequate and wear appropriate respiratory protection.
* Use an exhaust at the arc to remove welding fumes and gases.
* If the metal has a coating or paint, these too can decompose with the heat and become part of the fumes. Care should be taken when working near these fumes.
* Remove coatings from the weld area to minimize the fume. Use stripping products to remove coatings. Make sure to remove any residues before welding.
* Avoid grind coatings. Grinding dust may be toxic.
* Shut off shielding gas supply when not in use.
* If required to weld in a confined space, air monitoring should be done to ensure ventilation and respiratory protection are adequate.

Fire Safety

* Post a trained fire watcher within the work area during welding and for at least 30 minutes after work has stopped.
* Appropriate fire extinguishers must be readily available in the area where you are welding.
* Fire or explosion may also result from flashbacks or equipment failure. Please note that clothes soiled with oils or grease can burn more easily.
* In addition, sleeves or cuffs that are folded or rolled up can catch sparks and increase the risk of fire.
* Do not weld or cut empty fuel tanks or drums.

Storing and Handling Compressed Gas Cylinders

* Handle cylinders very carefully. Review and follow all cylinder labels and SDS information.
* Store cylinders in a clearly identified, dry, well-ventilated storage area away from doorways, aisles, elevators and stairs.
* Store cylinders in the upright position and secure with an insulated chain or non-conductive belt.
* Secure the protective caps.
* Ensure that the area is well ventilated. With outside storage, place on a fireproof surface and enclose in a tamper-proof enclosure.
* Protect cylinders from contact with ground, ice, snow, water, salt, corrosion, high temperatures, mechanical shock, slag, open flames, sparks and arcs.
* Store oxygen and fuel gases separately. Indoors, separate oxygen from fuel gas cylinders by at least 6 metres (20 feet), by a wall at least 1.5 m (5 feet) high, or rated for 1.5 hour fire resistance
* Do not use a cylinder as an electrical ground connection.
* Do not fasten cylinders to a work table or to structures where they could become part of an electrical circuit.
* Do not strike an arc on a cylinder.
* Do not use a flame or boiling water to thaw a frozen valve. Valves or cylinders may contain fusible plugs which can melt at temperatures below the boiling point of water.
* Mark or label them as Empty Cylinder and store empty cylinders away from full cylinders.
* Remove regulators when not in use and store these away from grease and oil. Put protective caps on the fittings when in storage.
* Keep cylinders and fittings from becoming contaminated with oil, grease or dust.
* Always keep oxygen away from oils and grease, and keep oil and grease from getting into an oxygen regulator or hose. The only lubricants which can be used with oxy-acetylene equipment (only on threads and O-rings) are special products approved for such use.
* Do not use a cylinder that is not identified or if the label is not legible. Note: The colours of industrial gas cylinders are not standardized.
* Remove the regulator and replace the valve protection cap before moving a cylinder.
* Move cylinders with appropriate carts. Use proper lifting cradles.
* Turn face away from valve outlet when opening cylinder valve.
* Do not lift a cylinder by the valve cap. Never sling with ropes or chains or lift with electromagnets.
* Do not drag, slide or drop cylinders.
* Never place cylinders on their sides as rollers to move equipment.
* Do not lay acetylene cylinders on their sides. If an acetylene tank has accidentally been left on its side, set it upright for at least one hour before it is used.
* Do not try to refill a cylinder or mix gases in a cylinder.

Legislative References

Regulation 632/05 Confined Spaces

Ontario Fire Code

Additional Resources

Hot Work Permit

Hot Work Policy

SOP for Grinder

CSA Z94.4 Selection, Use and Care of Respirators

Document Management

|  |  |
| --- | --- |
| Effective Date: |  |
| Revision Date: |  |