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| 60-003 | Worker Incident Management/Investigation                         |
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Purpose
Saskatchewan Health Authority as an employer has the shared responsibility and legal obligation for:

- Protection of workers against any health or safety hazard that may be present in their workplace
- Promotion of the physical and psychological well-being of workers
- Placement of workers in an environment adapted to their physiological and psychological abilities
- Prevention planning through analysis of injury data, trends and research

Principle
Occupational Health and Safety Services will promote and support a respectful, safe and healthy workplace through education and training, communication, consultation and partnerships

The department provides functions and consultation in the following areas:

- Injury and illness prevention and training
- Immunization services
- Health and wellness promotion
- Research and analysis
- Disability Management
- Infection Prevention and Control

Review Dates:
January 1, 2017
July 8, 2017
December 13, 2017
March 26, 2018
Overview
The Occupational Health and Safety Manual is a framework that includes all components of an established Safety Program. It provides a general guideline for all SHA facilities and staff.

Due to the variety of services and the number of sites within the region, departments and facilities will use the manual as a guideline and a benchmark to develop their specific safety procedures when needed.

Purpose
The purpose of this policy is to provide a manual framework

Definition
The Safety Program is an integral part of eliminating and controlling workplace hazards. It complies with the Saskatchewan Employment Act and the Occupational Health and Safety (OHS) Regulations. The Act or Regulation section number, where applicable, is located in the upper right-hand box of the Guideline. The Employment Act Part III includes the following interpretations:

- **“employer”** means a person, firm, association or body that has, in connection with the operation of a place of employment, one or more workers in the service of the person, firm, association or body; The Saskatchewan Employment Act 3-1(1)(j)
- **“supervisor”** means an individual who is authorized by an employer to oversee or direct the work of the employer’s workers; The Saskatchewan Employment Act 3-1(1)(dd)
- **“worker”** means an individual, including a supervisor, who is engaged in the services of an employer; The Saskatchewan Employment Act 3-1(1) (gg)
- **“train”** means to give information and explanation to a worker with respect to a particular subject-matter and to require a practical demonstration that the worker has acquired knowledge or skill related to the subject-matter; The Saskatchewan Employment Act 3-1(1) (ff)
- **“education”** means to provide and deliver general information to workers
- **“competent”** means possessing knowledge, experience and training to person a specific duty; The Saskatchewan Employment Act 3-1(1) (e)
In addition to the definitions from The Saskatchewan Employment Act, the manual uses the following terms:

- **“employer”** means Saskatchewan Health Authority Board, Chief Executive Officer, Vice Presidents, Directors and Executive Directors
- **“manager”** means manager and assistant manager of a unit, department or site
- **“supervisor”** means managers, assistant managers and front line supervisors
- **“worker”** means all staff including students, Jurs’i’s, Physicians and Medical Residents
- **“safety management system”** means the safety program that includes the department safety profile online program.

**Principles**

Occupational Health Committees (OHC) perform an active and crucial role in provision of workplace risk management. The OHS program is developed in consultation with regional Occupational Health Committees.

An effective OHS program is built on collaboration among stakeholders to identify and manage workplace hazards. The Occupational Health and Safety Services are available to consult and coach departments to implement the Safety Management System using this manual.

The Occupational Health Officers from Labour Relations and Workplace Safety (LRWS) can also be consulted. The Government of Saskatchewan Ministry of Labour Relations and Workplace Safety (LRWS) promotes fair and balanced labour environment that respects the rights and responsibility of workers and employer and ensures healthy, safe, productive workplaces.

**Policy**

- The manual will be reviewed and revised at least every three years

**References**


**Review Dates:**

- January 1, 2017
- July 11, 2017
- December 13, 2017
- March 26, 2018
Overview
Both federal and provincial legislation apply to Occupational Health and Safety in Saskatchewan Health Authority

Specifically:
- The Criminal Code of Canada, Section 217.1 reads: "Everyone who undertakes, or has the authority, to direct how another person does work or performs a task is under a legal duty to take reasonable steps to prevent bodily harm to that person or any other person, arising from that work or task."
- The Saskatchewan Employment Act (herein referred to as the “Act”) and the Occupational Health and Safety Regulations (herein referred to as the “Regulations”) clearly outline the duties of employers, workers, contractors, self-employed persons, suppliers and Occupational Health Committees.

Purpose
To identify responsibilities of all persons carrying out duties or services within SHA Facilities, Agencies or Programs

Roles and Responsibilities
Employer:
- Provide a safe and healthy workplace
- Comply with the Act and any Regulations made pursuant to the Act
- Establish and maintain an effective health and safety program
- Allocate resources to implement and maintain the health and safety program
- Ensure managers and supervisors are educated, trained and supported in their workplace responsibilities
- Ensure managers and supervisors are accountable for their workplace responsibilities
- Ensure that a safety reporting system is available
- Establish and maintain effective Occupational Health Committees
- Ensure Due Diligence as per Policy 15-002
• Inspect work areas and correct unsafe work conditions
• Ensure that all equipment is maintained at intervals that are sufficient to ensure the safe functioning of the equipment
• Cooperate with Saskatchewan Labour Relations and Workplace Safety, Occupational Health Officers and Occupational Health Committees

Manager and Supervisors:
• Provide a safe and healthy workplace
• Comply with the Act and any Regulations made pursuant to the Act
• Ensure all workers under their direction comply with the Act and those Regulations
• Cooperate with the Occupational Health Committees, Occupational Health Officers and Occupational Health and Safety Services
• Ensure biological, chemical, ergonomic, physical and psychological hazards are identified
• Ensure risk assessment is completed on identified hazards
• Ensure controls are in place to manage risks
• Inspect work areas and correct unsafe conditions
• Ensure that safe work practices and procedures are in place
• Ensure workers are educated and trained in safe work practices and procedures
• Ensure the workers follow safe work practices and procedures
• Ensure workers are trained and supported in their workplace responsibilities
• Ensure training of workers is documented and records of training are maintained
• Ensure equipment is maintained in safe operating condition
• Provide required personal protective equipment (PPE); See Policy 53-020
• Know how to safely handle chemical, biological substances and other hazardous products in work area
• Ensure workers are trained in safe handling, use, storage and disposal of chemical and biological substances and other hazardous products in the work area
• Understand emergency preparedness procedures and develop department specific plans
• Report and investigate incidents and complete corrective action plans
• Ensure Due Diligence as per Policy 15-002

Workers:
• Comply with the Act and any Regulations made pursuant to the Act
• Take reasonable care to protect the health and safety of all workers
• Refrain from causing or participating in the harassment of another worker
• Follow safe work practices and procedures
• Use safety equipment, guards, safety devices and personal protective equipment
• Attend and participate in required safety education and training
• Report unsafe conditions and hazards to manager or supervisor and the Safety Alert System/Incident Reporting Line
• Report incidents, near misses, injuries or work related illness to manager or supervisor and the Safety Alert System/Incident Reporting Line
• Cooperate with the Occupational Health Committees, Occupational Health Officer and Occupational Health and Safety Services
Volunteers:
As volunteers are not technically employed, the Saskatchewan OHS legislation does not apply to them. However, in the best interest of safety and risk management, volunteers should be expected to:

- Work and act safely
- Participate in orientation to applicable safe work practices and procedures
- Be educated, trained in and abide by all safety policies and procedures as they relate to their service
- Report any hazards, workplace incidents, near misses, injuries or work related illness to the assigned supervisor or manager and the Safety Alert System/Incident Reporting Line

Contractors:
When an employer hires an outside company or self-employed person on a contract and directs their activities, then the employer becomes a ‘contractor’ under Saskatchewan’s health and safety legislation. The contractor must perform the following:

- Determine who is responsible for the health and safety of all workers in the workplace based on who has direct and complete control
- Cooperate with service providers (the person or company that has been contracted) to control health and safety hazards
- Provide service providers and their Occupational Health Committees with any relevant information that could affect their health and safety
- Monitor service providers to ensure they comply with workplace safety requirements and take action to correct non-compliance
- Ensure service providers are covered under the Workers' Compensation Board (WCB)
- Maintain Due Diligence as per Policy 15-002

When an outside company is hired to perform construction work on a contact and direct the activities of 10 or more workers than one must determine who the ‘prime contractor’ is according to the Section 3-83 of the Act and is also referred to as the Occupational Health and Safety (Prime Contractor) Regulations. A prime contractor must be determined between the owner of the site and the outside company and be contained in the written agreement between the owner and the outside company. If the prime contractor is not defined in the written agreement the owner is considered the prime contractor under the Act. The prime contractor must follow the guidelines set out in Section 3-83 of the Act.

The Prime contractor must perform the following:

- Conspicuously post contact information for the prime contractor’s representative throughout the work site
- Coordinate all activities on site that may affect the health and safety of workers to be sure the activities on one group do not pose a risk to others.
- Verify that subcontractor workers are complying with the Act, Regulations and instructions specific to the Prime Contractor
- Provides written safe work procedures for workers and subcontractors
- Ensure that all work being done does not place a different group of workers at risk
- Ensure that the Prime Contractor representative or supervisor is competent
- Ensure a written Prime Contractor plan is distributed to employers and self-employed persons before they start working on site
- Cooperate with any person who is performing a duty required by the Act or Regulations
Comply with the Act or Regulations. It is the Prime Contractor’s duty to ensure all work done on site meets the requirements of law. Modelling safe behaviours and demonstrating compliance when executing their duties is the best way to ensure this.

Service Providers (Companies, Subcontractors & Self-Employed Persons): This section includes physicians not employed by SHA but who performs work in and on SHA sites
- Ascertain what their responsibilities are regarding the health and safety of all workers affected by their activities in the workplace – see Regulation sections 5(5) – 5(8). All individuals under this heading must follow the SHA OHS Policy/Procedure & Program Manual at a minimum and any other applicable Regulations and any safety rules imposed by a department.
- Cooperate with the contractor, other subcontractors and self-employed persons and Occupational Health Committees in protecting the health and safety of everyone in the workplace
- Provide any relevant information that could affect the health and safety of all workers, to the contractor, other subcontractors and self-employed person, and the Occupational Health Committees
- Maintain Due Diligence as per Policy 15-002

Suppliers:
- Supply products that are safe when used according to instructions
- Provide instructions for the safe assembly, use and disassembly of products they supply
- Ensure that products comply with legislation
- Provide a current Safety Data Sheets (SDS) upon each delivery or upon request for a hazardous product

Occupational Health Committees and Representatives:
- Advise and assist in the identification and control of safety hazards
- Receive, consider and resolve matters respecting health and safety of workers
- Promote and recommend means of education and delivery of information on health and safety issues
- Maintain records with respect to duties of the committee
- Cooperate with Occupational Health and Safety Services
- Carry out other duties as specified in the Act or Regulations
- Members attend committee training as required
- Participate in the investigation of serious accidents, dangerous occurrences and refusals to work
- See Policy 15-002; Due Diligence

Occupational Health and Safety Services:
Occupational Health & Safety Consultants, Clinical Nurse Educator, Associate and Injury Reduction Officer provide consultation and direct support:
- Consults with managers, directors and VP’s regarding compliance with the Act and Regulations and the Occupational Health and Safety Programs
- Consults with LRWS, WCB and the Saskatchewan Association for Safe Workplaces in Health (SASWH)
- Facilitates the development, implementation and evaluation of health and safety programs
- Audits health and safety programs and procedures
- Provides education, information and training in a variety of areas related to health and safety, injury prevention and incident investigation
- Acts as a liaison for environmental monitoring
- Participates in provision and training of job task analysis, ergonomic assessments and job safety analysis
- Facilitates reporting requirements to the Saskatchewan Labour Relations and Workplace Safety Divison
- Acts as a resource to and cooperates with the Occupational Health Committees
- Collects and maintains resources for information on health and safety issues
- Recommends safety equipment and personal protective equipment (PPE)
- Provides reports and analysis of incident and injury trends and immunization status
- Maintain Due Diligence as per Policy 15-002

Occupational Health Nurses provide consultation and direct support for:
- Consults with managers, directors and VP’s regarding compliance with the Act and Regulations and the Worker Health and Safety Programs
- Training and education for health care workers on personal protective equipment, blood and body fluid exposure protocols, infectious disease exposure and other exposures in the workplace
- Cytotoxic Drug Post-Exposure Management
- Blood and Body Fluid Exposure Management
- Infectious disease exposure management
- Immunizations of health care workers and the vaccinations required for health care workers as per outlined in the Saskatchewan Immunization Manual
- Respiratory fit testing
- A resource to workers, department managers and other members of the Safety and Wellness team
- Coordination of Hearing Conservation Program

NON-COMPLIANCE/BREACH

Conviction and Penalties:

In a Criminal Code breach of duty, the Crown must prove the guilt of the accused beyond a reasonable doubt. Penalties for individuals can range from absolute discharge to probation to life in prison. Organizations can be fined to an unlimited amount and can be placed on probation with terms such as paying restitution and implementing remedial steps. In a Saskatchewan OHS legislation violation, once the Crown has proven that a violation has occurred, then the burden of proof is on the accused to establish that they acted with due diligence. Penalties include fines that can range from $4000 to $1,500,000 and up to two years in prison.

Review Dates:
- January 1, 2017
- August 15, 2017
- December 13, 2017
- March 26, 2018
Overview

An employer as defined by the Saskatchewan Employment Act means a person, firm, association or body that has, in connection with the operation of a place of employment, one or more workers in the service of the person, firm, association or body.

The Saskatchewan Employment Act defined a supervisor (manager) as a person who is authorized by an employer to oversee or direct the work of the employer’s worker. Therefore any person in SHA that oversees or directs the work of a worker is assigned the responsibility of the employer and must follow the Saskatchewan Employment Act and Occupational Health & Safety Regulations and provide due diligence.

Purpose

Employers (Managers and Supervisors) can get a sense of the state of due diligence in their department by asking the kinds of questions posed below. Although these questions are meant for employers, they can also be adapted and used by supervisors, safety leaders, occupational health committees and workers.

Principle

Do you know, understand and follow your OHS duties set out in the Saskatchewan Employment Act and OHS Regulations?

Excerpt from The Handi-Guide to the Act and Regulations

Questions:

Have you implemented an effective OHS program to identify, assess, and control hazards (following the hierarchy of controls: first, elimination of the hazard; second, use of engineering controls; third, use of administrative controls; and fourth, use of PPE)?

Are you informed on the potential sources of hazards and appropriate hazard controls from:

- The Saskatchewan Employment Act and Occupational Health & Safety Regulations?
- The experience of others (e.g. from industry standards and best practices)?
- Your own internal OHS program (e.g. from inspections, reports, investigations, and worker concerns)?

Saskatoon & Area - Occupational Health & Safety
• Any previous incidents in your organization?

Are your workers encouraged to bring forward their concerns? Are those concerns treated seriously?

Do you develop appropriate systems of work within your Safety management system such as OHS objectives, policies, standards, safety processes and procedures, etc. that contribute to or are essential to safety?

Do you provide OHS information to workers including hazards, hazard controls, safety policies, rules, procedures and any applicable regulations and standards?

Do you provide direction and instruction to workers on their work tasks?

Regarding your equipment, do you:
• Use the correct equipment for the task?
• Train operators and supervisors in the safe use of the equipment?
• Document the training that has occurred?
• Ensure that equipment is properly installed?
• Ensure that equipment that is not safe removed from circulation?
• Have equipment available that enables the work to be carried out safely?
• Ensure that the equipment is properly maintained?
• Abide by manufacturer’s specifications?
• Consider safety in obtaining new equipment?

Regarding equipment inspections and maintenance:
• Is your equipment inspected at suitable, regular intervals?
• Once identified, are equipment deficiencies, defects, and unsafe conditions promptly repaired or otherwise remedied?
• Is frequency of inspections based on experience, manufacturer’s specifications, regulatory requirements and a hazard assessment?
• Are maintenance personnel competent to maintain equipment adequately?
• Is maintenance work planned and conducted in a safe fashion (e.g. equipment that is being serviced is locked out and safety devices are not bypassed)?
• Are preventive maintenance and regular servicing of equipment performed as appropriate and required?
• Do the maintenance systems include pre-use equipment checks, walk-arounds, identification of critical parts and items and maintenance procedures?
• Are workers empowered to refuse to use equipment that is not in good working order?

Regarding Personal Protective Equipment (PPE) and other protective devices:
• Is PPE and protective clothing appropriate to the hazard and in good repair?
• Are workers trained in the proper and safe use, care, fit-testing and maintenance of all PPE?
• Are protective devices in place and functional?
• Are protective devices secure and appropriate for the risk?
• Are guards and other safety devices adequately maintained?
Regarding training, do you:

- Provide the required training for your new or newly transferred workers?
- Use appropriate testing to verify that your training is effective?
- Provide ongoing training as needed for all workers – whether front-line or management?
- Do you document the training that has been completed with all workers?

Have you ensured that corrective and preventative actions have been taken as a result of incident investigations?

Do you take reasonable steps to ensure that your OHS program is working, committing appropriate resources toward OHS, requiring OHS accountability, and providing monitoring and correction through:

- Formal, planned observations with respect to specific tasks?
- General observation of work going on by a supervisor or manager in the field?
- Formal reports, such as near-miss and incident reports?
- Informal reports, such as verbal reports?
- Inspections of workplaces, processes and procedures?
- Regular internal and external OHS program audits?

Have you documented and kept records on all the work you do to ensure occupational health and safety?

**Non-Compliance/Breach:**

Non-compliance with this policy will result in a review of the incident. A review for non-compliance may result in disciplinary action, up to and including termination of employment or privileges; fines and/or prosecution of individuals under the Saskatchewan Employment Act and OHS Regulations.

Review Dates:
January 1, 2017
September 6, 2017
March 26, 2018
**Definition**

“Serious accident” is defined as every accident at a place of employment that:

- Causes or may cause the death of a worker; or
- Will require a worker to be admitted to a hospital as an in-patient for a period of 72 hours or more

**Purpose**

- To ensure serious accidents are managed and immediate corrective actions are taken to ensure worker safety
- To ensure that Saskatchewan Labour Relations and Workplace Safety (LRWS) is notified of serious accidents
- To ensure that Occupational Health Committee (OHC) co-chairpersons are made aware of and investigate all serious accidents
- To ensure that root causes and contributing factors are identified
- To ensure short-term and long-term corrective action plans are developed with target dates in place which will minimize the risk of a similar incident

**Roles and Responsibilities**

Employer must ensure:

- The work is stopped, the area is secured and emergency response is provided
- Serious Accident Notification is provided to the OHS Division, the OHC and the SHA OHS department
- An investigation is performed with the assistance of the OHC Co-Chairs or their designates along with assistance of the SHA OHS Support person
- The Employer, in consultation with the Co-Chairs or designates prepares a written report that includes the findings, causes, immediate corrective action taken and long-term actions planned to minimize the risk of a similar incident
Manager/Supervisor must ensure:
- That roles and responsibilities of all workers are being met, as well as applicable legislation and/or standards
- They cooperate with the Occupational Health Officers during LRWS follow-up
- Support is provided to Employer and Worker(s)

Worker must ensure:
- The incident is immediately reported to Manager/Supervisor and to the Safety Alert System/Incident Reporting Line
- They cooperate with the Occupational Health Officers during LRWS follow-up

Non-Compliance/Breach:
Non-compliance with this policy will result in a review of the incident. A review for non-compliance may result in disciplinary action, up to and including termination of employment or privileges; fines and/or prosecution of individuals under the Saskatchewan Employment Act and OHS Regulations.

Review Dates:
January 1, 2017
October 15, 2017
March 26, 2018
October 29, 2018
**Purpose**

The purpose of this procedure is to establish the processes to follow when a serious accident occurs.

**Procedure**

Secure the area and provide emergency response

- Employer or designate assess the seriousness of the situation. Can the present situation get worse? How can damage be minimized?
- If the accident caused a death, do not interfere with, destroy, carry away or alter the position of any wreckage, article, document or thing at the scene until an Occupational Health Officer has completed an investigation, **except for the purpose of saving a life or relieving human suffering**.
- Eliminate and contain hazards. If necessary, remove non-essential personnel from danger area immediately. Treatment of injured may have to wait until others whose lives are in danger are removed from danger. Provide first aid as soon as possible.
- Employer or designate: Call switchboard or 9-1-1 Emergency Medical Services (EMS) as appropriate. Relay as much information as possible, including number of injured persons and nature and extent of injuries. Have someone meet EMS and guide them directly to the accident scene. Ensure clear access for EMS. Find out where the injured persons are being taken – information for families and investigators.
- Employer takes charge, if no other authority is present. Labour Relations and Workplace Safety (LRWS) has authority in most occupational accidents; Fire & Protective Services has authority in some situations.
- Employer or designate:
  - Control the crowd
  - Ask someone to assist
  - **Identify the witnesses**

**Notifications**

Employer or designate responsible for the following:

- Notify Manager/Director on Call
- Report to Safety Alert System/Incident Reporting Line
- If it is a Code, Notify EPP Manager
- Ask for assistance from the SHA OHS Support Person
If the accident meets the definition, notify LRWS by phoning (800) 567-7233 (ask for Duty Officer) soon as reasonably possible.

Complete Serious Accident Notification to OHS Division Form (Word Document available on OHS Infonet Page under Resources, Incident Investigation Tools) and send copies to:
  - LRWS fax to (306) 933-7339 or email ohs.general@gov.sk.ca
  - Site Co-chairs
  - SHA Regional Manager of OHS: email OHSINTAKE@saskatoonhealthregion.ca or fax (306) 655-0124

Investigation
Employer and the site Co-chairs (or designates) investigate the accident with the assistance of the SHA OHS support person. Record the investigation on the Serious Accident Investigation Report Form; (Word Document available on OHS Infonet Page under Resources, Incident Investigation Tools) follow the Occupational Health and Safety Regulations, 1996; Regulation 29 for the criteria to be included in the report. Other tools available on the OHS Infonet Page under Resources, Incident Investigation Tools: Manager DO/SA/CI Investigation Tool and OHC Co-Chair DO/SA/CI Investigation Tool

- Identify the witnesses:
  - Make a list immediately of those directly involved in the accident, including injured persons. Obtain contact information. If public is involved, go to them first, as they are more likely to leave.
  - Ask the person who was first on the accident scene to help develop list, as this person may know who else was in the vicinity at the time. Approach these witnesses immediately.
  - Include anyone who was in the vicinity immediately before, during, or after the accident, including injured workers. Even if someone wasn’t there when it happened, if they were there immediately before hand they may have valuable information.
  - Inform all witnesses that the purpose is fact-finding and to prevent it from happening again, not blaming.
  - Arrange separate interviews for each witness as soon as possible. If there are two investigators, you might consider one investigator beginning the interviews, while the other gathers evidence. If appropriate, gather evidence while witnesses are being interviewed: the witness can then point to objects, equipment, and together with the investigator, examine physical evidence. Or it may be more appropriate to carry out interviews in a quiet office where there will be fewer distractions.

- Survey the scene and gather physical evidence:
  - Note environmental conditions: housekeeping, lighting, noise, signs, workspace, visibility, temperature, humidity, distractions, air quality
  - Record the scene as found:
    - Take pictures
    - Make sketches
    - Take measurements
  - Housekeeping, condition of floor, risk of slips or trips, confined work area, clear access
  - Accident surroundings: marks that could provide clues to the accident, anything out of the ordinary
  - Equipment, materials, tools:
    - Location in relation to injured worker
    - Damage or other marks on equipment or tools to damage or marks on floors and walls. Are they consistent?
    - Check safety devices such as guards, guardrails, safety catches.
- Presence of toxic or hazardous substances
- Are machinery controls on or off? Establish consistency. Verify that what was said is correct. If not, there may be some problem with machine, equipment, or someone’s familiarity with machine or equipment
- Use and quality of PPE
- Photograph and record nameplate data, such as weights and load limits
- Check for structural damage as well as damage to equipment, piping, etc
- Collect foreign objects or broken pieces of equipment
  - Take samples of substances/fluids
  - Note ergonomic conditions: weights, forces, awkward posture used &/or necessitated by environment/equipment/task, control design
- Interview witnesses:
  - Identity of the people involved in the accident
  - Identity of the people with possible knowledge of the accident
  - Events that occurred before, during and after the accident
  - Timing and sequence of events
  - Location and direction of actions and events
  - Possible causes of each action and event
  - Witness suggestions for preventing similar incidents
- Gather documentation:
  - Orientation, training and maintenance records
  - Equipment manuals
  - Safety Data Sheets
  - OHC Minutes and inspection reports
  - Audits
  - Policies and Procedures
  - Job Safety Analysis
  - Safe Work Procedures
  - Safety profile
  - Incident reports: evidence of previous similar incidents and corrective actions
  - Evidence of rule enforcement
  - Staffing level, schedule, overtime
- Interview other appropriate personnel:
  - Supervisor
    - Experience and training as a supervisor
    - Supervisor knowledge in type of work being performed
    - What instructions did they give at the start of the shift
    - Experience and training of the workers involved
    - What supervision has been done to ensure safe work procedures were being followed
    - Physical and mental condition of those involved (fitness, fatigue, stress)
    - Workload
    - Expectations
    - Description of task
    - Repetitiveness
    - Work flow design
    - Previously identified hazards & subsequent controls put in place
    - Safety rules & enforcement
    - Safety inspections

Saskatoon & Area - Occupational Health & Safety
- Budgetary factors
- Accountability
- Suggestions to prevent reoccurrence

  o Co-Workers
    - Regarding workload
    - Work and safety culture
    - Unwritten or conflicting expectations
    - Training and effectiveness
    - How a task is usually performed
    - Physical and mental condition of those involved (fitness, fatigue, stress)
    - Suggestions to prevent reoccurrence

  o Trainers
    - General training
    - Specific to prevent reoccurrence

- Analyze the evidence and determine direct, indirect and root causes
  - Determine gaps in the evidence and try to fill this in by interviewing witnesses again etc.
  - Get expert advice if necessary, e.g. Engineering consultant, human factors consultant
  - Each conclusion should be checked to see if:
    - It is supported by evidence
    - The evidence is direct or based on eyewitness accounts, or
    - The evidence is based on assumption

  o Employer or designate: Determine immediate mitigation action to ensure the safety of workers in the short term, including person responsible and target date.

  o Employer or designate: Determine short-term and long-term corrective actions, including person responsible and target date, to correct the indirect and root causes.

  o Controls should be considered in this order:
    - Eliminate the hazard
    - Substitute the hazard for a less hazardous process/material
    - Minimize the hazard:
      - Reduce the amount of hazardous materials being stored
      - Reduce the # of items of hazardous equipment
      - Reduce the usage of hazardous plant or materials
    - Engineering controls
      - Control at the source e.g. process automation or changes in design
      - Physical barriers e.g. machine guards or automatic lock out systems
      - Controls to reduce exposure e.g. partial enclosure, ventilation, dust suppression
      - Segregation – time. e.g. do hazardous operations when people are not present
    - Administrative controls
      - Job rotation
      - Safe systems of work
      - Good housekeeping
    - Training and supervision
    - Personal protective equipment

Do not recommend safe work practices/procedures as the sole or main control if the hazard can be eliminated, substituted or controlled by engineering solutions.
• Employer or designate, in consultation with the site Co-chairs or their designates and the assistance of the SHA OHS support person, writes a report that includes:
  o A description of the accident
  o Any graphics, photographs or other evidence that may assist in determining the cause or causes of the accident
  o An explanation of the cause or causes of the accident
  o The immediate corrective action taken
  o Any long-term action that will be taken to prevent the occurrence of a similar accident or the reasons for not taking action

• Follow Up
  o Employer or designate: Communicate the report to LRWS, SHA OHS Department, workers, management, OHC, department safety committee. It may be appropriate to communicate to other departments such as Risk Management or Infection Prevention and Control.
  o Employer or designate: Develop a timetable for corrective actions and implement the corrective actions.
  o OHC: Monitor that the scheduled actions have been completed
  o OHC: Post the action taken as well as any decision not to act
  o OHC: Confirm that the action taken has resolved the problem
  o Employer or designate: Check the condition of injured workers
  o Employer or designate: Inform and train other workers at risk
  o Employer or designate: Re-orient injured workers on their return to work

Non-Compliance/Breach:
Non-compliance with this procedure will result in a review of the incident. A review for non-compliance may result in disciplinary action, up to and including termination of employment or privileges; fines and/or prosecution of individuals under the Act.

Review Dates:
January 1, 2017
October 15, 2017
March 26, 2018
October 29, 2018
May 1, 2019
March 18, 2020
Manager – Dangerous Occurrence/Serious Accident/Critical Incident Investigation Tool

Manager & Director on Call is notified of a Dangerous Occurrence/Serious Accident/Critical Incident via Employee/Supervisor and/or Safety Alert System/IRL

Manager requests worker(s) on site to secure the scene & not to disturb scene after emergency response

Manager attends to the secured scene of the Dangerous Occurrence/Serious Accident/Critical Incident

(1) Notify LRWS by phoning (800) 567-7233 (ask for Duty Officer), as soon as reasonable possible, if the incident meets definition and (2) Request Support from OHS Support Person

Investigate with the OHC Co-Chairs & OHS Support Person using the Dangerous Occurrence Investigation Form OR Serious Accident Investigation Report Form

Identify witnesses
Immediately list those directly involved, including the injured person
Public/visitors/clients
Anyone who was in vicinity immediately before, during, after incident
Inform witnesses the purpose is fact-finding, not blame

Interview witnesses
Interview other appropriate personnel
Supervisor(s)
• Experience/training
• Workload
• Expectations/Accountability, etc.
Co-workers
• Safety culture
• Conflicting expectations
• Training and effectiveness
Trainers
• General training
• Specific to prevent reoccurrence, etc.

Gather documentation
Orientation, training, maintenance records
Equipment manuals, Safety Data Sheets
OHC Minutes & inspections
Policy & Procedures
Safe Work Procedures & Job Safety Analysis
Previous incident reports
Staffing level/overtime

Analyze the evidence and determine direct, indirect and root cause
Determine gaps in evidence
Task, equipment, materials, people, procedures
Hierarchy of Controls
• Eliminate the hazard
• Substitute for less hazardous process/material
• Minimize amount of hazard
• Engineering controls (control at the source)
• Administrative controls (job rotation, safe systems of work, housekeeping)
• Training & supervision
• Personal protective equipment

Write the Investigation Report: (1) description of incident (2) graphics (3) explanation of cause(s) of incident (4) immediate corrective action(s) (5) long-term action to prevent incident

(1) Fax the Investigation Report to LRWS (306) 933-7339 or email ohs.general@gov.sk.ca and (2) email/fax to local OHS office OHSIntake@saskatoonhealthregion.ca or fax (306) 655-0124

Saskatoon
• Develop a timeline for corrective actions and implement the corrective actions
• Check the condition of injured workers
• Inform and train other workers at risk
• Re-orient injured workers on their return to work
• Follow up

Survey the scene & gather physical evidence
Environmental conditions (lighting, noise, signs, workspace, visibility, temperature, humidity, distractions, air quality, etc.)
Record scene (take pictures, sketches, measurements, etc.)
Equipment, materials & tools
Ergonomic conditions (weight, forces, postures, etc.)

Gather documentation
Orientation, training, maintenance records
Equipment manuals, Safety Data Sheets
OHC Minutes & inspections
Policy & Procedures
Safe Work Procedures & Job Safety Analysis
Previous incident reports
Staffing level/overtime
Occupational Health Committee Investigation Tool

OHC Co-Chairs are notified of a Dangerous Occurrence/Serious Accident/Critical Incident

OHC Co-Chairs present to the secured scene of the Dangerous Occurrence/Serious Accident/Critical Incident

Investigate with the Manager/Designate & OHS Support using the Dangerous Occurrence Investigation Form OR Serious Accident Investigation Report Form

Identify witnesses
- Immediately list those directly involved, including the injured person

Survey the scene & gather physical evidence
- Environmental conditions (lighting, noise, signs, workspace, visibility, temperature, humidity, distractions, air quality, etc.)
- Record scene (take pictures, sketches, measurements, etc.)
- Equipment, materials & tools
- Ergonomic conditions (weight, forces, postures, etc.)

Interview witnesses
- Interview other appropriate personnel
  - Supervisor(s)
    - Experience/training
    - Workload
    - Expectations /Accountability etc.
  - Co-workers
    - Safety culture
    - Conflicting expectations
    - Training and effectiveness
    - Suggestions, etc.
  - Trainers
    - General training
    - Specific to prevent reoccurrence, etc.

Gather documentation
- Safety Profile
- Job Safety Analysis
- Staffing level/overtime
- Policy & Procedures
- Safe Work Procedures
- Orientation, training, maintenance records
- Equipment manuals, SDS’s
- OHC Minutes & inspections/Audits
- Department Safety Committee
- Inspections
- Facility Management repairs & assessments
- Previous incident reports

Analyze the evidence and determine direct, indirect and root cause
- Determine gaps in evidence
- Determine direct, indirect and root cause(s)
- Task, equipment, materials, people, procedures

Hierarchy of Controls
- Eliminate the hazard
- Substitute for less hazardous process/material
- Minimize amount of hazard
- Engineering controls (control at the source)
- Administrative controls (job rotation, safe systems of work, housekeeping)
- Training & supervision
- Personal protective equipment

Environmental conditions
- Safety Profile
- Job Safety Analysis
- Staffing level/overtime
- Policy & Procedures
- Safe Work Procedures
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- Department Safety Committee
- Inspections
- Facility Management repairs & assessments
- Previous incident reports

Determine gaps in evidence
- Task, equipment, materials, people, procedures

Hierarchy of Controls
- Eliminate the hazard
- Substitute for less hazardous process/material
- Minimize amount of hazard
- Engineering controls (control at the source)
- Administrative controls (job rotation, safe systems of work, housekeeping)
- Training & supervision
- Personal protective equipment

Follow up
- Monitor scheduled corrective actions
- Post corrective action taken and any decisions not taken
- Confirm corrective actions taken has resolved root cause

(1) Fax the Investigation Report to LRWS (306) 933-7339 or email ohs.general@gov.sk.ca and (2) email/fax to local OHS office OHSIntake@saskatoonhealthregion.ca or fax (306) 655-0124

Saskatoon & Area
**Serious Accident**  
**Notification to OHS Division**  
**Ministry of Labour Relations and Workplace Safety**

Manager, Supervisor or Designate  
Notify

- LRWS by phone to (800) 567-7233 (ask for Duty Officer) and by faxing this completed form to (306) 933-7339 or email ohs.general@gov.sk.ca as soon as reasonably possible (i.e. as soon as area is secured and everyone is safe) of any occurrence that meets Regulation 8: accidents causing serious bodily injury.
- EPP on Call: If notified of the incident, EPP on call may provide this notification to the Division
- OHS Regional Manager: email OHSINTAKE@saskatoonhealthregion.ca or fax: (306) 655-0124

<table>
<thead>
<tr>
<th>Name of each injured or deceased worker and the apparent injuries:</th>
</tr>
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<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Name of the employer of each injured or deceased worker:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Date, time and location of the accident:</th>
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</thead>
<tbody>
<tr>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Circumstances related to the accident (provide enough detail so that the severity of the risk is clear e.g. #s of employees affected, potential to reoccur):</th>
</tr>
</thead>
</table>
The name, telephone number and fax number of a person to be contacted for additional information (provide primary and alternate contacts):

Manager/Supervisor Signature:

Date and Time Reported to the OHS Division:

cc: Employer Co-Chair:

cc: Employee Co-Chair:

cc: OHS Regional Manager: email OHSINTAKE@saskatoonhealthregion.ca or fax: (306) 655-0124

**Accidents causing serious bodily injury**

8(1) An employer or contractor shall give notice to the division as soon as is reasonably possible of every accident at a place of employment that:
   (a) causes or may cause the death of a worker; or
   (b) will require a worker to be admitted to a hospital as an in-patient for a period of 72 hours or more.

8(2) The notice required by subsection (1) must include:
   (a) the name of each injured or deceased worker:
   (b) the name of the employer of each injured or deceased worker:
   (c) the date, time and location of the accident;
   (d) the circumstances related to the accident;
   (e) the apparent injuries;
   (f) the name, telephone number and fax number of the employer or contractor or a person designated by the employer or contractor to be contacted for additional information.

8(3) An employer or contractor shall provide each co-chairperson or the representative with a copy of the notice required by subsection (1).
# Serious Accident Investigation Report Form

*Follow-up after a Serious Accident (OHS Reg 29)*

<table>
<thead>
<tr>
<th>Site and Department:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manager:</td>
</tr>
<tr>
<td>Injured Worker:</td>
</tr>
<tr>
<td>Occupational Health Officer:</td>
</tr>
<tr>
<td>Reference # (If Officer Report Received):</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Location of Accident:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date and Time of Accident:</td>
</tr>
</tbody>
</table>

**Incident Description**
What happened and how it happened. (Include information learned from inspection and from interviews with workers, supervisors, witnesses, experts): Pictures and/or sketches of site layout/dimensions to be included here or attached.

**Investigation**

**Related Legislation**
Quote the legislation and whether each of the requirements was met

**Other reference documentation**
e.g. CSA Standards, other applicable Standards or Codes, manufacturer operating and maintenance manuals. Quote the document and whether the requirements and/or procedures were followed. (attach documents or parts of documents as appropriate)

**Operational/maintenance documents**
List here and attach (e.g. certificates, records, invoices, technicians or inspectors names and contact numbers)

**Service Provider (i.e. contractor) documents**
Ensuring service provider is competent for the work contracted e.g. maintenance contract, etc.

**Training records**
List and attach records for workers and supervisors including content of training and dates

**Other**
Any other information that helps explain why the incident happened

**Causes**

**Direct and Indirect causes**
(summary of problems identified in investigation notes above)

**Root cause(s)**
(summary of root cause identified in investigation)

<table>
<thead>
<tr>
<th>Corrective Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Short term</strong></td>
</tr>
<tr>
<td>What was done immediately to control the immediate causes/risks; include person responsible and target date or date completed</td>
</tr>
</tbody>
</table>

| **Long term** |
| To control the root causes; include person responsible and target date |

| **Actions to prevent occurrence at other facilities or departments** |

(Print name)

Report prepared by: Date:

Email address: Phone:
Co-Chair Certification

We certify that this report was prepared in consultation with the site co-chairs or designates:

Employer co-chair signature

Employee co-chair signature

Cc: Site OHC co-chairs

SHA OHS Regional Manager: OHSINTAKE@saskatoonhealthregion.ca or fax (306) 655-0124
Definition

“Dangerous Occurrence” is defined as any occurrence that does not result in, but could have resulted in, a condition or circumstance set out in subsection 8(1):

Subsection 8(1) states: causes or may cause death of a worker or requires a worker to be admitted to a hospital as an in-patient for period of 72 hours or more; and includes

- The structural failure or collapse of:
- A structure, scaffold, temporary falsework or concrete formwork; or
- All or any part of an excavated shaft, tunnel, caisson, coffer dam, trench or excavation;
- The failure of a crane or hoist or the overturning of a crane or unit of powered mobile equipment;
- An accidental contact with an energized electrical conductor;
- The bursting of a grinding wheel;
- An uncontrolled spill or escape of a toxic, corrosive or explosive substance;
- A premature detonation or accidental detonation of explosives;
- The failure of an elevated or suspended platform; and
- The failure of an atmosphere-supplying respirator

Dangerous Occurrence examples:

- Asbestos contact of friable material
- Carbon Monoxide accumulation that is discovered before harm occurs
- Electrical shock - From a current, not from static shock
- Equipment hitting a skywalk
- Explosion or bursting of: Boiler, Light Ballast
- Façade falling off the side of a building
- Failure of Dumbwaiter
- Failure of Lifts: Ceiling Track, Total Lift or Sit/Stand Lifts
- Fires: boiler room, water heater
- Natural gas leak from kitchen stove or laundry equipment
• Prism spreader bar falling off the strap
• Threat of serious violence, e.g. with a weapon;

Purpose
• To ensure dangerous occurrences are managed and investigated and immediate corrective actions are taken to ensure worker safety
• To ensure that Saskatchewan Labour Relations and Workplace Safety (LRWS) is notified of dangerous occurrences
• To ensure that Occupational Health Committee co-chairpersons are made aware of and investigate all dangerous occurrences
• To ensure that root causes and contributing factors are identified
• To ensure short-term and long-term corrective action plans are developed with target dates in place which will minimize the risk of a similar incident

Roles and Responsibilities
Employer must ensure:
• The work is stopped, the area is secured and emergency response is provided
• Dangerous Occurrence Notification is provided to the OHS Division, the OHC and the SHA OHS Department
• An investigation is performed with the assistance of the OHC Co-Chairs or their designates along with assistance of the SHA OHS Support person
• The employer, in consultation with the Co-Chairs or designates prepares a written report that includes the findings, causes, immediate corrective action taken and long-term actions planned to minimize the risk of a similar incident

Manager/Supervisor must ensure:
• That roles and responsibilities of all workers are being met, as well as applicable legislation and/or standards
• They cooperate with the Occupational Health Officers during LRWS follow up
• Support is provided to Employer and Worker(s)
• If unsure if the incident is a Dangerous Occurrence, contact your dept/site OHS Support person or OHSINTAKE@saskatoonhealthregion.ca for support in determining if it meets dangerous occurrence criteria

Worker must ensure:
• The incident is immediately reported to Manager/Supervisor and to the Safety Alert System/Incident Reporting Line
• They cooperate with the Occupational Health Officers during LRWS follow up
Non-Compliance/Breach:
Non-compliance with this policy will result in a review of the incident. A review for non-compliance may result in disciplinary action, up to and including termination of employment or privileges; fines and/or prosecution of individuals under the Saskatchewan Employment Act and OHS Regulations.

Review Dates:
January 1, 2017
September 28, 2017
March 26, 2018
October 29, 2018
Procedure
Saskatoon & Area – Occupational Health & Safety

Number: 15-004
Title: Legislative Responsibilities: Dangerous Occurrences

Saskatchewan Employment Act:
OHS Regulation: 4, 8, 9, 31

Date: January 1, 2017
Date Revised/Reaffirmed: March 18, 2020

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Purpose
The purpose of this procedure is to establish the processes to follow when a dangerous occurrence occurs.

Procedure
Secure the area
- Employer or designate assess the seriousness of the situation. Can the present situation get worse? How can damage be minimized?
- Eliminate and contain hazards. If necessary, remove non-essential personnel from danger area immediately.
- Employer or designate:
  - Control the crowd
  - Ask someone to assist
  - Identify the witnesses

Notifications
Employer or designate responsible for the following:
- Notify Manager/Director on Call
- Report to Safety Alert System/Incident Reporting Line
- If it is a Code, Notify EPP Manager
- Notify OHC Co-chairs and Regional OHS Manager when appropriate e.g. if incident occurs during the night or weekends, notify in the morning of the next business day
- Ask for assistance from the SHA OHS Support Person
- If the incident meets the definition, notify LRWS by phoning (800) 567-7233 as soon as reasonably possible.
- Complete Dangerous Occurrence Notification to OHS Division Form (Word Document available on OHS Infonet Page under Resources, Incident Investigation Tools) and send copies to:
  - LRWS fax to (306) 933-7339 or email ohs.general@gov.sk.ca
  - Site Co-chairs
  - SHA Regional Manager of OHS: email OHSINTAKE@saskatoonhealthregion.ca or fax (306) 655-0124

Saskatoon & Area - Occupational Health & Safety
Investigation
Employer and the site Co-chairs (or designates) investigate the dangerous occurrence with the assistance of the SHA OHS support person. Record the investigation on the Dangerous Occurrence Investigation Form (Word Document available on OHS Infonet Page under Resources, Incident Investigation Tools). Other tools available on the OHS Infonet Page under Resources, Incident Investigation Tools: Manager DO/SA/CI Investigation Tool and OHC Co-Chair DO/SA/CI Investigation Tool

- Identify the witnesses:
  - Make a list immediately of those directly involved in the incident, including injured persons. Obtain contact information. If public is involved, go to them first, as they are more likely to leave.
  - Ask the person who was first on the incident scene to help develop list, as this person may know who else was in the vicinity at the time. Approach these witnesses immediately.
  - Include anyone who was in the vicinity immediately before, during, or after the incident, including injured workers. Even if someone wasn’t there when it happened, if they were there immediately before hand they may have valuable information.
  - Inform all witnesses that the purpose is fact-finding and to prevent it from happening again, not blaming.
  - Arrange separate interviews for each witness as soon as possible. If there are two investigators, you might consider one investigator beginning the interviews, while the other gathers evidence. If appropriate, gather evidence while witnesses are being interviewed: the witness can then point to objects, equipment, and together with the investigator, examine physical evidence. Or it may be more appropriate to carry out interviews in a quiet office where there will be fewer distractions.

- Survey the scene and gather physical evidence:
  - Note environmental conditions: housekeeping, lighting, noise, signs, workspace, visibility, temperature, humidity, distractions, air quality.
  - Record the scene as found:
    - Take pictures
    - Make sketches
    - Take measurements
  - Housekeeping, condition of floor, risk of slips or trips, confined work area, clear access
  - Incident surroundings: marks that could provide clues to the incident, anything out of the ordinary
  - Equipment, materials, tools:
    - Location
    - Damage or other marks on equipment or tools to damage or marks on floors and walls. Are they consistent?
    - Check safety devices such as guards, guardrails, safety catches
    - Presence of toxic or hazardous substances
    - Are machinery controls on or off? Establish consistency. Verify that what was said is correct. If not, there may be some problem with machine, equipment, or someone’s familiarity with machine or equipment
    - Use and quality of PPE
    - Photograph and record nameplate data, such as weights and load limits
    - Check for structural damage as well as damage to equipment, piping, etc
    - Collect foreign objects or broken pieces of equipment
  - Take samples of substances/fluids
- Note ergonomic conditions: weights, forces, awkward posture used &/or necessitated by environment/equipment/task, control design

- Interview witnesses:
  - Identity of the people involved in the incident
  - Identity of the people with possible knowledge of the incident
  - Events that occurred before, during and after the incident
  - Timing and sequence of events
  - Location and direction of actions and events
  - Possible causes of each action and event
  - Witness suggestions for preventing similar incidents

- Gather documentation:
  - Orientation, training and maintenance records
  - Equipment manuals
  - Safety Data Sheets
  - OHC Minutes and inspection reports
  - Audits
  - Policies and Procedures
  - Job Safety Analysis
  - Safe Work Procedures
  - Safety profile
  - Incident reports: evidence of previous similar incidents and corrective actions
  - Evidence of rule enforcement
  - Staffing level, schedule, overtime

- Interview other appropriate personnel:
  - Supervisor
    - Experience and training as a supervisor
    - Supervisor knowledge in type of work being performed
    - What instructions did they give at the start of the shift
    - Experience and training of the workers involved
    - What supervision has been done to ensure safe work procedures were being followed
    - Physical and mental condition of those involved (fitness, fatigue, stress)
    - Workload
    - Expectations
    - Description of task
    - Repetitiveness
    - Work flow design
    - Previously identified hazards & subsequent controls put in place
    - Safety rules & enforcement
    - Safety inspections
    - Budgetary factors
    - Accountability
    - Suggestions to prevent reoccurrence
  - Co-Workers
    - Regarding workload
    - Work and safety culture
    - Unwritten or conflicting expectations
    - Training and effectiveness
    - How a task is usually performed
- Physical and mental condition of those involved (fitness, fatigue, stress)
- Suggestions to prevent reoccurrence
  - Trainers
    - General training
    - Specific to prevent reoccurrence
- Analyze the evidence and determine direct, indirect and root causes
  - Determine gaps in the evidence and try to fill this in by interviewing witnesses again etc.
  - Get expert advice if necessary, e.g. Engineering consultant, human factors consultant
  - Each conclusion should be checked to see if:
    - It is supported by evidence
    - The evidence is direct or based on eyewitness accounts, or
    - The evidence is based on assumption
  - Employer or designate: Determine immediate mitigation action to ensure the safety of workers in the short term, including person responsible and target date.
  - Employer or designate: Determine short-term and long-term corrective actions, including person responsible and target date, to correct the indirect and root causes.
- Controls should be considered in this order:
  - Eliminate the hazard
  - Substitute the hazard for a less hazardous process/material
  - Minimize the hazard:
    - Reduce the amount of hazardous materials being stored
    - Reduce the # of items of hazardous equipment
    - Reduce the usage of hazardous plant or materials
  - Engineering controls
    - Control at the source e.g. process automation or changes in design
    - Physical barriers e.g. machine guards or automatic lock out systems
    - Controls to reduce exposure e.g. partial enclosure, ventilation, dust suppression
    - Segregation – time. e.g. do hazardous operations when people are not present
  - Administrative controls
    - Job rotation
    - Safe systems of work
    - Good housekeeping
  - Training and supervision
  - Personal protective equipment

Do not recommend safe work practices/procedures as the sole or main control if the hazard can be eliminated, substituted or controlled by engineering solutions.
- Employer or designate, in consultation with the site Co-chairs or their designates and the assistance of the SHA OHS support person, writes a report that includes:
  - A description of the incident
  - Any graphics, photographs or other evidence that may assist in determining the cause or causes of the incident
  - An explanation of the cause or causes of the incident
  - The immediate corrective action taken
  - Any long-term action that will be taken to prevent the occurrence of a similar incident or the reasons for not taking action
- Follow Up
Employer or designate: Communicate the report to LRWS, SHA-OHS Department, workers, management, OHC, department safety committee. It may be appropriate to communicate to other departments such as Risk Management or Infection Prevention and Control.

Employer or designate: Develop a timetable for corrective actions and implement the corrective actions.

OHC: Monitor that the scheduled actions have been completed

OHC: Post the action taken as well as any decision not to act

OHC: Confirm that the action taken has resolved the problem

Employer or designate: Check the condition of injured workers

Employer or designate: Inform and train other workers at risk

Employer or designate: Re-orient injured workers on their return to work

Non-Compliance/Breach:
Non-compliance with this procedure will result in a review of the incident. A review for non-compliance may result in disciplinary action, up to and including termination of employment or privileges; fines and/or prosecution of individuals under the Act.

Review Dates:
January 1, 2017
September 28, 2017
March 26, 2018
October 29, 2018
May 1, 2019
March 18, 2020
Manager – Dangerous Occurrence/Serious Accident/Critical Incident Investigation Tool

Manager & Director on Call is notified of a Dangerous Occurrence/Serious Accident/Critical Incident via Employee/Supervisor and/or Safety Alert System/IRL

Manager requests worker(s) on site to secure the scene & not to disturb scene after emergency response

Manager attends to the secured scene of the Dangerous Occurrence/Serious Accident/Critical Incident

(1) Notify LRWS by phoning (800) 567-7233 (ask for Duty Officer), as soon as reasonable possible, if the incident meets definition and (2) Request Support from OHS Support Person

Investigate with the OHC Co-Chairs & OHS Support Person using the Dangerous Occurrence Investigation Form OR Serious Accident Investigation Report Form

Identify witnesses
- Immediately list those directly involved, including the injured person
- Public/visitors/clients
- Anyone who was in vicinity immediately before, during, after incident
- Inform witnesses the purpose is fact-finding, not blame

Survey the scene & gather physical evidence
- Environmental conditions (lighting, noise, signs, workspace, visibility, temperature, humidity, distractions, air quality, etc.)
- Record scene (take pictures, sketches, measurements, etc.)
- Equipment, materials & tools
- Ergonomic conditions (weight, forces, postures, etc.)

Interview witnesses
- Interview other appropriate personnel
  - Supervisor(s)
    - Experience/training
    - Workload
    - Expectations /Accountability, etc.
  - Co-workers
    - Safety culture
    - Conflicting expectations
    - Training and effectiveness
- Trainers
  - General training
  - Specific to prevent reoccurrence, etc.

Gather documentation
- Orientation, training, maintenance records
- Equipment manuals, Safety Data Sheets
- OHC Minutes & inspections
- Policy & Procedures
- Safe Work Procedures & Job Safety Analysis
- Previous incident reports
- Staffing level/overtime

Analyze the evidence and determine direct, indirect and root cause
- Determine gaps in evidence
- Task, equipment, materials, people, procedures
- Hierarchy of Controls
  - Eliminate the hazard
  - Substitute for less hazardous process/material
  - Minimize amount of hazard
  - Engineering controls (control at the source)
  - Administrative controls (job rotation, safe systems of work, housekeeping)
  - Training & supervision
  - Personal protective equipment

Write the Investigation Report: (1) description of incident (2) graphics (3) explanation of cause(s) of incident (4) immediate corrective action(s) (5) long-term action to prevent incident

(1) Fax the Investigation Report to LRWS (306) 933-7339 or email ohs.general@sask.sk.ca and (2) email/fax to local OHS office OHSIntake@saskatoonhealthregion.ca or fax (306) 655-0124

Follow up
- Develop a timeline for corrective actions and implement the corrective actions
- Check the condition of injured workers
- Inform and train other workers at risk
- Re-orient injured workers on their return to work
**Occupational Health Committee Investigation Tool**

OHC Co-Chairs are notified of a Dangerous Occurrence/Serious Accident/Critical Incident

OHC Co-Chairs present to the secured scene of the Dangerous Occurrence/Serious Accident/Critical Incident

Investigate with the Manager/Designate & OHS Support using the Dangerous Occurrence Investigation Form OR Serious Accident Investigation Report Form

- Identify witnesses
  - Immediately list those directly involved, including the injured person
  - Public/visitors/clients
  - Anyone who was in vicinity immediately before, during, after incident
  - Inform witnesses the purpose is fact-finding, not blame
  - Inform the witnesses who will be interviewed at a later time

- Survey the scene & gather physical evidence
  - Environmental conditions (lighting, noise, signs, workspace, visibility, temperature, humidity, distractions, air quality, etc.)
  - Record scene (take pictures, sketches, measurements, etc.)
  - Equipment, materials & tools
  - Ergonomic conditions (weight, forces, postures, etc.)

- Interview witnesses
  - Interview other appropriate personnel
  - Supervisor(s)
    - Experience/training
    - Workload
    - Expectations /Accountability etc.
  - Co-workers
    - Safety culture
    - Conflicting expectations
    - Training and effectiveness
    - Suggestions, etc.
  - Trainers
    - General training
    - Specific to prevent reoccurrence, etc.

- Gather documentation
  - Safety Profile
  - Job Safety Analysis
  - Staffing level/overtime
  - Policy & Procedures
  - Safe Work Procedures
  - Orientation, training, maintenance records
  - Equipment manuals, SDS’s
  - OHC Minutes & inspections/Audits
  - Department Safety Committee
  - Inspections
  - Facility Management repairs & assessments
  - Previous incident reports

- Analyze the evidence and determine direct, indirect and root cause
  - Determine gaps in evidence
  - Determine direct, indirect and root cause(s)
  - Task, equipment, materials, people, procedures

 Hierarchical Controls
- Eliminate the hazard
- Substitute for less hazardous process/material
- Minimize amount of hazard
- Engineering controls (control at the source)
- Administrative controls (job rotation, safe systems of work, housekeeping)
- Training & supervision
- Personal protective equipment

(1) Fax the Investigation Report to LRWS (306) 933-7339 or email ohs.general@gov.sk.ca and (2) email/fax to local OHS office OHSIntake@saskatoonhealthregion.ca or fax (306) 655-0124

Follow up
- Monitor scheduled corrective actions
- Post corrective action taken and any decisions not taken
- Confirm corrective actions taken has resolved root cause
# Dangerous Occurrence

## Notification to OHS Division

**Ministry of Labour Relations and Workplace Safety**

Manager, Supervisor or Designate

Notify

- LRWS by phone to (800) 567-7233 (ask for Duty Officer) and by faxing this completed form to (306) 933-7339 or email ohs_general@gov.sk.ca, as soon as reasonably possible (i.e. as soon as area is secured and everyone is safe) of any occurrence that meets Regulation 9: dangerous occurrences.
- EPP on Call: If notified of the incident, EPP on call may provide this notification to the Division
- OHS Regional Manager: email OHSINTAKE@saskatoonhealthregion.ca or fax: (306) 655-0124

<table>
<thead>
<tr>
<th>Name of each employer, contractor and owner at the place of employment:</th>
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<tbody>
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<table>
<thead>
<tr>
<th>Date, time and location of the dangerous occurrence:</th>
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<thead>
<tr>
<th>Circumstances related to the dangerous occurrence (provide enough detail so that the severity of the risk is clear e.g. #s of employees affected, severity of potential injuries, potential to reoccur):</th>
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<tr>
<th>The name, telephone number and fax number of a person to be contacted for additional information (provide primary and alternate contacts):</th>
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<tr>
<th>Manager/Supervisor Signature:</th>
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<tr>
<th>Date and Time Reported to the OHS Division:</th>
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</table>

cc: Employer Co-Chair:
Dangerous occurrences

9(1) In this section, “dangerous occurrence” means any occurrence that does not result in, but could have resulted in, a condition or circumstance set out in subsection 8(1), and includes: SHA Note: the following list is not exclusive, other occurrences would be considered ‘dangerous occurrences’ if they could have resulted in a death or 72-hour hospitalization.

(a) the structural failure or collapse of:
   (i) a structure, scaffold, temporary falsework or concrete formwork; or
   (ii) all or any part of an excavated shaft, tunnel, caisson, coffer dam, trench or excavation;

(b) the failure of a crane or hoist or the overturning of a crane or unit of powered mobile equipment;

(c) an accidental contact with an energized electrical conductor;

(d) the bursting of a grinding wheel;

(e) an uncontrolled spill or escape of a toxic, corrosive or explosive substance;

(f) a premature detonation or accidental detonation of explosives;

(g) the failure of an elevated or suspended platform; and

(h) the failure of an atmosphere-supplying respirator.

9(2) An employer, contractor or owner shall give notice to the division as soon as is reasonably possible of any dangerous occurrence that takes place at a place of employment, whether or not a worker sustains injury.

9(3) A notice required by subsection (2) must include:

(a) the name of each employer, contractor and owner at the place of employment;

(b) the date, time and location of the dangerous occurrence;

(c) the circumstances related to the dangerous occurrence;

(d) the name, telephone number and fax number of the employer, contractor or owner or a person designated by the employer, contractor or owner to be contacted for additional information.

9(4) An employer, contractor or owner shall provide each co-chairperson or the representative with a copy of the notice required by subsection (2).

Accidents causing serious bodily injury

8(4) An employer or contractor shall give notice to the division as soon as is reasonably possible of every accident at a place of employment that:

(a) causes or may cause the death of a worker; or

(b) will require a worker to be admitted to a hospital as an in-patient for a period of 72 hours or more.
# Dangerous Occurrence Investigation Report Form

*Follow-up after a Dangerous Occurrence (OHS Reg 31)*

<table>
<thead>
<tr>
<th>Site and Department:</th>
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<table>
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<tr>
<th>Manager:</th>
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<tr>
<th>Injured Worker:</th>
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<thead>
<tr>
<th>Occupational Health Officer:</th>
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<tr>
<th>Reference # (If Officer Report Received):</th>
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<tr>
<th>Location of Accident:</th>
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<table>
<thead>
<tr>
<th>Date and Time of Accident:</th>
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</table>

<table>
<thead>
<tr>
<th>Incident Description</th>
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<tbody>
<tr>
<td>What happened and how it happened. (Include information learned from inspection and from interviews with workers, supervisors, witnesses, experts): Pictures and/or sketches of site layout/dimensions to be included here or attached.</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Investigation</th>
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<thead>
<tr>
<th>Related Legislation</th>
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<tbody>
<tr>
<td>Quote the legislation and whether each of the requirements was met</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Other reference documentation</th>
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</thead>
<tbody>
<tr>
<td>e.g. CSA Standards, other applicable Standards or Codes, manufacturer operating and maintenance manuals.</td>
</tr>
</tbody>
</table>

Saskatoon & Area - Occupational Health & Safety
Quote the document and whether the requirements and/or procedures were followed. (attach documents or parts of documents as appropriate)

<table>
<thead>
<tr>
<th>Operational/maintenance documents</th>
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<tbody>
<tr>
<td>List here and attach (e.g. certificates, records, invoices, technicians or inspectors names and contact numbers)</td>
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<table>
<thead>
<tr>
<th>Service Provider (i.e. contractor) documents</th>
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<tbody>
<tr>
<td>Ensuring service provider is competent for the work contracted e.g. maintenance contract, etc.</td>
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</table>

<table>
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<tr>
<th>Training records</th>
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<tbody>
<tr>
<td>List and attach records for workers and supervisors including content of training and dates</td>
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<table>
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<tr>
<th>Other</th>
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<tbody>
<tr>
<td>Any other information that helps explain why the incident happened</td>
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<thead>
<tr>
<th>Causes</th>
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<tbody>
<tr>
<td>Direct and Indirect causes</td>
</tr>
<tr>
<td>(summary of problems identified in investigation notes above)</td>
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<table>
<thead>
<tr>
<th>Root cause(s)</th>
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</thead>
<tbody>
<tr>
<td>(summary of root cause identified in investigation)</td>
</tr>
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</table>
## Corrective Actions

### Short term
What was done immediately to control the immediate causes/risks; include person responsible and target date or date completed

### Long term
To control the root causes; include person responsible and target date

### Actions to prevent occurrence at other facilities or departments

---

(Print name)  
Report prepared by:  
Date:  

Email address:  
Phone:

(Print name)  
Reviewed by:  

Signature:  
Date:  

---

Saskatoon & Area - Occupational Health & Safety
Co-chair certification

We certify that this report was prepared in consultation with the site co-chairs or designates:

<table>
<thead>
<tr>
<th>Employer co-chair signature</th>
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</thead>
</table>

| Employee co-chair signature |

Cc: Site OHC co-chairs

SHR OHS Regional Manager: OHSINTAKE@saskatoonhealthregion.ca or fax (306) 655-0124
Purpose

- To identify roles and responsibilities of all persons during Labour Relations and Workplace Safety (LRWS) enforcements and penalties

Roles and Responsibilities

Employer must ensure:

- That roles and responsibilities of all workers are being met, as well as applicable legislation and/or standards
- They cooperate with Occupational Health Officers (OHO) during LRWS follow up. This includes providing any information requested by the OHO and answering any questions that may be asked.

Manager/Supervisor must ensure:

- They are available to tour alongside the OHO for an inspection or walk about. If they are not available, they must select an appropriate designate.
- They cooperate with the OHO during LRWS follow up. This includes providing any information requested by the OHO and answering any questions that may be asked.
- They do not restrict entry to any areas requested to be accessed by an OHO

Worker must ensure:

- They cooperate with the OHO during LRWS follow up. This includes providing any information requested by the OHO and answering any questions that may be asked.
- They do not restrict entry to any areas requested to be accessed by an OHO

Non-Compliance/Breach:

Non-compliance with this policy will result in a review of the incident. A review for non-compliance may result in disciplinary action, up to and including termination of employment or privileges; fines and/or prosecution of individuals under the Saskatchewan Employment Act and OHS Regulations.

Review Dates:

November 16, 2018

Saskatoon & Area - Occupational Health & Safety
Purpose
The purpose of this procedure is to establish SHA’s role in the processes of Labour Relations and Workplace Safety (LRWS) enforcement.

Officer’s Report
An Officer’s report is a report or communication with detailed information related to the health and safety of workers. The Occupational Health Officer (OHO) will provide a copy of the report or communication to the representative of the area the work is conducted such as the director, manager or supervisor and the Occupational Health Committee (OHC).

Procedure:
- Within a 24 hour period of receiving the Officer report, a copy must be:
  - posted on the Occupational Health Committee communications board
  - posted in the department or area to which the report refers
  - send to the OHS Regional Manager: email OHSINTAKE@saskatoonhealthregion.ca or fax: (306) 655-0124
- With the assistance of the site Co-Chairs and the SHA OHS support person, review the Officer report and determine if action items are required in order to ensure compliance with legislation. An Officer report will highlight the areas of interest that the OHO may review at another time.

Compliance Undertaking
A compliance undertaking is a written agreement, not a warning, where a workplace commits to take steps to comply with OHS legislation by accomplishing specified tasks within a defined time period. When an Occupational Health Officer encounters a workplace that is not complying with OHS legislation, entering a compliance undertaking is one of the actions the Officer may take.

When a workplace enters into a compliance undertaking, a progress report must be submitted to LRWS to demonstrate that they have completed the specified tasks.

Procedure:
- Within a 24 hour period of receiving the agreement, a copy must be:
  - posted on the site Occupational Health Committee communications board.
With the assistance of the site Co-Chairs and the SHA OHS support person, review the agreement and determine the action items are required in order to ensure compliance with legislation. Other subject matter experts may be consulted and used as a support and resource.

Once action items are completed and legislation is met in the required timeline, communicate the information in the progress report.

The deadline for the progress report will be noted in the Compliance Undertaking report.

A copy of the progress report must be:
- Submitted to LRWS
- Posted on the site Occupational Health Committee communications board
- Posted in the department or area to which the agreement refers
- Send to the OHS Regional Manager: email OHSINTAKE@saskatoonhealthregion.ca or fax: (306) 655-0124

**Notice of Contravention**

A notice of contravention is an enforcement tool that Officers use to address non-compliance with the OHS legislation. When an Occupational Health Officer encounters a workplace that is not complying with OHS legislation, a notice of contravention is one of the actions the Officer may take.

In a notice of contravention, Officers will:
- Identify the section(s) of the OHS legislation that have been contravened;
- Require that corrective action(s) be taken and specify the date by which that action is to be completed;
- Require a progress report to be sent to the OHS Division within five business days of the prescribed date for correction and to a workplace OHC or Representative. Where neither a Committee nor a Representative exists at a workplace, the progress report is provided to the workers.

**Procedure:**
- Within a 24 hour period of receiving the report, a copy must be:
  - Posted on the site Occupational Health Committee communications board
  - Posted in the department or area to which the report refers
  - Send to the OHS Regional Manager: email OHSINTAKE@saskatoonhealthregion.ca or fax: (306) 655-0124
- With the assistance of the site Co-Chairs and the SHA OHS support person, review the report and determine the action items are required in order to ensure compliance with legislation. Other subject matter experts may be consulted and used as a support and resource.
- Record the action plan and all information required by the contravention in the progress report, noting all timelines.
- The deadline for the progress report will be noted in the Notice of Contravention report.
- A copy of the progress report must be:
  - Submitted to LRWS
  - Posted on the site Occupational Health Committee communications board
  - Posted in the department or area to which the report refers
  - Send to the OHS Regional Manager: email OHSINTAKE@saskatoonhealthregion.ca or fax: (306) 655-0124

**Stop Work Orders**

When an Officer has formed the opinion that there is a breach of the OHS legislation that may involve serious risk to the health and safety of a worker(s), they will direct the cessation of work.
To prevent serious risk situations that could lead to a stop work order at your workplace, familiarize yourself with the examples below of conditions that are considered a serious risk.

The serious risk conditions are:

1. workers being exposed to falls in excess of three metres without appropriate fall protection;
2. the presence of floor or roof openings through which workers could fall;
3. workers working in confined spaces without atmospheric testing or other safety procedures;
4. workers working on equipment or machinery without lockout in place (when such lockout is required);
5. workers working in a trench that has not been cutback or adequately shored;
6. workers handling toxic, carcinogenic, or corrosive chemicals without the appropriate information or precautions in place;
7. workers working in an atmosphere that may pose a threat to health from inhalation of harmful substances without respiratory equipment or other controls; and
8. workers leaving trees partially cut and standing or sit back trees while continuing to work in the area.

Procedure:

- Comply with all the requirements of the stop work order
- Notify the workers affected, the site Co-Chairs, SHA OHS support person
- Provide a copy of the order to:
  o site Occupational Health Committee
  o OHS Regional Manager: email OHSINTAKE@saskatoonhealthregion.ca or fax: (306) 655-0124
- With the assistance of the site Co-Chairs and the SHA OHS support person, review the work order and determine the action items are required in order to ensure compliance with legislation. Other subject matter experts may be consulted and used as a support and resource.
- Document all the actions taken in order to eliminate or mitigate the hazard(s) noted in the stop work order, provide this documentation to:
  o be posted on the site Occupational Health Committee communications board
  o posted in the department or area to which the order refers
  o send to the OHS Regional Manager: email OHSINTAKE@saskatoonhealthregion.ca or fax: (306) 655-0124

**Summary Offence Ticketing**

A Summary Offence Ticket (SOT) is a ticket issued by designated Occupational Health Officers for certain occupational health and safety violations. Summary Offence Tickets are similar to speeding tickets. They are issued on the spot or sent by mail depending on the situation and circumstances. Either way, the officer will assess the situation and facts on the ground before issuing a ticket. Everyone who receives a ticket will have the right to challenge the ticket in court.

There are 12 ticketable offences for non-compliance with legislation in the areas of:

- fall protection;
- excavating and trenching;
- personal protective equipment;
- submission of progress reports to the OHS Division; and
- submission of information requested by the Director.

Fines range from $250 to $1,000 depending on the offence. Tickets will mainly be directed toward employers, contractors, owners, self-employed persons and suppliers.

There is only one offence that applies to workers - clear failure to use personal protective equipment (PPE) that has been provided by ones employer. Before ticketing a worker, officers will assess if the worker was provided with the correct PPE, received adequate training on its use, and was clearly directed to use the PPE but chose not to.

Saskatoon & Area - Occupational Health & Safety
Summary Offence Tickets will only be issued when all other tools are ineffective in making sure that health and safety in the workplace is not compromised - especially in high risk operations (e.g., trenching).

Officers will assess the severity of the situation and will try to use other tools first, such as Compliance Undertakings, Officer’s Reports, Notice of Contraventions and Stop Work Orders. Parties will have ample opportunity to address their health and safety issues before a ticket is issued.

**Appealing an Officer's Decision**

Appeals of Officers’ decisions are made to the Director of the Occupational Health and Safety Division. The Director can conduct appeals internally or choose to forward them to an adjudicator. Certain appeals must be forwarded directly to an adjudicator.

The written notice of appeal must be made to the attention of the:

Director of Occupational Health and Safety Division
Ministry of Labour Relations and Workplace Safety
300 - 1870 Albert Street
REGINA SK S4P 4W1

*Note:* Mailed notices should be sent by registered or certified mail.

If the Director of the OHS Division conducts the appeal internally, the OHS Division will provide notice of the appeal to the persons who are directly affected by the decision and will provide opportunity for those persons to make written representations about whether the decision should be affirmed, amended or cancelled. The Director is not required to provide an oral hearing.

After conducting an appeal, the Director of the OHS Division will affirm, amend or cancel the original decision and will provide written reasons for the decision. The Director will provide a copy of the decision to all persons who are directly affected by the decision.

**Appealing the Director's Decision**

The Director’s decision can be appealed and heard by an adjudicator. Adjudicators are assigned to specific appeal hearings by the Saskatchewan Labour Relations Board.

Adjudicators may:

- require any party to provide testimony;
- require any party to testify under oath;
- require any party to provide documents relevant to the appeal;
- administer oaths or affirmations;
- decide questions of fact relevant to the appeal and may accept evidence even if it would not be admissible in a regular court;
- conduct any appeal using a means of simultaneous telecommunications; and
- adjourn or postpone the appeal.

The Saskatchewan Labour Relations Board will consult with the adjudicator to set a time, day and place for the appeal or hearing. The adjudicator determines the procedures by which an appeal is conducted. Adjudicators are not bound by the normal rules of evidence law and may accept any evidence they consider appropriate.

If a person who is directly affected by an appeal has been given notice of the appeal, the adjudicator may proceed in their absence. Furthermore, adjudicators, at their discretion, may use simultaneous telecommunications to conduct a proceeding. This allows the process to proceed without everyone in the same physical location.
Each party in an appeal may represent themselves or choose to have someone else represent them during the appeal process. Typically, this could mean an employer representative or a lawyer.

The adjudicator’s decision will be based on the evidence presented during the hearings. When the hearings have ended, the adjudicator can choose to accept or dismiss the appeal, or revoke, change or accept the original decision as written.

**Appealing an Adjudicator’s Decision**

If an appeal is pursuant to a question of the law, an adjudicator’s decision can be appealed to the Saskatchewan Labour Relations Board. Also, under certain circumstances, the Saskatchewan Labour Board’s decision can be appealed to the Saskatchewan Court of Appeal.

For more information about appealing a decision to the Saskatchewan Labour Relations Board, contact the Saskatchewan Labour Relations Board at 306-787-2406 (Regina), or visit their website at [www.sasklabourrelationsboard.com](http://www.sasklabourrelationsboard.com)

**Non-Compliance/Breach:**

Non-compliance with this procedure will result in a review of the incident. A review for non-compliance may result in disciplinary action, up to and including termination of employment or privileges; fines and/or prosecution of individuals under the Act.

Review Dates:
November 16, 2018
The following SHA Region Wide Policies are either owned by the Director of Safety and Wellness or are reference sources for SHA Occupational Health and Safety Policies and Procedures.

They can be found at the Region Wide Home Page on the Saskatoon Health Region’s Website [https://www.saskatoonhealthregion.ca/about/Pages/Policies-RW.aspx](https://www.saskatoonhealthregion.ca/about/Pages/Policies-RW.aspx) or on the INFONET Home Page [http://infonet.sktnhr.ca/policiesandprocedures](http://infonet.sktnhr.ca/policiesandprocedures)

- 7311-20-001 – Tobacco and Smoke-Free Policy
- 7311-20-019 – Waste Management
- 7311-30-001 – Respectful Workplace
- 7311-30-002 – Workplace Safety
- 7311-30-007 – Violence Management
- 7311-30-013 – Professional Appearance and Dress Code
- 7311-30-022 – Workplace Harassment
- 7311-50-006 – Safety Reporting
- 7311-50-007 – Disclosure
- 7311-60-010 – Laser Safety
- 7311-60-011 – Transferring, Lifting, Re-positioning-Safe Moving and Client Handling
- 7311-95-006 – Confined Space Management

Review Dates:
January 1, 2017
September 17, 2017
March 26, 2018
June 19, 2019
Policy
Saskatoon & Area - Occupational Health & Safety

Number: 30-001
Title: Occupational Health Committees:
Terms of Reference (Roles & Responsibilities)

Saskatchewan Employment Act: 3-22 to 3-30
OHS Regulation: 38-49

Date: January 1, 2017
Date Revised/Reaffirmed: July 10, 2019

Any PRINTED version of this document is only accurate up to the date of printing. Saskatchewan Health Authority (SHA), Occupational Health & Safety Services (OHS) cannot guarantee the currency or accuracy of any printed policy. Always refer to the Occupational Health & Safety internal website for the most current versions of documents in effect. This policy complies with legislation (minimum standards) at the time of this writing and/or revision. SHA OHS accepts no responsibility for use of this material by any person or organization not associated with SHA. No part of this document may be reproduced in any form for publication without permission of SHA OHS Services.

Purpose
The purpose of this policy is to assist employers and workers to establish and maintain healthy and safe working conditions.

Composition
- Where 10 or more workers work at a site, a committee must be established
- A committee must consist of at least 2 and at most 12 persons
- The size of the committee may be increased according to the direction of Saskatchewan Labour Relations and Workplace Safety
- At least half of the committee members must represent workers other than workers connected with management of the place of employment
- Worker members will be selected in accordance with the constitution of the union they represent
- The committee members will have alternate members that will attend meetings or inspections when the regular committee member is unable to attend (worker members will have alternates that are members of their union)
- Management members will be appointed by the employer
- The committee shall have co-chairs:
  - One designated by the employer
  - One selected by the workers members
  - Worker members will decide on numbers for each union represented
Roles and Responsibilities

Employer must ensure:

- A committee is established
- That time is provided to members during normal work hours and without loss of pay or benefits, to train, receive and investigate safety concerns and incidents, hold and attend special meetings; to inform workers of the provisions of the Safety legislation or to conduct other business proper to the functioning of the committee or the representative. (Saskatchewan OHS Reg. 48 1(b))
- When a union member resigns, a new member is selected to the committee according to Union constitution or bylaws
- Regular meetings are held at a minimum every three months
- Minutes of all meetings are recorded and maintained
- Minutes are distributed to: Committee members, Site Leader/Manager, posted in the workplace on Site OHC Board, SHA OHS regional office and posted on the OHS InfoNet Homepage
- That the committee establishes and implements appropriate inspection schedules
- That the committee submits written reports regarding unsafe conditions to Department Managers or appropriate Director. In smaller sites, the unsafe conditions can be discussed with the Site Leader at the OHC meeting and documented in the minutes.
- That the committee has an escalation process if recommendations are not acted upon
- Emergency meetings are called to address urgent safety issues (Saskatchewan OHS Reg. 47(2))
- The co-chairs or their designates are allowed time to investigate accidents and dangerous occurrences as described in the SHA OHS Policies 15-003, 15-004
- The co-chairs or designates investigated and gather information regarding the accident or dangerous occurrence, in coordination with the manager or their designate
- In the event of an accident or a dangerous occurrence the manager in consultation with the OHC co-chairs prepare a report as per Saskatchewan OHS Reg. 29 or 31 and send to Labour Relations and Workplace Safety

Manager/Supervisor must ensure:

- That roles and responsibilities of all workers are met, as well as applicable legislation and/or standards
- They support the Occupational Health Committee
- They cooperate with the Occupational Health and Safety Service including Occupational Health and Safety Officers from Labour Relations and Workplace Safety
- They contact the committee when support or assistance is required

Worker must ensure:

- They contact the committee when support or assistance is required
- They participate in the identification and control of health and safety hazards
- They cooperate with the Occupational Health and Safety Service including Occupational Health and Safety Officers from Labour Relations and Workplace Safety
Co-Chairs:

- Can discuss and decide on who will chair the meetings
- Either co-chair can call special meetings to deal with urgent concerns
- Participate in Investigation of notifiable accidents and other significant incidents and assist the employer in preparing a written report
- The employer co-chair shall keep the employer informed of the activities, concerns and recommendations of the committee and of any information addressed to the committee
- The worker co-chair shall keep the workers informed of the activities, concerns and recommendations of the committee and of any information addressed to the committee
- Ensure Occupational Health Committee (OHC) member list is posted and current
- If required will facilitate discussion in a Refusal to Work or call a special meeting of the committee to investigate
- Ensure quorum is present at all regular meetings and special meetings;
  - At least half of the total membership is present
  - Employer and Worker members are present
  - At least half of the members must be worker members
  - There cannot be more employer members than worker members at any meeting. If this should occur, extra employer members must leave to ensure there are more employee members than employers members. If at least half of the total committee membership remains, the meeting may continue. If quorum is not met after the extra employer members leave, the meeting must be rescheduled.
- Decisions of a committee with respect to refusals to work must be by unanimous vote of the committee members who are present at the meeting

All Occupational Health Committee Members:

- If they are unable to attend a meeting, inspection or participate in necessary activities, the committee member is responsible to contact the alternate member to have the alternate member attend
- They serve at least one term of three years. Member may serve more than one term
- They participate in identifying and controlling hazards
- They make recommendations to the employer regarding improvements to workplace health and safety
- They distribute information to workers on health and safety
- They receive, consider and resolve matters to do with health and safety of workers
- They investigate accidents and dangerous occurrences
- They provide consultation for health and safety programs
- They conduct safety inspections of all work areas at reasonable intervals
- They investigate work refusals under Section 3-31 of the Saskatchewan Employment Act
- They cooperate with Occupational Health and Safety Services
- They record, maintain and post minutes of all meetings
- They participate in the review of health and safety programs

**Orientation & Training**

- Complete Level 1 and Level 2 OHC training within 6 months of their appointment to the committee

**Materials**

- Occupational Health Committee Manual
- The Saskatchewan Employment Act and the Occupational Health and Safety Regulations, 1996

Saskatoon & Area - Occupational Health & Safety
Non-Compliance/Breach:
Non-compliance with this policy will result in a review of the incident. A review for non-compliance may result in disciplinary action, up to and including termination of employment or privileges; fines and/or prosecution of individuals under the Saskatchewan Employment Act and OHS Regulations.

Resources
- SHA Occupational Health and Safety Services are available to facilitate training, provide in-services, interpret the Saskatchewan Employment Act and the Regulations and assist with investigation of serious accidents, dangerous occurrences and Refusals to Work
- The Occupational Health Officer (Department of Labour Relations and Workplace Safety) may be contacted for assistance at 306-933-0502

Review Dates:
January 1, 2017
March 26, 2018
July 10, 2019
Purpose
The purpose of this policy is to assist employers and workers to establish and maintain healthy and safe working conditions.

Principle
- When a hazard is identified in the workplace the hazard will be controlled or eliminated as soon as reasonably possible. Corrective action will be taken to protect the health and safety of workers, clients and others in the workplace.
- To allow workers to exercise their rights, duties when reporting health and safety hazards and concerns in the workplace.

Non-Compliance/Breach:
Non-compliance with this policy will result in a review of the incident. A review for non-compliance may result in disciplinary action, up to and including termination of employment or privileges; fines and/or prosecution of individuals under the Saskatchewan Employment Act and OHS Regulations.

Review Dates:
January 1, 2017
March 26, 2018
Purpose

SHA is committed to the health, safety and well-being of all SHA employees. This procedure is to be used in coordination with the policy to ensure a safe workplace for all SHA employees and to establish processes related to assisting employers and workers in creating and maintaining healthy and safe working conditions.

Procedure

- Worker will correct the problem if they are safely able to and report the concern to their manager/supervisor.
- If the worker is unable to correct on their own they must report the issue to Safety Alert System/Incident Reporting Line as well as their manager/supervisor.
- Manager/Supervisor will work with the worker to solve the issue.
- Manager/Supervisor will investigate to find root cause.
- Once root cause has been identified short and long term corrective actions will be implemented.
- If required the Manager/Supervisor will use outside resources to help with the investigation (Resources may include Occupational Health Nurses, Occupational Health and Safety (OHS) Consultants, Infection Prevention and Control).
- Manager/Supervisor will discuss the root cause and corrective actions with the worker.
- If no corrective actions are to be implemented manager/supervisor will explain reasons to the worker.
- If the issue is unable to be corrected by the manager/supervisor then the worker will contact a member of the Occupational Health Committee (OHC).
- The OHC member will investigate alone or with another member of the committee and discuss issue and findings at the next OHC meeting.
- If the issue is of a serious nature the OHC co-chairs will be contacted to investigate and if needed an emergency OHC meeting can be called.
- If the co-chairs require further assistance they can contact an SHA safety consultant for help with the investigation.
- An expected time frame for response will be set by the committee.
- If the issue is not resolved with the time frame set out by the committee, the issue will be moved forward and documents will be passed to the director or site leader as well as to the vice president of OHS.
• If the issue has still not been resolved the OHC co-chairs and manager of OHS will present the documents to the appropriate vice president as well as to the vice president of OHS
• If there is still not a resolution, the co-chairs and manager of OHS will present to the President, Chief Executive officer and the vice president of OHS
• If not resolved, the documentation will be presented to Labour Relations and Workplace Safety (LRWS)

Roles and Responsibilities
Manager/Supervisor must ensure:
• That they investigate all issues brought forward by their workers to the level of finding root cause
• That they communicate findings and corrective actions to the workers
• That if they are unable to come to a resolution will cooperate with the OHC, OHS and LRWS during the investigation process

Worker must ensure:
• That they correct all unsafe acts and conditions if they are able to safely do so
• That if they are unable to correct the act or condition they report immediately to manager/supervisor for further follow up
• That they report the unsafe act or condition to the Safety Alert System/Incident Reporting Line
• That if their manager/supervisor is unable to correct the unsafe act or condition they will report to an OHC member or co-chair for investigation
• That if their manager/supervisor is unable to correct the unsafe act or condition they will cooperate with the OHC, OHS and LRWS during the investigation process

OHC Committee must ensure:
• That they investigate all concerns brought forward by workers, managers/supervisors
• That they follow the process set in place if they are unable to correct the unsafe act or condition
• That they cooperate with OHS and LRWS during the inspection process

Non-Compliance/Breach:
Non-compliance with this procedure will result in a review of the incident. A review for non-compliance may result in disciplinary action, up to and including termination of employment or privileges; fines and/or prosecution of individuals under the Act.

References

Review Dates;
January 1, 2017
March 26, 2018
Purpose
The purpose of this policy is to assist employers and workers to establish and maintain healthy and safe working conditions.

Principle
- To ensure that all information of meetings and activities of the Occupational Health Committee (OHC) are accessible to workers of SHA.
- To ensure that safety concerns when brought to the OHC are addressed and resolved in a timely manner.
- To ensure meeting minutes are recorded, maintained and posted as per OHS Policy 30-001 and made available to Labour Relations and Workplace Safety, if advised to do so.

Non-Compliance/Breach:
Non-compliance with this policy will result in a review of the incident. A review for non-compliance may result in disciplinary action, up to and including termination of employment or privileges; fines and/or prosecution of individuals under the Saskatchewan Employment Act and OHS Regulations.

Review Dates:
January 1, 2017
March 26, 2018
Purpose
The purpose of this procedure is to establish the processes related to assisting employers and workers to establish and maintain healthy and safe working conditions.

Procedure
Meeting Minutes
- Names of the OHC members shall be posted on the OHC bulletin board
- The OHC shall record minutes of each meeting and keep on file with the committee.
- A copy of the meeting minutes shall be posted on the OHC bulletin board and a copy shall be sent to the SHA OHS Department.

Inspections
- Inspection team will communicate their finding to the manager of the inspected department by entering the data into the OHC Inspection Form Link.
- The OHC will review the findings of the inspection and the corrective actions or response.
- If the manager of the affected area does not respond within a reasonable time, the OHC will contact the manager for a response. If a written response is still not provided, the OHC should forward the report to the area manager and also to the director requesting a response within a given time period.

Investigations
- In the event of a dangerous occurrence or serious accident, if requested by the employer the co-chairs or designates will assist the employer in the investigation of the dangerous occurrence.
- When the investigation is completed, the co-chairs will assist in developing a written report. This report will be provided to all pertinent parties (OHC, manager, director and VP of the immediate area, OHS Services and the LRWS Officer). The investigation will be reviewed at the OHC meeting and will be posted along with the OHC meeting minutes.
Safety concerns presented to the OHC

- When a safety concern is brought to the OHC by a worker or manager, the co-chairs or committee members will investigate the concern and determine if it is related to the Employment Act or the SK Occupational Health and Safety Regulations. If the concern is related to the Saskatchewan Employment Act or the Occupational Health and Safety Regulations, the co-chairs or committee members will investigate the concern.

- A report will be developed with results of the investigation and recommendations and provided to the manager responsible for the area of concern and also to the party that brought up the concern.

- The concern will be followed until the concern is resolved and communication will continue to occur between affected parties.

Refusal to work

- Refer to SHA OHS Policy/Procedure 40-006 for the procedure and communication required when a notification of Refusal to Work occurs.

Non-Compliance/Breach:

Non-compliance with this procedure will result in a review of the incident. A review for non-compliance may result in disciplinary action, up to and including termination of employment or privileges; fines and/or prosecution of individuals under the Act.

References

- Saskatchewan Association of Safe Workplaces in Health: OHC Resources: http://www.saswh.ca/index.php/resources/ohc-resources

Review Dates:
January 1, 2017
March 26, 2018
Purpose

The purpose of this policy is to ensure effective inspections are conducted and followed up on to meet legislative requirements of both the OHC and the leadership of SHA.

Principle

- Allows OHC to identify hazards in the workplace, communicate with workers and help the employer to correct problems
- Effective inspection programs can prevent incidents and improve all workers and employers understanding of their role in a safe work place
- Effective inspection programs can assess if the workplace meets the requirements of OHS Legislation

OHC Inspections:

- **Regularly planned inspections of the workplace** (Reg.28 (1)) each department should be inspected at least once per year by the OHC inspection team.
- **Special inspections**: special inspections are necessary when: an accident or near accident occurs (Reg. 29,30,31) As required in regulation 29 an accident that causes or may cause the death of a worker or requires a worker to be admitted to a hospital as an inpatient for a period of 72 hours or more. Dangerous occurrences must also be investigated as listed in Regulation 9(1) (See section SHA OHS Policy 15-004 for more information.)
- **Other special inspections as required**: a hazard or concern is reported; new tools, materials, equipment, or work processes are introduced; renovations or new construction are in progress; new hires begin work. The co-chairs or their designate(s) will be involved in these special inspections.

Committee inspections complement the other inspections performed by managers, supervisors, and workers

Benefits of Inspections:

- Identify hazards
- Talk with workers about concerns
- Identify defective equipment
- Identify substandard conditions and work practices
- Monitor the effect of changes in the workplace
• Assists the employer to comply with legislation
• Check the effectiveness of hazard controls and corrective action
• Identify topics to discuss at meetings
• Demonstrate commitment to Occupational Health & Safety

Examples of why hazards may arise may be:
• Defective tools, machinery, equipment, and/or parts are defective
• Safeguards are not used
• Work procedures are not followed, have not been developed or have not been put in place
• Materials and tools are not safely stored
• Safe working loads are exceeded
• New hires do not receive an adequate orientation
• Workers and supervisors do not know safety standards
• Hazards are accepted
• Regulations are not followed
• Inadequate communication on the unit

Non-Compliance/Breach:
Non-compliance with this policy will result in a review of the incident. A review for non-compliance may result in disciplinary action, up to and including termination of employment or privileges; fines and/or prosecution of individuals under the Saskatchewan Employment Act and OHS Regulations.

Review Dates:
January 1, 2017
March 26, 2018
Purpose
The purpose of this procedure is to establish the processes related to ensure effective inspections are conducted and followed up on to meet legislative requirements of both the OHC and the leadership of SHA

Procedure
Planning
- Each department/area is to be inspected a minimum of 1x/year. Areas with higher frequency of incidents or recurrent concerns identified on inspection should be inspected at a greater frequency
- Plan the days and times you will be conducting the specified inspections and notify the manager or supervisor of that department to attend or supply a designate to accompany the inspection team. Provide the manager with an Inspection notification letter. (see appendices)
- Committee members should become familiar with the following:
  - work processes/procedures
  - maintenance schedules and technology involved
  - lay-out of the workplace and location of the Incident reports and accident investigation records
  - procedures to follow when entering each work area
- Become familiar with the Saskatchewan Employment Act & OHS Regulations
- Know where to access information regarding standards such as: building codes, fire codes, requirements by CSA, municipal regulations, federal government legislation
- Inspection teams shall review quarterly reports for departments they will be inspecting to identify the types of injuries/hazards that are occurring in each department or facility
- Review previous committee inspection reports to identify:
  - what hazards were found
  - what corrective action was taken to control hazards and how to know if the corrective action worked
  - what are you looking for in this inspection and who you should speak to
• Plan to take along an inspection kit which may include:
  o Appropriate clothing: footwear – closed toe, closed heel, with good traction
  o PPE: ask when entering departments if specific PPE is required.
  o Saskatchewan Employment Act and OHS Regulations
  o Inspection Checklist and Guides, Workplace Inspection forms
  o Floor plans and diagrams of work flow
  o Clipboard, pen, measuring tape and flashlight
• Determine the inspection route and any safety procedures required during the inspection

Conducting the inspection
• Meet with the manager/designate on the specified date and time as prearranged
• During the inspection the following should be reviewed and observed:
  o work processes/procedures and training records
  o maintenance schedules and equipment involved
  o lay-out of the workplace and location of the incident investigation records
  o procedures to follow when entering each work area
• Identify hazards or unsafe work practices and document them clearly and legibly on a Workplace Inspection Recording Form/Inspection Checklist or a blank piece of paper form if none available
• As required in OHS Reg. 28(2) the manager/supervisor or designate completes the corrective action section, sets a target date, and completes the online form so the committee can review
• The manager/supervisor must make a copy of the completed form and keep a copy in the department/site as a record of the inspection, the hazards identified and the corrective actions taken

Follow-up to the Inspection
• The committee members shall review the completed copy of the workplace inspection recording form to determine if the hazards identified have been resolved
• If a completed copy has not been received from the dept. an OHC committee member should be designated to provide an initial follow up with the dept. manager/supervisor to determine the further action plan to address the hazards identified during the inspection
• On follow up inspections the committee can review the inspection form to see if the hazards identified have been addressed or require further action

Escalation Process
• If the corrective action has not been received by the date specified on the Workplace Inspection recording form/online program, an escalation process will begin using the Request for Completion of OHC Workplace Inspection Report. (see appendices)
  o Reminder # 1 - completed and sent to the manager
  o Reminder # 2 – completed and sent to the director and cc’d manager
  o Reminder # 3 – completed and sent to the site leader or vice-president, and cc’d director and manager
• A copy of the workplace inspection recording form that initiated the notice of escalation should be attached to the Request for completion of OHC workplace inspection report
• For complete instructions on timelines see the bottom notation on the Request for Completion Form
Appendices
- Inspection Notification to Manager Letter/sample – page 3
- OHC Inspection Process Escalation letter template/sample – page 5
- Completing an OHC Inspection and Online Form Standard Work – page 6
- OHC Inspection Escalation Process for Online Inspection Form – page 9

Non-Compliance/Breach:
Non-compliance with this procedure will result in a review of the incident. A review for non-compliance may result in disciplinary action, up to and including termination of employment or privileges; fines and/or prosecution of individuals under the Act.

References
- Saskatchewan Association of Safe Workplaces in Health: OHC Resources:
  http://www.saswh.ca/index.php/resources/ohc-resources

Review Dates:
January 1, 2017
March 26, 2018
May 8, 2019
Date:

Dear Manager Name,

This is to advise you that members of the Site Occupational Health Committee will be performing a workplace inspection in your respective work areas (list areas) on the following date:

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
</table>

Please find an attached sheet for staff members to record any OHS concerns they may have.

If you are unable to accompany us on the inspection, please designate someone to assist us.

Thank you,

Name & Name
Occupational Health Committee Members
Department to be inspected: ________________________________

Date: ________________________________________________

Time: ________________________________________________

On the above stated date and time, members of the Occupational Health Committee will be conducting an annual inspection of your area. Please have your concerns ready for them. If you wish, you may list your concerns below. Thank you.

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Saskatoon & Area - Occupational Health & Safety
Occupational Health Committee

OHC INSPECTION ESCALATION PROCESS

Reminder Message #1
TO: Manager: Sample Manager  Date: June 14, 2017
Attached is a link to your OHC Workplace Inspection Form which was completed for your Department: Sample Department on May 14, 2017.
http://infonet.sktnhr.ca/peopleandpartnerships/applications/ohc/Pages/ManagerFormsList.aspx
To date, we have not received your reply which was due on May 30, 2017. Please indicate your plan to correct the hazards and complete the form indicating corrective action and target dates by June 22, 2017. *Please note: we understand you may not be able to correct all the hazards by the due date, however, you must indicate your plan of action to have them corrected. If you require assistance using the online form, please contact OHS by emailing OHSINTAKE@saskatoonhealthregion.ca.

Reminder Message #2
TO: Director: __________________________ Date: __________________________
Attached is a page view of the OHC Workplace Inspection Form completed on ____________ (date) for ________________ (department). The above reminder was sent but no response has been received to date. This is now being forwarded to you for follow-up. Please ensure the hazards are corrected and the form is completed by ________________.
C: Manager: __________________________

Reminder Message #3
TO: Vice President: __________________________ Date: __________________________
Attached is a page view of the OHC Workplace Inspection Form completed on ______ (date) for ________________ (department). The above reminders were sent but no response has been received to date. This is now being forwarded to you for follow-up. Please ensure the hazards are corrected and the form is completed by ________________.
C: Director: __________________________Manager: __________________________
### Work Standard Summary:

<table>
<thead>
<tr>
<th>Essential Tasks:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Preparing for and Completing the Inspection</strong></td>
</tr>
<tr>
<td>Occupational Health Committee members identify area to be inspected. Notify manager of area within one week of the inspection date and time to allow the manager to attend or delegate representation.</td>
</tr>
<tr>
<td><strong>2. Gather previous inspection of area and review any outstanding hazards that need correcting.</strong></td>
</tr>
<tr>
<td>See tasks 19-22 for how to access past inspections.</td>
</tr>
<tr>
<td><strong>3. Complete inspection of area and document on any form of paper. Identify hazards and staff concerns related to the OHS Act and Regulations.</strong></td>
</tr>
<tr>
<td>Inform the manager that they will receive a copy of the inspection via email within 24 hours.</td>
</tr>
<tr>
<td><strong>4. Filling out the Online OHC Inspection Form</strong></td>
</tr>
<tr>
<td>Log onto a SHA computer using your username and password. Have OHS Act and Regulations available for reference.</td>
</tr>
<tr>
<td>Go to the OHS Infonet page&gt;<strong>OHC Safety Inspection Form</strong></td>
</tr>
<tr>
<td>Located on the left hand side of the page (Save to your Favorites Toolbar for easy access)</td>
</tr>
<tr>
<td><strong>6. Click on New Form</strong></td>
</tr>
<tr>
<td><strong>7. Populate the fields using the drop down boxes and calendars</strong></td>
</tr>
<tr>
<td><strong>8. Populate the manager by clicking on the address book icon and entering in the last three letters of the manager’s name and press Search. Select the appropriate manager</strong></td>
</tr>
<tr>
<td><strong>9. Select the date to respond to the inspection</strong> two weeks out from the date you inspected. The manager may not have the items corrected, but they must respond with what they will do to correct the hazard.</td>
</tr>
<tr>
<td><strong>10. Change the Inspected By field to the committee members who completed it</strong></td>
</tr>
<tr>
<td><strong>11. Press Next, Press OK</strong></td>
</tr>
<tr>
<td><strong>12. Begin filling out the form by entering in each hazard</strong> (Number the items as you go. Do NOT put a period after the number. The system will not accept it.)</td>
</tr>
<tr>
<td><strong>13. If you did not find any hazards, select No hazards Identified from the OHS regulation drop down list and go to Task 17</strong></td>
</tr>
</tbody>
</table>
14. Select a related OHS regulation from the drop down list. If you do not see the one you are referring to, select **Blank**, and write in the Regulation number and name on the second line.

15. Select the priority setting:
   - A = Immediate (within 24 hours)
   - B = Short Term (within 1 month)
   - C = Long Term (within 2-6 months)

16. Select the completion target date that relates to the priority rating you gave the hazard

17. Press **Add Item**. The page will refresh and you can continue with Tasks 12-17 until you have entered in all hazards identified. You must press Add Item after each entry. (if you press Finish before pressing Add Item, the last entry you put in will not show up on the form)

18. Press **Finish**. Your form is sent to the manager via email

19. **Viewing Past Inspections and Filtering**
   **OHC Inspection Form**
   To view past inspections, select **Editors** from the left hand side of the page

20. In the Filter box, filter to refine your search (i.e. Site and Area/Dept covered)

21. Press **Filter**

22. Select the inspection from the table. View any outstanding hazards to be corrected and make note of them.
   - 🟢 = Inspection completed by manager (Green with Checkmark)
   - 🟢 = Manager has time to complete the inspection report (Green)
   - 🔵 = Manager has reviewed and set items in progress (Blue)
   - 🔴 = Manager has not viewed or set items in progress (overdue) (Red)

23. To view overdue inspections only:
   In the Filter box, filter to refine your search (i.e. Site and Area/Dept covered). And then check the box that says **Show only overdue forms**.

24. Press **Filter**

25. **Editing the completed Inspection Form**
   Follow tasks 19-22 to find the inspection you want to edit or add a new item to

   You will press **Submit** at the end of these entries.

27. To add to a specific hazard in the inspection, select the hazard from the inspection report. (when you roll over the hazard with your mouse, it turns blue)

28. Press **Edit**

29. Add your changes or additions to the OHC Recommendations section

30. Press **Submit Changes** only. Do not press Start Progress or Complete

31. Press **Cancel** at any time to take you back to the previous page
OHC Inspection Escalation Process for Online Inspection Form

Step 1: Co-chair runs report for overdue inspection forms on the last day of each month.

Step 2: Co-chair informs inspection team of reports that are past due.

Step 3: Inspection team reviews the report and if required* fills out and sends first reminder to Manager. Add date & note in inspection form.

If Manager responds within time period:
- Yes: Complete
- No: Step 4

Step 4: Inspection team reviews the report and if required* fills out and sends first reminder to Director. Add date & note in inspection form.

If Director responds within time period:
- Yes: Complete
- No: Step 5

Step 5: Inspection team reviews the report and if required* fills out and sends first reminder to VP. Add date & note in inspection form.

Complete

How to Run the Reports
1. Go to the Online Inspection Form via the Infonet
2. Click Editors tab
3. Filter to Site and Show Overdue Forms Only
4. Send a message to the inspection teams. They have 48 hours to send the first notice.
5. For the director and VP reminders, a pdf version of the inspection is to be sent as they would not be able to see the inspection form.

*If required= the manager has **not started the progress** of correcting the hazard
Policy
Saskatoon & Area – Occupational Health & Safety
Number: 40-001
Title: General Policy: Inspections
Saskatchewan Employment Act:
OHS Regulation: 23, 28-31
Date: January 1, 2017
Date Revised/Reaffirmed: April 3, 2018

Purpose
To identify and control hazards at the workplace by conducting planned and unplanned inspections

Roles and Responsibilities
Employer must ensure:
• That regular inspections of all workspaces are conducted
• That as soon as can be done all unsafe conditions will be corrected and steps will be taken to protect the health and safety of the workers until the condition is corrected
• That members of the Occupational Health Committee (OHC) are part of the inspection process
• That they inform the OHC in writing of the action’s that they have or will take to correct the unsafe conditions
• That they inform in writing why no action has or will be taken to correct the unsafe conditions

Manager/Supervisor must ensure:
• That roles and responsibilities of all workers are being met, as well as applicable legislation and/or standards
• Safe work procedures are written and followed
• Education and training is provided to workers

Worker must ensure:
• They are trained in and follow the safe work procedures
• They are trained in and use any PPE required (selection, use, care and handling)
• They report to their supervisor and the Safety Alert System/Incident Report Line any incidents or near misses involving hazards that are noticed during inspections

Orientation & Training
• OHC members will have Level 1 and 2 Training
Non-Compliance/Breach:
Non-compliance with this policy will result in a review of the incident. A review for non-compliance may result in disciplinary action, up to and including termination of employment or privileges; fines and/or prosecution of individuals under the Saskatchewan Employment Act and OHS Regulations.

Review Dates:
January 1, 2017
April 3, 2018
**Purpose**
To identify and control hazards at the workplace by conducting planned and unplanned inspections

**Procedure**

**Site Manager/Site Leader:**
- Conducts inspection tour as appropriate
- Enables the Occupational Health Committee (OHC) to inspect the workplace regularly
- Arranges for the regular examination of the workplace, tools and equipment to ensure safety
- Ensures managers/supervisors are performing workplace inspections as required
- Ensures education and training is provided
- Promptly follows up on any safety recommendations or deficiencies as a result of a workplace inspection
- Co-operate with persons performing workplace inspections

**Managers/Supervisor:**
- Ensures that all equipment is maintained and checked for safety on a regular and on-going basis
- Maintains a list of all inspections or safety checks performed in the department, indicating the equipment or process being checked, the frequency it is to be checked, why it is being checked, and the job position responsible for performing the safety check
- Identifies in writing all safety hazards and potential risk to all workers in their department. This will be documented as a Job Safety Analysis record. (see section 40-003 Job Safety Analysis procedures and forms)
- Makes regular workplace safety inspections of their departments in order to actively seek out unsafe conditions
- Promptly follows up on any safety recommendations or deficiencies as a result of a workplace inspection
- Cooperates with persons performing workplace inspections

**Worker:**
- Inspects the immediate work area, tools and equipment before starting work and once work has been completed
- Closes or locks out any areas or unsafe tools or equipment until the issue has been rectified
- Informs manager/supervisor of any deficiencies or safety concerns and then reports it to the Safety Alert System/Incident Reporting Line
- Co-operates with persons performing workplace inspections
- Participates in department safety inspections

**Occupational Health Committee (OHC):**
- Conducts regular workplace safety inspections

Saskatoon & Area - Occupational Health & Safety
• Provides, in writing to the department manager and the OHS department, inspection findings or concerns, and corrective action with target date as indicated by the manager
• Monitors the effectiveness of corrective actions for the identified hazards
• Maintains a record of all inspections and periodically reviews to analyze frequency of hazards and to identify trends

**Occupational Health & Safety Services (OHS):**
• Provides support to departments to complete or revise Job Safety Analysis as required
• Resource to assist with level of severity of hazards
• Provides support to the Occupational Health Committee (OHC) with statistics that may assist in identifying where an inspection may need to focus

**Non-Compliance/Breach:**
Non-compliance with this policy will result in a review of the incident. A review for non-compliance may result in disciplinary action, up to and including termination of employment or privileges; fines and/or prosecution of individuals under the Saskatchewan Employment Act and OHS Regulations.

**Resources:**
• [Frequent Sask. OHS Regulations used during Inspections](#)

**Review Dates:**
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April 3, 2018
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<th>Part</th>
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<tr>
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</tbody>
</table>
Purpose
To identify and control health and safety hazards

Definition
- “Job Safety Analysis (JSA)” is a documented, systematic process that identifies and assesses existing and potential health and safety hazards associated with a particular task. Methods for controlling these hazards are identified and then incorporated into written safe work procedures.

Roles and Responsibilities
Employer must ensure:
- The occupational health and safety program identifies existing and potential risks to the health and safety of workers
- The program includes procedures to respond to an emergency, that will be taken to reduce, eliminate or control those risks

Manager/Supervisor must ensure:
- That roles and responsibilities of all workers are being met, as well as applicable legislation and/or standards
- That all JSA’s are reviewed at a minimum of every three years unless there is a change in job function, then JSA’s would have to be updated at the time of change
- That all JSA’s are communicated to workers and kept readily available

Worker must ensure:
- They are trained in and follow the safe work procedures

Materials
- Copies of the JSA for the tasks specific to the work
Non-Compliance/Breach:
Non-compliance with this policy will result in a review of the incident. A review for non-compliance may result in disciplinary action, up to and including termination of employment or privileges; fines and/or prosecution of individuals under the Saskatchewan Employment Act and OHS Regulations.

Review Dates:
January 1, 2017
April 3, 2018
May 15, 2018
Purpose
To identify and control health and safety hazards

Procedure
Manager/Supervisor:
- Ensures that JSA’s are written for tasks that are high-risk, new, have been modified or are performed infrequently or rarely
- Establishes work groups that will develop the JSA’s
- Ensure all member of the work group receive training in JSA
- Provides work groups with the necessary time and resources
- Works with workers to identify hazards & develop controls
- Develop safe work procedures from the JSA’s
- Implements controls identified in the JSA to eliminate and/or manage the hazard(s)
- Communicates the controls and safe work practices to workers
- Reviews and revises JSA’s at a minimum of every three years unless there is a change in job function, then JSA’s would have to be updated at the time of change

Worker:
- Works with manager/supervisor to identify hazards present in particular tasks
- Participates in the development of JSA’s
- Follows safe work procedures as developed

Non-Compliance/Breach:
Non-compliance with this policy will result in a review of the incident. A review for non-compliance may result in disciplinary action, up to and including termination of employment or privileges; fines and/or prosecution of individuals under the Saskatchewan Employment Act and OHS Regulations.
Resources

- JSA Templates
- Risk Assessment Matrix

Review Dates:
January 1, 2017
April 3, 2018
May 15, 2018
June 4, 2018
Purpose
To ensure that workers at all levels receive the appropriate training both upon hire as well as any updated or new training that is required during employment with SHA

Roles and Responsibilities
Employer must ensure:
- That they train all workers in all matters that are necessary to protect the health and safety of the worker
  this includes training upon hire as well as ongoing training at the site and or if a worker moves sites or
  works at multiple sites or is transferring from other SHA areas.

Manager/Supervisor must ensure:
- That roles and responsibilities of all workers are being met, as well as applicable legislation and/or
  standards
- That they train all workers in regards to:
  - Procedures in the event of a fire
  - Emergency Plan Procedure
  - Spill Management Procedure
  - Location of First Aid facilities
  - Location and use of Eyewash stations and Emergency showers
  - Prohibited or restricted areas
  - Precautions to use to protect against physical, chemical or biological hazards
  - WHMIS
  - Transfer Lifting and Repositioning
  - Policies and procedures
  - Any matter that may affect a workers health and safety
- That no worker shall perform duties unless the worker has been trained or is under close supervision
- All training records are kept up to date and accessible
Worker must ensure:
- They are trained in and follow the safe work procedures
- They report to their supervisor and the Safety Alert System/Incident Report Line any incidents or near misses related to lack or inadequate training

Orientation & Training
- General orientation
- Site and or unit specific training
- Ongoing Training

Materials
- Appropriate PPE if required

Non-Compliance/Breach:
Non-compliance with this policy will result in a review of the incident. A review for non-compliance may result in disciplinary action, up to and including termination of employment or privileges; fines and/or prosecution of individuals under the Saskatchewan Employment Act and OHS Regulations.

References

Review Dates:
January 1, 2017
April 3, 2018
Procedure
Saskatoon & Area – Occupational Health & Safety
Number: 40-003
Title: General Policy: Orientation and Training
Saskatchewan Employment Act:
OHS Regulation: 19, 22(1)(g)
Date: January 1, 2017
Date Revised/Reaffirmed: April 3, 2018

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Purpose
To ensure that workers at all levels receive the appropriate training both upon hire as well as any updated or new training that is required during employment with SHA

Procedure:
All workers will take a general orientation (WOW) topics covered will be:
- General duties of worker and General duties of employer
- Worker’s Three Rights: Right to Know, Right to Participate and Right to Refuse
- What to do with concerns
- Reporting accidents and near misses
- Return to Work
- Smoking Policy
- Scent Free Policy
- OHS Department
- OHS Policy/Procedures and Program Manual
- Harassment policy
- Violence policy
- General WHMIS Education
- Worker hand book
- Employee Family Assistance Program
- Workplace committee or representative
- How to contact committee or representative
- EP codes (General)
- Immunization requirement
- Standard Precautions
- Transfer, Lift and Reposition (TLR) General and Client Moving
- Crisis Prevention & Management Training Phase One
- Workplace Assessment Violence Education
All workers will receive site specific and unit/department specific training this will include:

- How to do the job safely
- Emergency showers, etc.
- Eyewash location
- Specific regulations
- Emergency procedures
- OHS Policy/Procedure and Program Manual
- Specific work rules of the employer
- First Aid facilities
- Safe sharps handling
- Handling controlled products
- Prohibited or restricted areas
- TLR Reevaluations/Department specific equipment or techniques
- Specific WHMIS training
- Handling other products
- MSDS’s/SDS’s and how to access them
- Standard precautions
- Personal Protective Equipment (PPE)
- Reporting procedures
- Working Alone Procedure

All workers will receive ongoing training this will include:

- Monitor performance to ensure that work is being done safely
- Repeat critical information when required to ensure the worker’s understanding
- Update workplace orientation and training as processes change
- Provide refresher training wherever it is required

Non-Compliance/Breach:

Non-compliance with this policy will result in a review of the incident. A review for non-compliance may result in disciplinary action, up to and including termination of employment or privileges; fines and/or prosecution of individuals under the Saskatchewan Employment Act and OHS Regulations.

Review Dates:
January 1, 2017
April 3, 2018
Purpose
To provide information regarding a worker’s right to refuse work that they believe is unusually dangerous and to ensure the legislated process for refusal to work is followed.

Definition
- **Refusal to Work legislation states** a worker may refuse to perform any particular act or series of acts at a place of employment if the worker has reasonable grounds to believe that the act or series of acts is unusually dangerous to the worker’s health or safety or the health or safety of any other person at a place of employment. The right to refuse is an individual right. If more than one worker wishes to refuse the same work, they may do this as individuals but not as a group.
- **Reasonable grounds** is determined by considering: Would an average worker, with the same level of training and experience, using normal and honest judgment, agree that the work presented an unacceptable hazard?
- **Unusually dangerous** means if one or more of the following criteria are met:
  - a danger that is not normal for the job
  - a danger that would normally stop work
  - a situation for which the worker isn’t properly trained, equipped or experienced
- **Discriminatory action** means any action or threat of action by an employer that does or would adversely affect a worker with respect to any terms or conditions of employment or opportunity for promotion.

Roles and Responsibilities
Employer must ensure:
- All workers are informed they have the right to refuse work they believe is unusually dangerous.
- The legislated process is followed until sufficient steps have been taken to satisfy the worker that the task is no longer unusually dangerous, the occupational health committee has investigated the matter and advised the worker otherwise, or the occupational health officer has investigated and made a determination.
- No discriminatory action is taken against a worker who initiates a refusal to work.
- They contact the SK LRWS Occupational Health Officer (OHO) at any time during the process if they require assistance.
Manager/Supervisor must ensure:

- They inform the worker of the process
- They inform the worker they have the right to contact the SHA Occupational Health and Safety Services or the SK LRWS OHO at any time during the process for help and advice
- They work with the worker, co-chairs, Occupational Health Committee (OHC), and the OHO as required to resolve the concern
- The legislated process is followed until sufficient steps have been taken to satisfy the worker that the task is no longer unusually dangerous, the OHC has investigated the matter and advised the worker otherwise or the OHO has investigated and made a determination

Worker must ensure:

- They report any refusal to work to their manager/supervisor and the Safety Alert System/Incident Report Line
- They follow the legislated process
- They remain at the workplace unless the employer advises otherwise
- They work with manager/supervisor, the OHC and the OHO as required to resolve the concern
- They contact the SHA Occupational Health and Safety Services or the SK LRWS OHO if they believe the employer has taken discriminatory action against them as a result of their refusal to work

Non-Compliance/Breach:
Non-compliance with this policy will result in a review of the incident. A review for non-compliance may result in disciplinary action, up to and including termination of employment or privileges; fines and/or prosecution of individuals under the Saskatchewan Employment Act and OHS Regulations.

Review Dates:
January 1, 2017
April 3, 2018
Purpose
To ensure that all employees understand and follow the refusal to work process

Procedure:
• The refusing worker informs the manager/supervisor that they are refusing the work because of a health or safety concern. The refusing worker should not leave the worksite without the manager/supervisor’s permission. The refusing worker and the manager/supervisor try to resolve the concern.
• If the refusing worker and the manager/supervisor cannot resolve the concern, ask the OHC co-chairs to help. The co-chairs have no right to rule on whether or not the disputed job is unusually dangerous but can assist to resolve the concern.
  o The manager/supervisor has the right to assign the refusing worker to other work (at no loss in pay or benefits) until the matter is resolved.
  o A manager/supervisor can assign another worker to the disputed job if the replacement worker is advised in writing about:
    ▪ The refusal and the reasons for it
    ▪ Why the manager/supervisor believes the replacement worker can do the disputed job safely
    ▪ The right of the replacement worker to refuse
    ▪ The steps to follow when exercising this right
• If the refusing worker is not satisfied following the co-chair assistance, the co-chairs call an emergency OHC meeting to investigate and vote on whether or not the work is unusually dangerous. A unanimous vote by a quorum of the committee is required to rule for or against a refusal. The OHC sends recommendations for corrective action to the employer, including a summary of the investigation and the minutes of the meeting.
• Any person may contact an OHO during a refusal process if:
  o the matter has not been discontinued or resolved,
  o the refusing worker or the manager/supervisor is not satisfied with the OHC decision, or
  o the committee vote is not unanimous or the committee cannot agree on recommendations
The OHO investigates and makes a ruling. If the OHO decides the task is unusually dangerous, the OHO may issue a notice of contravention. If the OHO decides the task is not unusually dangerous, the OHO will advise the worker in writing and advise the worker they are no longer entitled to refuse to do that task.

Anyone directly affected by an OHO decision may appeal it to the Director of the SK LRWS OHS Division. The OHO’s decision remains in force unless it is suspended by the Director or an adjudicator.

If the worker believes the employer has taken discriminatory action against them related to the work refusal, they may contact the OHO.

**NOTE:** At any time during this process the manager, manager/supervisor, refusing worker, replacement worker, or OHC member may contact LRWS OHO or the SHA OHS department for assistance.

**Non-Compliance/Breach:**
Non-compliance with this policy will result in a review of the incident. A review for non-compliance may result in disciplinary action, up to and including termination of employment or privileges; fines and/or prosecution of individuals under the Saskatchewan Employment Act and OHS Regulations.

**References**
- Right to Refuse Algorithm
- Manager/Supervisor Question Checklist
- Report on Refusal to do Dangerous Work

**Review Dates:**
January 1, 2017
April 3, 2018
GUIDELINES TO INVESTIGATING A REFUSAL TO WORK

Worker has reasonable grounds to believe job is unusually dangerous

STEP 1:
Involve the Supervisor
Worker Satisfied???
YES – Return to Work

NO

STEP 2:
Involve the OHC Co-Chairs
Worker Satisfied???
YES – Return to Work

NO

STEP 3:
Committee Investigates
Worker Satisfied???
YES – Return to Work

NO

STEP 4:
Involve the OHS Division
Step 1:
- The refusing worker informs the supervisor/manager that the job is being refused for health and safety reasons
- The supervisor and worker attempt to resolve the concern, contact the manager. Document the discussion. The supervisor may reassign the worker during the investigation
- The refusing worker does not leave the site without the permission of the employer
- Another worker can be assigned and must be advised of their rights and the reason for the refusal in writing
- After hours-if supervisor resolves, then consult with the patient care supervisor if applicable. Document and communicate to manager on next shift. If not resolved, notify 1st level call who responds in person in a timely manner. Manager on call notifies 2nd level call, documents and assists to initiate Step 2 if required.

Step 2:
- The committee co-chairpersons are contacted and asked to assist in the resolution of the refusal in person. Contact OHS services for assistance if required. The co-chairs investigate the work refusal and work on resolution

Step 3:
- The co-chairs convene an emergency committee meeting. Quorum is required
- The committee investigates the refusal
- A vote is taken to decide if the disputed work is unusually dangerous
- Unanimity is required to rule for or against the refusal
- If the committee reaches a unanimous decision and agrees on recommendations, the committee sends its recommendations for corrective action to the manager. The manager acts and reports to the committee.

Step 4:
- An occupational health officer investigates and provides a written ruling to the parties
- Anyone directly affected by the officer’s decision may appeal under 3-32 of the Act

Saskatoon & Area - Occupational Health & Safety
MANAGER/SUPERVISOR QUESTION CHECKLIST
Right to Refuse Dangerous Work (3-31)

COLLECT the following information:
Name of the employee calling the Section 3-31:____________________________

Employee’s Department: ________________________________

- **ASK**: Have you discussed this safety concern with any other Supervisor?
- **ASK**: Please describe your safety concern.
- **ASK**: What do you believe is unusually dangerous to yourself or to another worker?

CONSIDER: Would an average worker, with the same level of training and experience, using normal and honest judgment, agree that the work presented an unacceptable hazard?

An unusual danger may include:
- A danger that is not normal for the job
- A danger that would normally stop work danger greater than usual and presents as danger to the health and safety of the worker or others
- A situation for which you are not adequately trained, equipped, experienced to do the work assigned

WORK TOWARD RESOLUTION:
- **ASK**: What actions do you see that need to take place to resolve this situation?
- Ask for description of what has been done to this point to solve the problem?
- Explore potential solutions to resolve concern with the worker.
- **PLAN**: Identify short and longer term steps which can be taken until the concern is resolved.

DOCUMENTATION:
Employee to call Incident Reporting Line/Safety Alert System to report concern.
Manager to complete Report on Refusal to Do Dangerous Work –Section 3-31.
If the refusal is resolved, include resolution on Report of Refusal to Do Dangerous Work.
Manager and Worker to sign report if both parties agree with the documentation.

If concern cannot be resolved – proceed to Guidelines for Investigating Refusal to Work.

Saskatoon & Area - Occupational Health & Safety
Report on Refusal to do Dangerous Work – OHS Act 3-31

Refusing Worker: ___________________________ Site: ___________ Dept: ___________

Date: ___________________________ Time: ___________________________

Refusal Reported to: ________________ Position: ___________________________

Describe the work being refused, the reason for refusing, and the potential danger to the health and safety of the worker or others.

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

Manager/Supervisors Response:
Proposed resolution:

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

Worker satisfied: ☐ Yes  ☐ No          Worker reassigned: ___________________________

If refused task was reassigned to another worker, provide a copy of this report with written notification.

Manager/Supervisor Signature: ___________________________ Phone: ___________

Worker Signature: ___________________________ Phone: ___________

Unresolved, refer to OHC Co-Chairs: time notified: ___________________________
Co-Chairs Resolution: (if unresolved convene committee meeting)

__________________________________________________________________________________________

__________________________________________________________________________________________

Employer Co-Chair ___________________________ Worker Co-Chair ___________________________

Date/Time: ___________________________

Saskatoon & Area - Occupational Health & Safety
Policy
Saskatoon & Area – Occupational Health & Safety
Number: 40-005
Title: General Policy: Contractor Safety
Saskatchewan Employment Act: 3-12, 3-13, 3-14
OHS Regulation: 15, 16, 17
Date: January 1, 2017
Date Revised/Reaffirmed: April 3, 2018

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Purpose
To ensure that all contractors hired by the Saskatchewan Health Authority comply with the SHA OHS Policy/Procedure and Programs and comply with the Saskatchewan Employment Act and Occupational Health and Safety Regulations

Roles and Responsibilities
Contractors must ensure:
- They give written notice to the employer, workers or self-employed persons
  - The name of the supervisor representing the contractor
  - Any emergency facilities provided by the contractor
  - The existence of a committee or representative and a contact name for the committee or representative
- The Saskatchewan Employment Act, OHS Regulations and applicable standards are available
- The safety of all persons on the worksite

Owner must ensure:
- Any area of the plant not in the direct and complete control of the contractor, is maintained and activities are conducted safely, and do not endanger the health or safety of any contractor, worker or self-employed person

Manager/Supervisor must ensure:
- That roles and responsibilities of all workers are being met, as well as applicable legislation and/or standards
- Safe work procedures are written and followed

Worker must ensure:
- They are trained in and use equipment provided for their tasks
- They inspect equipment before use and report and tag out or log out unsafe equipment
- They are trained in and follow the safe work procedures
- They are trained in and use any PPE required (selection, use, care and handling)

Saskatoon & Area - Occupational Health & Safety
• They report to their supervisor and the Safety Alert System/Incident Report Line any incidents or near misses

**Materials**

• Appropriate PPE if required
• Copy of the Saskatchewan Employment Act, Occupational Health & Safety Regulations and applicable standards

**Non-Compliance/Breach:**

Non-compliance with this policy will result in a review of the incident. A review for non-compliance may result in disciplinary action, up to and including termination of employment or privileges; fines and/or prosecution of individuals under the Saskatchewan Employment Act and OHS Regulations.

**Review Dates:**
January 1, 2017
April 3, 2018
**Purpose**
To ensure that all contractors hired by the Saskatchewan Health Authority comply with the SHA OHS Policy/Procedure and Programs and comply with the Saskatchewan Employment Act and Occupational Health and Safety Regulations

**Procedure:**

Hiring a service provider with less than 10 persons:

- A manager hiring a service provider is considered a “contractor” and shall ensure that the service provider is aware and adheres to the following requirements:
  - Any service provider hired by the SHA shall ensure that the worksite where work is being performed, the work procedures and the work performed is safe for the health and welfare of all the workers at the worksite
  - Service providers shall post any prescribed notices in a location that is visible
  - Any service provider hired to work for the SHR shall follow all SHA OHS Policies/Procedures and Programs related to Occupational Health and Safety and comply with the Saskatchewan Occupational Health and Safety Regulations, as well as the Saskatchewan Employment Act
  - When work is carried out by a service provider in an area, the SHA manager responsible for the contract shall notify all other appropriate managers on the site. For large scale renovations all managers on site must be notified of the work. This is to ensure that managers and workers are aware of the service provider’s work activities as these may affect the work that is not under control of the service provider. The areas/work where the service provider is not in direct and complete control must be maintained in compliance with the Saskatchewan Occupational Health and Safety Regulations, as well as the Saskatchewan Employment Act by the SHA manager responsible for the area.

Owner must ensure:

- Any area of the plant not in the direct and complete control of the contractor, is maintained and activities are conducted safely, and do not endanger the health or safety of any contractor, worker or self-employed person
- At major construction projects, if the owner is not the prime contractor, they provide
  - in writing to the prime contractor the policies, procedures and safe work practices
  - The name of the supervisor

Saskatoon & Area - Occupational Health & Safety
- Emergency facilities
- A contact name for the committee
- Any other information required by the prime contractor to ensure safety

Non-Compliance/Breach:
Non-compliance with this policy will result in a review of the incident. A review for non-compliance may result in disciplinary action, up to and including termination of employment or privileges; fines and/or prosecution of individuals under the Saskatchewan Employment Act and OHS Regulations.

Resources:

Review Dates:
January 1, 2017
April 3, 2018
Policy
Saskatoon & Area – Occupational Health & Safety
Number: 40-006
Title: General Policy: Prime Contractor
Saskatchewan Employment Act: 3-13, 3-14, 3-16
OHS Regulation: 3, 4, 5, 6, 15, 16, 17
OHS(Prime Contractor) Regulations: 1, 2, 3, 4, 6
Date: January 1, 2017
Date Revised/Reaffirmed: April 20, 2018

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Purpose
To ensure that all parties are aware of when a prime contractor is required and all duties required of the involved parties

Definition
- "Worksite" - 10 or more self-employed or workers under direction of two or more employers at the same worksite. This applies to the following industries: construction, forestry, oil and gas. If a worksite is required then the Prime Contractor is: The contractor, employer or any person who in a written contract agrees to be the Prime Contractor. If no contract is written the owner of the worksite will be the Prime Contractor.

Roles and Responsibilities
Owners, employers and self-employed persons:
- Designate the owner or another person as the Prime Contractor
- If the owner is not the prime contractor the owner must supply the following information to the Prime Contractor:
  - All policies, procedures and safe work practices
  - Any required information as defined in subsection 3-16(1) of the Saskatchewan Employment Act that is known or should be known by the employer or self-employed person and will in writing provide any changes that may occur with this information
  - Any other information reasonably required by the Prime Contractor that may affect the health and safety of all persons at the worksite
- Owners, employers and self-employed persons will follow and comply with reasonable direction of the Prime Contractor

Every employer at a worksite shall:
- Designate a competent person to supervise their employees at a worksite
- Give the name of the supervisor to the Prime Contractor

Saskatoon & Area - Occupational Health & Safety
Designated supervisor must ensure:

- They perform all the duties of the supervisor as legislated in Part III of the Saskatchewan Employment Act and carry out all duties of all the Saskatchewan Employment Act and Occupational Health and Safety Regulations

Prime Contractor must ensure:

- That they designate a competent person to oversee and direct all parties at the worksite on their behalf
- Names of and the method of contacting the Prime Contractor and the Prime Contractor designate are posted in a known location at the worksite
- All activities at the worksite that may affect the health and safety of workers or self-employed persons are coordinated
- As is reasonable that all workers and self-employed persons have all the required policies, procedures, safe work practices, equipment and competent workers to ensure:
  - The employers and self-employed persons comply with Part II of the Saskatchewan Employment Act
  - The activities of the employer, workers or self-employed persons does not jeopardize the health and safety of any person’s at the worksite
  - Employers, workers and self-employed persons comply with all health and safety policies and procedures implemented by the Prime Contractor
- They prepare a written plan that includes all requirements of 5(e) of the Saskatchewan Employment Act and Occupational Health and Safety Regulations
- Delivers a copy of the plan to all employers and self-employed persons before they begin work at the worksite
- Identify and inform employers, workers and self-employed persons about the hazards in or around the worksite
- As is reasonable that employers, or self-employed persons at the worksite eliminate
  - Hazards identified by the prime contractor before work begins
  - All hazards that are identified after work has begun
- That all hazards that cannot be eliminated are reduced or controlled

Owner must ensure:

- Any area of the plant not in the direct and complete control of the contractor, is maintained and activities are conducted safely and do not endanger the health and safety of any contractor, worker or self-employed person

**Non-Compliance/Breach:**

Non-compliance with this policy will result in a review of the incident. A review for non-compliance may result in disciplinary action, up to and including termination of employment or privileges; fines and/or prosecution of individuals under the Saskatchewan Employment Act and OHS Regulations.

Review Dates:
January 1, 2017
April 20, 2018
**Purpose:**
To ensure that all parties are aware of when a Prime Contractor is required and all duties required of the involved parties

**Procedure:**
- When an outside company is hired to perform construction work on a contract and directs the activities of 10 or more workers; there needs to be determination of who the ‘Prime Contractor’ is; according to the Section 3-83 of the Saskatchewan Employment Act and is also referred to as the Prime Contractor in The Occupational Health and Safety Regulations.
- A Prime Contractor must be determined between the owner of the site and the outside company and be contained in the written agreement between the owner and the outside company. If the Prime Contractor is not defined in the written agreement the owner (SHA manager who hires the company) is considered the Prime Contractor under the Saskatchewan Employment Act.
- The Prime contractor must follow the guidelines set out in Section 3-83 of the Saskatchewan Employment Act.

The Prime contractor must perform the following:
1. Conspicuously post contact information for the Prime Contractor’s representative and how to contact the Prime Contractor throughout the work site
2. Coordinate all activities on site that may affect the health and safety of workers to be sure the activities of one group do not pose a risk to others
3. Verify that subcontractor employees are complying with the Occupational Health and Safety Regulations, the Saskatchewan Employment Act, and instructions specific to the Prime Contractor
4. Writes instructions for employees and subcontractors on how/when items 2 and 3 will happen safely
5. Ensure that the all work being done does not place a different group of workers at risk
6. Ensures that all employees and self-employed persons have adequate and appropriate policies, procedures, safe work practices, equipment and competent workers and information to ensure that workers comply with the Saskatchewan Employment Act and Occupational Health and Safety Regulations and any other health and safety policies and procedures implemented by the Prime Contractor
7. Ensure that the Prime Contractor representative or supervisor is competent
8. Ensure a written Prime Contractor Plan is distributed to employers and self-employed persons before they start working on site
9. Cooperate with any other person who is performing a duty required by the Saskatchewan Employment Act or Occupational Health and Safety Regulations

10. Comply with the Saskatchewan Employment Act and the Saskatchewan Occupational Health and Safety Regulations. It is the Prime Contractor’s duty to ensure all work done on site meets the requirements of law. Modelling safe behaviours and demonstrating compliance when executing their duties is the best way to ensure this.

**Non-Compliance/Breach:**
Non-compliance with this policy will result in a review of the incident. A review for non-compliance may result in disciplinary action, up to and including termination of employment or privileges; fines and/or prosecution of individuals under the Saskatchewan Employment Act and OHS Regulations.

Review Dates:
January 1, 2017
April 20, 2018
Purpose
To prevent or minimize exposure to mould

Definition
“Moulds” are simple, small organisms found virtually everywhere – indoors and outdoors. Usually, most mould spores come from the outdoors. It is common to find mould and their spores in the air of buildings and growing on certain moistened structural materials, furnishings and other building contents. Mould growth can often be seen as coloured, woolly or sooty-textured growth. Moulds may give off a musty or earthy odour or smell faintly of alcohol.

Moulds need an organic food source, a source of moisture and a place to grow (often a darker area). Indoor food sources include structural materials such as: ceiling tiles, gyproc, insulation, wallpaper, fabric and dust. These materials also provide a place for moulds to grow. Some sources of indoor moisture include: flooding, condensation, backed up sewers, cool air humidifiers, plumbing leaks, leaky roofs, steam from any source and even house plants.

People are exposed to some amount of moulds and their mycotoxins on a daily basis, usually without harm. Exposure to substantial amounts of mould and mould spores may contribute to skin, eye and respiratory irritations. Individuals with existing respiratory conditions and other sensitivities may be at greater risk when exposed to mould.

Roles and Responsibilities
Employer must ensure:
- The workplace does not become extensively contaminated with mould
- Adequate ventilation is provided and contaminants are prevented from accumulating in the air
- An adequate supply of clean and wholesome air and maintain its circulation throughout the worksite
- The mechanical ventilation system is constructed and maintained to minimize the growth and spread of mould through the ventilation system
- Safe work procedures are developed for mould remediation, including PPE required
- All reasonable steps are taken to prevent a worker’s exposure to mould
- The Occupational Health Committee is informed of the assessment and remediation of contaminated areas

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Manager/Supervisor must ensure:

- They regularly inspect the workplace for hazards that could lead to the development of mould
- They investigate and document all reports of mould, and develop a short term and long term action plan
- Workers are informed of the hazards and risks to their health and safety in areas where mould has been identified
- Workers are trained in safe work procedures in areas where mould has been identified
- They contact Facilities Management for assistance in evaluating or developing a plan to remove the mould
- That adequate controls are in place to prevent the redevelopment of mould

Worker must ensure:

- They report moisture concerns, visible mould or if an earthy or musty odor is present to Manager/Supervisor and the Safety Alert System/Incident Reporting Line
- They do not attempt to clean visible mould without authorization, proper training and equipment

Orientation & Training

- Training in the safe work procedures required during the removal of mould
- Training in the use and maintenance of all PPE and equipment required to remove mould

Materials

- Hoarding and fans for cleanup
- Appropriate PPE

Non-Compliance/Breach:

Non-compliance with this policy will result in a review of the incident. A review for non-compliance may result in disciplinary action, up to and including termination of employment or privileges; fines and/or prosecution of individuals under the Saskatchewan Employment Act and OHS Regulations.

Resources


Review Dates:

January 1, 2017
April 20, 2018
Purpose

- To establish the processes for mould related concerns
- To ensure adequate clean air within the work environment
- To provide a procedure to follow when mould is suspected or identified in the workplace

Procedure for Mould related concerns:

- Worker reports visible mould or an earthy or musty odor to their manager/supervisor
- Worker reports to the Safety Alert System/Incident Reporting Line
- Manager investigates and develops a short and long term action plan
- Manager completes the incident investigation form
- Manager contacts Facilities Management for assessment and remediation as appropriate. This may include:
  - Keep the humidity in the building below 60 %, ideally between 30-50%
  - Regularly clean and disinfect air conditioners
  - Consider mould-resistant paint for humid rooms such as bathrooms, tubrooms and kitchens
  - If building has a crawl space, make sure it is kept dry
  - In a dirt crawl space, ensure that porous structural materials like drywall and cardboard do not contact the dirt floor
  - Continuously monitor and deal with moisture problems. Signs may include condensation on windows, swelling or cracking of plasterboard, drywall tape loosening, wood warping and musty odours
  - Discard ceiling tiles that becomes water-soaked
  - Repair leaky roofs, walls, and basements
  - Promptly clean up, disinfect, and dry items that have become soaked after a sewer backup or flood. If the cleanup has not been contained and dried within 24hrs then remediation may be required
Non-Compliance/Breach:
Non-compliance with this policy will result in a review of the incident. A review for non-compliance may result in disciplinary action, up to and including termination of employment or privileges; fines and/or prosecution of individuals under the Saskatchewan Employment Act and OHS Regulations.

Resources

Review Dates:
- January 1, 2017
- April 20, 2018
Purpose

- To minimize exposure to waste during handling, decontamination or disposal
- To ensure that every worker who generates, collects, transports, cleans, decontaminates or disposes of waste or launders contaminated laundry is trained in and uses safe work practices and procedures

Definition

“Waste” means any biomedical, pharmaceutical or other substance that may be hazardous to the health and safety of a worker and that requires special handling precautions, decontamination procedures or disposal. Waste includes: human and animal anatomical waste; microbiological laboratory waste; blood and body fluid waste; used or contaminated needles, syringes, blades, clinical glass and other used or contaminated clinical items that are capable of causing a cut or puncture.

Roles and Responsibilities

Employer must ensure:

- Waste is segregated at the place where the waste is located or produced
- Waste is contained in a secure, clearly labelled package or container that holds the contents safely until it is cleaned, decontaminated or disposed of
- Waste is cleaned, decontaminated or disposed of in a manner that will not endanger the health or safety of any worker
- Puncture-resistant containers that have a fill line and are labelled as hazardous waste are provided to store waste needles, syringes, blades, clinical glass and other clinical items capable of causing cuts or punctures

Manager/Supervisor must ensure:

- That roles and responsibilities of all workers are being met, as well as applicable legislation and/or standards
- Safe work practices and procedures are in place and are followed
- All workers or self-employed person who generates, collects, transports, cleans, decontaminates or disposes of waste or launders contaminated laundry is trained in safe work practices and procedures
- Required PPE is supplied and worker has been trained on the care and use of the PPE
• If any equipment becomes contaminated with waste, the equipment is inspected and decontaminated before it is shipped or repaired
• Proper waste containers are made available and are being used by all worker’s

Worker must ensure:
• That all policies and procedures related to waste are understood and are followed
• That all required PPE is used and properly maintained
• They use all appropriate containers for waste products
• They report any incidents or near misses to their supervisor and the Safety Alert System/Incident Report Line

Orientation & Training
• Training in the use and maintenance of PPE
• Training in the handling and disposal of all products contaminated with waste

Materials
• Appropriate containers for waste
• Appropriate PPE if required

Non-Compliance/Breach:
Non-compliance with this policy will result in a review of the incident. A review for non-compliance may result in disciplinary action, up to and including termination of employment or privileges; fines and/or prosecution of individuals under the Saskatchewan Employment Act and OHS Regulations.

Resources
• For complete SHA policies and Procedures on Waste Management, see Region Wide Policy 7311-20-019
  https://www.saskatoonhealthregion.ca/about/RWPolicies/7311-20-019.pdf

Review Dates:
January 1, 2017
April 27, 2018
Purpose

The purpose of this procedure is to establish the processes for waste management.

Procedure

Manager/Supervisor:
- Identifies processes and tasks that generate waste
- Using SHA Waste Management Policy 7311-20-019, manager/supervisor develops site specific safe work procedures to segregate, label and dispose of waste
- Trains workers in waste disposal procedures and the use and maintenance of personal protective equipment
- Documents training and retains records
- Informs workers of the hazards and the measures to minimize the risks in these processes and tasks
- Supervises the work to ensure the equipment is appropriate and safe, the processes are effective, the procedures are followed and personal protective equipment is worn and maintained

Workers:
- Follow safe work procedures and use personal protective equipment
- Report equipment or process failures to their manager/supervisor and to the Safety Alert System/Incident Reporting Line

Non-Compliance/Breach:

Non-compliance with this policy will result in a review of the incident. A review for non-compliance may result in disciplinary action, up to and including termination of employment or privileges; fines and/or prosecution of individuals under the Saskatchewan Employment Act and OHS Regulations.

Resources

- For complete SHA policies and Procedures on Waste Management, see Region Wide Policy 7311-20-019 [https://www.saskatoonhealthregion.ca/about/RWPolicies/7311-20-019.pdf](https://www.saskatoonhealthregion.ca/about/RWPolicies/7311-20-019.pdf)
- Biomed Recovery and Disposal: [www.biomedwaste.com](http://www.biomedwaste.com)
- Saskatchewan Biomedical Waste Guidelines: [http://www.environment.gov.sk.ca/Default.aspx?DN=db299a36-4378-4a9c-95be-f0e0ab97909d](http://www.environment.gov.sk.ca/Default.aspx?DN=db299a36-4378-4a9c-95be-f0e0ab97909d)
Review Dates:
January 1, 2017
April 27, 2018
Policy
Saskatoon & Area – Occupational Health & Safety
Number: 51-001
Title: Chemical Hazard: Workplace Hazardous Material Information System (WHMIS) Exempt Products 2015
Saskatchewan Employment Act: Division 7, 3-50
OHS Regulation: Chapter S-15.1 Reg 1-19
Date: November 17, 2017
Date Revised/Reaffirmed: March 27, 2018

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Purpose
- To prevent harm to a worker from a hazardous product
- To develop and implement safe work procedures and processes for handling, use, storage, production and disposal of chemicals or hazardous products
- This policy covers all chemicals or hazardous products that are not Workplace Hazardous Material Information System (WHMIS) controlled or exempt from WHMIS

Definition
Some hazardous materials used in the workplace are not WHMIS controlled or are exempt from WHMIS. These chemicals may be covered under:
- The Explosives Act (Canada)
- The Food and Drug Act (Canada)
- Pest Control Products Act (Canada)
- The Nuclear Safety and Control Act (Canada)
- Or may be a product, material or substance that is packaged as a consumer product in a quantity normally used by the public defined by the Canadian Consumer Product Safety Act

The following hazardous products do not apply:
- Wood or a product made of wood
- Tobacco or a product of tobacco
- A manufactured article
- A product transported or handled in accordance to The Dangerous Goods Transportation Act and the Dangerous Goods Act (Canada)

Roles and Responsibilities
Employer must ensure:
- All products that could be deemed a chemical hazard are identified and labelled
- All identified products have controls in place to prevent worker exposure
- All identified products have written safe work procedures and processes for handling, use, storage and disposal
- Safe storage and handling of hazardous waste through a combination of identification of the hazardous waste and worker education and training pertaining to all hazardous information that the employer is aware concerning the hazardous waste

Saskatoon & Area - Occupational Health & Safety
Manager/Supervisor must ensure:
- That roles and responsibilities of all workers are being met, as well as applicable legislation and/or standards
- All products that could be deemed a chemical hazard are identified and labelled
- All identified products have controls in place to prevent worker exposure
- All identified products have written safe work procedures and processes for handling, use, storage and disposal
- All workers who will be handling chemicals have been competently educated and trained and follow in the safe work procedures and processes for handling, use, storage and disposal
- All workers have been trained in the care, storage and use of all PPE

Worker must ensure:
- They have received training in the safe work procedures and processes for handling, use, storage and disposal
- They do not handle any chemicals where education and training has not been provided on
- They are trained in any PPE required (selection, use, care and handling)
- They use the provided PPE
- They understand all policies and procedures and how to use all required PPE
- They report to their supervisor and the Safety Alert System/Incident Report Line any incidents or near misses involving hazardous substances

**Orientation & Training**
- Education and training in all policies and procedures related to chemical hazards
- Site or department specific training about any chemical hazards within that site or department
- Training on use and care of appropriate PPE for specific chemicals

**Materials**
- Safety Data Sheets
- Appropriate PPE, if required

**Non-Compliance/Breach:**
Non-compliance with this policy will result in a review of the incident. A review for non-compliance may result in disciplinary action, up to and including termination of employment or privileges; fines and/or prosecution of individuals under the Saskatchewan Employment Act and OHS Regulations.

**Revision Dates:**
November 17, 2017
December 13, 2017
March 27, 2018
Purpose
The purpose of this procedure is to establish the processes to prevent the exposure of a worker to a substance that is likely to be harmful.

Procedure
Manager/Supervisor:
- Ensure that all chemicals or hazardous products that are regularly used in the workplace are identified, reviewed and risks assessed.
- Ensure all workers are informed of the risks and measures in place to minimize the exposure to these chemicals or hazardous products.
- Ensure safe work procedures for handling, use and disposal are developed and in a written format.
- All training must be documented and training records must be retained.
- Must take steps to minimize exposure or to assign the worker to less hazardous alternate work, if that work is available by contacting Employee Wellness & Accommodations, when a worker become sensitized to a substance.

Worker:
- Before using chemicals, make sure you are educated and trained in safe procedures and use of personal protective equipment required when using and handling the chemicals.
- Is responsible to use personal protective equipment (PPE) and report equipment or process failures to their supervisor and to the Safety Alert System/Incident Reporting Line.
- If a chemical substance may be harmful to the pregnant worker or if a worker has become sensitized to the substance, the worker must notify the manager/supervisor as soon as possible. The worker must report the chemical sensitivity to the Safety Alert System/Incident Reporting Line.

Non-Compliance/Breach:
Non-compliance with this policy will result in a review of the incident. A review for non-compliance may result in disciplinary action, up to and including termination of employment or privileges; fines and/or prosecution of individuals under the Saskatchewan Employment Act and OHS Regulations.
Resources

- Table 19, 20, 21 Appendix of Saskatchewan Occupational Health & Safety Regulations

Revision Dates:
November 17, 2017
December 13, 2017
March 27, 2018
Preamble
WHMIS controlled products, covered under WHMIS Legislation, are chemical and biological substances that are hazardous to the health and safety of workers. Employees, managers, and supervisors must be knowledgeable on the safe use, storage, handling and disposal of a hazardous product, including information relating to the products health and physical hazards. Suppliers are responsible for evaluating their products using the defined criteria in the Hazardous Products Regulations of the Federal Hazardous Products Act.

Purpose
To ensure that a hazardous product is not used, stored or handled in the workplace unless all the requirements and regulations of Workplace Hazardous Materials Information System (WHMIS 2015) and Globally Harmonized System of Classification and Labelling of Chemicals (GHS) is complied with. The GHS initiative is a worldwide system that aligns with WHMIS that was created to standardize: the classification of hazardous products, supplier and workplace labels, and the format of safety data sheets (SDS). WHMIS and GHS requirements and regulations include compliance with: labels, identifiers, SDS and worker education and training.

WHMIS Classifications (hazardous products):

(A) Hazardous Groups
- Physical Hazards
- Health Hazards

(B) Hazardous Classes
  i) Physical Hazard Classes
     1. Flammable Gases
     2. Flammable Aerosols
     3. Flammable Liquids
     4. Flammable Solids
     5. Oxidizing Liquids
     6. Oxidizing Solids
     7. Gases Under Pressure
     8. Self-reactive Substances and Mixtures
     9. Substances and Mixtures which, in contact with water, emit flammable gases
    10. Organic Peroxides
    11. Corrosive to Metals
12. Combustible Dusts
13. Simple Asphyxiants
14. Physical Hazards Not Otherwise Classified

**ii) Health Hazard Classes**

1. Acute Toxicity
2. Skin Corrosion/Irritation
3. Serious Eye Damage/Eye Irritation
4. Respiratory or Skin Sensitization
5. Germ Cell Mutagenicity
6. Carcinogenicity
7. Reproductive Toxicity
8. Specific Target Organ Toxicity—Single Exposure
9. Specific Target Organ Toxicity—Repeated Exposure
10. Aspiration Hazard
11. Biohazardous

**Roles and Responsibilities**

**Employer must ensure:**

- All products that could be deemed a hazardous product are identified by labelling or placard on pipes, piping systems or containers
- All hazardous products have controls in place to prevent worker exposure
- All hazardous products that come from a supplier must have a supplier label
- Safety data sheets (SDS) are provided with every hazardous product that is received. If no SDS is provided, the employer must contact the supplier to obtain the SDS
- All hazardous products that are produced or decanted in the workplace must have a workplace label
- Education and training is provided regarding the safe use, handling, storage, and disposal of hazardous products
- All hazardous products have written safe work procedures and processes for handling, use, storage and disposal

**Manager/Supervisor must ensure:**

- All WHMIS controlled products that are used in the workplace are identified, reviewed and assessed for risk
- All workers are informed of the hazards in the department
- That effective control measures are in place to minimize workers exposure to hazardous products
- There is compliance with both federal and provincial WHMIS legislation
- All workers are educated to understand pictograms, signal words, hazard classes, categories, hazardous statements, precautionary statements, SDS, supplier and workplace labels
- All employees are educated in site/department specific training about all hazards concerning the use, storage, handling, and disposal of each hazardous product the employee works with or may be exposed to during their work activities and the training is documented in department training records
- There is education and training on safe use, storage, handling and disposal of hazardous products that is provided to workers, should be reviewed at least annually or more frequently if required by a change to work conditions or hazards
- An Emergency Preparedness Plan (EPP) is in place in the site/department and it is communicated and accessible to workers
- That workers follow the safe work procedures for the safe use, storage, handling and disposal of hazardous products
- All hazardous products are properly labelled with a supplier label
- A hazardous product that is decanted to a new container must have a workplace label
If a hazardous product is produced in the department, a workplace label must be applied to the product. If a label becomes illegible or is accidently removed, it is replaced with a new supplier label or workplace label. The label or the information on the label is updated as soon as significant new data is available. If hazardous products are contained or transferred in or on a piping system or vessel, the pipe or vessel must be labelled and workers must be trained in the safe use, storage, handling and disposal of the product. The SDS for a hazardous product is in an SDS binder and is readily available to all staff. Computerized SDS’s are acceptable as long as: all employees have access to and are trained on how to use the computer/device, the computer/device is maintained in working order, a hard copy of the SDS is available to the worker and to OHS upon request. All SDS’s are reviewed on a semi-annual basis and update, if required. The SDS binder is updated on an annual basis. All hazardous products are being used in the way the manufacturer intended. If they become aware of any new and/or significant information about the hazardous product, the new information must be added to the SDS as soon as possible, and no later than 90 days. If a hazardous product is used in a workplace is three years old, the manager/supervisor shall, if possible, obtain from the supplier an up-to-date SDS. If the hazardous product is more than three years old, and an SDS is not available, document the SDS is most up-to-date. Any changes to the hazardous product are reviewed with the employees in the department. The hazardous products that are no longer used in the site/department are removed from the site/department, disposed of following the disposal guidelines detailed in the SDS, and the SDS is removed from the binder. A hazardous product shall not be used, stored or handled in the site/department unless identified with labels, identifiers, SDS and worker education and training. When a hazardous product is received without an SDS, the product may be stored in the site/department while the manager/supervisor is actively seeking information required. Workers are supervised to ensure safe work process and procedures are followed (i.e. safe handling, storage and personal protective equipment (PPE)). The knowledge of workers are regularly evaluated using written tests, practical demonstrations, or other suitable means.

Worker must ensure:

- They know and understand the hazards of the product and that safe work procedures and policies are followed
- Their manager/supervisor is informed about any hazards that are identified in the workplace
- Necessary steps are taken to protect themselves and others (ie. safe handling, storage and personal protective equipment (PPE))
- They attend WHMIS 2015 Education and site/department-specific training for hazardous products they may use, handle, storage or dispose of or in close proximity of
- The product they are using has a supplier or workplace label
- They recognize, read, understand, and follow the instructions indicated on the hazardous product supplier or workplace label
- The manager/supervisor is informed about deficiencies such as labels on containers that are no longer readable, damaged or lost
- A workplace label is applied to the hazardous product or container if they produce a hazardous product in the workplace and is attached when transferring a product to a new container
- They do not use a product that is not labelled or if the label is unreadable
• They understand and are able to access the SDS of each hazardous product and that the SDS matches the hazardous product identified on the container and they understand the safe handling and storage instructions indicated on the SDS
• They consult their manager/supervisor if they are unsure about how to use, handle, store, or dispose of a hazardous product
• Before starting work with the hazardous product, they know the department EPP and know what to do in case of an emergency
• They report to their supervisor and the Safety Alert System/Incident Report Line any incidents or near misses involving hazardous products

Orientation & Training
• Education and training in all policies and procedures related to WHMIS hazardous products
• Site or department-specific training about any hazardous products within that site or department
• Education and training on use and care of appropriate PPE for specific chemicals

Materials
• Safety Data Sheets
• Appropriate PPE, if required

Non-Compliance/Breach:
Non-compliance with this policy will result in a review of the incident. A review for non-compliance may result in disciplinary action, up to and including termination of employment or privileges; fines and /or prosecution of individuals under the Saskatchewan Employment Act and OHS Regulations.

Revision Dates:
November 17, 2017
December 13, 2017
March 27, 2018
**Purpose**

To establish the processes to prevent the exposure of a worker to a hazardous product

**Procedure**

Manager/Supervisor:

- Ensure that all hazardous products regulated by Workplace Hazardous Material Information System (WHMIS) used in the workplace are identified, reviewed and risks assessed.
- Ensure all workers are educated about the hazards and measures in place to minimize the exposure to these chemicals. Workers must be informed about the use, storage, handling and disposal hazardous products of a hazardous product.
- Training must be provided to all workers who use a hazardous product or who work in close proximity to the product. Train workers in safe work procedures for the safe use, storage, handling and disposal of hazardous products including procedures if fugitive emissions are present.
- When new processes or products are introduced, education and training is required for these products. All education and training must be documented in department training records. Workers must be educated and trained on the content, purpose and significance of information required on a supplier label, workplace label, and the Safety Data Sheet (SDS); the workers must be educated and trained on emergency procedures.
- The education and training program must be reviewed at least annually. The Occupational Health Committee (OHC) must be consulted on the development of the education and training program and on the annual review.
- Ensure that all containers are labeled. If a hazardous product is decanted to a new container, a workplace label must be affixed. If a label becomes illegible or is accidently removed, it must be replaced with a new supplier or workplace label. The label or the information on the label must be updated as soon as significant new data is supplied to the employer by the manager.
- If a hazardous product is produced at the worksite, a workplace label must be applied to the product.
- If hazardous products are contained or transferred in or on a piping system or vessel, the pipe or vessel must be labelled and workers must be educated and trained in the safe use, storage, handling and disposal of the product.
- Ensure that the SDS for a hazardous product is in an SDS Binder and is readily available to all staff.
• During the transition between WHMIS 1988 and WHMIS 2015, MSDS’s and SDS’s must be kept in separate binders (until December 1, 2018)
• Review SDS’s on a semi-annual basis and update, as required
• Update the SDS Binder on an annual basis
• Ensure the hazardous product is being used in the way the manufacturer intended
• If the supplier indicates there is new and/or significant information about the hazardous product, the new information must be added to the SDS as soon as possible, and no later than 90 days
• If a hazardous product is used in a workplace is three years old, if possible, obtain from the supplier an up-to-date SDS
• The most recent SDS sheet must be dated and signed as the most current information at the time of the review. If an up to date SDS cannot be obtained, the manager must add any significant new data to the existing SDS.
• If a hazardous product is received without an SDS, the product may be stored in the site/department while the manager/supervisor is actively seeking information required
• An updated SDS should be provided to the site/department by the supplier/manufacturer upon distribution of the hazardous product. If a SDS is not provided, the supplier/manufacturer should be contacted and an SDS sheet requested. A hazardous product should never be used or handled without a SDS.
• If there are any changes to the hazardous product within the SDS, this information must be reviewed with the employees in the department. If a department introduces any new hazardous products, or there is a change to any hazardous products, education and training on the safe use, storage, handling and disposal must be provided to the workers who use or are in close proximity to the product
• If a hazardous product is no longer used in the site/department the product must be removed from the department and disposed of following the disposal guidelines noted within the SDS. The SDS must also be removed from the SDS Binder.
• Supervise to ensure safe work process and procedures are followed and that personal protective equipment (PPE) is worn. The knowledge of workers must be regularly evaluated using written tests, practical demonstrations or other suitable means.

Worker:
• Follow safe work procedures in the safe handling, storage and use when working with hazardous products
• Is responsible to use PPE and report equipment or process failures to their supervisor and to the Safety Alert System/Incident Reporting Line
• If a hazardous product may be harmful to a pregnant worker or if a worker has become sensitized to the product, the worker must notify the manager/supervisor as soon as possible and the manager/supervisor must take steps to minimize exposure or to assign the worker to less hazardous alternate work if that work is available. The worker must report the product sensitivity to the Safety Alert System/Incident Reporting Line.

Non-Compliance/Breach:
Non-compliance with this policy will result in a review of the incident. A review for non-compliance may result in disciplinary action, up to and including termination of employment or privileges; fines and /or prosecution of individuals under the Saskatchewan Employment Act and OHS Regulations.

Resources
• Table 19, 20, 21 Appendix of Saskatchewan Occupational Health & Safety Regulations
• To obtain MSDS for a controlled product, go to the SHR OHS website and look for MSDS On-Line - http://infonet.sktnhr.ca/peopleandpartnerships/occupational-health-safety/Pages/Home.aspx
• WHMIS Pictograms http://www.ccohs.ca/oshanswers/chemicals/whmis_ghs/pictograms.html

Saskatoon & Area - Occupational Health & Safety
### WHMIS 2015 Pictograms

<table>
<thead>
<tr>
<th>Pictogram</th>
<th>Hazard Classes and Categories</th>
</tr>
</thead>
</table>
| Flame (fire hazards) | There are many classes of flammable materials. Four of the classes are materials that are commonly encountered in the workplace: **flammable gases** (Category 1), **flammable aerosols** (Category 1 and 2), **flammable liquids** (Category 1, 2, and 3), and **flammable solids** (Category 1 and 2). These materials will burn if ignited by a spark, static discharge, or a hot surface (i.e., a hot plate). Other classes that are not common in the workplace include: pyrophoric liquids, solids, and gases, self-heating substances and mixtures, substances and mixtures which, in contact with water, emit flammable gases, and organic peroxides.  
**Examples:** Propane (heating, cooking, car fuels), butane (fuel and aerosol propellant), acetylene (welding), acetone (industrial cleaners, degreasers), paint thinners, kerosene (solvent), gasoline (fuel, solvent), toluene (industrial solvent) |
| Flame over circle (oxidizing hazards) | The flame over circle pictogram is used for the following classes and categories: **oxidizing gases** (Category 1), **oxidizing liquids** (Category 1, 2, and 3), and **oxidizing solids** (1, 2, and 3). Oxygen is necessary for a fire to burn, therefore, they do not usually burn by themselves but will increase the intensity of a fire and can cause material that normally do not burn to suddenly catch on fire (sometimes without an ignition source).  
**Example:** Nitric acid can spontaneously ignite and burn when the spilled acid dries |
| Gas Cylinder (gases under pressure) | The gas cylinder pictogram is used for the following classes and categories: **compressed gas**, **liquefied gas**, **refrigerated liquefied gas**, and **dissolved gas**. These gases are stored under pressure in a container, liquefied, chilled, or dissolved in a carrier. The main hazards: the cylinder or container may explode if heated, leaking gas can be very cold and may cause frostbite it comes into contact with skin, and a leaking cylinder can rapidly release extremely large amounts of gas into the workplace.  
**Examples:** Propylene cylinder valve vented gas which ignited and caused a domino effect fire |
| Corrosion (corrosive damages to metals, skin, eyes) | The corrosion pictogram is used for the following classes and categories: **corrosive metals** (Category 1), **skin corrosion/irritation—skin corrosion** (Categories 1, 1A, 1B, and 1C), and **serious eye damage/eye irritation—serious eye damage** (Category 1). Materials that are corrosive to metals can damage or destroy metals (steel and aluminum). If a corrosive hazard eats through a container, the contents may spill out into the workplace, resulting in health effects, reactive, or fire damage.  
**Examples:** Nitric acid, hydrochloric acid, and sodium hydroxide solutions |
| Exploding Bomb (explosion or reactivity hazards) | The exploding bomb pictogram is used for the following classes and categories: **self-reactive substances and mixtures** (Types A and B), and **organic peroxides** (Type A and B). “Self-reactive substances and mixtures” and “organic peroxides” are two classes that can be explosive or flammable or both. “Self-reactive substances or mixtures” are unstable materials that can cause or increase the intensity of a fire. “Organic peroxides” are unstable, and may be highly reactive or explode. These materials require specific storage and handling.  
**Note:** Both the flame and exploding bomb pictogram are used for “Self-reactive substances and mixtures” (Type B) and “Organic peroxides” (Type B). |
<p>| Exploding Bomb (explosion or reactivity hazards) | The skull and crossbones pictogram is used for the following classes and categories: The <strong>Acute toxicity</strong> health hazard class contains subclasses: <strong>oral</strong> (Categories 1, 2, and 3), <strong>dermal</strong> (Categories 1, 2, and 3), and <strong>inhalation</strong> (Categories 1, 2, and 3). Products in the acute toxicity hazard class can cause adverse effects following brief exposures. The hazard |</p>
<table>
<thead>
<tr>
<th>Skull and Crossbones (can cause death or toxicity with short exposure to small quantities)</th>
<th>statements for this class will help indicate the seriousness of the effects of the product. Statements with fatal are more serious than toxic. Toxic is more serious than harmful. <strong>Examples:</strong> Sodium cyanide, carbon monoxide, sulfuric acid, acrylonitrile, and 4-dissocyanate (TDI)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health Hazard (may cause or suspected or causing serious health effects)</td>
<td>The health hazard circle pictogram is used for the following classes and categories: <strong>respiratory or skin sensitization—Respiratory sensitizer</strong> (Categories 1, 1A, and 1B), <strong>germ cell mutagenicity</strong> (Categories 1, 1A, 1B, and 2), <strong>carcinogenicity</strong> (Categories 1, 1A, 1B, and 2), <strong>reproductive toxicity</strong> (Categories 1, 1A, 1B, and 2), <strong>specific target organ toxicity—Single exposure</strong> (Categories 1 and 2), <strong>specific target organ toxicity—Repeated exposure</strong> (Categories 1 and 2), and <strong>aspiration hazard</strong> (Category 1). <strong>Examples:</strong> Toluene may cause drowsiness or dizziness</td>
</tr>
<tr>
<td>Exclamation Mark (may cause less serious health effects or damage the ozone layer)</td>
<td>The exclamation mark pictogram is used for the following classes and categories: <strong>acute toxicity—oral, dermal, and inhalation</strong> (Category 4), <strong>skin corrosion/irritation—Skin irritation</strong> (Category 2), <strong>serious eye damage/eye irritation—Eye irritation</strong> (Categories 2 and 2A), <strong>respiratory or skin sensitization—Skin sensitizer</strong> (Categories 1, 1A, and 1B), and <strong>specific target organ toxicity—Single exposure</strong> (Category 3). These products have health hazards but may not be as severe as other categories in that class. <strong>Examples:</strong> Methyl methacrylate can cause skin sensitization</td>
</tr>
<tr>
<td>Biohazardous Infectious Materials (organisms or toxins that can cause diseases in people or animals)</td>
<td>The Biohazardous infectious materials pictogram is used for the following classes and categories: <strong>Biohazardous infectious materials</strong> (Category 1). <strong>Examples:</strong> Body fluids (blood, saliva)</td>
</tr>
</tbody>
</table>

**Revision Dates:**
November 14, 2017
December 13, 2017
March 27, 2018
Preamble

Cytotoxic Drugs inhibit or prevent function of cells and are manufactured, sold or represented for use in treating neoplastic or other conditions

Objective

To ensure that all SHA workers receive optimal follow-up, referral and education in the event of an exposure to Cytotoxic Drugs, this includes workers who prepare, administer, handle the drug or handle the materials and equipment contaminated with cytotoxic waste.

Definition

“Cytotoxic drugs” inhibit or prevent the function of cells and are manufactured, sold or represented for use in treating neoplastic or other conditions. Occupational exposures to cytotoxic drugs may occur through puncture of the skin, absorption through the skin, and contact with an eye, inhalation of drug dust/aerosols or ingestion of a contaminated substance. There is no “safe” exposure level to cytotoxic drugs

Roles and Responsibilities

Employer must ensure:

• Practicable steps are taken to minimize the exposure of workers to cytotoxic drugs or to materials or equipment contaminated with cytotoxic drugs
• A written program developed to protect the health and safety of workers who may be exposed to cytotoxic drugs or to materials or equipment with cytotoxic drugs
• Where workers prepare parenteral cytotoxic drugs on a frequent and continuing bases, the employer must provide and maintain an approved biological safety cabinet (BSC) and ensure it is used safely
• Appropriate waste containers for cytotoxic waste is available
• Personal Protective Equipment is readily available to all workers

Manager/Supervisor must ensure:

• That roles and responsibilities of all workers are being met, as well as applicable legislation and/or standards
• Safe work procedures are written and followed
• Safety devices are used as per guidelines
• Cytotoxic drugs are disposed of in an appropriate waste container (red bags)
• Preparation of parenteral cytotoxic drugs should be done in a Biological Safety Cabinet
• Appropriate PPE is provided, used and maintained: gloves, protective gown, eye protection and appropriate respirator (decontaminating a BSC with the sash raiser, when cleaning up a cytotoxic spill or preparing cytotoxic drugs outside of an approved BSC

Worker must ensure:
• They dispose of cytotoxic drugs in appropriate waste container (red bags)
• Preparation of parenteral cytotoxic drugs should be done in a Biological Safety Cabinet
• Appropriate PPE is used and maintained: gloves, protective gown, eye protection and appropriate respirator (decontaminating a BSC with the sash raiser, when cleaning up a cytotoxic spill or preparing cytotoxic drugs outside of an approved BSC
• All processes and policies to maintain preventative and protective measures against an exposure is adhered to
• They report to their supervisor and the Safety Alert System/Incident Report Line any incidents or near misses involving cytotoxic drug exposure

Orientation & Training
• Training in how to identify, store, prepare, administer, handle, use, transport and dispose of cytotoxic drugs and materials contaminated with cytotoxic drugs
• Education and training on how to clean up a cytotoxic spill

Materials
• Nursing Practice Policy and Procedure

Non-Compliance/Breach:
Non-compliance with this policy will result in a review of the incident. A review for non-compliance may result in disciplinary action, up to and including termination of employment or privileges; fines and/or prosecution of individuals under the Saskatchewan Employment Act and OHS Regulations.

Resources
• SHR Nursing Manual: Chemotherapy drugs for non-cancer treatment; Administration & Precautions
• OHS Saskatchewan (June 2007) Cytotoxic Drugs

Review Dates:
January 1, 2017
May 14, 2018
Purpose

- To ensure that all SHA worker’s know appropriate First Aid Action for Cytotoxic Drug Exposures
- To ensure all SHA worker’s report their Cytotoxic Drug Exposures

Procedure

1. Complete First Aid Action and notify your manager/supervisor
   A) Splash to Eyes:
      - Flush eyes immediately at eyewash station for at least 15 minutes. If eyewash station unavailable, flush with copious amounts of water or normal saline for at least 15 minutes.

   B) Splash to skin (intact or non-intact):
      - Remove contaminated clothing immediately
      - Flush area with copious amounts of water for at least 15 minutes
      - Follow with washing area with soap and water
      - Launder contaminated clothing at home separately once, then re-wash with regular wash, or arrange for laundry services to launder your uniform for you. If a replacement uniform is not available on your unit, call SPD to arrange pick-up of a decontamination uniform.

   C) Needle stick Injury:
      - Express blood from needle puncture site
      - Flush puncture site with cool running water for at least 15 minutes
      - Apply ice or heat to the injected site, as per SHR IV Medication Reference Manual. Skin punctures with vesicant or irritant drugs will be treated as if an extravasation has occurred.
      - If needle was contaminated with blood or body fluid. Refer to the SHA Staff Blood or Body Fluid (BBF) Exposure Assessment Tool to determine if a BBF Exposure has occurred or not.

2. Report your Cytotoxic Drug Exposure
   All SHR urban care sites (RUH, SPH, SCH) call the SHR Safety Alert System
      - Saskatoon, 306-655-1600 or
      - Rural, Toll Free, 1-844-655-1600

   All other SHR sites call the SHR Incident Report Line
      - Saskatoon, 306-655-0820
      - Rural, Toll Free, 1-866-966-0820
Non-Compliance/Breach:
Non-compliance with this policy will result in a review of the incident. A review for non-compliance may result in disciplinary action, up to and including termination of employment or privileges; fines and/or prosecution of individuals under the Saskatchewan Employment Act and OHS Regulations.

Resources
- SHR Nursing Manual: Chemotherapy Drugs For Cancer Treatment: Administration, Safe Handling & Disposal
- SHR Nursing Manual: Chemotherapy Drugs For Non-Cancer Treatment: Administration & Precautions

Review Dates:
January 1, 2017
May 14, 2018
Preamble

Natural rubber latex (NRL):
- Referred to as “latex”, is a natural milky substance harvested from the Hevea brasiliensis tree that grows in the tropical climate of Southeast Asia
- It is used in the manufacture of many household, industrial, and medical products, including surgical and examination gloves
- It is composed of rubber, water, and low levels of different types of proteins (compounds that occur naturally in all plants and animals)

Synthetic latex:
- These materials do not contain natural rubber latex proteins, but may contain chemicals that are used in the manufacture and processing of both natural rubber latex and synthetic latex products
- There are a variety of synthetic latex formulations such as nitrile and neoprene

Objective
- To eliminate occupational exposure to Latex (removal of rubber glove allergens) and implement substitution of all Latex products where applicable
- To ensure all SHA workers receive optimum education, assessment, treatment and follow up for latex allergies

Definitions
Adverse skin reactions from the use of NRL gloves have been classified into 3 distinct diagnostic categories:

Irritant Contact Dermatitis:
- It is a non-immune reaction
- Local reaction from damage to the skin from such things such as detergents, frequent hand washing, inadequate drying, climate extremes, pre-existing dermatitis, aggressive scrubbing techniques, and glove powders
- This reaction is simply an irritation of the skin and should not be confused with an allergy
- It is a surface condition affecting the skin, avoiding contact with the irritants, including glove powders, and a regular regimen of proper skin care will help keep hands healthier and free of irritation
- Signs include: Redness, chapping, chafing, dryness, scaling, cracking, and subjective symptoms such as itching and burning
Delayed Contact Dermatitis – Type IV:

- The usual delayed hypersensitivity reaction of allergic contact dermatitis is caused not by latex, but by the chemical added during rubber manufacture
- Signs include: red, raised, and palpable area at, and sometimes slightly beyond, the area of contact with the glove may be observed, accompanied by subjective symptoms such as itching, burning, and tingling
- The mechanism for the development of a delayed response requires the antigen to penetrate the skin, where it then interacts with the cellular components of the immune system
- These effects typically appear anywhere from 6 – 48 hours following exposure to the antigen-containing product, and can last for up to 4 days
- Use of latex gloves while you have active, open breaks in the skin is believed to contribute to latex protein sensitization. This is due to absorption of latex proteins associated with the product

Immediate Type 1 Response Latex Allergy:

- This reaction is not solely the result of exposure to gloves, but also to other natural rubber latex based products such as condoms, balloons, rubber nipples, and other latex medical equipment
- Much less common than delayed reactions, but has a potentially serious outcome
- Signs include: swelling and redness (commonly described as a "wheal and flare" reaction) local to the site of exposure, accompanied by non-specific symptoms such as itching and burning
- Can occur almost instantly (within 30 minutes) following exposure to the relevant antigen
- Symptoms can spread to areas remote from the site of contact with the glove, and can be accompanied by others such as conjunctivitis, rhinitis, and bronchial obstruction
- Serious but rarely, anaphylaxis can occur

Roles and Responsibilities

Employer must ensure:

- All products containing latex are identified
- A powder free, latex safe environment is provided
- All latex products are reviewed, replaced with alternatives and evaluated. When applicable convert to nitrile or neoprene products

Manager/Supervisor must ensure:

- That roles and responsibilities of all workers are being met, as well as applicable legislation and/or standards
- Safe work procedures are written and followed
- All products containing latex are identified and communicated to employees
- Latex products that have replacement alternatives, should be substituted with other materials, processes and/or equipment
- A latex safe environment is established with safe work processes and practices to workers, patients and family members
- Education is provided for all workers, patients and family members

Worker must ensure:

- That all policies and procedures related to Latex Allergies are understood and are followed
- Education is reviewed as required
• They report to their supervisor and the Safety Alert System/Incident Report Line any incidents or near misses involving a latex allergy

Orientation & Training
• On-going education and knowledge towards remaining latex products and when alternatives have been selected

Materials
• Latex Safe Poster

Non-Compliance/Breach:
Non-compliance with this policy will result in a review of the incident. A review for non-compliance may result in disciplinary action, up to and including termination of employment or privileges; fines and/or prosecution of individuals under the Saskatchewan Employment Act and OHS Regulations.

Resources
• Policy and Procedure Nursing Manual, Latex Allergy policy 1011
  https://www.saskatoonhealthregion.ca/about/NursingManual/1011.pdf

Review Dates:
January 1, 2017
April 20, 2018
Procedure
Saskatoon & Area – Occupational Health & Safety
Number: 51-004
Title: Chemical Hazard: Latex Allergy

Saskatchewan Employment Act:
OHS Regulation: 86, 87

Date: January 1, 2017
Date Revised/Reaffirmed: April 20, 2018

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Purpose
The purpose of this procedure is to establish the processes to follow in order to eliminate occupational exposure to Latex (removal of rubber glove allergens) and implement substitution of all Latex products where applicable.

Procedure for Employees to follow
- Worker to notify manager/supervisor immediately of a possible latex allergy
- Worker to report possible allergic reaction by contacting the Safety Alert System/Incident Reporting Line
- Manager to investigate and review incident and follow up with the worker
- Occupational Health Nurse to review incident and ensure appropriate corrective action was implemented
- Employee is referred to Employee Wellness and Accommodations (EWA) for appropriate management
- If medical attention is required, worker to take the SHR Employee Incident Reporting Package with them to the appointment

Supposition
In the health care environment, the single most important step in creating a latex-safe environment is the elimination of powdered latex medical devices. There are thousands of healthcare and consumer products that are commercially available and may potentially contain latex. It is very difficult to obtain full and accurate information on the latex content of products since products may vary between companies and product series. The primary resource for obtaining information on latex content is from the individual product manufacturers.

Latex-Safe = Safer Patient Care
Recent studies have demonstrated that adopting latex-free strategies in health care facilities has reduced the prevalence of latex sensitization and allergy in children with spina bifida (26.7 to 4.5%), myelomeningocele (4 to 1.2%) and a history of multiple surgeries (42 to 7%). One pediatric hospital that adopted a latex-free recently reported zero incidences of allergic reactions in 25,000 anesthetic incidents for children.
- Perioperative Latex Allergy in Children Anesthesiology Journal March 2011

Latex-Safe = Retention
Health Care Workers who demonstrated latex sensitization were nearly three times more likely to leave their jobs than their non-sensitized co-workers. “Prevention of IgE Sensitization to Latex in Health Care Workers after Reduction of Antigen Exposures”

Saskatoon & Area - Occupational Health & Safety
Materials

- Latex Safe Poster

Non-Compliance/Breach:
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Resources

- Policy and Procedure Nursing Manual, Latex Allergy policy 1011
  https://www.saskatoonhealthregion.ca/about/NursingManual/1011.pdf

Review Dates:
January 1, 2017
April 20, 2018
Policy
Saskatoon & Area – Occupational Health & Safety
Number: 52-001
Title: Ergonomic Hazard: Computer Workstations
Saskatchewan Employment Act:
OHS Regulation: 69, 80-83, 109, 110
Date: January 1, 2017
Date Revised/Reaffirmed: July 4, 2018

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Purpose
- To eliminate musculoskeletal injuries and visual strain from computer use

Roles and Responsibilities
Employer must ensure:
- Managers, supervisors and workers receive training in correct computer workstation set up as appropriate
- Work activities that may cause or aggravate musculoskeletal injuries are regularly reviewed
- Any worker that has symptoms of a musculoskeletal injury or visual strain is advised to consult a physician, optometrist or registered health care professional
- The tasks of any injured worker and of other workers doing similar tasks are reviewed to identify the cause of the symptoms and to take corrective actions to prevent further injuries including alternative equipment or job changes
- All required equipment, including appropriate chairs, are provided to workers. SHA has a list of standard chairs and keyboard trays on contract. For chair fittings, contact your OHS Consultant/Nurse.

Manager/Supervisor must ensure:
- They and their workers receive training in and understand correct computer workstation setup. Complete the Computer Workstation E-Learning
- The computer workstation is set up correctly for each worker. If assistance is required, contact your OHS Consultant/Nurse.
- Workers are informed of the risk of injury and the signs and common symptoms of computer-related injury
- Safe work practices are written and followed
- Workers are trained in correct work methods such as appropriate breaks, pace of work, use of equipment and stretching exercises appropriate for computer operators
- Workers who experience symptoms related to their computer workstation, report to the Safety Alert System/Incident Report Line and manager/supervisor shall request a workstation assessment from your OHS Consultant/Nurse
- Workstation equipment, including the chair, is in good condition. Contact Material Management for warranty concerns and maintenance for equipment not under warranty.
- Your OHS Consultant/Nurse can be contacted if required, for assistance when a healthcare practitioner has prescribed a sit-stand workstation for a worker

Saskatoon & Area - Occupational Health & Safety
Worker must ensure:

- They receive training in and understand correct computer workstation setup through the Computer Workstation E-Learning
- They are trained in and follow the safe work practices
- They report to their supervisor and the Safety Alert System/Incident Report Line for any symptoms or near misses related to their computer workstation
- They report to their supervisors if they have any questions or concerns regarding their equipment or the setup

Orientation & Training

- Computer Workstation E-Learning

Non-Compliance/Breach:
Non-compliance with this policy will result in a review of the incident. A review for non-compliance may result in disciplinary action, up to and including termination of employment or privileges; fines and/or prosecution of individuals under the Saskatchewan Employment Act and OHS Regulations.

Review Dates:
January 1, 2017
July 4, 2018
Purpose

The purpose of this procedure is to establish the processes to follow to ensure safe work practices at computer workstations.

Procedure

Manager/Supervisor:

- Instruct workers to complete Computer Workstation E-Learning, followed by the Computer Workstation Ergonomic Evaluation. Review results with worker to see if improvement is needed and confirm that worker is knowledgeable in the Computer Workstation E-Learning they completed.
- Inform workers who work at computers of the signs and common symptoms of musculoskeletal injury (MSI) and that they may be at risk of developing MSI's. See Musculoskeletal Information. This information should also be documented in the Job Safety Analysis for that occupation.
- Contact your OHS Consultant/Nurse for assistance when:
  - Worker is experiencing musculoskeletal symptoms or computer related visual discomfort
  - Assistance is required when setting up the workstation, for specific equipment needs or chair fittings
- Purchase equipment as required. See Supply Chain website for Ergonomic Office Equipment which lists keyboard trays and chairs. Other equipment such as document holders, footrests, keyboards and mice are available from Grand & Toy. The manager is responsible for the use and maintenance of equipment. Please become familiar with the equipment and keep the ‘use and care’ documentation to refer to at a later time if required.
- Sit-Stand Stations: If Healthcare Provider (HCP) has prescribed a sit-stand workstation, contact Employee Wellness and Accommodations department to formalize the accommodation. For recommendations on types of sit-stand workstations, contact your OHS Consultant/Nurse.
- Follow recommendations of your OHS Consultant/Nurse or develop an alternate plan to ensure the health, safety and wellness of the worker.

Worker:

- Complete Computer Workstation E-Learning
- Complete Computer Workstation Ergonomic Evaluation. If improvement is needed, review results with manager/supervisor.
- If you experience computer related musculoskeletal symptoms or visual discomfort, inform your manager/supervisor and call the Safety Alert System/Incident Report Line.
- See a healthcare provider (HCP) regarding the symptoms and inform them this is work-related. Take the SHA Employee Incident Reporting Package with you and provide to HCP. Inform manager/supervisor and the Safety Alert System/Incident Report Line if the HCP recommends restrictions, time away from work or special equipment such as a sit-stand workstation, adaptive keyboard or mouse
- Provide feedback to manager/supervisor on change in symptoms and suitability of equipment
- If a sit-stand workstation is prescribed, follow your HCP’s instructions regarding use of the workstation, e.g. length of time standing or sitting

Orientation & Training
- [Computer Workstation E-Learning](#)

Non-Compliance/Breach:
Non-compliance with this policy will result in a review of the incident. A review for non-compliance may result in disciplinary action, up to and including termination of employment or privileges; fines and/or prosecution of individuals under the Saskatchewan Employment Act and OHS Regulations.

Resources
- [Computer Stretches](#)
- [Computer Workstation Self Evaluation Form](#)
- [Computer Workstation Tip Sheet](#)
- [Labour Relations and Workplace Safety: Musculoskeletal Injuries Prevention Guide](#)
- [Musculoskeletal Information](#)

Review Dates:
- January 1, 2017
- March 17, 2017
- February 14, 2018
- July 5, 2018
Purpose

- To ensure the adequate supply of clean, wholesome air and ventilation to SHA facilities
- To ensure workers are aware to report when they feel the air is unsafe
- Ongoing maintenance of air circulation throughout the place of employment

Definition

“Air Quality” refers to air that is harmless and inoffensive. The air is free of an accumulative amount of contaminants or impurities. The degree to which the ambient air is pollution-free is assessed by measuring a number of indicators of pollution.

Roles and Responsibilities

Employer must ensure:

- Adequate ventilation is in place
- A mechanical ventilation system is in place and is sufficient and suitable to protect the workers from air that could cause harm
- The system is cleaned and regularly maintained

Manager/Supervisor must ensure:

- That roles and responsibilities of all workers are being met, as well as applicable legislation and/or standards
- Only competent workers inspect and maintain all parts of the ventilation system
- All ventilation openings are free of obstructions or sources of contamination
- Records are kept of all inspections, maintenance and cleanings
- That an effective plan is in place and communicated for the immediate protection of all workers in the event of a failure of the system
- Communicate the results of the air quality investigation to inhabitants of the facility, workers and the Occupational Health Committee

Worker must ensure:
They report to their supervisor and the Safety Alert System / Incident Report Line any unsafe conditions that may occur in the quality of air or with the system itself.

Orientation & Training
- Training in all policies and procedures related to air quality
- Site or department specific training about any related tasks involving the mechanical ventilation system
- Training on use and care of appropriate PPE related to tasks involving the mechanical ventilation system

Materials
- Copies of policies and procedures related to tasks involving the mechanical ventilation system
- Appropriate PPE if required

Non-Compliance/Breach:
Non-compliance with this policy will result in a review of the incident. A review for non-compliance may result in disciplinary action, up to and including termination of employment or privileges; fines and/or prosecution of individuals under the Saskatchewan Employment Act and OHS Regulations.

Review Dates:
January 1, 2017
May 14, 2018
### Purpose

The purpose of this procedure is to establish the processes to follow to ensure the adequate supply of clean, wholesome air in the workplace.

### Procedure

- Worker reports concern to manager/supervisor
- Worker reports through the Safety Alert System/Incident Reporting Line
- Manager must investigate to determine cause of worker’s concern
- Manager shall contact Facilities Management and other departments as appropriate to assist in investigation and remediation as required
- Workers may assist with unresolved concerns by using air quality log to document
- Manager must report back to the worker the cause(s) and the corrective actions taken to resolve the concern
- Communicate the results of the air quality investigation to inhabitants of the facility, workers and the Occupational Health Committee

### Non-Compliance/Breach:

Non-compliance with this policy will result in a review of the incident. A review for non-compliance may result in disciplinary action, up to and including termination of employment or privileges; fines and/or prosecution of individuals under the Saskatchewan Employment Act and OHS Regulations.

### Resource

- [Air Quality Log](#)

### Review Dates:

- January 1, 2017
- May 14, 2018
<table>
<thead>
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<th>Date</th>
<th>Time</th>
<th>Work area</th>
<th>Description of concern: Temperature, humidity, odours</th>
<th>Comments: Symptoms, circumstances, possible causes</th>
<th>Maintenance/FES notified? Date?</th>
<th>Initials</th>
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Purpose
To ensure that workers who are likely to be employed in an asbestos process or are likely to be exposed to asbestos are informed of the health risks and trained and educated on how to protect themselves from exposure to asbestos.

Definition
- **“Asbestos”** is the fibrous form of crocidolite, amosite, chrysotile, anthophyllite, actinolite, tremolite or a mixture containing any of those minerals.
- **“Asbestos dust”** is any dust that consists of or contains asbestos fibres that are likely to become airborne.
- **“Asbestos Process”** means any activity that may release asbestos dust, and includes:
  - The sawing, cutting or sanding of asbestos containing material
  - The repair, maintenance, replacement or removal of asbestos materials
  - The mixing or application of asbestos shorts, cements, grouts, putties or similar compounds
  - The storing or conveyance of materials containing asbestos
  - The demolition of structures containing asbestos

Roles and Responsibilities
Employer must ensure:
- That Facilities Management (FM) is responsible for all SHR processes related to asbestos and completes the work according to OH&S Regulations
- All areas with asbestos are to be marked and that the materials containing asbestos be clearly labeled and contain a warning of the danger to the health of workers
- Keep a written record of asbestos containing materials or any material likely to contain asbestos
- The identification of asbestos containing material or the determination of asbestos free materials is completed by a competent person
- All asbestos containing materials or surfaces are inspected annually
- The written record for each asbestos containing material includes its location, its characteristics and its accessibility
- The written record is updated when asbestos containing material is added to or removed from the place of employment

Saskatoon & Area - Occupational Health & Safety
• All relevant information from the written record is provided to contractors and self-employed persons who may be at risk from exposure to asbestos
• Every asbestos surface is kept in good condition
• Removal of asbestos where possible and avoid any new installation or use
• Warnings are displayed indicating asbestos work is in process
• All waste that may contain asbestos is placed in appropriate receptacles that are clearly labelled

Manager/Supervisor must ensure:
• Workers are informed of the risk to their health if they are likely to be exposed to asbestos dust
• There are written safe work procedures in regards to working with asbestos
• Workers are trained in and follow the safe work procedures
• Workers are educated in the health risks associated with working with asbestos
• Workers are offered a medical exam at least once every two years
• That workers involved in asbestos processes must be provided with and wear approved respirators and approved protective clothing
• That Facilities Management (FM) is contacted before any work that may affect asbestos materials to ensure compliance with the FM Asbestos Management Program
• Workers are trained in the use, care and storage of PPE

Worker must ensure:
• They are trained and understand the safe work procedures
• They are trained in any PPE required (care, use and storage)
• They use the provided PPE
• They report to their supervisor and the Safety Alert System/Incident Report Line any incidents or near misses involving asbestos

Orientation & Training
• Training in all policies and procedures related to asbestos
• Training on use and care of appropriate PPE

Materials
• Appropriate PPE if required

Non-Compliance/Breach:
Non-compliance with this policy will result in a review of the incident. A review for non-compliance may result in disciplinary action, up to and including termination of employment or privileges; fines and/or prosecution of individuals under the Saskatchewan Employment Act and OHS Regulations.

References
• Saskatchewan Asbestos Registry

Review Dates:
January 1, 2017
May 15, 2018

Saskatoon & Area - Occupational Health & Safety
**Purpose**

To ensure that workers who are likely to be employed in an asbestos process or are likely to be exposed to asbestos are informed of the health risks and trained and educated on how to protect themselves from exposure to asbestos.

**Procedure**

- If there is concern about a potential exposure to asbestos (i.e. due to damage of protective clothing on a pipe) or if there is an unknown substance that may be asbestos this should be reported to the manager/supervisor.
- The incident should be reported to the Safety Alert System/Incident Reporting Line.
- The Manager/Supervisor should contact Facilities Management (FM) to request an assessment of the area and develop an asbestos management plan as required.
- The area should be blocked off to minimize traffic through the area.
- Information should be communicated to workers in the area about FM findings, the process that may be needed for removal and the precautions that will be in place.

**Non-Compliance/Breach:**

Non-compliance with this policy will result in a review of the incident. A review for non-compliance may result in disciplinary action, up to and including termination of employment or privileges; fines and/or prosecution of individuals under the Saskatchewan Employment Act and OHS Regulations.

**References**

- SHA Asbestos Management [http://infonet.sktnhr.ca/fes/Pages/AsbestosManagement.aspx](http://infonet.sktnhr.ca/fes/Pages/AsbestosManagement.aspx)
- Saskatchewan Asbestos Registry
- Table 5 of the Saskatchewan OHS Regulations defines asbestos removal by High, Moderate and Low Risk

**Review Dates:**

January 1, 2017

May 15, 2018
Purpose

- To ensure the health and safety of workers that work in a confined space or a hazardous confined space

Definition

- “All workers” means SHR employees, students, contractors and self-employed persons
- “Confined space” means an enclosed or partially enclosed space that:
  - is not primarily designed or intended for human occupancy except for the purpose of performing work
  - has restricted means of entry and exit
- “Hazardous confined space” means a confined space that is or may become hazardous to a worker entering the confined space due to:
  - the design, construction or atmosphere of the confined space
  - the materials or substances in the confined space
  - the work activities or processes used in the space
  - any other condition relating to the confined space
- “Isolate” means to physically interrupt or disconnect pipes, lines and sources of energy from a confined space

Roles and Responsibilities

Employer must ensure:

- All confined spaces are identified, labelled and have restricted access to authorized personnel only
- All confined spaces are assessed for hazards
- Where possible, an alternative means to perform work that will not require a worker to enter a hazardous confined space
- A safe entrance and exit from the space
- An effective method of communication
- A written procedure is prepared for the removal of any worker who may become injured or incapacitated while in a confined space or a hazardous confined space
- Ventilation in the confined space or hazardous confined space is adequate

Saskatoon & Area - Occupational Health & Safety
Manager/Supervisor must ensure:

- Safe work procedures are developed and followed for confined space and hazardous confined space entry
- A competent person assess the hazards prior to workers entering a confirmed space
- Workers are trained in and follow the safe work procedures
- PPE is provided
- A copy of the hazardous confined space entry plan is posted at the entrance to the hazardous confined space
- Workers are trained in their roles and responsibilities in hazardous confined space entry and or initiating the emergency response plan

Worker must ensure:

- They are trained in, understand and follow the safe work procedures
- They are trained in their roles and responsibilities in hazardous confined space entry and or initiating the emergency response plan
- They are trained in any PPE required (care, use and storage)
- They use the provided PPE

Orientation & Training

- Orientation on policies and procedures
- Site orientation
- Specific training in the roles and responsibilities of workers in regards to confined spaces
- Confined space entry training
- Training in the care and use of all PPE and equipment

Materials

- Site specific confined space entry procedure
- Copy of the confined space emergency response plan
- Two way radio or cell phone for communication purposes
- Flashlight
- PPE and equipment as required

Non-Compliance/Breach:

Non-compliance with this policy will result in a review of the incident. A review for non-compliance may result in disciplinary action, up to and including termination of employment or privileges; fines and/or prosecution of individuals under the Saskatchewan Employment Act and OHS Regulations.

References

- Regional Policy 7311-95-006

Review Dates:
January 1, 2017
May 17, 2018
Purpose
The purpose of this procedure is to establish the processes to follow to ensure the health and safety of workers that work in a confined space or a hazardous confined space.

Procedure
- Determine if the space to be entered is a confined space
- Determine if the space is a hazardous confined space

If the space is not hazardous:
- Ensure there is an emergency response plan in place for the specific space
- Ensure proper PPE is available and in good working order
- Ensure communication is in place (cell phone or radio)
- Ensure everyone who is involved in the communication and emergency response plan is available and understands their role.
- Use the above steps and implement a site specific plan for every confined space in your facility.
- If any of the above steps are not in place DO NOT ENTER THE SPACE

If the space is deemed to be a hazardous confined space:
- DO NOT ENTER THE SPACE
- Ensure no one enters the space
- Contact your supervisor and OHS immediately
- In consultation with OHS decide whether there is an alternate way to complete the work or have the work performed by an outside company
- If the work cannot be performed without entering the space or by an outside company, consult the OHC committee
- The committee in consultation with the employer must in writing develop a hazardous confined space entry plan.
- This plan MUST follow the guidelines that have been outlined in REG. (272)(2)
- If the steps above have not all been met DO NOT ENTER THE SPACE
Roles and Responsibilities
Manager must ensure:
- A safe work procedure is written
- That supervisors and workers understand their roles and responsibilities related to the task
- That all supervisors understand the task related to this and all procedures
- That all workers have the training both in the task and this procedure so the task can be performed safely

Supervisor must ensure:
- They understand their roles and responsibilities related to this task
- All workers performing this task have been competently trained to perform the task
- There is proper and adequate supervision during the task
- That all hazards related to the task have been adequately controlled before the task begins
- That in the event of unforeseen hazards arising during the task that the task will be stopped until proper controls have put in place to allow for the task to be completed safely
- All appropriate PPE is available and is in proper working condition
- That all workers completing the task are aware of emergency response procedures in event of injury or unforeseen hazards

Worker must ensure:
- They understand their roles and responsibilities related to this task
- They are competently trained in regards to this task
- That they do not perform any task that they are not competently trained without having adequate supervision
- That they stop the task if hazards arise or the controls that have been put in place to control hazards fail
- They have adequate PPE and training in that PPE for the task being performed
- They know the use, care and cleaning of all PPE
- They are aware of all emergency response procedures related to the task

Non-Compliance/Breach:
Non-compliance with this policy will result in a review of the incident. A review for non-compliance may result in disciplinary action, up to and including termination of employment or privileges; fines and/or prosecution of individuals under the Saskatchewan Employment Act and OHS Regulations.

References
- Regional Policy 7311-95-006

Review Dates:
January 1, 2017
May 17, 2018
Policy

Saskatoon & Area – Occupational Health & Safety

Number: 53-004
Title: Physical Hazard: Entrances, Exits, Travelways, Stairs

Saskatchewan Employment Act:
OHS Regulation: 248-251
Date: January 1, 2017
Date Revised/Reaffirmed: May 15, 2018

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Purpose
To ensure safety of workers entering, exiting and travelling in and on SHR places of employment

Definition
A “travelway” means any place where workers or vehicles regularly travel or pass, and includes a ramp, runway, catwalk, bridge, conveyor, gantry or passage.

Roles and Responsibilities

Employer must ensure:

- A safe means of entrance to and exit from a place of employment and all worksites and work-related areas in or on a place of employment
- Every door in a hazardous work area opens away from the hazard and is not blocked by an obstruction
- Every walk-in freezer or refrigerator is equipped with a means to open the door from the inside
- Every travelway is strong enough to withstand the traffic, has secure footing for workers and adequate traction for vehicles
- Every travelway is at least 600mm wide if installed before July 1, 1997, or at least 900mm wide if installed on or after July 1, 1997
- A guardrail is provided for every travelway where a worker could fall and be injured
- Stairways have treads that are level and are of uniform width, depth, and vertical distance between treads
- Stairs installed on or after Oct 4, 1996 are at least 600mm wide.

Manager/Supervisor must ensure:

- That roles and responsibilities of all workers are being met, as well as applicable legislation and/or standards
- Safe work procedures are written and followed
- A safe means of entrance to and exit from a place of employment and all worksites and work-related areas in or on a place of employment
- Every door in a hazardous work area opens away from the hazard and is not blocked by an obstruction
- Every walk-in freezer or refrigerator is equipped with a means to open the door from the inside

Saskatoon & Area - Occupational Health & Safety
- Every travelway is strong enough to withstand the traffic, has secure footing for workers and adequate traction for vehicles
- Every travelway is at least 600mm wide if installed before July 1, 1997, or at least 900mm wide if installed on or after July 1, 1997
- A guardrail is provided for every travelway where a worker could fall and be injured
- Stairways have treads that are level and are of uniform width, depth, and vertical distance between treads
- Stairs installed on or after Oct 4, 1996 are at least 600mm wide.

Worker must ensure:
- They are trained in and follow the safe work policies and procedures
- They are trained in and use any PPE required (selection, use, care and handling)
- They report to their supervisor and the Safety Alert System/Incident Report Line any injuries or near misses related to entrances, exits, travelways, and stairs

**Orientation & Training**
- Training in safe work policy and procedure for stair climbing, travelway movement, snow and ice movement or other procedures as appropriate
- Training in the use and maintenance of all PPE and equipment required

**Materials**
- Appropriate PPE if required
- Sand/salt or other appropriate material to manage snow and ice

**Non-Compliance/Breach:**
Non-compliance with this policy will result in a review of the incident. A review for non-compliance may result in disciplinary action, up to and including termination of employment or privileges; fines and/or prosecution of individuals under the Saskatchewan Employment Act and OHS Regulations.

**Review Dates:**
January 1, 2017
May 15, 2018
Purpose
- To ensure that sufficient and suitable lighting is available to protect the health, safety, and welfare of workers

Roles and Responsibilities
Employer must ensure:
- Sufficient lighting is provided and suitable for the work done at the worksite
- When there is a failure of the regular lighting system, emergency lighting is provided at the worksite and at the exit routes

Manager/Supervisor must ensure:
- That roles and responsibilities of all workers are being met, as well as applicable legislation and/or standards
- That light fixtures, windows and skylights that provide light for work are, where practicable, kept clean and free from any obstruction, except for special treatment of light fixtures, windows or skylights to reduce heat or glare
- That artificial light sources and reflective surfaces are positioned, screened or provided with a shade, where practicable, to prevent glare cause discomfort or a risk to the worker
- Separate task lighting for documents is provided when appropriate
- Housekeeping or Facilities Management is contacted for cleaning or replacement if the amount of light seems to have decreased

Worker must ensure:
- They are trained in and follow the safe work procedures
- They report any light related symptoms, incidents or near misses to their manager/supervisor and the Safety Alert System/Incident Report Line
- They see an optometrist if they are experiencing eye strain or other visual problems
**Non-Compliance/Breach:**

Non-compliance with this policy will result in a review of the incident. A review for non-compliance may result in disciplinary action, up to and including termination of employment or privileges; fines and/or prosecution of individuals under the Saskatchewan Employment Act and OHS Regulations.

**Review Dates:**
January 1, 2017
May 18, 2018
Purpose

- To establish the processes to follow to ensure that sufficient and suitable lighting is available to protect the health, safety and welfare of workers
- To provide information regarding light levels, reflections, glare and contrast

Procedure

Manager/Supervisor:

- Assess lighting and provide controls such as:
  - Whenever possible optimize the use of natural daylight in a work area, although be aware that direct sunlight can cause glare. Use curtains or blinds to block sunlight if necessary.
  - Ensure that there is a shade, screen, or deflector on all direct lighting
  - Use parabolic coverings on overhead fluorescent fixtures to decrease glare
  - Use indirect lighting when appropriate
  - Use dimmer controls for room or workstation lighting if possible
  - Provide separate task lighting for documents when appropriate
  - Position electrical lighting and reflective surfaces to prevent glare or shadows that could cause discomfort
  - Position computer monitors so they are perpendicular to windows and, if possible between row of fluorescent lights
  - If necessary, provide screen hoods to block angular reflections and glare sources
  - Use furnishings with a matte, non-reflective coating
  - If glare continues to be a problem, provide an appropriate anti-glare screen for the monitor
  - Light levels decrease as bulbs age and dust accumulates on the bulb. Contact Support Services or Facilities Management for cleaning or replacement if the amount of light seems to have decreased.
  - Contrast is a problem when there are very different light levels in the work area, for example when a monitor is in front of a window, there might be a contrast problem between the high level of brightness from the window and the lower level on the screen. The surrounding area should not be brighter than the immediate work area.
Contrast can also be a problem when there is not enough contrast between the colours of objects, for example between the characters on a monitor and the background, or between the object being inspected and the environment behind it.

For workers who are light-sensitive it may be necessary to reduce the lighting to a level that others in an open office area find too dim. Consider relocating the worker to a corner location in the room where the lighting level can be kept somewhat lower than the rest of the room.

- Consult OHS or Facilities Management for assistance with measurement of light levels, lighting options and design changes.

Worker:
- Report inappropriate lighting to their manager/supervisor, including lighting, glare or contrast concerns.
- Report any visual strain or other symptoms related to lighting to manager/supervisor and to the Safety Alert System/Incident Reporting Line.
- See an optometrist if experiencing visual discomfort.

Non-Compliance/Breach:
Non-compliance with this procedure will result in a review of the incident. A review for non-compliance may result in disciplinary action, up to and including termination of employment or privileges; fines and/or prosecution of individuals under the Act.

Review Dates:
January 1, 2017
May 18, 2018
**Policy**

Saskatoon & Area – Occupational Health & Safety

**Number:** 53-006  
**Title:** Physical Hazard: Noise  
**Saskatchewan Employment Act:**  
**OHS Regulation:** 109-114  
**Date:** January 1, 2017  
**Date Revised/Reaffirmed:** May 28, 2018

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**Purpose**
- To conserve optimal hearing in exposed workers  
- To monitor workers exposure to noise

**Definition**  
The noise exposure level is a function of the dBA (decibel level) and the time exposed, e.g. 85 dBA $L_{eq}$ indicates that the worker is exposed to an average of 85 decibels over an 8-hour shift.

**Roles and Responsibilities**  
Employer must ensure:
- Noise levels are measured, evaluated and documented in accordance with an approved method in every area where workers are required or permitted to work where noise levels may frequently exceed 80 dBA  
- All reasonable and practicable means are used to reduce noise levels in all areas where workers may be required or permitted to work, which may include:
  - Eliminating or modifying the noise source  
  - Substituting quieter equipment or processes  
  - Enclosing the noise source  
  - Installing acoustical barriers or sounds absorbing material  
- Workers are informed of the hazards of occupational noise exposure  
- Where the exposure level is 80-85 dBA $L_{eq}$
  - That the workers are informed of the hazards  
  - Hearing protection is made available if requested by the workers  
  - Workers are trained in the selection, use and maintenance of the hearing protection  
- Where the exposure level is 85 dBA $L_{eq}$ or greater
  - Inform the workers of the hazards and take preventative and protective measures to manage the hazards  
  - If it is not possible to decrease the exposure level to less than 85 dBA $L_{eq}$ provide written reasons to the Occupational Health Committee why the manager believes the exposure level cannot be reduced

Saskatoon & Area - Occupational Health & Safety
Hearing protection is provided to the workers and they are trained in the selection, use and maintenance of the hearing protection. Competent supervisor is provided as appropriate. Where 10 or more workers’ noise exposure exceeds 85 dBA $L_{eq}$, a hearing conservation plan is established.

Manager/Supervisor must ensure:
- That roles and responsibilities of all workers are being met, as well as applicable legislation and/or standards
- Safe work procedures are written and followed
- The training of workers is documented
- PPE is supplied and workers has been trained on the care and use of the PPE
- Noise levels are posted for areas with 80 dBA or greater

Worker must ensure:
- They are trained in and follow the safe work procedures
- They are trained in and use required PPE (selection, use, care and handling)
- They report to their supervisor and the Safety Alert System/Incident Report Line any incidents or near misses involving noise exposure

**Orientation & Training**
- Safe work procedures
- PPE use and care
- Hearing conservation plan where required

**Materials**
- PPE if required

**Non-Compliance/Breach:**
Non-compliance with this policy will result in a review of the incident. A review for non-compliance may result in disciplinary action, up to and including termination of employment or privileges; fines and/or prosecution of individuals under the Saskatchewan Employment Act and OHS Regulations.

Review Dates:
January 1, 2017
May 28, 2018
Purpose
The purpose of this procedure is to establish the processes to follow to ensure safe work practices to conserve optimal hearing in exposed workers.

Definition
- “dBA” means the sound pressure level in decibels measured on the A scale of a sound level meter
- “dBA $L_{eq}$” means the level of a worker’s total exposure to noise, in dBA, averaged over an entire workday and adjusted to an equivalent eight hour exposure

Procedure
Manager/Supervisor:
- Design and construct new areas to achieve the lowest reasonably practicable noise level
- When making alterations, renovations, or repairs, ensure the lowest reasonably practicable noise level is achieved. All new equipment must be designed and constructed so as to achieve the lowest reasonably practicable noise level.
- When purchasing new equipment, ensure noise level is considered and the equipment with the lowest noise emission is purchased if appropriate
- Contact OHS or Facilities Management for measurement of sound level if appropriate. If people are near to each other and have to raise their voice when speaking to each other, the noise level may be above 50 dBA.
- Post the noise level in any area where the noise level is 80 dBA or greater
- Where the exposure is between 80 and 85 dBA $L_{eq}$, inform the workers of the hazards, make available hearing protection if requested by the workers, and train the workers in the selection, use, and maintenance of the hearing protectors.
- Where the exposure is 85 dBA or greater, inform the workers of the hazards and take Preventative and Protective Measures to manage the hazard, such as:
  - Determine whether the noisy equipment, process or material is required or whether changes can be made to eliminate or decrease the noise
  - Use sound absorbing material under equipment, or enclosures around equipment
  - Regular maintenance of equipment
  - Separating the hazardous process or equipment in a different room
  - Scheduling the process at a time where fewer people are present
Reducing the number of items of loud equipment
Reducing the number of equipment operating at one time
Arrange work to reduce the exposure time

Document steps taken
Where the exposure is 85 dBA $L_{ex}$ or greater, and it is not possible to decrease the exposure to less than 85 dBA $L_{ex}$, provide written reasons to the Occupational Health Committee why the manager believes that the exposure level cannot be reduced sufficiently
Where the exposure is 85 dBA $L_{ex}$ or greater, provide hearing protection to the workers, train them in the selection, use and maintenance of the hearing protection
Provide supervision to ensure that workers are compliant or determine reasons for non-compliance and resolve concerns
Provide time off work, without loss of pay, to attend audiometric testing
Where 10 or more workers are exposed to levels greater than 85 dBA $L_{ex}$, develop a hearing conservation plan, make available to workers, and review every 3 years

Worker:
Where the exposure is between 80 dBA $L_{ex}$ and 85 dBA $L_{ex}$, request hearing protection if desired
Where the exposure is 85 dBA $L_{ex}$ or greater, wear the hearing protection provided, ensuring that it is inserted or worn correctly and maintained correctly, if not disposable. Attend an audiometric test every 2 years.
If experiencing symptoms of noise exposure, report to the Safety Alert System/Incident Reporting Line. Symptoms might include ringing or buzzing in your ears, if sounds seem dull or flat after leaving a noisy area.

Non-Compliance/Breach:
Non-compliance with this policy will result in a review of the incident. A review for non-compliance may result in disciplinary action, up to and including termination of employment or privileges; fines and/or prosecution of individuals under the Saskatchewan Employment Act and OHS Regulations.

References
- NIOSH, How to wear earplugs: http://www.cdc.gov/niosh/mining/content/earplug.html
- NIOSH, Noise and Hearing Loss Prevention: http://www.cdc.gov/niosh/topics/noise/default.html
- NIOSH, How can I test my hearing: http://www.cdc.gov/niosh/mining/content/quickfitweb.html

Review Dates:
January 1, 2017
May 28, 2018
Policy
Saskatoon & Area – Occupational Health & Safety
Number: 53-007
Title: Physical Hazard: Smoking
Saskatchewan Employment Act: OHS Regulation: 77
Date: January 1, 2017
Date Revised/Reaffirmed: May 14, 2018

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Purpose
The purpose of this policy is to foster an environment that protects staff, clients, and the public from second and third hand smoke

Definition
- "Enclosed place of employment" means a place of employment that is within a building or another enclosed place which includes a vehicle
- "Designated area" means an area for patients/clients/residents/ and visitors containing ashtrays

Roles and Responsibilities
Employer must ensure:
- That no person smokes in any building, parking lot or property owned and/or leased by Saskatchewan Health Authority (Long Term Care (LTC) homes are exempt)
- That if smoking will be allowed in LTC homes or by special exemption by SHA then the area where smoking is allowed shall be ventilated separately from the rest of the building
- That everything that is reasonably practicable is done to limit worker exposure to second hand smoke
- That all workers are informed of the risks of second hand smoke
- That no smoking signs are visible wherever smoking is prohibited

Manager/Supervisor must ensure:
- That roles and responsibilities of all workers are being met, as well as applicable legislation and/or standards
- Safe work procedures are written and followed

Worker must ensure:
- They are trained in and follow the safe work procedures
- They report any violations to their supervisor and the Safety Alert System/Incident Report Line
- They follow the no smoking policy
Non-Compliance/Breach:
Non-compliance with this policy will result in a review of the incident. A review for non-compliance may result in disciplinary action, up to and including termination of employment or privileges; fines and /or prosecution of individuals under the Saskatchewan Employment Act and OHS Regulations.

Resources
- This policy works in conjunction with the Regional Policy 7311-20-001

Review Dates:
January 1, 2017
May 14, 2018
Purpose
To ensure workers have adequate space to work without being injured due to congested space

Roles and Responsibilities
Employer must ensure:
- No part of a place of employment is overcrowded to a degree that it would create a risk of injury to workers

Manager/Supervisor must ensure:
- That roles and responsibilities of all workers are being met, as well as applicable legislation and/or standards
- No part of a place of employment is overcrowded to a degree that it would create risk of injury to workers.
- That, where appropriate, there is at least 10 cubic meters of space for each worker, not including space occupied by solid objects and space higher than 3 meters from the floor

Worker must ensure:
- They report to their supervisor and the Safety Alert System/Incident Report Line if they are injured or if they believe they are at risk of injury due to inadequate space

Non-Compliance/Breach:
Non-compliance with this policy will result in a review of the incident. A review for non-compliance may result in disciplinary action, up to and including termination of employment or privileges; fines and/or prosecution of individuals under the Saskatchewan Employment Act and OHS Regulations.

Review Dates:
January 1, 2017
May 17, 2018
# Policy

**Saskatoon & Area – Occupational Health & Safety**

**Number:** 53-009  
**Title:** Physical Hazard: Storage of Materials  
**Saskatchewan Employment Act:**  
**OHS Regulation:** 129, 130  
**Date:** January 1, 2017  
**Date Revised/Reaffirmed:** May 17, 2018

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## Purpose

To ensure that material that is placed, stacked or stored in the workplace does not constitute a hazard to workers

## Roles and Responsibilities

**Employer must ensure:**
- That all material or equipment is placed, stacked or stored so that it is not a hazard to workers
- That stacked materials or containers are stabilized by means to ensure that they are stable
- That racks and shelving for storage of material are designed, constructed, secured and maintained to support the load placed on the racks and shelving
- That the racks and shelving are erected on a firm foundation
- Pallets are maintained to allow safe lifting of the pallets with equipment such as a forklift or pallet jack

**Manager/Supervisor must ensure:**
- That roles and responsibilities of all workers are being met, as well as applicable legislation and/or standards
- Safe work procedures are written and followed
- That all materials stored are safe and secure
- That racks and shelving are safe and secure and meet the loads requirements of the material stored
- That the equipment used to handle the material is regularly maintained and in good working condition and meet the load requirements when handling material
- That all workers are trained in the policies and procedures for safe storage and handling of materials or equipment

**Worker must ensure:**
- They are trained in and follow the safe work procedures
- They are trained in and use any PPE required (selection, use, care and handling)
- They report to their supervisor and the Safety Alert System/Incident Report Line for any incidents or near misses involving material storage

## Orientation & Training

- Training in the safe handling and storage of materials and equipment
- Training in the use of pallet handling equipment as required
- Training in the use of powered mobile equipment as required

Saskatoon & Area - Occupational Health & Safety
Materials
- Appropriate PPE if required
- Racking and shelving
- Material handling equipment

Non-Compliance/Breach:
Non-compliance with this policy will result in a review of the incident. A review for non-compliance may result in disciplinary action, up to and including termination of employment or privileges; fines and/or prosecution of individuals under the Saskatchewan Employment Act and OHS Regulations.

Review Dates:
January 1, 2017
May 17, 2018
**Purpose**
To ensure the health and safety of workers by reducing the risk of heat stress

**Preamble**
The Humidex Based Heat Response Plan is a way of protecting workers from heat stress. Traditional Wet Bulb Globe thermometers were used to estimate heat strain. The Humidex plan uses a thermal hygrometer to measure temperature and relative humidity.

**Roles and Responsibilities**

**Employer must ensure:**
- Indoor thermal conditions are reasonable for the work performed
- Effective protection for all workers is provided
- A local exhaust is used to remove heat created from hot work processes

**Manager/Supervisor must ensure:**
- That roles and responsibilities of all workers are being met, as well as applicable legislation and/or standards
- Safe work procedures are written and followed
- That when the environment is likely to be a health and safety concern, a monitor is used that measures temperature and humidity with a thermal hygrometer
- Workers are trained to recognize early signs and symptoms of heat stress and what to do to prevent them
- A plan is in place when required for workers to alter their pace of work, increase rest breaks and fluid intake when symptoms present. Preventative measure may include job rotations
- Suitable clothing is provided when required

**Worker must ensure:**
- They are trained in and follow the safe work procedures
- They are trained in and use any PPE required (selection, use, care and handling)
• They report to their supervisor and the Safety Alert System/Incident Report Line for any heat stress related symptoms

Materials
• Appropriate PPE if required

Non-Compliance/Breach:
Non-compliance with this policy will result in a review of the incident. A review for non-compliance may result in disciplinary action, up to and including termination of employment or privileges; fines and/or prosecution of individuals under the Saskatchewan Employment Act and OHS Regulations.

Review Dates:
January 1, 2017
May 28, 2018
Purpose
The purpose of this procedure to establish the processes to follow to ensure safe work practices by reducing the risk of heat stress

Procedure
Manager/Supervisor:

- To ensure appropriate thermal conditions of provided, the manager/supervisor should identify locations where temperature and humidity should be monitored
- Should have a thermal hygrometer (available at hardware or office supply stores for $20-60) installed to measure the temperature and humidity
- Measurements should be taken and recorded regularly if the Humidex is above 30°C or temperature is above 26°C. Use the Humidex Heat Stress Response Plan table to determine the Humidex value and appropriate heat stress prevention response
- When required the manager/supervisor must implement a Heat Stress Response plan which may include the following:
  - Use engineering controls: At the source, use local exhaust to remove heat from hot work processes, shut down office equipment, at least overnight or when able, to reduce the amount of heat emanating from equipment
  - Along the path: Use blinds to shield or block sun’s rays, use spot cooling such as portable air conditioning for hot areas, use pans of ice in front of fan to blow cooler air, keep windows closed to prevent hot air from entering area
  - At the worker: relocate to another area for rest breaks from the temperature, implement a job rotation so workers are not exposed to heated areas for an inordinate amount of time
  - Use safer work systems: Monitor temperature and humidity with a thermal hygrometer
  - Provide administrative controls: Train workers to recognize the early signs and symptoms of heat stress and what to do to prevent those, when necessary, workers need to be able to alter their pace of work, rest breaks and fluid intake in response to early symptoms
Must ensure Facilities Management is notified when temperature and humidity exceeds 30°C because of the mechanical failure. These situations should also be reported to the Safety Alert System.

Worker:
- Should be trained to assist in monitoring, documentation and the actions required by Heat Response Plan
- Report any heat stress symptoms or near miss conditions to manager/supervisor and the Safety Alert System/Incident Reporting Line

Non-Compliance/Breach:
Non-compliance with this procedure will result in a review of the incident. A review for non-compliance may result in disciplinary action, up to and including termination of employment or privileges; fines and/or prosecution of individuals under the Act.

References
- CCOHS Humidex Rating and Work: [www.ccohs.ca/oshanswers/phys_agents/humidex.html](http://www.ccohs.ca/oshanswers/phys_agents/humidex.html)
- CCOHS Thermal Comfort for Office Work: [https://www.ccohs.ca/oshanswers/phys_agents/thermal_comfort.html](https://www.ccohs.ca/oshanswers/phys_agents/thermal_comfort.html)

Review Dates:
January 1, 2017
May 28, 2018
Temperature/Humidity Log

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Saskatoon & Area - Occupational Health & Safety
# Humidex Heat Stress Response Plan Table

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**NEVER IGNORE ANYONE’S SYMPTOMS DESPITE MEASUREMENTS!!!**

- **Moderate Unacclimatized & Heavy Acclimatized**
  - Action: Unacclimatized
  - Moderate Acclimatized
  - 50+* Only medically supervised work
  - 49-47 Work with 45 min/hr relief
  - 46-44 Work with 30 min/hr relief
  - 43-41 Work with 15 min/hr relief
  - 40-39 Warn for symptoms & extra water
  - 36-33 Alert for symptoms & extra water
  - 32-29 Water as needed

- **For Humidex 45+, heat stress should be managed as per the ACGIH TLV**
  - 50 49 47 45 44 42 40 39 37 36 34 33 32 30 29 28 27 26 25 24 23 22 21 20 19 18 17 16 15 14 13 12 11 10 9 8 7 6 5 4 3 2 1 0
Purpose
To reduce the risk of accidents, hypothermia and frostbite during outdoor work in cold weather or cold conditions

Roles and Responsibilities
Employer must ensure:
- That in an indoor environment the temperature is appropriate for the work being performed and is of a reasonable thermal comfort
- That if the temperature may pose a safety risk to workers the temperature will be monitored
- Effective protection for all workers is provided
- Reasonable thermal comfort of workers

Manager/Supervisor must ensure:
- That roles and responsibilities of all workers are being met, as well as applicable legislation and/or standards
- Safe work procedures are written and followed
- When work involves riding on an unshielded vehicle or in windy conditions, use shields or screens to protect workers from wind
- Observation from a co-worker who is trained to recognize symptoms resulting from extreme temperatures
- Ensure the availability of a warm location for warm-up breaks; in some circumstances a “buddy system” or a reliable communication system should be used
- A plan is in place when required for workers to alter their pace of work, increase rest breaks and fluid intake when symptoms present. Preventative measure may include job rotations
- Appropriate clothing is provided or allow workers to obtain suitable clothing and/or footwear; some vehicles may need to be equipped with survival gear

Worker must ensure:
- They are trained in and follow the safe work procedures
- They are trained in and use any PPE required (selection, use, care and handling)
• They report to their supervisor and the Safety Alert System/Incident Report Line for any symptoms related to or near miss conditions as a result of cold weather

**Materials**
• Appropriate PPE if required

**Non-Compliance/Breach:**
Non-compliance with this policy will result in a review of the incident. A review for non-compliance may result in disciplinary action, up to and including termination of employment or privileges; fines and/or prosecution of individuals under the Saskatchewan Employment Act and OHS Regulations.

Review Dates:
January 1, 2017
May 28, 2018
Purpose
The purpose of this procedure is to establish the processes to follow to ensure safe work practices to reduce the risk of accidents, hypothermia and frostbite during outdoor work in cold weather or cold conditions.

Roles and Responsibilities
Manager/Supervisor must ensure:
- They identify the projects or tasks that require work in cold conditions
- Workers are informed of the risks and provided the appropriate controls
- Warm up break schedules are developed following guidelines set out in table: Work Warm up Schedule for outdoor activities
- Workers are monitored to ensure procedures are followed and equipment is worn and maintained

Worker must ensure:
- They use equipment provided and report equipment or procedural failure to their manager/supervisor
- They follow the warm up break schedules as outlined by their manager/supervisor
- They report to their supervisor and the Safety Alert System/Incident Report Line for any symptoms related to or near miss conditions as a result of cold weather or cold conditions

Materials
- Appropriate PPE if required

Non-Compliance/Breach:
Non-compliance with this policy will result in a review of the incident. A review for non-compliance may result in disciplinary action, up to and including termination of employment or privileges; fines and/or prosecution of individuals under the Saskatchewan Employment Act and OHS Regulations.

Review Dates:
January 1, 2017
May 28, 2018

Saskatoon & Area - Occupational Health & Safety
Work Warm-up Schedule for Outdoor Activities

This information applies to any four-hour period. Warm-up breaks are assumed to provide 10 minutes in a warm environment. These guidelines apply to workers wearing dry clothing.

<table>
<thead>
<tr>
<th>Sunny sky Air temperature</th>
<th>No noticeable Wind</th>
<th>Wind 8 km/h (5 mph)</th>
<th>Wind 16 km/h (10 mph)</th>
<th>Wind 24 km/h (15 mph)</th>
<th>Wind 32 km/h (20 mph)</th>
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<td>°C Below Zero*</td>
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<td>Max. work period</td>
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* all temperatures are approximate
** Number of breaks: This includes a normal break after 2 hours and the number of additional warm-up breaks needed

Apply the schedule one step lower for work with limited physical activity. For example, at -35°C (-30°F) with no noticeable wind, a worker with a job requiring little physical movement should have a maximum work period of 40 minutes with four breaks in a four-hour period.

If reliable weather reports are not available, use the following as a guide to estimate wind velocity:

- An 8 km/h wind will move a light flag
- A 16 km/h wind will fully extend the flag
- A 24 km/h wind will raise a newspaper sheet
- A 32 km/h wind will produce blowing and drifting snow

If only the Wind Chill Factor (in watts per square meter) or Equivalent Temperature are available, a rough guide for applying them, rather than the temperature and wind velocity factors above, would be:

- Special warm-up breaks should be initiated at a wind chill of about 1750 (Equivalent Temperature of -32°C)
- All non-emergency work should stop at or before a wind chill of 2250 (equivalent temperature of -51°C) should be used to determine the point at which all non-emergency work should stop.
Purpose
To ensure that all facilities within SHR have proper ventilation for the health and safety of the workers, patients, residents, clients and public

Roles and Responsibilities
Employer must ensure:

- An adequate supply of clean and wholesome air is provided and circulated in order to, as much as reasonably practicable, render the air harmless and inoffensive and prevent the accumulation of contaminants or impurities
- In areas where the work produces hazardous contaminants,
  - That a mechanical ventilation system
    - Is installed
    - Is constructed and maintained to effectively protect workers. Components should be readily accessible for cleaning and inspection where reasonably practicable
    - Exhausts contaminants clear of the place of employment
    - Where reasonably practicable, prevents contaminants from entering the place of employment
  - Where practicable, provide local exhaust ventilation to prevent circulation of the contaminant. The local exhaust must include a warning device to alert workers when the system is ineffective
- Supervisors have the knowledge of and experience in the safe work practices and procedures in use by the workers
- Supervisors comply with the Act and applicable regulations and standards and that the workers under their direction comply

Manager/Supervisor must ensure:
• The workers under their direction comply with the Act and applicable regulations and standards and that they fulfill their roles and responsibilities
• Safe work procedures are written
• Workers follow the safe work procedures
• The mechanical ventilation system is properly use
• Any defects within the system are reported and repaired as soon as reasonably practicable
• The system is inspected and records are maintained and made available to the OHC
• That competent persons complete the inspections and maintenance at a frequency sufficient to protect the workers

Worker must ensure:
• They are trained in and follow the safe work procedures
• They are trained in and use any PPE required (selection, use, care and handling)
• They report to their supervisor and the Safety Alert System/Incident Report Line any incidents or near misses in regards to ventilation
• They report any defects in the ventilation system to their supervisor
• That all ventilation openings are free obstruction or sources of contamination

Orientation & Training
• Training in the proper processes for maintaining, cleaning and inspecting all mechanical ventilation systems

Materials
• Appropriate PPE if required
• Inspection reports for the mechanical ventilation system

Non-Compliance/Breach:
Non-compliance with this policy will result in a review of the incident. A review for non-compliance may result in disciplinary action, up to and including termination of employment or privileges; fines and/or prosecution of individuals under the Saskatchewan Employment Act and OHS Regulations.

Review Dates:
January 1, 2017
May 15, 2018
Policy
Saskatoon & Area – Occupational Health & Safety
Number: 53-013
Title: Physical Hazard:
Aerial devices and elevating work platforms
Saskatchewan Employment Act:
OHS Regulation: 192-193
Date: January 1, 2017
Date Revised/Reaffirmed: June 5, 2018

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Purpose
To ensure that all SHA employees are aware of their responsibilities and work safely when using aerial devices and elevated work platforms

Roles and Responsibilities
Employer must ensure:
- That any aerial device, elevating work platform or personnel lifting unit is properly designed and constructed and has been certified by a professional engineer
- That all aerial devices are equipped with a lanyard attachment for personal fall arrest
- That the attachment is constructed to an approved standard or has been certified by a professional engineer
- That all aerial devices or elevated work platforms are inspected and maintained by competent persons and that a maintenance and inspection tag is provided and contains the following information:
  - Date of last maintenance
  - The name and signature of the person who performed the maintenance
  - Indication the maintenance meets manufacturer’s recommendations

Manager/Supervisor must ensure:
- That roles and responsibilities of all workers are being met, as well as applicable legislation and/or standards
- Safe work procedures are written and followed and must include the manufacturer’s instructions and recommendations, load limitations, proper use of controls and any limitations on the surfaces on which the device can be used
- That no worker shall be raised lowered or permitted to work on a raised platform unless:
  - There is suitable communication between the worker operating the controls and the worker on the platform
The elevating mechanism is designed so that if a failure occurs that the elevated platform will descend in a controlled manner so no worker is endangered.

- The platform will only move if direct pressure is applied to the controls.
- The drive mechanism does rely on gravity.
- All other conditions traffic on roads, overhead lines and obstructions, and all other environmental conditions will not create a danger for the worker.
- The brakes are engaged at all times unless specifically stated by the manufacturer.
- If the device has outriggers they must be set during use.

- That no worker shall operate an aerial device that is not trained in the safe operation of the device.
- That if a platform is attached to a forklift the operator remains at the controls and does not drive the forklift while a worker is suspended on the platform.
- That no worker will operate the aerial device without the use of a fall arrest system.

Worker must ensure:

- They are trained in and follow the safe work procedures.
- They are trained in and use any PPE required (selection, use, care and handling).
- They report to their supervisor and the Safety Alert System/Incident Report Line for any incidents or near misses.
- They fully lower and retract the device and place the hydraulics in neutral and place or render the device inoperable whenever the device is not in use or unattended.
- That no worker shall operate an aerial device that is not trained in the safe operation of the device.
- That if a platform is attached to a forklift, the operator remains at the controls and does not drive the forklift while a worker is suspended on the platform.

**Orientation & Training**

- Training in Safe operation of aerial devices before operating.
- Has read the operators manual for the devices they are operating.

**Materials**

- Appropriate PPE if required.
- Operating manuals are with the device at all times.

**Non-Compliance/Breach:**
Non-compliance with this policy will result in a review of the incident. A review for non-compliance may result in disciplinary action, up to and including termination of employment or privileges; fines and/or prosecution of individuals under the Saskatchewan Employment Act and OHS Regulations.

Review Dates:
January 1, 2017
June 5, 2018
Policy
Saskatoon & Area – Occupational Health & Safety
Number: 53-014
Title: Physical Hazard: Fall Protection
Saskatchewan Employment Act:
OHS Regulation: 101-107, 116
Date: January 1, 2017
Date Revised/Reaffirmed: June 5, 2018

Purpose
To ensure that all contractors and workers are protected from falling and will be safe in the event of an accidental fall

Roles and Responsibilities
Employer must ensure:
- That if a lifeline is used all conditions in 101(1)(2)(3)(4) of the OHS regulations are followed
- That all components of the fall arrest system are approved and maintained
- That the fall arrest system prevents:
  - A worker from falling more than 1.2m without a shock absorber
  - A fall no more 2 meters when a shock absorber is used or the limit specified in the manufacturers specifications, whichever is less
  - Applies a peak fall arrest force of no more than 8 kilonewtons to the worker
  - Is fastened to a lifeline or secure anchor point that has a breaking strength of 22.2 kilonewtons

Manager/Supervisor must ensure:
- That roles and responsibilities of all workers are being met, as well as applicable legislation and/or standards
- Safe work procedures are written and followed
- The full body harness and linkage are approved and maintained
- That the full body harness is a proper fit to the worker
- Worker has been trained in the use of all components of the fall arrest system
- That a protective thimble is used to protect ropes and straps from chafing when a rope or strap is used
- That any snap hooks that are a part of the fall arrest system are self locking
- That a lanyard is as short as conditions permit
- The lanyard is constructed of the proper materials and has the suitable snap hooks
- The lanyard is approved and maintained
Worker must ensure:

- They are trained in and follow the safe work procedures
- They are trained in and use any PPE required (selection, use, care and handling)
- They inspect a lanyard or lifeline and the components of the fall arrest system and harness and ensure that it is free from all obstructions in Regulation 106(1-4), 107(2) of the OHS Regulations prior to use
- They report to their supervisor and the Safety Alert System/Incident Report Line any incidents or near misses involving fall protection

Orientation & Training

- Fall Protection training course
- Training in the inspection care and use of all parts of the personal fall arrest system

Materials

- Appropriate fall arrest system

Non-Compliance/Breach:

Non-compliance with this policy will result in a review of the incident. A review for non-compliance may result in disciplinary action, up to and including termination of employment or privileges; fines and/or prosecution of individuals under the Saskatchewan Employment Act and OHS Regulations.

References

- This policy is used in conjunction with Policy 53-028 Working at Heights

Review Dates:
January 1, 2017
June 5, 2018
Purpose
To ensure the health and safety of all workers by ensuring the proper training in the operation and maintenance of all forklifts

Definition
- “Forklift” is powered mobile equipment that has a power operated upright, angled or telescoping lifting device that can raise or lower a load for the purpose of transporting or stacking or could be used to provide a work platform for workers.
- “Approved work platform” is a work platform mounted on a forklift which a worker may be raised, lowered or required or permitted to work and is of an approved standard or is designed and constructed and certified safe for use by a professional engineer to support safely the maximum load that the platform is expected to support. The work platform must have guardrails and toe boards that meet the requirements of Saskatchewan OHS Regulations 122 and 123. That platform must have a barrier along the edge to protect the worker from coming in contact with the mast drive mechanism.

Roles and Responsibilities
Employer must ensure:
- That a training program for the safe operation of a forklift is designed according to the Saskatchewan OHS Regulations Table 14.1
- That training for the operation of a forklift is provided by a competent person
- That only trained operators are permitted to operate a forklift
- That a written record of all training for workers is readily available
- That if a worker is lifted or lowered or will be required to or permitted to work on a platform mounted on a forklift that the work platform is an approved work platform (see definition above)
- That if a worker works from an approved work platform that fall protection is supplied and used
- That a forklift has a durable and legible load rating chart that is readily available to a worker
- That if a forklift is equipped with a seat that a seat belt is provided
Manager/Supervisor must ensure:
- That roles and responsibilities of all workers are being met, as well as applicable legislation and/or standards
- Safe work procedures are written and followed
- That employees are trained in the safe operation of a forklift
- That only trained operators are permitted to operate a forklift
- That if an approved work platform is used, the platform is securely attached to the forks and has no lateral or vertical movement
- That the operators of the forklift are sufficiently supervised

Worker must ensure:
- They are trained in and follow the safe work procedures
- They are trained in and use any PPE required (selection, use, care and handling)
- They report to their supervisor and the Safety Alert System/Incident Report Line for any incidents or near misses involving forklifts
- That they only operate or perform maintenance on a forklift if properly trained
- That fall protection is used if the forklift is being used as a work platform
- The forklift has a legible load rating chart that is available to the operator
- The seatbelt is used during operation when required

Orientation & Training
- Training requirements for the operation of Power mobile equipment outlined in Saskatchewan OHS Regulations Table 14.1
- Safe operation and maintenance of a forklift
- Training in Fall protection if required

Materials
- Appropriate PPE if required
- Fall protection equipment if required

Non-Compliance/Breach:
Non-compliance with this policy will result in a review of the incident. A review for non-compliance may result in disciplinary action, up to and including termination of employment or privileges; fines and/or prosecution of individuals under the Saskatchewan Employment Act and OHS Regulations.

Review Dates:
January 1, 2017
June 5, 2018

Saskatoon & Area - Occupational Health & Safety
**Policy**

**Saskatoon & Area – Occupational Health & Safety**

**Number:** 53-016  
**Title:** Physical Hazard: Hoists, Cranes and Lifting Devices  
**Saskatchewan Employment Act:**  
**OHS Regulation:** 199-226  
**Date:** January 1, 2017  
**Date Revised/Reaffirmed:** May 22, 2018

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**Purpose**

To ensure the health and safety of all SHA workers who may operate or work with equipment that performs hoisting and lifting

**Definition**

- **“Crane”** means equipment that is designed to lift, lower and move loads horizontally and that consists of a rotating superstructure, operating machinery and a boom
- **“Hoist”** means a machine that consists of a raising and lowering mechanism
- **“Lifting device”** means a device that is used to raise or lower material or an object, but does not include a crane or hoist
- **“Load rating”** means the maximum loads that may be lifted or lowered safely at a series of stated configurations under a series of stated conditions
- **“Rated load”** means the maximum load that may be lifted or lowered safely using a particular configuration under the conditions existing at the time of the lifting or lowering operation

**Roles and Responsibilities**

**Employer must ensure:**

- Every hoist, crane and lifting device including rigging is designed, constructed, installed and maintained and operated to perform safely any task for which the equipment was intended.
- All hoists, cranes and lifting devices manufactured on and after October 4, 1996 are constructed, inspected, tested, maintained and operated in accordance with an approved standard
- All crane operators have written proof of training accessible while operating the crane

**Manager/Supervisor must ensure:**

- Workers are held accountable for meeting their responsibilities, applicable legislation and/or standards
- Safe work procedures are written and followed
- The load rating is clearly marked, durable and accessible to the operator. All load ratings and rated load limits are to be followed.

Saskatoon & Area - Occupational Health & Safety
• Only competent workers operate or work around any lifting device
• A copy of the operating manual is accessible to the operator

Worker must ensure:
• They are trained in and follow the safe work procedures
• They are trained in and use any PPE required (selection, use, care and handling)
• They report to their supervisor and the Safety Alert System/Incident Report Line for any incidents or near misses involving hoists, cranes and lifting devices
• They are trained in the use and maintenance of all lifting equipment before operating or maintaining
• All load ratings and rated load limits are followed
• They have proof of training accessible when operating any lifting equipment

Orientation & Training
• Appropriate training for specific lifting equipment the worker will be operating
• Written proof of the training

Materials
• Appropriate PPE if required
• Written proof of training

Non-Compliance/Breach:
Non-compliance with this policy will result in a review of the incident. A review for non-compliance may result in disciplinary action, up to and including termination of employment or privileges; fines and/or prosecution of individuals under the Saskatchewan Employment Act and OHS Regulations.

Review Dates:
January 1, 2017
May 22, 2018
### Policy
Saskatoon & Area – Occupational Health & Safety

**Number:** 53-017  
**Title:** Physical Hazard: Ladders  
**Saskatchewan Employment Act:**  
**OHS Regulation:** 252-256  
**Date:** January 1, 2017  
**Date Revised/Reaffirmed:** June 5, 2018  

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### Purpose
- Eliminate falls and other injuries due to ladder use
- To provide education and training on proper use, handling, safe storage and safe practices

### Roles and Responsibilities

**Employer** must ensure:
- They consider ways to eliminate the use of ladders by changing the task, the environment, or the equipment, e.g. store items on a lower shelf
- Provide Personal Protective Equipment

**Manager/Supervisor** must ensure:
- That roles and responsibilities of all workers are being met, as well as applicable legislation and/or standards
- Safe work procedures are written and followed
- Scissor lifts or scaffolding instead of ladders is used if appropriate
- A rolling ladder, a platform ladder or other specialty ladder is used when appropriate
- Accessories such as wheels for transporting, leg levelers, and utility trays are used when appropriate
- Tool belt and other systems to get equipment and materials to the work area at the top of the ladder are used
- No wooden or stepladder is painted with any substance other than transparent coating
- Ladders that are CSA approved are used. Whenever possible, use ladder when traffic in the area is less.
- Develop procedures for ladder use and all staff are trained in proper selection, use, and maintenance of ladders
- User manuals are available
- Provide refresher training on a regular basis
- Preventative maintenance program is developed in addition to regular pre-use inspections
- Document training and maintenance
- Ladders are replaced at the end of life or if safe repairs cannot be completed

Saskatoon & Area - Occupational Health & Safety
• Signage or barricades are in place
• Provide Personal Protective Equipment including measures to ensure its appropriate use and maintenance: wear proper footwear with slip-resistant soles and laces tied securely. Wear protective gloves as required by the job assessment. Wear fall protection harness as required by height, work process and manufactures guidelines.

Worker must ensure:
• They are trained in and follow the safe work procedures
• They are trained in and use any PPE required (selection, use, care and handling)
• They report to their manager/supervisor and the Safety Alert System/Incident Report Line any incidents or near misses involving ladders

Orientation & Training
• Training specific to ladder use and selection

Materials
• Appropriate PPE if required

Non-Compliance/Breach:
Non-compliance with this policy will result in a review of the incident. A review for non-compliance may result in disciplinary action, up to and including termination of employment or privileges; fines and /or prosecution of individuals under the Saskatchewan Employment Act and OHS Regulations.

Review Dates:
January 1, 2017
June 5, 2018
Procedure

Saskatoon & Area – Occupational Health & Safety

Number: 53-017
Title: Physical Hazard: Ladders

Saskatchewan Employment Act:
OHS Regulation: 252-256

Date: January 1, 2017
Date Revised/Reaffirmed: August 13, 2019

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Purpose

The purpose of this procedure is to establish the processes to follow to ensure safe work practices during ladder use.

Procedure

Manager/Supervisor:

- Educate staff of the risks when using ladders or step stools
- Ensure all staff have received training prior to use
- Ensure all workers follow procedures outlined in training and manufacturer’s user manuals
- Select the correct ladder for the job in terms of size, type, material, and weight capacity
- Ensure the correct numbers of people are available for the task
- File a repair requisition online with Facilities Management if the ladder is in need of repair
- Ensure the correct number of staff is available for transporting or use a transport cart

Worker:

- Do a visual inspection before each use; tag out and notify supervisor if ladder is faulty. See Ladder Inspection Checklist
- Follow proper set up and take down of ladders
- Place barricades and warning signs into place before ascending ladders
- Face the ladder when ascending and descending, with three points of contact with the ladder
- Ensure ladders are returned after use to storage area and stored correctly
- Ensure that all portable ladders extend at least one meter above the platform or roof

Non-Compliance/Breach:

Non-compliance with this policy will result in a review of the incident. A review for non-compliance may result in disciplinary action, up to and including termination of employment or privileges; fines and/or prosecution of individuals under the Saskatchewan Employment Act and OHS Regulations.
References

- For more information see: [http://www.featherliteladders.com/safetyguide_eng.pdf](http://www.featherliteladders.com/safetyguide_eng.pdf). This guide provides clear information about safe selection, inspection, use, and maintenance, along with a training quiz and an inspection form.

Review Dates:
January 1, 2017
May 22, 2018
August 13, 2019
## LADDER INSPECTION CHECKLIST

<table>
<thead>
<tr>
<th>General Item To Be Checked</th>
<th>Needs Repair</th>
<th>Condition O.K.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Loose steps or rungs (considered loose if they can be moved at all by hand)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Loose nails, screws, bolts, or other metal parts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cracked, split, or broken uprights, braces, steps, or rungs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Slivers on uprights, rungs, or steps</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Damaged or worn nonslip bases</td>
<td></td>
<td></td>
</tr>
<tr>
<td>No wooden ladder or stepladder is painted with any substance other than a transparent coating</td>
<td></td>
<td></td>
</tr>
<tr>
<td>All portable ladders have non slip feet</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rusted or corroded spots</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Stepladders</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wobbly (from side strain)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Loose or bent hinge spreaders</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stop on hinge spreaders broken</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Broken, split, or worn steps</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Loose Hinges</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Extension Ladders</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Loose, broken, or missing extension locks</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Defective locks that do not seat properly when the ladder is extended</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deterioration of rope, from exposure to acid or other destructive agents</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Saskatoon & Area - Occupational Health & Safety
**Purpose**

- To comply with current CSA Standards Z386-14 Safe Use of Lasers in Healthcare
- To comply with SHA Laser Safety Policy and Procedure

**Preamble**

All workers who operate, assist with, or are considered at risk for exposure to Class 3B and/or Class 4 lasers at work in SHA must comply with the [SHA “Laser Safety” Policy # 7311-60-010](#).

**Roles and Responsibilities**

**Employer** must ensure:

- ABC fire extinguishers (for use on laser equipment) and sterile water/saline (for use on sterile field) should be readily available
- Reflective surfaces need to be kept to a minimum, specifically within the normal hazard zone of the laser. Instruments used during the laser procedure should have a dulled or ebonized finish

**Manager/Supervisor** must ensure:

- That roles and responsibilities of all workers are being met, as well as applicable legislation and/or standards
- Safe work procedures are written and followed
- Only those directly involved with the procedure should be in attendance
- Keep doors closed and curtains drawn over windows. Doors are to remain closed while the laser is being fired.
- The laser should not be operated in the presence of combustible gas, vapors, solutions or anaesthetic gases. All solutions should be non-alcohol or non-petroleum based.
- Signs are posted on the entrance of the laser room denoting:
  - Laser in use
  - Laser wavelength being utilized
  - Precautions required
Disposal of debris from laser procedures is performed in a safe manner (refer to OHS Policy 50-002: Waste)

Appropriate eye protection is required for both workers and patients during procedures using lasers. Protective eyewear should include side guards appropriate for the wavelength and optical density.

- Keep laser eyewear in a protective case when not in use
- Laser protective eyewear must be available outside the procedure room for workers who must enter the room during the procedure
- Discard scratched lenses; protective eyewear lenses must be scratch free
- Contact lenses are not recommended for use during laser surgery. If contact lenses are chosen to be worn, tight fitting goggles must also be worn.
- Backstops and guards must be used to protect workers
- Where a laser procedure emits a laser plume, workers should
  - Wear a well-fitting high filtration surgical mask. VPC: PG4-6003 PRIMAGARD 120SKU88566
  - Wear protective clothing and gloves (class 3B and Class 4 lasers)

Worker must ensure:

- They are trained in laser safety education prior to working with lasers
- They are trained in and follow the safe work procedures
- They are familiar with indications for a laser shutdown (i.e. Fire)
- They are trained in and use any PPE required (selection, use, care and handling)
- They report to their supervisor and the Safety Alert System/Incident Report Line for any incidents or near misses involving lasers

Orientation & Training

- Education, training and safe laser use

Materials

- Appropriate PPE when required

Non-Compliance/Breach:

Non-compliance with this policy will result in a review of the incident. A review for non-compliance may result in disciplinary action, up to and including termination of employment or privileges; fines and/or prosecution of individuals under the Saskatchewan Employment Act and OHS Regulations.

References

- [Regional Laser Safety Policy #7311-60-010](#)

Review Dates:
January 1, 2017
May 22, 2018
June 7, 2018

Saskatoon & Area - Occupational Health & Safety
Purpose
The purpose of this procedure is to establish the processes to follow to ensure safe work practices during laser use.

Procedure
- Worker reports a laser hit to manager/supervisor
- Worker reports laser hit to the Safety Alert System/Incident Reporting Line
- Worker proceeds to Saskatoon City Hospital Emergency Department. If the incident occurs after SCH Emergency Department hours, worker proceeds to the nearest Emergency Department and request the Ophthalmology Resident on call as it is imperative that the worker be assessed within 24 hours of the laser exposure incident
- Post exposure follow up will be as directed by the Ophthalmologist or Ophthalmology Resident

Non-Compliance/Breach:
Non-compliance with this policy will result in a review of the incident. A review for non-compliance may result in disciplinary action, up to and including termination of employment or privileges; fines and/or prosecution of individuals under the Saskatchewan Employment Act and OHS Regulations.

References
- Regional Laser Safety Policy #7311-60-010

Review Dates:
January 1, 2017
May 22, 2018
June 7, 2018
**Policy**

Saskatoon & Area – Occupational Health & Safety

**Number:** 53-019

**Title:** Physical Hazard: Machine safety including power tools

**Saskatchewan Employment Act:**

**OHS Regulation:** 134-152

**Date:** January 1, 2017

**Date Revised/Reaffirmed:** May 31, 2018

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**Purpose**

- To ensure that all machines and power tools in the workplace are safe for use by workers
- To ensure all workers who operate machinery and power tools are trained in the safe use and operation

**Roles and Responsibilities**

**Employer must ensure:**

- Machines and power tools are operated only by a competent worker
- Workers are trained in the safe use of the machines and are informed of any risk associated with the use
- Where workers may come in contact with moving parts of the machine, workers are to wear close fitting clothing, confines their head and facial hair and does not wear dangling neckwear, jewelry, rings etc.
- That a machine when not in use is immobilized and secured against accidental movement or enclosed by a safeguard to prevent access by another worker
- Machines have effective safeguards that are in place at all times that protect a worker from the following: dangerous moving parts of a machine, a pinch point, an open flame, steam pipe or other surface where the surface may exceed 80 degrees Celsius, or a cooled surface that is or less than minus 80 degrees Celsius
- That a machine is not operated without the effective safeguards noted above
- Machines have effective safeguards that block and contain any debris in the event of a machine failure
- Where an operator of a machine does not have a clear view of all parts of the machine are the surrounding area where there is potential danger, the machine a must have an audible alarm system or a visual warning system to give workers notice of the imminent start-up of the machine
- A written lock out procedure for a machine, other than a power tool, must be in place where a worker undertakes the maintenance, repair, test or adjustments of a machine. The lock out procedure must ensure that the energy source has been isolated from the power tool, any residual energy has been dissipated and the energy source remains isolated during the activity.
- The written lock out procedure is provided to each worker who is required to work on the machine
- Written safe work practices and procedures for machines that require cleaning, lubrication or adjustments while in motion or under power are developed and implemented for and are carried out in a safe manner.

Saskatoon & Area - Occupational Health & Safety
All workers required to perform this work are trained in the safe work procedures. These written safe work procedures must be readily available for reference by the workers.

- Grinding machine abrasive wheels are equipped with blotters according to manufacturer’s recommendations, a safeguard and not operated at speed in excess of manufacturer’s recommendations, the maximum speed is permanently marked on the grinder and the mounting flanges for an abrasive wheel have an equal and correct diameter for the wheel. Where a tool rest is installed the tool rest is installed that is compatible with the work proves, is securely attached and set no more than 3 mm from the face of the wheels or below the center horizontal line of the wheel. The sides of the wheel cannot be used unless the wheel is designed for that use.

- Where a worker operates a grinder the appropriate PPE is provided and includes an industrial eye or face protector, hand or arm protection and the worker in the hazards and safe use of the grinder

- Chain saws are equipped with an effective chain brake or a chain and bar that is designed to minimize the possibility of kick back and then saw is designed so that the chain stops when the engine is at idle

- Circular saws, band saws are regularly inspected and blades are replaced or repaired by a competent person

- Push sticks or push blocks are provided and used by a worker when a these are used to feed wood or other material into any machine that is used for cutting or shaping wood or another material

**Manager/Supervisor must ensure:**

- That roles and responsibilities of all workers are being met, as well as applicable legislation and/or standards
- Safe work procedures are written and followed
- All workers required to operate and maintain power tools are trained regularly in safe work procedures specific to the power tools assigned and the training is documented
- That no machine shall be started until the operator is certain neither themselves or any other worker will be endangered
- All PPE required for the use, maintenance and repair of power machinery and tools is provided for workers
- All workers use the required PPE

**Worker must ensure:**

- They are trained in and follow the safe work procedures
- They are trained in and use any PPE required (selection, use, care and handling)
- They report to their manager/supervisor and the Safety Alert System/Incident Report Line for any incidents or near misses involving power tools
- They inform their manager/supervisor if the power tool is in poor repair upon inspection prior to the use
- That they never use any machine or power tool that they have not been trained on

**Orientation & Training**

- Workers must be orientated and trained in the safe work procedures and demonstrate competence in the use of any Power tools they are assigned to operate

Saskatoon & Area - Occupational Health & Safety
Materials
- Appropriate PPE when required
- Owner manuals for all machines or power tools

Non-Compliance/Breach:
Non-compliance with this policy will result in a review of the incident. A review for non-compliance may result in disciplinary action, up to and including termination of employment or privileges; fines and/or prosecution of individuals under the Saskatchewan Employment Act and OHS Regulations.

Review Dates:
January 1, 2017
May 31, 2018
Purpose
To ensure that when PPE is required, workers of all levels know how to choose the appropriate personal protective equipment (PPE) for the task, as well all workers need to be trained in the proper use, maintenance and storage of all PPE.

Roles and Responsibilities
Employer must ensure:

- Approved PPE is supplied to all workers at no cost to the worker
- The PPE is used by the workers
- The worker has appropriate time during regular paid hours to clean PPE if required
- When required that work tasks are adjusted to eliminate or reduce the danger or discomfort that may result from extended PPE use

Manager/Supervisor must ensure:

- That roles and responsibilities of all workers are being met, as well as applicable legislation and/or standards
- That engineering controls have been implemented and if the engineering controls are not practical, applicable or sufficient, the appropriate PPE shall be employed to reduce or eliminate the exposure of a work to the hazards
- Safe work procedures for the use of the PPE in relation to the work are written and followed
- Adequate supervisor is provided to ensure that workers use the PPE according to the safe work procedures
- The PPE is available and readily accessible before work begins
- The PPE is stored in a clean and secure location
- All workers have received training in the selection, use, care and storage of PPE and are aware of the location of all PPE
- Worker is accommodated with alternative work arrangements if they are medically unable to wear required PPE
• All workers are educated on why they PPE is required and what the limitations of the protection the PPE provides
• All PPE provided to the workers is adequate and proper fit
• PPE is maintained and kept in a sanitary condition
• Any PPE that is defective or not suitable for a specific task is repaired or replaced

Worker must ensure:
• They are trained in and follow the safe work procedures
• They are trained in and use any PPE required (selection, use, care and storage)
• They report to their manager/ supervisor and the Safety Alert System/Incident Report Line any incidents or near misses in relation to PPE e.g. failure of PPE, lack of PPE provided etc.
• They use all required PPE to perform assigned work
• They make every effort not to damage the PPE
• They return any PPE that has become defective or is not suitable for a given task and explain to their supervisor why the PPE is not sufficient

Orientation & Training
• Training specific to the Personal Protective Equipment being used

Materials
• Appropriate PPE if required

Non-Compliance/Breach:
Non-compliance with this policy will result in a review of the incident. A review for non-compliance may result in disciplinary action, up to and including termination of employment or privileges; fines and/or prosecution of individuals under the Saskatchewan Employment Act and OHS Regulations.

References
• To be used in conjunction with OHS Policy Fall Protection 53-014

Review Dates:
January 1, 2017
June 5, 2018
Purpose

- To ensure that workers that use power mobile equipment (PME) are properly trained and are competent in the operation of power mobile equipment
- To ensure that all PME that is used within SHR facilities are properly maintained and are safe for use within the SHA facilities

Definition

- “Trained operator” means a worker who has successfully completed a training program that includes all the elements for the type of powered mobile equipment that the worker will be required or permitted to operate

Roles and Responsibilities

Employer must ensure:

- Required training is provided to workers that will be required or permitted to operate PME
- All PME is inspected by a competent person for defects and unsafe conditions
- Bulkheads are installed to ensure protection to operator if materials being transported shifts under emergency stopping conditions and endanger the operator or other workers
- If PME is equipped with roll-over protection, the PME must be equipped with:
  - Seat belt for operator
  - Shoulder belts, bars, gates, screen or other restraining devices designed to prevent the operator from being thrown outside the roll-over protective structure
- Each unit of PME is equipped with:
  - An Emergency Stop
  - Horn or other audible warning device
  - An effective braking system and parking device
  - Seats designed and installed to ensure safety of all workers except when PME is designed to be operated from a standing position
  - Suitable warning devices that operates automatically when PME starts to move in reverse
Manager/Supervisor must ensure:

- That roles and responsibilities of all workers are being met, as well as applicable legislation and/or standards
- Safe work procedures are written and followed
- An education program is developed for all workers that will be using each specific piece of power mobile equipment
- Only trained operators are required or permitted to operate power mobile equipment
- A written record of training is kept readily available
- A written record of inspections and maintenance records are kept readily available
- If PME is to be operated at night where the area is not adequately illuminated, it must come equipped with suitable headlights and back-up lights that clearly illuminates the path of travel
- If PME is equipped with windshield, it must have suitable windshield washers and wipers
- If PME is operated in area where there is a possibility of falling objects or projectiles, the PME must be equipped with a suitable and adequate cab, screen or guard
- Each PME with an enclosed cab, has the fuel tank located in the enclosed cab with a filler spout and vents that extend to the outside of the cab
- Each PME unit must be constructed, structurally repaired, inspected, tested, maintained and operated in accordance with manufacturer’s guidelines
- No worker is to remain within range of any swinging load or part
- If a worker is performing repairs or other work or under elevated part of a unit of PME, ensure that the elevated part is securely blocked to prevent accidental movement
- No worker is transported on a PME unless worker is seated and secured by seat-belt or other restraining device that is designed to prevent the worker from being thrown from the PME while in motion

Worker must ensure:

- They are trained in and follow the safe work procedures
- They are trained in and use any PPE required (selection, use, care and handling)
- They report to their supervisor and the Safety Alert System/Incident Report Line any incidents or near misses involving powered mobile equipment
- Powered mobile equipment is not started until inspection of equipment and surrounding are complete to ensure that no worker, including operator is endangered by the start-up of the equipment
- When operating a PME, that seat-belts or other restraining devices required are used and used appropriately
- Worker makes a visual inspection of equipment and surrounding to ensure that no worker, including operator is endangered by the start-up of the equipment
- Inspections and maintenance are performed and written records of each are filed and kept
- They use all seatbelts or restraining devices

Orientation & Training

- Training specific to the PME being operated
Materials

- Appropriate PPE if required

Non-Compliance/Breach:
Non-compliance with this policy will result in a review of the incident. A review for non-compliance may result in disciplinary action, up to and including termination of employment or privileges; fines and/or prosecution of individuals under the Saskatchewan Employment Act and OHS Regulations.

Review Dates:
January 1, 2017
June 4, 2018
Purpose

- To ensure that workers that use Power Mobile Equipment (PME) are properly trained and are competent in the operation of power mobile equipment
- To ensure that all PME that is used within SHR facilities are properly maintained and are safe for use within the SHR facilities

Procedure

Manager/Supervisor:

- Will ensure that only competent workers inspect and operate equipment, the person shall be deemed competent after:
  - Training is given on how to inspect the equipment this inspection will include 16 hours of practical and classroom training
  - The training must meet all criteria in table 14.1 in the Saskatchewan Employment Act and Occupational Health and Safety Regulations
  - If previous experience has been gained by the worker the worker can complete a demonstration and if the training worker is satisfied then the workers previous experience can be used to meet the requirements
  - If a worker has not operated a specific piece of equipment for more than 3 years or significant changes occur with a piece of equipment then the worker must be re-evaluated and retrained to ensure competency

Worker:

- Will complete PME training before operating any equipment
- Will complete a visual inspection of all equipment and surroundings before start-up (Checklists will be completed by specific departments for their equipment)
- Checklists will be completed
- If any defects are found:
  - The defect will be corrected before the equipment is used or
  - The equipment will be tagged and removed from service until the defect has been corrected
- During operation if any issues occur worker will:
  - Immediately shut down the piece of equipment
  - Notify supervisor of the issue
o Repair the equipment or
o If equipment cannot be repaired tag and remove from service and notify supervisor equipment has been removed from service

Non-Compliance/Breach:
Non-compliance with this policy will result in a review of the incident. A review for non-compliance may result in disciplinary action, up to and including termination of employment or privileges; fines and/or prosecution of individuals under the Saskatchewan Employment Act and OHS Regulations.

Review Dates:
January 1, 2017
June 4, 2018
**Purpose**
To ensure engineering, administrative and PPE controls are in place to prevent exposure to hazardous plume created during work tasks.

**Definition**
“Plume” is defined as a noxious airborne contaminant generated as by-products, particularly by procedures that rely on the ablation, cauterization or mechanical manipulation of target tissue by devices such as lasers, electrosurgical generators, broadband light sources, ultrasonic instruments and bones saws.

- Plume can contain a variety of contaminants, including viable bacteria, viruses, cellular debris, particulates, noxious and toxic aerosols, gases, vapours and fumes (including fumes from metals). The gases can include toxic substances such as benzene formaldehyde and hydrogen cyanide. Energy-based contact with articles such as tubing, swabs and skin preparation solutions will produce additional chemical.
- Plume can also contain aerosolized blood (plasma and blood cells or fragments of cells) and blood-borne pathogens in the form of bacteria and viruses. In vitro studies of bacterial and viral contamination have found viable *Escherichia coli*, *Staphylococcus aureus*, human papillomavirus (HPV) and human immunodeficiency virus (HIV) in plume.
- Plume thus poses a hazard to exposed persons and can transmit infection. The contaminants in plume can cause respiratory problems or have mutagenic or carcinogenic effects. They can also cause mucousmembrane, ocular, respiratory and skin irritations and reduce the clinician’s ability to visualize the operative field, resulting in unsafe operation conditions.

**Roles and Responsibilities**
Employer must ensure:
- That all tasks that will create a plume exposure control plan, detailing the controls in place to prevent exposure to the plume, including:
  - Engineering controls to capture the plume including local exhaust ventilation such as plume scavenging system.
o Administrative controls including safe work procedures, training and maintenance
o Personal Protective Equipment appropriate for the kind of contaminant and type of exposure

Manager/Supervisor must ensure:

- Workers are educated to understand the risk associated to plume, the procedures that may create plume and how to reduce the risk
- That roles and responsibilities of all workers are being met, as well as applicable legislation and/or standards
- That all tasks that will create a plume have controls in place to prevent exposure to the plume, including:
  - Engineering controls to capture the plume including local exhaust ventilation such as plume scavenging system
  - Administrative controls including safe work procedures, training and maintenance
  - Personal Protective Equipment appropriate for the kind of contaminant and type of exposure
- Work does not proceed until effective controls are in place
- Equipment is inspected and maintained according to the inspection and maintenance schedule
- All workers they supervise are trained and comply in the use of the equipment, safe work procedures and PPE required to prevent exposure to a plume
- Appropriate PPE is available for all workers

Worker must ensure:

- They participate in the educate designed to inform them of the risks of plume, procedures that may create plume and how to prevent exposure
- They have received training related to tasks that create plume
- They are trained in and follow the safe work procedures
- They are trained in and use any PPE required (selection, use, care and handling)
- They understand their roles and responsibilities in regards to plume
- They use all controls that have been put in place to prevent exposure to a plume
- They inspect all equipment designed to prevent exposure to plume before use
- They will not perform tasks that will create plume, unless effective controls are in place
- They report to their supervisor and the Safety Alert System/Incident Report Line for any incidents or near misses involving uncontrolled exposure to plume

Orientation & Training

- Training in all policies and procedures related to plume
- Training on use and care of appropriate PPE

Materials

- Appropriate PPE as required

Non-Compliance/Breach:
Non-compliance with this policy will result in a review of the incident. A review for non-compliance may result in disciplinary action, up to and including termination of employment or privileges; fines and/or prosecution of individuals under the Saskatchewan Employment Act and OHS Regulations.

References

- CSA Z305.13-09 Plume scavenging in surgical, diagnostic, therapeutic and aesthetic settings

Review Dates:
January 1, 2017
June 7, 2018
Purpose
To ensure engineering, administrative and PPE controls are in place to prevent exposure to hazardous plume created during work tasks.

Procedure
Manager/Supervisor:
- Develops a plume exposure control plan complying with requirements detailed in regulation 85
- Ensure that any tasks that will create smoke and plume will have proper standard works in place to prevent the release of any smoke or plume
- Corrective measures can be either by use of current engineering controls and or PPE
- If the proper controls are not in place then the tasks shall not be performed until corrective actions have been put in place and standard work has been written to control the hazard

Worker:
- Ensure that they participate in any and all training related to tasks that cause smoke and plume
- Use appropriate PPE in a safe and effective manner
- In the event that a task will create smoke and plume and there are currently no controls in place the worker will stop and not perform the task
- Report any incidents or near misses related to smoke and plume to manager/supervisor and the Safety Alert System/Incident Reporting Line

Non-Compliance/Breach:
Non-compliance with this policy will result in a review of the incident. A review for non-compliance may result in disciplinary action, up to and including termination of employment or privileges; fines and /or prosecution of individuals under the Saskatchewan Employment Act and OHS Regulations.

References
- CSA Z305.13-09 Plume scavenging in surgical, diagnostic, therapeutic and aesthetic settings

Saskatoon & Area - Occupational Health & Safety
Review Dates:
January 1, 2017
June 7, 2018
Purpose
To ensure that workers are protected from any object that has the potential to become a falling object

Roles and Responsibilities
Employer must ensure:

• All workers are protected from falling objects
• If the work area may present the danger of a falling object an overhead barrier is installed
• If a worker could be struck a falling object the area must be clearly marked by barriers, notices, warning lights or other warning devices
• Wire mesh is installed from the working surface of a platform to a height of 2 meters on all sides of
  a) A tower hoist
  b) A building shaft
  c) Hoist cage in an excavation shaft

Manager/Supervisor must ensure:

• Workers are held accountable for their responsibilities, applicable legislation and/or standards
• Safe work procedures are written and followed
• If a worker is working from a raised work surface where wire mesh or other material is used to prevent objects from falling, the barrier must be 900mm high and be installed on all sides except the side adjacent to the structure
• Any permanent surface from which an object could fall more than 1.2 meters is equipped with a toeboard
• That any temporary scaffold or work platform from which an object could fall more than 3 meters is equipped with a toeboard
• When a toeboard is required, it is at least 125mm in height from the floor

Worker must ensure:

• They are trained in and follow the safe work procedures
• They are trained in and use any PPE required (selection, use, care and handling)
• They report to their supervisor and the Safety Alert System/Incident Report Line for any incidents or near misses involving falling objects or potential falling objects

Materials
• Appropriate PPE if required

Non-Compliance/Breach:
Non-compliance with this policy will result in a review of the incident. A review for non-compliance may result in disciplinary action, up to and including termination of employment or privileges; fines and/or prosecution of individuals under the Saskatchewan Employment Act and OHS Regulations.

Review Dates:
January 1, 2017
June 7, 2018
Purpose
To ensure the health and safety of all workers when rigging by having all rigging applications supervised or performed by a competent worker.

Definition
- “Rigging” means any combination of rope, wire rope, cable, chain, sling, sheave, hook and associated fittings used in a hoisting operation.

Roles and Responsibilities
Employer must ensure:
- No load that is in excess of 10% of the breaking strength of the weakest part of the rigging used to raise or lower workers or 20% of weakest part of the rigging for all other uses will be placed on part of the rigging.
- No load shall be lifted or hoisted that exceeds the manufactures ratings for the rigging or any components of the rigging
- If the sling is used to support a worker the sling used must be capable of supporting at least 10 times the load.
- Slings must be able to support 5 times the load maximum in any other application.
- That all slings are suitable for the intended use of the sling, fittings, attachments and is clearly marked with the maximum weights.

Manager/Supervisor must ensure:
- That roles and responsibilities of all workers are being met, as well as applicable legislation and/or standards.
- Safe work procedures are written and followed.
- All rigging is suitable for intended use and are assembled, used maintained and dismantled by or under the supervision of a competent worker according to manufacturer’s specifications.
- That all rigging is properly inspected at appropriate intervals to ensure the rigging and all of its components will perform safely.
• The manufactures load limits are clearly marked on the rigging and that the workers are made aware of the maximum limits that may be hoisted by the rigging
• All slings are used for the intended use and that all fittings and attachments are proper for that sling
• Bolts will never be used in place of a proper shackle pin
• One or more taglines are used to control a load
• Taglines must be the appropriate length to workers from overhead hazards
• Taglines are not removed from the load until the load is securely landed and only workers directly engaged in the hoisting operation are allowed in the area

Worker must ensure:
• They are educated and trained in and follow the safe work procedures
• They are trained in and use any PPE required (selection, use, care and handling)
• They report to their supervisor and the Safety Alert System/Incident Report Line for any incidents or near misses involving rigging
• That slings are the proper sling for the load being lifted
• If the sling is used on an object with sharp edges the sling has been protected from cuts
• All equipment is inspected prior to use and are maintained in working order
• Does not use equipment that is damaged or broken and notifies manager/supervisor
• Slings are arranged to prevent the load from slipping or falling
• All pins and shackles are properly installed to prevent accidental withdrawal

Orientation & Training
• Training in assembly, use, maintenance and dismantling of rigging

Materials
• Appropriate PPE if required

Non-Compliance/Breach:
Non-compliance with this policy will result in a review of the incident. A review for non-compliance may result in disciplinary action, up to and including termination of employment or privileges; fines and/or prosecution of individuals under the Saskatchewan Employment Act and OHS Regulations.

Review Dates:
January 1, 2017
June 7, 2018
Purpose
To provide education and support for workers in dealing with the challenges and stresses associated with shift work.

Definition
- “Shift work” is defined as working at times and days outside the normal work week. The normal work week is considered to be 0700 hrs to 1800 hrs, Monday to Friday. Shift work includes: evenings and/or night shifts, split shifts, rotating shifts, irregular shifts or on call shifts.

Roles and Responsibilities
Employer must ensure:
- Workers are informed of the nature and extent of the risks when performing shift work
- Workers have access to the Employee and Family Assistance Program (EFAP)

Manager/Supervisor must ensure:
- That roles and responsibilities of all workers are being met, as well as applicable legislation and/or standards
- Safe work procedures are written and followed
- Workers are educated on how to recognize the symptoms of poor health related to shift work and minimize the effect of shift work by proper nutritional requirements
- That all work and work place design is organized so that the risks associated with shift work is minimized

Worker must ensure:
- They are trained in and follow the safe work procedures
- They are trained in and use any PPE required (selection, use, care and handling)
- They report to their supervisor and the Safety Alert System/Incident Report Line any incidents or near misses that are a result of working shift work.
Orientation & Training
- WAVE™ 101 Training at WOW
- Healthy Workplace Training at WOW

Non-Compliance/Breach:
Non-compliance with this policy will result in a review of the incident. A review for non-compliance may result in disciplinary action, up to and including termination of employment or privileges; fines and/or prosecution of individuals under the Saskatchewan Employment Act and OHS Regulations.

Review Dates:
January 1, 2017
May 28, 2018
Purpose
To provide health care workers for the Saskatchewan Health Authority (SHA) with information, education material, tools and support to assist them when dealing with the challenges of shift work. To enable and recognize issues of stress that can arise due to shiftwork.

Procedure
Manager/Supervisor:
- Shift workers have access to the SHA “iShift”, shift work presentation. This is available on the InfoNet.
- Make sure workers are informed of the resources that are available to them, examples:
  - The iShift InfoNet power point presentation
  - Occupational Health Nurse
  - A dietitian
  - Healthy Workplace - Informational and links are available on the InfoNet
  - Employee and Family Assistance Program (EFAP)
  - Family Physician

Worker:
- Notify their manager/supervisor if they identify shift work as a causative factor in illness, injury or near misses
- Are to seek resources that are available, examples:
  - The iShift InfoNet power point presentation
  - Occupational Health Nurse
  - A dietitian
  - Healthy Workplace - Informational and links are available on the InfoNet
  - Employee and Family Assistance Program (EFAP)
  - Family Physician
Non-Compliance/Breach:
Non-compliance with this procedure will result in a review of the incident. A review for non-compliance may result in disciplinary action, up to and including termination of employment or privileges; fines and/or prosecution of individuals under the Act.

Resources
- Healthy Workplace Shift Work Resources: [http://shrhealthyworkplace.ca/resources/](http://shrhealthyworkplace.ca/resources/)

Review Dates:
January 1, 2017
May 28, 2018
Purpose

- To manage the physical and psychological hazards of working alone or in isolated locations
- To ensure the safety of workers required to “work alone”

Definition

- “Working Alone” means to work at a worksite as the only worker of the employer, in circumstances where assistance is not readily available to the worker in the event of injury, ill health or an emergency

Roles and Responsibilities

Employer must ensure:

- The need to work alone is eliminated, when applicable and possible
- Workers are providing services in a safe environment. If the situation is perceived to be unsafe and unable to be made safer, employer must ensure workers are not required or permitted to provide services.

Manager/Supervisor must ensure:

- That roles and responsibilities of all workers are being met, as well as applicable legislation and/or standards
- That in consultation with the OHC all risks associated to the isolation or from working alone will be identified
- All identified risks will be eliminated or reduced
- A means of communication for the staff is provided such as phone access, personal alarms, 2 way radio or cell phones

Worker must ensure:

- They are trained in and follow the safe work procedures
- They are trained in and use any PPE required (selection, use, care and handling)
• They report to their manager/supervisor and the Safety Alert System/Incident Report Line any incidents or near misses in relation to working alone

**Orientation & Training**
• WAVE™ (Workplace Assessment Violence Education) training which includes working alone

**Materials**
• Appropriate PPE if required

**Non-Compliance/Breach:**
Non-compliance with this policy will result in a review of the incident. A review for non-compliance may result in disciplinary action, up to and including termination of employment or privileges; fines and/or prosecution of individuals under the Saskatchewan Employment Act and OHS Regulations.

Review Dates:
January 1, 2017
May 28, 2018
Purpose
The purpose of this procedure is to ensure the safety of workers required to “work alone”

Procedure:
Manager/Supervisor:
- Identify risks at each worksite where a worker will be working alone or in isolation. Assessment is a primary tool to decrease/eliminate hazards
- Eliminate or reduce identified risks using interventions such as:
  - Safe work procedures including a process or decision tree of who to call and when
  - A safe work procedure for a personal check by another person such as a co-worker, supervisor or security; “buddy system” as well as a periodic telephone contact by supervisor or designate
  - The availability of personal alarms or other alarm systems to ensure timely assistance as required
  - The use of tracking apps or 3rd party monitoring systems
  - Job rotations to allow for breaks from working alone
  - Limitations on specified activities
  - Provision of personal protective equipment if applicable
- Provide supervision to ensure workers are using equipment and following safe work procedures
- Register all new staff for Welcome Onboard Week where they will receive the WAVE 101™ which includes basic information on working alone

Worker:
- Follow safe work procedures and complies with the processes when working alone
- Informs supervisor if any risks are identified
- Provides input into adapting procedural reviews and audits
- Report any incidents or hazards related to working alone to their manager/supervisor and the Safety Alert System/Incident Reporting Line
Non-Compliance/Breach:
Non-compliance with this policy will result in a review of the incident. A review for non-compliance may result in disciplinary action, up to and including termination of employment or privileges; fines and/or prosecution of individuals under the Saskatchewan Employment Act and OHS Regulations.

Review Dates:
January 1, 2017
May 28, 2018
Purpose
To ensure that all workers are supplied with, trained and properly use the appropriate PPE to safely work at heights.

Definition
- Working at heights refers to any height over 3m or where a worker can be injured falling from less than 3m.

Roles and Responsibilities

**Employer must ensure:**
- A written fall protection plan is developed and followed.
- The plan includes the descriptions in OHS Reg.116.1(2).
- A copy of the fall protection plan is readily available to workers before work begins.
- A control zone is used if a worker could fall from a flat surface.
- Control zone is not less than 2 meters wide from the unguarded edge.
- That all anchor points or anchor plates used as part of the personal fall arrest or travel restraint system points meet the requirements of OHS Reg. 116.3.
- A guardrail or similar barrier is installed at a permanent work area if a worker could fall a vertical distance greater than 1.2m but less than 3m.

**Manager/Supervisor must ensure:**
- Workers are held accountable for meeting their responsibilities, applicable legislation and/or standards.
- Suitable fall protection that made of wire rope or synthetic material is provided of proper strength, abrasion resistance, extensibility and chemical stability.
- The lifeline is regularly inspected for imperfections, and is maintained according to the manufacturers recommendations.
- Safe work procedures are written and followed.
- They correct all defects and unsafe conditions that are reported by workers or observed by themselves.
- That workers are trained in and complete inspections of their personal fall arrest systems.
• That the workers have been trained in the fall protection plan and fall protection system before work begins

Worker must ensure:
• They are trained in and follow the safe work procedures
• They are trained in and use any PPE required (selection, use, care and handling)
• They report all incidents or near misses involving working at heights to their supervisor and the Safety Alert System/Incident Report Line
• They inspect all parts of their personal fall arrest system before use
• They report all defects and unsafe conditions to their manager

Orientation & Training
• Fall Protection training course
• Training in the inspection care and use of all parts of the personal fall arrest system

Materials
• Proper fall protection system

Non-Compliance/Breach:
Non-compliance with this policy will result in a review of the incident. A review for non-compliance may result in disciplinary action, up to and including termination of employment or privileges; fines and/or prosecution of individuals under the Saskatchewan Employment Act and OHS Regulations.

References
• This policy is used in conjunction with Policy 53-014 Fall Protection

Review Dates:
January 1, 2017
June 6, 2018
Purpose

- Every employer is required to implement a policy to prevent harassment in the workplace
- To uphold the SHA values of respect and compassion in ensuring all workers work in a harassment-free workplace

Definition

“Harassment” means any inappropriate conduct, comment, display, action or gesture by a person that is based on race, creed, religion, colour, sex, sexual orientation, marital status, family status, disability, physical size or weight, age, nationality, ancestry or place of origin; or adversely affects the worker’s psychological or physical well-being and that the person knows or ought reasonably to know would cause a worker to be humiliated or intimidated; and constitutes a threat to the health and safety of the worker.

Roles and Responsibilities

Employer must ensure:

- Every reasonably practicable effort to ensure that no worker is subjected to harassment
- A harassment-free workplace is promoted by changing processes to minimize conflict or potentially harassing encounters

Manager/Supervisor must ensure:

- That roles and responsibilities of all workers are being met, as well as applicable legislation and/or standards
- To take responsibility for their own actions and behaviour. When in doubt, do not say it, do not do it.
- All workers have an opportunity to Respect and Dignity consultation
- A harassment-free workplace is promoted by changing processes to minimize conflict or potentially harassing encounters
Worker must ensure:

- To take responsibility for their own actions and behaviour. When in doubt, do not say it, do not do it.
- All incidents of harassment is reported to the Safety Alert System/Incident Reporting Line

**Orientation & Training**

- Training in Respect and Dignity

**Non-Compliance/Breach:**

Non-compliance with this policy will result in a review of the incident. A review for non-compliance may result in disciplinary action, up to and including termination of employment or privileges; fines and/or prosecution of individuals under the Saskatchewan Employment Act and OHS Regulations.

**References**

- [Bully and Harassment in the Workplace](#) from LRWS
- [Regional Policy 7311-30-001 Respectful Workplace](#)
- [Regional Policy 7311-30-022 Workplace Harassment](#)

**Review Dates:**

- January 1, 2017
- April 5, 2018
- June 19, 2019
Purpose
The purpose of this procedure is to minimize and eliminate the risk of violence for workers and others at the work site.

Procedure
- Manager/Supervisors that become aware of harassment have a responsibility to ensure the situation is acted upon.
- Managers must ensure workers are provided with training on respectful communication.
- All workers must refrain from causing or participating in the harassment of another worker.
- If worker is exposed to harassment, report to manager/supervisor and call the Safety Alert System/Incident Reporting Line.
- Workers may report harassment anonymously to the Safety Alert System/Incident Reporting Line.

Non-Compliance/Breach:
Non-compliance with this policy will result in a review of the incident. A review for non-compliance may result in disciplinary action, up to and including termination of employment or privileges; fines and/or prosecution of individuals under the Saskatchewan Employment Act and OHS Regulations.

References
- Bully and Harassment in the Workplace from LRWS
- Regional Policy 7311-30-001 Respectful Workplace
- Regional Policy 7311-30-022 Workplace Harassment

Review Dates:
- January 1, 2017
- April 5, 2018
- June 19, 2019
Purpose

- To minimize and eliminate the risk of violence for workers and others at the work site
- To ensure workers will not take undue risk in managing potential or actual violent episodes

Preamble

Violent situations occur within the healthcare setting for various reasons. Violent situations occur and can include workers, clients, residents and visitors within SHA facilities. As violence comes in different forms and for different reasons the following are guidelines for each department to set up procedures that are specific to their department.

Roles and Responsibilities

Employer must ensure:

- When certain individuals are exhibiting violent and/or threatening behaviour, they may have to be removed from the department or site by utilizing internal or external policing sources
- Adequate space for safe exit or egress from violent source
- Appropriate lighting to ensure both safe lighting for workers, visitors and clients
- Emergency Planning and Preparedness (EPP) are in place and the process is followed for Code White

Manager/Supervisor must ensure:

- That roles and responsibilities of all workers are being met, as well as applicable legislation and/or standards
- There is a means of identification for potential violent episodes and a plan is developed and communicated to workers on managing risks based on risk assessment for violence
- Safe work procedures are written and followed
- Workers receive basic violence training (WAVE E-Learning &/or WAVE sessions, GPA, PART) and knowledge regarding the risks and how to recognize aggressive violent behaviour
- Written safe work procedures are developed for responding to potential and/or actual violent situations
• An appropriate means to communicate to other workers when assistance is identified and immediately required
• Availability of timely assistance where required to minimize risk of working alone in potential or actual violent situations
• Additional training is accessible and available to workers such as WAVE 303, 808, PART Advanced based on risk assessment

Worker must ensure:
• They report to their supervisor and the Safety Alert System/Incident Report Line for any incidents or near misses with violence
• They are trained and understand the safe work procedures for when violent behaviour arises and follow the process

Orientation & Training
• WOW WAVE 101
• WAVE E-Learning
• WAVE 303 or 808
• PART
• GPA
Training requirements may be based on unit or facility’s Safety Profile Risk Assessment

Non-Compliance/Breach:
Non-compliance with this policy will result in a review of the incident. A review for non-compliance may result in disciplinary action, up to and including termination of employment or privileges; fines and /or prosecution of individuals under the Saskatchewan Employment Act and OHS Regulations.

References
• Regional Policy #7311-30-007 Violence Management

Review Dates:
January 1, 2017
April 4, 2018
Purpose

- The purpose of this procedure is to minimize and eliminate the risk of violence for workers and others at the work site.
- To ensure workers will not take undue risk in managing potential or actual violent episodes.

Procedure

Manager/Supervisor:

- Provide appropriate training and orientation to ensure workers recognize triggers to violence and appropriate violence response procedures.
- Inform clients and others at the work site about the violence policy.
- Identify violence or potential for violence:
  - Previous history with patient
  - Communication from other dept/facilities/unit/site/co-workers/family/friends/patients
  - Report from staff member of domestic or community threat
  - Violent incident occurs and is reported
- Identify Root Cause:
  - Substance Abuse/Alcohol
  - Dementia/Alzheimers
  - Medication/Pain Control
  - Condition/Illness eg. Acquired Brain Injury, Mental Health
  - Environment eg. Busy, high traffic, noise, lighting
  - Staffing
  - Lack of control
  - Domestic conflict
  - Recent termination from SHR
- Additional Triggers:
  - Lack of communication
  - Racism
  - Gender
  - EE not performing as trained
- Systems issues eg. Not placed in right unit, services not available when needed, off servicing,
- Fear
- How they are treated by Health Care Practitioner (HCP) or staff member
- Other unidentified stressors

- Identify and implement controls
  - Code White – department/unit/facility specific procedure in place and communicated to EE’s
  - Utilizing Security when available
  - Least Restraint Policy
  - Family/Friends – use to mitigate or can escalate
  - Police/RCMP – when to call, ensure a process is in place
  - Training – WAVE, GPA, PART, ongoing Risk Ax

- Identify resources and support available and communicate to workers
  - Employee Family Assistance Program EFAP
  - Most Responsible Physician
  - Training
  - Other Providers – Mental Health, Social Work, Therapies, Pastoral Care
  - Ethics
  - Occupational Health & Safety
  - Respect and Dignity Consultant (if the violent person is a staff member)

- Determine Action Plan
  - Safe Work Practices eg. Specific messaging, room searches (random/routine)
  - Scripting
  - Education
  - Risk Assessment
  - Ongoing Re-Evaluation
  - Patient Contract
  - Remove Potential Weapons/Drugs – with support of security services, Police, RCMP, as necessary

- Document including the following:
  - The level of risk and recommendations on managing the risks
  - The violence response procedures. The procedures are written and placed into the OHS policy/procedure and program manual under department specific heading or any other location for staff that is easily accessible.

- Offers support and removes worker(s) from the work area if required. Debriefing should be offered on the unit before the shift ends; it may be informal with coworkers & supervisor. For formal Critical Incident Stress Debriefing (CISD) follow procedure in CISD protocols (section 60-004 of the SHA OHS Policy/Procedure and Program Manual). Employee Family Assistance Program (EFAP) should also be offered. Workers will not lose pay/benefits if treatment/counseling is required
- The manager informs worker of their right to contact police if an assault has occurred

Workers:
- Follow procedures as per department including call for assistance (Code White)
- Do not take undue risk in attempting to manage a situation
- Report all potential or actual violent situations immediately to the manager/supervisor
- Worker and/or supervisor provide verbal & written communication to alert coworkers
- Report all potential or actual violent incidents/injuries to the Safety Alert System/Incident Reporting Line
- Seek medical attention if required
• A worker who reports to the police shall be offered assistance

Occupational Health Committee:
• Assists with the identification of workers who may be exposed to the violent situations
• Participate in recommendations for training requirements
• Investigates violent occurrences when necessary
• Should the facility choose to pursue action beyond its established internal protocols, the advice and counsel of SHA legal advisor shall guide it

Non-Compliance/Breach:
Non-compliance with this policy will result in a review of the incident. A review for non-compliance may result in disciplinary action, up to and including termination of employment or privileges; fines and/or prosecution of individuals under the Saskatchewan Employment Act and OHS Regulations.

References
• Regional Policy #7311-30-007 Violence Management
• E-learning – WAVE 101
• Critical Incident Stress Debriefing process for Traumatic Event/Critical Incident Defusing/Debriefing 60-004

Review Dates:
January 1, 2017
April 4, 2018
**Policy**

Saskatoon & Area – Occupational Health & Safety  
Number: 55-001  
Title: Other Hazards: Sanitation and Personnel Facilities  
Saskatchewan Employment Act:  
OHS Regulation: 71-76  
Date: January 1, 2017  
Date Revised/Reaffirmed: April 4, 2018

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**Purpose**

To ensure the health and safety of all workers by providing adequate washing, showering and toilet facilities

**Roles and Responsibilities**

Employer must ensure:

- That suitable and readily accessible toilet facilities for workers are provided at a place of employment and are maintained and kept clean
- That a sufficient number of washroom facilities are at the place of employment (Table 13 in the OHS Regulations Appendix)
- That the washroom facilities have adequate privacy, light, heat and ventilation
- That where there are 10 or more workers and both male and female persons are employed at any time separate toilet facilities for the workers of each sex are supplied in numbers that are proportionate to the numbers of male and female persons employed. Where each toilet compartment is completely enclosed from floor to ceiling and has a door that can be locked from the inside, this is acceptable as separate toilet facilities for workers of each sex.
- That where the toilet facilities are likely to be used by persons other than workers, such as visitors, additional toilets are provided in a number that is proportionate to the number set out in Table 13 of the OHS Regulations Appendix. Where use by those other persons is substantial and frequent, separate toilet facilities are provided for those other persons.
- That there is a sink with hot and cold water or warm water, soap and clean towels, or other suitable means of cleaning and drying
- That a suitable storage area is provided for street clothes that are not worn for work and for clothes worn at work
- Where street clothing not worn at work is likely to become wet, dirty or contaminated from being kept in the same accommodation as clothing worn at work, the accommodation for street clothing must be separate from the accommodation provided for clothing worn at work.

Saskatoon & Area - Occupational Health & Safety
• That if a worker’s work clothing or skin is likely to be contaminated by a hazardous or offensive substances protective clothing including head covering is provided as well as a suitable changing area
• That the clothing and head cover is handles and cleaned or disposed of in a manner that will prevent worker exposure to the hazardous or offensive substance
• That if a worker’s skin is likely to be contaminated by harmful or offensive substances as part of the regular work processes, change and shower facilities are provided where reasonably practicable
• Allow sufficient time during normal working hours for the worker to use the change and shower facilities
• That suitable eating areas are provided for workers for meal breaks
• That an adequate supply of safe clean drinking water is available for all workers
• That except when drinking water is supplied in an upward yet, an adequate supply of disposable cups are provided near each supply of drinking water

Manager/Supervisor must ensure:
• That roles and responsibilities of all workers are being met, as well as applicable legislation and/or standards
• Safe work procedures are written and followed
• That all toilet facilities are kept clean and free of vermin
• That all toilet facilities are supplied with toilet paper at all times
• That all toilet facilities have easily cleanable receptacles for waste materials
• That if a worker is required to shower due to exposure to harmful or offensive substances, sufficient time during normal working hours without loss of pay is allowed to use the change and shower facilities

Worker must ensure:
• They are trained in and follow the safe work procedures
• They are trained in and use any PPE required (selection, use, care and handling)
• They report all incidents/near misses, including lack of adequate equipment and supplies, to their manager/supervisor and the Safety Alert System/Incident Report Line

Materials
• Appropriate PPE if required

Non-Compliance/Breach:
Non-compliance with this policy will result in a review of the incident. A review for non-compliance may result in disciplinary action, up to and including termination of employment or privileges; fines and/or prosecution of individuals under the Saskatchewan Employment Act and OHS Regulations.

References
• Table 13 of the Appendix

Review Dates:
January 1, 2017
April 4, 2018
Purpose

- To ensure awareness of anaesthetic gases that may require department specific policies and procedures
- To ensure the safe handling and transportation of anaesthetic gases

Roles and Responsibilities

Employer must ensure:

- An effective waste anaesthetic gas scavenging system to collect, remove and dispose of waste anaesthetic gases and vapours
- A ventilation rate of 15 air changes per hour, where reasonably practicable
- Safe work practices and procedures are established to eliminate or reduce the concentration of anaesthetic gases and vapors in the room

Manager/Supervisor must ensure:

- That roles and responsibilities of all workers are being met, as well as applicable legislation and/or standards
- Safe work procedures are written and followed
- Workers are trained in the safe work practices and procedures
- The waste anaesthetic gas scavenging system and the equipment used to administer anaesthetic gases are maintained

Worker must ensure:

- They are trained in and follow the safe work procedures
- They are trained in and use any PPE required (selection, use, care and handling)
- They report to their supervisor and the Safety Alert System/Incident Report Line any incidents or near misses
- They inspect all anaesthetic gas equipment for leakage before each use and at least weekly
Orientation & Training

- Site specific training on safe work procedures for handling anaesthetic gases

Materials

- Appropriate PPE if required

Non-Compliance/Breach:
Non-compliance with this policy will result in a review of the incident. A review for non-compliance may result in disciplinary action, up to and including termination of employment or privileges; fines and/or prosecution of individuals under the Saskatchewan Employment Act and OHS Regulations.

Review Dates:
January 1, 2017
June 4, 2018
Policy
Saskatoon & Area – Occupational Health & Safety
Number: 55-003
Title: Other Hazards: Boilers and Pressure Vessels

Saskatchewan Employment Act:
OHS Regulation: 26
Date: January 1, 2017
Date Revised/Reaffirmed: June 4, 2018

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Purpose
To ensure that any boiler or pressure vessel is properly constructed and maintained

Roles and Responsibilities
Employer must ensure:
- That all boilers and pressure vessels required to be registered by the Boiler and Pressure Vessel Act are regularly inspected and maintained, according to the Boiler and Pressure Vessel Act
- That all boilers and pressure vessels not required to be inspected by the Boiler and Pressure Vessel Act are properly constructed, regularly inspected and maintained

Manager/Supervisor must ensure:
- That roles and responsibilities of all workers are being met, as well as applicable legislation and/or standards
- Safe work procedures are written and followed
- That all boilers and pressure vessels are properly constructed, regularly inspected and maintained

Worker must ensure:
- They are trained in and follow the safe work procedures
- They are trained in and use any PPE required (selection, use, care and handling)
- They report to their supervisor and the Safety Alert System/Incident Report Line for any incidents that occur or that may cause harm or have resulted in harm to the workers or other building occupants

Orientation & Training
- Training in the safe work procedures in the inspection and maintenance of boilers and pressure vessels

Materials
- Appropriate PPE if required
Non-Compliance/Breach:
Non-compliance with this policy will result in a review of the incident. A review for non-compliance may result in disciplinary action, up to and including termination of employment or privileges; fines and/or prosecution of individuals under the Saskatchewan Employment Act and OHS Regulations.

References

Review Dates:
January 1, 2017
June 4, 2018
Preamble

Improper use, storage and handling of compressed gas cylinders can lead to damage of the cylinder and/or the regulator causing a sudden release of highly pressurized gas. A damaged cylinder can become an uncontrolled object that moves at high speed and has enough force to cause severe injury and damage. An uncontrolled cylinder has the potential to cause death or severe damage to anyone or anything it contacts within its path.

Purpose

To ensure the safe handling, use and transportation of compressed gas cylinders

General Guidelines for Compressed Gas Cylinders

Personal Protective Equipment

- The following personal protective equipment is required when transporting gas cylinders:
  - Safety glasses
  - Steel-toed safety shoes (users who transport frequently)
- This section on PPE does not apply to small gas cylinders for patient use which are transported for short distances in a dept. or nursing unit
- General purpose work gloves are also recommended to protect against handling injuries

Transport and Handling

- Compressed gas cylinders should only be transported by those familiar with hazards and who have received prior hands-on training
- Visually inspect cylinders for any indication of damage or leakage. If a cylinder is leaking, close the valve, place a warning tag and report to your supervisor. Do not transport until repaired.
- All cylinders should be properly marked to identify the contents. Check label to ensure it corresponds to the expected gas
- Only move cylinders using a suitable cart designed for cylinder transport and secure the cylinder in an upright position
- Every reasonable precaution must be taken to ensure no spark, flame or other sources of ignition are present
- Transport cylinders with the regulator removed, valve closed and safety cap in place
• Never use cylinder without a safe, proper fitting regulator valve

• Oxygen is never to be used as a substitute for compressed air
  (a) in pneumatic tools;
  (b) to create pressure;
  (c) for ventilating purposes; or
  (d) to blow out a pipeline.

• Keep all valves closed when the cylinder is not in use, even if the tank is empty
• If a tank is empty, place in the empty area of the storage room or mark as empty with an appropriate marking
• If you need to move a cylinder between floors, travel with it in the elevator to ensure it is properly secured. Do not leave an unaccompanied cylinder in the elevator or in a hallway. Ensure no one else is in the elevator during transportation.
• Do not lift cylinders by the cap with magnets, chains or slings
• Oxygen cylinders must be properly secured at all times during storage, transport and use. Cylinders that are 5.0L or less may be stored and transported horizontally in holders located on bed or stretcher
• Compressed gas cylinders should not be dragged, rolled, carried or left unsecured in any manner

STORAGE
• Storage areas for cylinders must be clearly labelled
• Cylinders should be stored in a dry, well-ventilated area away from extreme temperatures and combustible materials
• Cylinders or equipment for handling oxygen shall be stored in a clean, ventilated area free of grease, oil, or other contaminants
• Cylinders should be stored away from electrical circuits and ignition sources such as sparks, flames or hot surfaces
• Store in an upright position and secure to prevent falling or rolling
• Larger cylinders must be strapped or chained to a secure object. At minimum, ensure the cylinder is secured between its mid-point and shoulder
• Smaller cylinders must be secured as above, or in an appropriate rack
• The valve on a compressed gas cylinder must be kept closed when the cylinder is not in use
• A cylinder not in use must have the regulator removed and the safety valve cap in place
• Store only the amount of compressed gas required for the specific application
• An empty cylinder must be identified as being empty and must be stored separately from other compressed gas cylinders and capped
• Follow the gas supplier’s recommendations for storage and use temperatures. To prevent excessive pressure buildup, never expose cylinders to temperatures above 52°C (125°F). Do not subject them to temperatures below -29°C (-20°F), unless they are designed for this. Cylinders that become frozen to a surface can be freed by using warm water (less than 52°C). Never apply direct heat to a cylinder. This should only be done by trained workers.
• Store cylinders away from areas of high traffic and emergency exits

Regulators and Connections
• Never use a compressed gas cylinder without a regulator that will safely reduce the cylinder pressure
• Never use a valve that has been modified from another gas

Saskatoon & Area - Occupational Health & Safety
• Visually inspect the regulator for damage. Ensure the regulator is approved for the specific gas and it is rated and marked for the maximum pressure rating of the cylinder.
• Use an appropriate wrench when fitting regulators and do not force cylinder valve connections that do not readily fit. Do not apply oil/grease/WD40 or Teflon tape on gas connections to cylinder.
• Slowly open the cylinder valve to avoid damaging the regulator. Do not stand directly in front of a regulator attached to a compressed gas cylinder when the valve is being opened.

Emergency Procedures
• It is extremely important to have the safety cap in place during transport. A damaged or severed valve can cause the cylinder to become a missile.
• If a cylinder starts to fall, do not attempt to catch it. Stand back and let the cylinder fall to the ground to avoid a physical injury. With the safety cap in place, cylinders can generally withstand a fall and not result in damage to the valve or cylinder body.
• If a cylinder has a minor leak, close the valve, place a warning tag and report to your supervisor.
• In the event of a large uncontrolled gas release, call a code brown, evacuate the area, and notify your supervisor/manager. Follow code brown and code green procedures.

Roles and Responsibilities
Employer must ensure:
• That written procedures are developed and implemented for the safe use and maintenance of all compressed gas cylinder systems
• That all procedures that have developed are available for reference by workers
• Workers do not use the compressed gas cylinder system before procedures are in place
• That workers are trained and implement the procedures

Manager/Supervisor must ensure:
• That roles and responsibilities of all workers are being met, as well as applicable legislation and/or standards
• That workers are trained in the safe handling, transportation and storage of compressed gas cylinders
• That all workers are informed about the risks and measures in place to minimize the risks when handling compressed gas cylinders
• That workers follow the written safe work procedures

Worker must ensure:
• That they have the appropriate training before using any compressed gas cylinder system
• That they refer to all procedures before using any compressed gas cylinder system
• That they follow the safe work procedures for handling gas cylinders
• They report to their supervisor and the Safety Alert System/Incident Report Line any incidents or near misses involving compressed gas cylinders

Orientation & Training
• Training in safe handling, transportation and storage of compressed gas cylinders
Non-Compliance/Breach:

Non-compliance with this policy will result in a review of the incident. A review for non-compliance may result in disciplinary action, up to and including termination of employment or privileges; fines and/or prosecution of individuals under the Saskatchewan Employment Act and OHS Regulations.

Review Dates:
January 1, 2017
May 28, 2018
Purpose
To ensure that ethylene oxide sterilizers are operated and maintained in accordance with the CSA installation standard

Definition
- “CSA installation standard” means the Canadian Standards Association standard CAN/CSA-Z314.9-M89 Installation and Ventilation of Ethylene Oxide Sterilizers in Health Care Facilities

Roles and Responsibilities
Employer must ensure:
- That to the extent that is practicable that all ethylene oxide sterilizers are operated and maintained according with the CSA standard
- That they work with the OHC committee to develop safe work procedures and policies
- That the work with OHC to prepare an emergency response program
- That any ethylene oxide sterilizers purchased after these regulations came into force:
  - Is constructed in accordance with the CSA standard CAN/CSA-Z314.1-M91
  - Is installed and meets the ventilation requirements of the CSA standard
  - Where reasonably practicable, is a sterilizer with in-chamber aeration that allows sterilization and aeration to take place without manually transferring the items that are being sterilized and aerated from one piece of equipment to another.
- An employer shall ensure that portable ethylene oxide sterilizers are operated in a fume cabinet or placed in a self-contained room that is unoccupied during the sterilization process and is ventilated clear of the place of employment at a minimum rate of 10 air changes per hour to prevent the accumulation of the gas in the room.

Manager/Supervisor must ensure:
- That roles and responsibilities of all workers are being met, as well as applicable legislation and/or standards
• Implement the safe work practices and policies
• All workers who operate ethylene oxide sterilizers or may come in contact with ethylene oxide are trained in accordance with CSA standards
• That where ethylene oxide is used or stored is clearly marked with legible signs that state “ETHYLENE OXIDE AREA, POTENTIAL CANCER AND REPRODUCTIVE HAZARD, AUTHORIZED PERSONNEL ONLY”
• That all records pertaining to equipment maintenance and accidental leaks of ethylene oxide are kept in a log book for 5 years

Worker must ensure:
• They are trained in and follow the safe work procedures
• They are trained in and use any PPE required (selection, use, care and handling)
• They report to their supervisor and the Safety Alert System/Incident Report Line any incidents or near misses

Orientation & Training
• In all safe work procedures and policies regarding ethylene oxide
• In the handling, storage, use and emergency response regarding ethylene oxide or sterilization machines

Materials
• Appropriate PPE if required
• Log books to record accidental spills and maintenance records

Non-Compliance/Breach:
Non-compliance with this policy will result in a review of the incident. A review for non-compliance may result in disciplinary action, up to and including termination of employment or privileges; fines and/or prosecution of individuals under the Saskatchewan Employment Act and OHS Regulations.

References
• CSA Standards for Ethylene Oxide Sterilizers

Review Dates:
January 1, 2017
June 4, 2018
Preamble
Improper use, storage and handling of compressed gas cylinders can lead to damage of the cylinder and/or the regulator causing a sudden release of highly pressurized gas. A damaged cylinder can become an uncontrolled object that moves at high speed and has enough force to cause severe injury and damage. An uncontrolled cylinder has the potential to cause death or severe damage to anyone or anything it contacts within its path.

Purpose
To ensure the safe handling, use and transportation of portable compressed gas cylinders

Roles and Responsibilities
Employer must ensure:
- That written procedures are developed and implemented for the safe use and maintenance of the system
- That all procedures that have developed are available for reference by workers
- Workers do not use the system before procedures are in place
- That workers are trained and implement the procedures
- That oxygen is never used as a substitute for compressed air
  (a) in pneumatic tools;
  (b) to create pressure;
  (c) for ventilating purposes; or
  (d) to blow out a pipeline.

Manager/Supervisor must ensure:
- That roles and responsibilities of all workers are being met, as well as applicable legislation and/or standards
- Workers are trained in the safe handling, transportation and storage of compressed gas cylinders
- Oxygen cylinders must be properly secured at all times during storage, transport and use. Cylinders that are 5.0L or less may be stored and transported horizontally in holders located on bed or stretcher. Cylinders or equipment for handling oxygen shall be stored in a clean, ventilated area free of grease, oil, or other contaminants. Compressed gas cylinders should not be dragged, rolled, carried or left unsecured in any manner.
• Cylinders are labeled. Storage areas must also be labeled. Never use an oxygen cylinder without a safe, properly fitting regulator valve. Never use a valve that has been modified from another gas. Keep all valves closed when the oxygen cylinder is not in use, even if the tank is empty. If a tank is empty place is the empty area of storage room or mark as empty with an appropriate marking.
• That all workers are informed about the risks and measures in place to minimize the risks when handling compressed gas cylinders
• That workers follow the written safe work procedures

Worker must ensure:
• That they have the appropriate training before using any system
• That they refer to all procedures before using the system’s
• Implement all policies and procedures regarding gas systems
• Oxygen cylinders must be properly secured at all times during storage, transport and use. Cylinders that are 5.0L or less may be stored and transported horizontally in holders located on bed or stretcher.
• Cylinders or equipment for handling oxygen shall be stored in a clean, ventilated area free of grease, oil, or other contaminants. Compressed gas cylinders should not be dragged, rolled, carried or left unsecured in any manner.
• That they have taken every precaution reasonable to ensure no spark, flame or other sources of ignition are present
• All caps are secured in place before transporting any container
• They report to their supervisor and the Safety Alert System/Incident Report Line any incidents or near misses involving portable compressed gas cylinders

Orientation & Training
• Training in safe handling, transportation and storage of compressed gas cylinders

Non-Compliance/Breach:
Non-compliance with this policy will result in a review of the incident. A review for non-compliance may result in disciplinary action, up to and including termination of employment or privileges; fines and/or prosecution of individuals under the Saskatchewan Employment Act and OHS Regulations.

Review Dates:
January 1, 2017
May 28, 2018
Purpose

The purpose of this procedure is to establish the processes to follow to ensure safe handling and transportation of portable compressed gas cylinders.

Procedure

Managers/Supervisors

- Inform workers about the hazards and measures in place to minimize the risks when handling portable compressed gas cylinders
- Train workers in safe handling, storage and transport procedures
- Supervise to ensure safe procedures are followed and that safe transport devices are in place

Workers

- Use safe handling procedures
- Report equipment or process failures to their supervisor and to the Safety Alert System/Incident Reporting Line

Non-Compliance/Breach:

Non-compliance with this policy will result in a review of the incident. A review for non-compliance may result in disciplinary action, up to and including termination of employment or privileges; fines and/or prosecution of individuals under the Saskatchewan Employment Act and OHS Regulations.

Review Dates:

January 1, 2017
May 28, 2018
Purpose
To ensure the health and safety of all workers who are trained and certified to work with electricity

Roles and Responsibilities
Employer must ensure:
- That only trained electrical workers construct, install alter, repair or maintain electrical equipment
- That only approved electrical equipment is used and as it was intended and at the proper location
- That all electrical equipment is in proper working condition and is safe to operate
- That all electrical equipment is tested in accordance with the manufacturer
- That all electrical panels approved for the intended use and location and is protected from physical damage
- Where there is electrical switchgear or transformer that the equipment is properly guarded, kept free from extraneous material, adequately ventilated, has warning signs placed that indicate the voltage use and states restricted access
- That a specified minimum distance is maintained between high voltage electrical equipment, conductors and workplace equipment. If this specified minimum safe distance cannot be maintained, it requires that an employer must obtain a written assurance of certain matters from a representative of the power system.
- That an emergency program has been developed in the case that an electrical worker comes in contact or is exposed to an energized electrical conductor. It must include how to a rescue a worker who has come in contact with a live conductor, to administer first aid to the worker and how to obtain medical assistance

Manager/Supervisor must ensure:
- That roles and responsibilities of all workers are being met, as well as applicable legislation and/or standards
- Safe work procedures are written and followed
- Any and all defects identified in electrical equipment have immediate steps taken to protect the health and safety of all workers who may be at risk or the unsafe conditions are corrected or repaired as soon as possible
- Switches, receptacles, luminaries and junction boxes are fitted with approved covers and are in the proper location
Worker must ensure:

- They are trained in and follow the safe work procedures
- They are trained in and use any PPE required (selection, use, care and handling)
- They report to their supervisor and the Safety Alert System/Incident Report Line for any incidents or near misses that involve electricity
- All extension cords are approved for the proper use, location, fitted with the appropriate cord end, is grounded, maintained and protected from damage
- That when using portable luminaires the proper cords and fittings are used
- The electrical cord used for portable luminaries are not used to power any other equipment
- Electrical panels are accessible and fitted with an approved cover
- That portable electric plants do not exceed 240 volts
- If the portable plant is ungrounded all connected equipment must be of the double insulated type and clearly marked as double insulated or is supplied from a class A ground fault
- No work is performed in proximity to exposed energized high voltage electrical conductors unless the equipment is isolated, locked out and connected to ground or other effective procedures are taken to ensure worker safety

Orientation & Training

- Trained and qualified in high voltage electrical safety

Materials

- Appropriate PPE
- Written proof of approved training- proof must accessible at all times when working near high voltage
- Emergency Program

Non-Compliance/Breach:

Non-compliance with this policy will result in a review of the incident. A review for non-compliance may result in disciplinary action, up to and including termination of employment or privileges; fines and/or prosecution of individuals under the Saskatchewan Employment Act and OHS Regulations.

Review Dates:

January 1, 2017
May 28, 2018
Purpose
To ensure that workers at all levels understand their roles and responsibilities as it relates to the fire safety plan and the prevention of fire and explosions

Roles and Responsibilities
Employer must ensure:
- They take all reasonable steps to prevent the outbreak of a fire at all workplaces and all precautions to protect workers in the event of a fire
- They develop and implement a written fire safety plan that protects all workers in the event of fire
- That portable fire extinguishers are selected, inspected, located, maintained and tested
- That no worker enters an area that has an explosive substance in the atmosphere that is more than 20% of the lower explosive limit
- There is a designated person to carry out the fire safety plan
- Designated workers are trained in their responsibilities for fire safety

Manager/Supervisor must ensure:
- That roles and responsibilities of all workers are being met, as well as applicable legislation and/or standards
- Safe work procedures are written and followed
- That portable fire extinguishers are placed no more than 9 meters from industrial open flame or where welding or cutting tasks are taking place
- Where garbage may be a fire hazard, that a suitable fire-resistant covered garbage can is required
- That proper procedures are in place for all flammable substances that will be handled, used, stored or disposed of
- That all workers who handle, use, store or dispose of flammable substances have received training to safely do so
- All materials contaminated by flammable liquids are placed in a non-combustible with a close-fitting metal cover and are labelled flammable and located at least 1 meter from other flammable liquids
- There is adequate ventilation to prevent the buildup of explosive vapours and dusts
- That procedures are in place to prevent ignition of flammable liquids, gases, vapours and/or explosive dusts
All sources or potential sources of ignition are eliminated or controlled where explosive atmosphere exists or possibly could exist.

No vehicle is serviced or maintained while it contains a flammable liquid, gas or explosive substance, other than fuel is in the vehicle’s fuel tank.

No vehicle is services or maintained while loading or unloading a flammable liquid, gas or explosive substance.

Worker must ensure:

- They are trained in and follow the safe work procedures.
- They are trained in and use any PPE required (selection, use, care and handling).
- They report to their supervisor and the Safety Alert System/Incident Report Line any incidents or near misses involving fire and/or explosion.
- They place any materials contaminated by flammable liquids or garbage that may a fire hazard in proper container.
- They never use gasoline to start a fire or as for cleaning.
- They never replace or refill a tank on a heating device while the device is in operation or hot enough to ignite the liquid.
- They electrically bond containers together while transferring flammable liquids from one container to another.

Orientation & Training:

- Specialized training in the handling, use, storage and storage of flammable materials.
- Training in the selection, use, care and handling of all required PPE.

Materials:

- Appropriate PPE if required.
- Copies of all policies and procedures related to the fire plan.

Non-Compliance/Breach:

Non-compliance with this policy will result in a review of the incident. A review for non-compliance may result in disciplinary action, up to and including termination of employment or privileges; fines and/or prosecution of individuals under the Saskatchewan Employment Act and OHS Regulations.

Review Dates:
January 1, 2017
May 28, 2018
**Policy**

Saskatoon & Area – Occupational Health & Safety

**Number:** 55-009
**Title:** Other Hazards: Hot Work/Welding

**Saskatchewan Employment Act:**
OHS Regulation: 359(e), 363, 370, 373

**Date:** January 1, 2017
**Date Revised/Reaffirmed:** May 28, 2018

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**Purpose**

To ensure that workers understand and receive training on how to identify and control hazards before and while performing hot work

**Definition**

- **“Hot work”** means work that produces arcs, sparks, flames, heat or other sources of ignition

**Roles and Responsibilities**

**Employer must ensure:**

- That no hot work will be performed in an area where a flammable substance is or may be present until suitable tests have been conducted; Theses tests must include:
  1. Whether the atmosphere contains a flammable substance large enough to cause an explosion
  2. Confirmation that the work can be performed safely

**Manager/Supervisor must ensure:**

- That roles and responsibilities of all workers are being met, as well as applicable legislation and/or standards
- Safe work procedures are developed in accordance to clause 363(1)(b) of the Saskatchewan Occupational Health & Safety Regulations
- Workers are trained in the safe work procedures
- Workers are adequately supervised in the safe work procedures
- When hot work must be performed, tests must be conducted in accordance with Reg 370 of the Saskatchewan Health & Safety Regulations
- That no hot work will be performed until any materials that may cause a fire hazard have been controlled to eliminate or reduce the risk of fire
- That no hot work will be performed on a pipe or container that has contained a flammable liquid until the pipe or container has been purged and the flammable liquid has been removed

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Saskatoon & Area - Occupational Health & Safety
- That no welding or cutting will be performed on metal which has been cleaned with a flammable or combustible liquid has dried
- That an approved flashback device is installed on both hoses at the regulator end that all acetylene and liquefied gas containers are used and stored in an upright position

Worker must ensure:
- They are trained in and follow the safe work procedures
- They are trained in and use any PPE required (selection, use, care and handling)
- They report to their supervisor and the Safety Alert System/Incident Report Line any incidents or near misses involving hot work
- That they will not perform hot work around any material that may constitute a fire hazard
- That they will not performed hot work on a pipe or container that has contained a flammable liquid or that has not been properly purged
- That they do not perform welding or cutting of a metal that has been cleaned with a flammable or combustible liquid until the liquid has dried
- That they shut off the container and the valve and release pressure in the hose when finished performing work with any gas burning or welding equipment

Orientation & Training
- Specific to hot work performed

Materials
- Appropriate PPE if required

Non-Compliance/Breach:
Non-compliance with this policy will result in a review of the incident. A review for non-compliance may result in disciplinary action, up to and including termination of employment or privileges; fines and/or prosecution of individuals under the Saskatchewan Employment Act and OHS Regulations.

Review Dates:
January 1, 2017
May 28, 2018
Purpose
To ensure that workers at all levels are aware of their roles and responsibilities when working with piping that may contain harmful substances or substances under pressure

Roles and Responsibilities
Employer must ensure:
- They work with the OHC to develop safe work procedures
- The procedure includes the all parts OHS Regulation 374
- All piping related to this policy is clearly marked to indicate the blank has been installed

Manager/Supervisor must ensure:
- That roles and responsibilities of all workers are being met, as well as applicable legislation and/or standards
- Safe work procedures are written and followed
- All workers are trained and implement the safe work procedures developed

Worker must ensure:
- They are trained in and follow the safe work procedures
- They are trained in and use any PPE required (selection, use, care and handling)
- They report to their supervisor and the Safety Alert System/Incident Report Line any incidents or near misses
- That as the designated worker will monitor all valves to ensure they are not active while another worker is working in the piping
- That they will record the date and time as well as sign the tag after each monitoring

Orientation & Training
- Training in the lockout tag out procedure
Training in duties specific to being the designated worker

Materials
- Appropriate PPE if required
- Proper tags for the lockout procedure

Non-Compliance/Breach:
Non-compliance with this policy will result in a review of the incident. A review for non-compliance may result in disciplinary action, up to and including termination of employment or privileges; fines and/or prosecution of individuals under the Saskatchewan Employment Act and OHS Regulations.

Review Dates:
January 1, 2017
May 28, 2018
Purpose
To ensure that all regulations and standards are met and followed regarding the handling, storage, use and disposal of radioactive substances or devices containing a radioactive substance

Roles and Responsibilities
Employer must ensure:
- In consultation with the OHC, safe work procedures are developed and implemented on the proper use, storage, handling and disposal of radioactive substances
- Any license issued by the Canadian Nuclear Safety Commission, pursuant to the Atomic Energy Control Act (Canada), or its replacement, the Nuclear Safety and Control Act, is provided to the OHC on request

Manager/Supervisor must ensure:
- Workers are held accountable for meeting their responsibilities, applicable legislation and/or standards
- Safe work procedures are written and followed

Worker must ensure:
- They are trained in and follow the safe work procedures
- They are trained in and use any PPE required (selection, use, care and handling)
- They report all incidents and near misses involving radioactive substances to their supervisor and the Safety Alert System/Incident Report Line

Orientation & Training
- Training on all safe work procedures related to the handling of radioactive materials

Materials
- Appropriate PPE if required
Non-Compliance/Breach:
Non-compliance with this policy will result in a review of the incident. A review for non-compliance may result in disciplinary action, up to and including termination of employment or privileges; fines and/or prosecution of individuals under the Saskatchewan Employment Act and OHS Regulations.

Review Dates:
January 1, 2017
May 28, 2018
Policy
Saskatoon & Area – Occupational Health & Safety
Number: 55-012
Title: Other Hazard: Working with Designated Substances
Saskatchewan Employment Act:
OHS Regulation: 307, 308, Table 21
Date: January 1, 2017
Date Revised/Reaffirmed: May 28, 2018

Purpose
The purpose of this procedure is to establish the processes to prevent the exposure of a worker to a substance in an airborne concentration that is likely to be hazardous to a worker.

Roles and Responsibilities
Employer must ensure:
- Adequate controls are in place to ensure that the contamination limit set out in OHS Regulations Table 21 is not exceeded in any area where a worker can be present
- All practicable steps are taken so that no worker’s personal exposure exceeds the limit set out in Table 21

Manager/Supervisor must ensure:
- That roles and responsibilities of all workers are being met, as well as applicable legislation and/or standards
- Safe work procedures are written and followed
- Safe work procedures will include conditions under which a worker will be required to work including name of substance, frequency, quantity and duration of exposure to the substances

Worker must ensure:
- They are trained in and follow the safe work procedures
- They are trained in and use any PPE required (selection, use, care and handling)
- They report to their manager/supervisor and the Safety Alert System/Incident Report Line any incidents or near misses related to chemical or biological substances

Materials
- Appropriate PPE if required
Non-Compliance/Breach:
Non-compliance with this policy will result in a review of the incident. A review for non-compliance may result in disciplinary action, up to and including termination of employment or privileges; fines and/or prosecution of individuals under the Saskatchewan Employment Act and OHS Regulations.

References

- Occupational Health & Safety Regulations Table 21: (pages 268-291)

Review Dates:
January 1, 2017
May 28, 2018
Purpose

- To ensure safe techniques are used for all material handling tasks and client moving
- To prevent injuries to workers while performing material handling tasks and client moving
- To promote minimal manual handling through maximum equipment use

Roles and Responsibilities

Employer must ensure:

- That any worker who is to engage in the lifting, holding or transporting loads is to receive appropriate training in safe methods of lifting, holding and carrying of loads
- No worker shall engage in the manual lifting, holding or transporting of a load that, by reason of its weight, size or shape, or by any combination of these or by reason of the frequency, speed or manner in which a load is lifted, held or transported, is likely to be injurious to the worker’s health or safety
- All supervisory staff will be TLR General and Client Moving trained to ensure an understanding of the procedures and approved techniques

Manager/Supervisor must ensure:

- That roles and responsibilities of all workers are being met, as well as applicable legislation and/or standards
- Safe work procedures are written and followed
- They are trained in TLR General and Client Moving to ensure an understanding of the procedures and approved techniques
- No worker shall engage in the manual lifting, holding or transporting of a load that, by reason of its weight, size or shape, or by any combination of these or by reason of the frequency, speed or manner in which a load is lifted, held or transported, is likely to be injurious to the worker’s health or safety

Worker must ensure:

- They are trained in and follow the safe work procedures
- They are trained in and use appropriate equipment available when moving any loads or clients
• They do not engage in the manual lifting, holding or transporting of a load that, by reason of its weight, size or shape, or by any combination of these or by reason of the frequency, speed or manner in which a load is lifted, held or transported, is likely to be injurious to the worker’s health or safety
• They report to their manager/supervisor and the Safety Alert System/Incident Report Line any incidents or near misses involving lifting, handling or carrying of loads

Orientation & Training
• TLR General and Client Moving

Materials
• Appropriate equipment to move any loads or clients

Non-Compliance/Breach:
Non-compliance with this policy will result in a review of the incident. A review for non-compliance may result in disciplinary action, up to and including termination of employment or privileges; fines and/or prosecution of individuals under the Saskatchewan Employment Act and OHS Regulations.

References
• SHA Regional TLR Policy: https://www.saskatoonhealthregion.ca/about/RWPolicies/7311-60-011.pdf

Review Dates:
January 1, 2017
May 15, 2018
**Purpose**

- To ensure safe techniques are used for all material handling tasks and client moving
- To prevent injuries to workers while performing material handling tasks and client moving
- To promote minimal manual handling through maximum equipment use

**Procedures**

**Manager/Supervisor:**

- Ensures all workers as a part of their job duties involves material handling or client moving, is trained in TLR General and Client Moving
- Provides training updates every three years and corrective action as indicated
- Ensures policies and procedures applicable to the unit’s needs are in place
- Ensures workers demonstrates compliance to the policies and procedures
- Provides adequate and regularly maintained equipment as needed
- Ensures a copy of Saskatchewan Association for Workplaces in Health (SASWH) TLR Resource Manual is readily accessible to all workers

**Workers:**

- Attends TLR General and Client Moving training (if applicable) during Welcome Onboard Week as well as re-evaluations every three years or every year as selected by unit, department or facility policy
- Complies with the TLR General and Client Moving techniques and procedures for all material handling tasks and client moving
- Informs supervisor if equipment requires maintenance
- Provides input into program reviews and audits
- Report any material handling related hazards or injuries to manager/supervisor and call Safety Alert System/Incident Report Line

**Non-Compliance/Breach:**

Non-compliance with this policy will result in a review of the incident. A review for non-compliance may result in disciplinary action, up to and including termination of employment or privileges; fines and/or prosecution of individuals under the Saskatchewan Employment Act and OHS Regulations.
References


Review Dates:
January 1, 2017
May 15, 2018
Policy
Saskatoon & Area – Occupational Health & Safety
Number: 60-001-2
Title: TLR: Material Handling
Saskatchewan Employment Act:
OHS Regulation: 78, 81, 470
Date: January 1, 2017
Date Revised/Reaffirmed: June 5, 2018

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Purpose
- To eliminate injuries due to lifting and handling loads
- To establish safe work procedures in transporting and handling loads using minimal manual effort and maximum use of equipment
- To provide training on proper use handling, safe storage and safe practices

Roles and Responsibilities
Employer must ensure:
- Material handling equipment is provided and used for the handling of heavy or awkward loads
- When use of equipment is not reasonably practicable, take all feasible means to adapt heavy or awkward loads to facilitate lifting, holding or transporting by workers

Manager/Supervisor must ensure:
- All workers who will be handling chemicals have been competently trained in the safe work procedures and processes for handling, use, storage and disposal
- Material handling equipment that is purchased is easy to use and maintain
- That workers use equipment to minimize manual handling
- Ensure equipment has alarms and lights where appropriate to notify others in the work area
- That work areas are designed so that material can be moved via chute or other devices whenever possible
- Enough time and people are available to handle material safely
- All manufacturer’s user manuals are accessible to workers
- All workers are trained in TLR General Moving and re-certified every three years
- Safe work procedures are written and followed, including information on proper clothing and footwear

Worker must ensure:
- Equipment is used to minimize manual handling
- They have been trained in and follow all safe work procedures
- They are trained in and use any PPE required (selection, use, care and handling)

Saskatoon & Area - Occupational Health & Safety
They report to their supervisor and the Safety Alert System/Incident Report Line any incidents or near misses.

**Orientation & Training**
- TLR General Moving
- Training on any lifts or mechanical devices used to aid with lifting

**Materials**
- Appropriate PPE if required

**Non-Compliance/Breach:**
Non-compliance with this policy will result in a review of the incident. A review for non-compliance may result in disciplinary action, up to and including termination of employment or privileges; fines and/or prosecution of individuals under the Saskatchewan Employment Act and OHS Regulations.

**References**

**Review Dates:**
January 1, 2017
June 5, 2018
Purpose
The purpose of this procedure is to establish the processes to follow to ensure safe work practices while material handling.

Procedure
Manager/Supervisor:

- Assess the work to determine safest means of material handling. No worker is to engage in manual lifting or transporting loads that is likely to injure a worker. Use the Weight/Force section of the WISHA tool to assess the lifting hazards.
- Develop written safe work procedure for the material handling task.
- Obtain equipment such as carts, hand trucks, electric lift trucks, forklifts, barrel lifters, etc.
- Inform workers of hazards.
- Ensure workers are trained in safe work procedures prior to handling loads. This includes TLR General Moving and training specific to the material and equipment used.
- Shall regularly review the activities at the place of employment that may cause or aggravate injuries.
- Ensure that training records are maintained and kept readily available.

Worker:

- Follow safe work procedures, including assessing the load, the environment and yourself.
- Use appropriate equipment, proper body mechanics and use correct number of staff.
- If injury or near miss occurs, report to manager/supervisor and the Safety Alert System/Incident Reporting Line.

Non-Compliance/Breach:
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Saskatoon & Area - Occupational Health & Safety
References

- [WISHA Tool](http://saswh.ca/index.php/resources/safety-talks/object-moving)

Review Dates:
January 1, 2017
June 5, 2018
Preamble

Musculoskeletal injury means an injury or disorder of the muscles, ligaments, nerves, joints, bones or supporting vasculature. They are often caused or aggravated by:

- Repetitive motions
- Forceful exertions
- Vibration
- Mechanical compression
- Sustained or awkward postures
- Limitations on motion or action
- Other ergonomic stressors

Purpose

- To identify and control the hazards associated with musculoskeletal injury
- To prevent and manage musculoskeletal injuries

Roles and Responsibilities

Employer must ensure:

- A regular review of activities that may cause or aggravate musculoskeletal injuries is performed
- When workers have symptoms of musculoskeletal injuries, that workers consult a health care professional
- A prompt review of activities of an injured worker is performed to identify any cause of symptoms and to take corrective measures to avoid further injuries

Manager/Supervisor must ensure:

- Enough time and people are available to handle material safely
- All manufacturer’s user manuals are accessible to workers
- Written safe work procedures are developed and followed by workers
- A regular review of activities that may cause or aggravate musculoskeletal injuries is performed
- Work schedules that incorporate rest and recovery periods are implemented which includes a system created to ensure regular stretch breaks during repetitive tasks
- All workers are trained in TLR General Moving and re-certified every three years
- Materials or equipment that require less exertion or repetition is substituted for current products when applicable
- Lift equipment purchased and used as a substitution for manual handling when applicable
- All workers are trained in the care, storage and use of all PPE

Worker must ensure:
- They have received training in the safe work procedures
- They have received training in TLR General Moving training and re-certify every three years
- They are trained in any PPE required (selection, use, care and handling)
- They use the provided PPE
- They report to their supervisor and the Safety Alert System/Incident Report Line any incidents or near misses

Orientation & Training
- Training in TLR General Moving and re-certification every three years
- Training on use and care of appropriate PPE

Materials
- Appropriate PPE if required

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References
- WISHA Tool
- www.ccohs.ca/products/courses/msd_awareness/ - a short free e-course of musculoskeletal awareness
- Musculoskeletal Injuries Prevention Guide from SK LRWS

Review Dates:
January 1, 2017
June 5, 2018
Purpose
The purpose of this procedure is to establish the processes to follow to ensure safe work practices while material handling.

Procedure
Manager/Supervisor:

- Identify hazards that may lead to musculoskeletal injuries. This may be done by the manager, supervisors and department safety committee, in consultation with the Occupational Health Committee. The WISHA tool will be a helpful guide.
- Analyze the hazards to determine the greatest risk. Consider the likelihood that an incident would occur and the severity of possible injury.
- Where a risk is identified, inform each worker who may be at risk of developing a musculoskeletal injury of the risk and of the signs and symptoms of the potential injury.
- Starting with the hazards with the greatest risk, determine and implement controls. At times it may be necessary to implement interim measures until more effective measures can be completed. All workers have the right to be involved by suggesting hazard management strategies.
- Investigate the injury to determine causes of the symptoms and appropriate corrective actions to prevent reoccurrence. Also review the activities of other workers doing similar tasks to determine causes and corrective actions.
- Implement corrective actions to minimize the risk.
- Follow-up to ensure that the controls are effective and that they have not created new hazards.
- In consultation with the OHC, regularly review the activities that may cause musculoskeletal injuries. This can be a regular review of the Job Safety Analysis or by other means.

Worker:

- Must inform manager/supervisor of any musculoskeletal symptoms and report to the Safety Alert System/incident Reporting Line.
• See a physician or other health care professional and inform them that the injury is work-related. Take the SHR Employee Incident Reporting Package with you and give to health care professional
• Inform manager and Safety Alert System/Incident Reporting Line if the health care professional recommends time away from work

Non-Compliance/Breach:
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References
• WISHA tool
• www.ccohs.ca/products/courses/msd_awareness/ - a short free e-course of musculoskeletal awareness.
• Musculoskeletal Injuries Prevention Guide from SK LRWS
• Risk Assessment Matrix: http://infonet.sktnhr.ca/peopleneandpartnerships/occupational-health-safety/Documents/Resources/SHRRISKMATRIX%20Revised%202010%202019%202011.pdf

Review Dates:
January 1, 2017
June 5, 2018
Purpose

- To ensure safety through training on assessment and techniques for safe patient handling
- To prevent injuries to workers while providing high standards of care
- To have minimal manual handling through maximum application of equipment and maximum effort from the client as indicated by the assessment

Roles and Responsibilities

Employer must ensure:

- A program is written and implemented that outlines procedures to be used by a competent person to assess whether a patient, resident or client requires assistance to move
- A program is written and implemented that outlines procedures and techniques that workers must use when mobilizing, lifting, holding, turning, positioning or transferring a patient, resident or client under all reasonably foreseeable circumstances
- Client handling equipment is provided and used for client moving when indicated after the Client Mobility Assessment is performed
- Equipment is provided in sufficient quantity, capacity and quality
- When use of client moving equipment is not reasonably practicable, take all feasible means to prevent injuries to workers when lifting, holding or transporting clients

Manager/Supervisor must ensure:

- That roles and responsibilities of all workers are being met, as well as applicable legislation and/or standards
- Safe work procedures are written and followed, including information on proper clothing and footwear
- All manufacturer user manuals are accessible to workers
- All workers are trained in the procedures and techniques of TLR Client Moving and re-certified at a minimum of every three years
- That workers are trained in and use client handling equipment to minimize manual handling
- Enough time and people are available to handle clients safely
- A preventative maintenance program for equipment is implemented that meets the manufacture’s recommendations
- All injuries are reviewed resulting from mobilizing, lifting, holding, positioning or transferring patients, residents or clients to determine the causes of the injuries

Worker must ensure:
- They are trained in and follow TLR Client Moving principles
- They are trained in and use any client handling equipment required (selection, use, care and handling)
- Where a patient, client or resident has been assessed as requiring assistance, the required techniques and equipment to mobilize, lift, hold, turn, position or transfer the patient, client or resident is clearly identified in writing or visual means at or near the location of the patient, client or resident
- Equipment is used to minimize manual handling
- They report to their supervisor and the Safety Alert System/Incident Report Line for any incidents or near misses involving client moving

**Orientation & Training**
- TLR General and Client Moving
- Training on any lifts or mechanical devices used to aid in client moving

**Materials**
- Appropriate PPE if required

**Non-Compliance/Breach:**
Non-compliance with this policy will result in a review of the incident. A review for non-compliance may result in disciplinary action, up to and including termination of employment or privileges; fines and/or prosecution of individuals under the Saskatchewan Employment Act and OHS Regulations.

**References**
- Saskatchewan Association for Safe Workplaces in Health – TLR Program

**Review Dates:**
January 1, 2017
June 7, 2018
Purpose
The purpose of this procedure is to establish and follow the processes to ensure safe work practices while safe patient handling.

Procedure
Manager/Supervisor:

- Use the Onboarding procedure to register new staff for training.
- Contact OHS by submitting request to OHSINTAKE@saskatoonhealthregion.ca to register staff that have not been previously trained in TLR®.
- OHS provides patient handling training for new hires through Welcome on Board Week (WOW) and other workers not previously trained. See TLR® program.
- Provide orientation and training of any patient handling equipment or procedure not included in the initial TLR® program training.
- Ensure risks are identified through the job safety analysis and assessment and either eliminated or managed as per preventative and protective measures above.
- Provide appropriate supervision as per OHS Regulation 469.1 to ensure workers follow TLR® and any other safe work practices around patient handling.
- Facilities Management follows a Preventative Maintenance schedule for patient handling equipment as well as providing repairs to equipment as required between scheduled Preventative Maintenance.
- Re-evaluations for trained employees are to be carried out regularly as required by SHA, either 1.5 hours per year using E-Learning Part A, B, C, followed by a practical component or 4 hours every 3 years to review all modules and perform a practical component with updates provided yearly by the department TLR® trainers.
- The OHS Department will monitor new equipment available on the market to ensure leading practice, best quality and thereby safest equipment is being brought forward for potential purchase and use.
- The OHS Department together with the Materials Management Department and Occupational Health Committees lead in equipment trials and use budget as available to purchase equipment appropriate in quality and quantity based on feedback from front line staff, assessment of areas needing equipment and types of patients to be moved.
Worker:

- Follows safe work practices, including completing Initial Client Mobility Risk Assessment and Re-Assessment of Client Mobility Risks as required, using proper body mechanics, using equipment as required, following model procedures, and ongoing communication as required
- Report any incidents or near misses due to patient handling to their manager/supervisor and the Safety Alert System/Incident Reporting Line
- Follow department procedure when equipment is in need of repair

Non-Compliance/Breach:

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References

- Saskatchewan Association for Safe Workplaces in Health – TLR Program

Review Dates:
January 1, 2017
June 7, 2018
**Policy**

Saskatoon & Area – Occupational Health & Safety

**Number:** 60-001-5  
**Title:** TLR: Warm Up to Work  
**Saskatchewan Employment Act:**  
**OHS Regulation:** 81  
**Date:** January 1, 2016  
**Date Revised/Reaffirmed:** June 7, 2018

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**Purpose**

- To assist in the reduction of musculoskeletal injuries in the workplace  
- To decrease the severity of injuries, therefore decreasing the amount of lost time  
- To increase the body’s ability to accommodate to daily physical demands  
- To create greater awareness of the body

**Roles and Responsibilities**

**Employer must ensure:**

- New workers to the SHA - Saskatoon Region are instructed in Warm up to Work exercises during their orientation to the SHA at Welcome Onboard Week (WOW)  
- Each worker is educated of the risks of developing musculoskeletal injury (MSI) and can identify the signs and symptoms of any MSI associated with the workers duties  
- In consultation with the OHC must regularly review all activities that may cause or aggravate musculoskeletal injuries

**Manager/Supervisor:**

- Must ensure that roles and responsibilities of all workers are being met, as well as applicable legislation and/or standards  
- Provide workers with the [warm up to work exercises](#) and encourage their workers to continue with the stretches on a regular basis

**Workers:**

- Some workers may not have the ability to perform some of the warm up to work exercises, the workers are encouraged to access appropriate practitioners to assist them in developing a set of alternative warm up to work exercises  
- Workers should perform the warm up to work exercises prior to beginning work and after breaks, to assist in reduction of their risk of musculoskeletal injury

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Saskatoon & Area - Occupational Health & Safety
Orientation & Training

- Warm Up To Work portion of TLR General Moving at WOW

Non-Compliance/Breach:
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References

- Stretching Poster from Saskatchewan Association for Workplaces in Health:

Review Dates:
January 1, 2017
June 7, 2018
Purpose
To educate workers at all levels of their roles and responsibilities in regards to the exposure plan. To ensure all workers are safe from exposure to infectious disease hazards and know the process to follow if an exposure should occur.

Roles and Responsibilities
Employer must ensure:

- That in consultation with the Occupational Health Committee (OHC) have developed and implemented a plan to protect workers who may be exposed or will handle, use or produce an infectious material
- That the exposure plan is written and follows the guidelines of OHS Regulation 85(3)
- That no worker will complete any task in regards to infectious materials unless the worker has trained in the exposure control plan and the use of control measures for the task
- That in consultation with the committee shall review the adequacy of the exposure control plan at least every two years, or as necessary and make any needed changes
- That a copy of the plan and any changes is readily available to all workers
- Inform workers of all vaccinations in accordance to the SHA Medical Directives available for workers protection, supply the names of Physicians who specialize in immunization and communicable disease and risks associated with each vaccine
- That any worker who is exposed to infectious substances will be given immediate medical evaluation by a qualified person during the worker’s normal working hours with the consent of the worker, including confidential post-exposure counselling
- That any worker’s that are routinely exposed to hazardous materials or substances are provided with and expected to use PPE to prevent exposure

Manager/Supervisor must ensure:

- That roles and responsibilities of all workers are being met, as well as applicable legislation and/or standards
- Safe work procedures are written and followed
Workers can consent to receive any recommended vaccine, post-exposure medical follow up and confidential post-exposure counselling during normal work hours

That copies of the exposure control plan and any changes are made readily available to all workers

That required PPE are readily made available to all workers

Worker must ensure:

- They are educated and trained in and follow the safe work procedures
- They are educated and trained in and use any PPE required (selection, use, care and handling)
- They report to their supervisor and the Safety Alert System/Incident Report Line any incident or near miss related to an exposure

Orientation & Training

- In the exposure control plan

Materials

- Appropriate PPE if required
- Copies of the exposure control plan

Non-Compliance/Breach:

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Review Dates:
January 1, 2017
June 13, 2018
Policy
Saskatoon & Area – Occupational Health & Safety
Number: 60-002-2
Title: Immunization/Tuberculin Skin Test/Serological Testing
Saskatchewan Employment Act:
OHS Regulation: 85
Date: January 1, 2017
Date Revised/Reaffirmed: June 13, 2018

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Purpose
- To protect workers from certain vaccine-preventable diseases
- To follow the SHA – Saskatoon & Area OHS Immunization/Tuberculin Skin Test Medical Directives
- To follow the SHA – Saskatoon & Area OHS Laboratory Testing and Interpretation Medical Directives

Roles and Responsibilities
Shared Responsibility
- Everyone in SHA is jointly responsible for creating and maintaining a safe work environment
- Everyone in SHA will work toward an organizational culture that promotes the highest possible occupational health and safety standards for all staff, patients and visitors
- Everyone in SHA will provide the safest and best quality of care to patients and to protect themselves and their co-workers

Employer must ensure:
- Workers are informed of any immunizations/tuberculin skin tests-serological testing that is recommended and the risks of being exposed to the respective infectious organism
- Workers are informed of the risks associated with receiving the recommended immunizations/tuberculin skin tests
- Workers are informed of the risks associated with not receiving the recommended immunizations/tuberculin skin tests-serological testing

Manager/Supervisor must ensure:
- That roles and responsibilities of all workers are being met, as well as applicable legislation and/or standards
- With worker’s consent, arrange for the worker to receive any vaccination recommended during the worker’s normal working hours and that the worker does not lose any pay or other benefits
• If the worker cannot receive recommended vaccinations during working hours, credit the worker’s attendance as time at work, and ensure the worker does not lose pay or other benefits

Worker must ensure:
• That they provide all of their immunization records to the Occupational Health & Safety Office
• They report to their manager/supervisor and the Safety Alert System/Incident Report Line any incidents or near misses related to their immunizations/tests

Non-Compliance/Breach:
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Review Dates:
January 1, 2017
June 13, 2018
Purpose
To protect workers from certain vaccine-preventable diseases

Procedure
Employer
- Offers workers (free of charge), immunizations/tuberculin skin tests as outlined in the SHA – Saskatoon & Area OHS Immunization/Tuberculin Skin Test Medical Directives
- Offers workers, serological testing as outlined in the SHA – Saskatoon & Area OHS Laboratory Testing and Interpretation Medical Directives

Manager/Supervisor:
- Ensures workers are educated and understand the risks of infection materials or organisms associated with the tasks and the environment the worker is exposed to, including the routes of exposure
- Promote vaccine-preventable disease immunization to all workers
- Provide educational materials from OHS, prior to influenza season and as newly hired worker or transferred workers come into your department
- Allow for the worker to receive any vaccination recommended during the worker’s normal working hours and that the worker does not lose any pay or other benefits
- If the worker cannot receive recommended vaccinations during working hours, credit the worker’s attendance as time at work, and ensure the worker does not lose pay or other benefits
- Facilitate access to influenza immunization offered through SHA clinics
- Identify and designate a nurse peer immunizers for workers as applicable
- Managers with nurse peer immunizers facilitate a time for the nurse peer immunizers to give influenza immunizations on their units/departments/neighbourhoods

Occupational Health & Safety (OHS):
Will review the immunization records provided and determine if the worker meets the immunity criteria as outlined in the Saskatchewan Immunization Manual (SIM) Table 6.5 Publicly Funded Vaccines – Healthcare – RHA/SCA/FNJ and Students.

Determine if the worker is eligible for any immunizations/tuberculin skin tests/serological testing as outlined the SHA – Saskatoon & Area OHS Immunization/Tuberculin Skin Test Medical Directives and the SHA– Saskatoon & Area OHS Laboratory Testing and Interpretation Medical Directives.

Will send a SHA OHS Immunization Notice and serological requisition (if required) to the worker if they are due for any recommended immunizations/tests/serology.

Will administer the recommended immunizations/tests.

Will provide standardized education to the worker for all immunizations/tests given.

Will document all immunizations/tests given into the SHA OHS Parklane database.

Will document all serological test results into the SHA OHS Parklane database.

Will receive and forward medical exemptions for immunizations/tests from the workers treating medical physician/nurse practitioner to the regional Medical Health Officer (MHO).

Will complete the Public Health Agency of Canada Report of Adverse Event Following Immunization Form as required.

Document in the SHA OHS Parklane database any immunization contraindications that are confirmed by the regional MHO.

Worker:

Should provide all of their immunization records to OHS.

Contacts the OHS office to make an appointment to review their recommended immunizations/tuberculin skin tests/serological testing.

Can report to the RUH or SPH Test Centre or any Life Labs Laboratory to have serological testing completed.

Will immediately report any adverse event following immunization/tuberculin skin tests to the OHS office.

Will report any adverse event following immunization/tuberculin skin tests to the SHA Safety Alert System/Incident Reporting Line.

Will provide medical documentation of contraindication to immunizations/tuberculin skin tests, to be reviewed by the regional MHO.

Annual Influenza Immunization

SHA will schedule an annual immunization campaign each fall, promote the campaign and inform workers about the expectation for annual influenza immunization.

The campaign begins four to six weeks prior to the start of the influenza season.

All workers are encouraged to be immunized as soon as possible.

Written materials describing benefits of influenza immunization and potential side effects or illnesses will be made available prior to and at the time of immunization.

Immunization should not be delayed because of minor acute illness, with or without fever. Workers with serious acute illness should postpone their influenza immunization until their symptoms have abated.

Workers that choose not to receive influenza vaccination in any given year will be offered vaccine in subsequent years.

Saskatoon & Area - Occupational Health & Safety
- Post-secondary students are encouraged to receive their influenza immunization from their university, campus clinics or Public Health clinics or pharmacies

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**Resources**
- Public Health Agency of Canada An Advisory Committee Statement (ACS) National Advisory Committee on Immunization (NACI) Canadian Immunization Guide Chapter on Influenza and Statement on Seasonal Influenza Vaccine for 2018-2019
- Saskatchewan Immunization Manual

**Review Dates:**
- January 1, 2017
- June 13, 2018

Saskatoon & Area - Occupational Health & Safety
<table>
<thead>
<tr>
<th>Vaccine</th>
<th>Immunity Criteria</th>
<th>Recommendations</th>
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| Tetanus Diphtheria (Td)/Tetanus Diphtheria acellular Pertussis (Tdap) | • Documentation of a 3-4 dose primary series, with last dose given < 10 years ago. | • Td vaccine recommended very 10 years after primary series.  
• Adults 18 years and older are eligible for one Tdap vaccine to replace a Td vaccine. |
| Inactivated Polio Vaccine (IPV) | • Documentation of a 3-dose primary series given by any age.  
• One dose must be given at or after 4 years of age. | • Reinforcement (booster) doses are not publicly funded or recommended after a primary series for Health Care Workers (HCWs). |
| Hepatitis B (HB) Vaccine | • Documentation of an age-appropriate 2 or 3 dose HB series and adequate serologic antibodies at least 4 weeks post immunization;  
• Serological evidence of previous HB infection (anti-HBs+ and anti-HBc+; OR HBsAg+ and Anti HBc IgM) | • If titres are < 10 IU/L any time after the completion of a primary series, refer to SIM Chapter 7 Section 6.0 Occupation for recommendations.  
• Non-responders that have completed two HB immunization series are unlikely to benefit from further HB immunizations and are considered indefinitely susceptible to HB virus. They must receive two doses of Hepatitis B Immune Globulin (HBlg) one month apart if exposed. |
| Influenza | • None | • Annual immunization. |
| Varicella | • Serological evidence of Varicella Zoster Virus (VZV) IgG antibodies;  
• Documentation of two doses of a varicella-containing vaccine. | • Contraindicated during pregnancy.  
• Counsel women to avoid pregnancy for 1 month post-immunization. |
| Measles | • Serological evidence of measles IgG antibodies;  
• Documentation of two doses of a measles-containing vaccine. | • MMR vaccine is publicly funded for HCWs.  
• Contraindicated during pregnancy.  
• Counsel women to avoid pregnancy for 1 month post-immunization. |
| Mumps | • Serological evidence of mumps IgG antibodies;  
• Documentation of two doses of a mumps-containing vaccine. | • MMR vaccine is publicly funded for HCWs.  
• Contraindicated during pregnancy.  
• Counsel women to avoid pregnancy for 1 month post-immunization. |
| Rubella | • Serological evidence of rubella IgG antibodies;  
• Documentation of one dose of a rubella-containing vaccine. | • MMR vaccine is publicly funded for HCWs.  
• Contraindicated during pregnancy.  
• Counsel women to avoid pregnancy for 1 month post-immunization. |
**Purpose**

Saskatchewan Health Authority – Saskatoon & Area is committed to providing a safe and healthy workplace for all SHA- Saskatoon & Area workers. In pursuit of this goal, the following exposure control plan is provided to eliminate or minimize occupational exposure to bloodborne pathogens (BBP) in accordance with the Saskatchewan Employment Acts and OHS Regulations, 1996, Regulation 85.

**1. Definitions**

**Bloodborne Pathogens** - pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include but are not limited to, hepatitis B virus (HBV), hepatitis C virus (HCV), and human immunodeficiency virus (HCV)

**Decontaminate** - the use of physical or chemical means to remove, inactivate, or destroy BBPs on a surface or item to the point where they are no longer capable of transmitting infectious particles and the surface or item is rendered safe for handling, use or disposal

**Engineering Controls** - controls that isolate or remove the BBPs hazards from the workplace (e.g. safety engineered sharp devices, sharps containers, needless IV systems, blunt needles, plastic capillary tubes)

**Exposed Person** – the person who came in contact with another person’s blood or body fluids (BBF)

**Exposure**

1. The fluid the person was exposed to is capable of transmitting BBP

AND

2. The fluid contacted the exposed person in such a way that would allow for transmission of BBP:
   a. an object with the body fluid punctured or broke the skin of the exposed person
   OR
   b. the fluid came in contact with mucous membrane of the exposed person (e.g. occupational – splashes into eye, mouth or onto broken skin or non occupational– sexual exposure)

**Occupational Exposure** - percutaneous injury from equipment contaminated with BBFs, or mucous membrane or non-intact skin contact with BBFs

**Percutaneous Injury** – BBFs from one person is potentially introduced into the bloodstream of another person through the skin via needlestick, tattooing, body piercing, electrolysis, acupuncture, or other sharps injury
Permucosal Exposure – BBFs from one person is introduced into the bloodstream of another person through contact with mucous membranes lining body cavities such as the eyes, nose, mouth, vagina, rectum and urethra.

Routine Practices (Standard Precautions) – Routine Practices are interventions implemented to reduce the risk of transmission of recognized and unrecognized microorganisms from client to client, client to health care workers (HCWs) and HCW to client. Routine Practices apply to all clients regardless of their diagnosis or presumed infection status.

Principles of Routine Practices include:
- Protecting clients and HCWs and everyone in the health care facility from transmission of potential harmful infection
- Considering all blood, body fluids, secretions, excretions, drainage, and tissues of all clients potentially infective
- Conducting a Point of Care Risk Assessment (POCRA) to determine the precautions required when providing care

Routine Practices include:
1. Hand hygiene
2. Point of Care Risk Assessment
3. Use of Personal Protective Equipment (PPE) – (gloves, mask/respiratory/eye protection, face shields and gowns) when splashes or sprays of blood, body fluids, secretions, or excretions are possible or when transmission of microorganisms are possible from contaminated items or surfaces
4. Respiratory hygiene (cough etiquette)
5. Environmental Controls – cleaning and disinfection of client care equipment, physical environment and soiled linen and patient placement/accommodation

Source Person – the individual whose BBFs came in contact with another person

2. Identification of at Risk Workers:
- Physicians
- Nursing
- Surgical
- Laboratory
- Morgue
- Sterile Processing Distribution (staff responsible for cleaning/disinfecting contaminated instruments)
- Housekeeping
- Laundry
- Security
- Maintenance
- Food & Nutrition
- Therapies: Occupational Therapy, Physical Therapy, Social Work, Speech Language Therapy
- Respiratory Therapy
- Perfusonists
- Diagnostic Imaging
- Nuclear Medicine
- Clinical Engineering
- Students working within the SHA – Saskatoon & Area facilities

Saskatoon & Area - Occupational Health & Safety
3. Identification of At Risk Tasks and Procedures

- Surgical procedures involving scalpels or other sharps
- Medication administration (e.g. Intramuscular (IM), subcutaneous (SC), intravenous (IV))
- Suctioning, irrigation, instillation of solutions (wound, trach, oral-pharyngeal)
- Wound care (dressing changes, debriding, etc.)
- Handling, disposal of biohazardous materials and sharps
- Trauma, resuscitations
- Suturing
- Phlebotomy, blood collection, specimen collection
- Drainage devices
- Contaminated linen
- Cleaning up BBF spills
- Repair and maintenance of plumbing which may be contaminated with BBFs
- Working with violent clients
- Handling patient food trays
- Disposal of/cleaning up of sharps
- Handling contaminants, soiled/exposed materials

4. Bloodborne Pathogen Overview

**Fluids and tissues capable of transmitting bloodborne pathogens**

<table>
<thead>
<tr>
<th>FLUID</th>
<th>HIV</th>
<th>HBV</th>
<th>HCV</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lab specimens containing concentrated HIV, HBV or HCV</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Blood, serum, plasma or other biological fluids visibly contaminated with blood</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Pleural, amniotic, pericardial, peritoneal, synovial and cerebrospinal fluids</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Semen, vaginal secretions</td>
<td>No, unless contaminated with blood</td>
<td>Yes</td>
<td>No, unless contaminated with blood</td>
</tr>
<tr>
<td>Saliva</td>
<td>No, unless contaminated with blood</td>
<td>Yes</td>
<td>Biologically plausible, particularly if nipples are cracked or bleeding or if mother is HBeAg positive</td>
</tr>
<tr>
<td>Breast milk</td>
<td>Yes</td>
<td>Biologically plausible, particularly if nipples are cracked or bleeding or if mother is HBeAg positive</td>
<td>Biologically plausible, particularly if nipples are cracked or bleeding</td>
</tr>
<tr>
<td>Organ and tissue transplants</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Screened donated blood &amp; manufactured blood products</td>
<td>Minimal risk in Canada</td>
<td>Minimal risk in Canada</td>
<td>Minimal risk in Canada</td>
</tr>
</tbody>
</table>

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1 Government of Saskatchewan, 2014

Saskatoon & Area - Occupational Health & Safety
A) Hepatitis B Virus\(^2\)
- Is a vaccine – preventable disease
- Is a liver disease caused by the HBV
- Is far more infectious than HIV
- People who have not been vaccinated may be at risk of getting infected
- About 95 percent of adults will recover within 6 months of becoming infected (acute hepatitis B) and as a result will develop lifelong protection against it. The remaining 5 percent are unable to clear the virus and will become chronically infected
- Chronic hepatitis B infection is treatable

Mode of Transmission\(^3\)
- Routes of transmission through percutaneous and mucosal exposure to infected blood, body fluids and blood products. Includes sexual contact, percutaneous exposure (e.g. needle stick, intravenous injection or glucose monitoring using non sterile or shared equipment or devices), permucosal exposure and perinatal transmission, unfixed tissues and organs
- Perinatal transmission is highly efficient and usually occurs from blood exposures during labor and delivery
- Interpersonal contact with chronically infected persons within households over extended periods of times. Can include: sharing of razors/toothbrushes, contact with non-intact skin, open skin lesions and mucous membranes with bloody secretions

Incubation Period\(^4\)
- 45 – 180 days, with an average of 60 – 90 days

Period of Communicability\(^5\)
- All persons who are Hepatitis B Surface Antigen (HBsAg) positive are potentially infectious, from several weeks before first onset of symptoms until infection is resolved (HBsAg negative)

Signs and Symptoms\(^6\)
You may have hepatitis B and not have any signs or symptoms. About half of the people infected with HBV don't develop any symptoms until their liver has already been damaged.

Symptoms of HBV infection can include some or all of the following:
- Fatigue
- Loss of appetite
- Fever
- Nausea
- Vomiting
- Dark urine
- Pale stools

\(^2\) Government of Canada, 2014
\(^3\) Government of Saskatchewan, 2014
\(^4\) Government of Saskatchewan, 2014
\(^5\) Government of Saskatchewan, 2014
\(^6\) Government of Canada, 2014
• Stomach pain
• Joint pain
• Jaundice (yellowing of the skin and eyes)

Survival Outside of Host\(^7\)
• HBV is stable on environmental surfaces in blood for at least 7 days making indirect transmission from objects contaminated with infected blood possible

Susceptibility to Disinfectants\(^8\)
• Hepatitis B is effectively disinfected with the use of Accel Intervention Wipe

Hepatitis C Virus\(^9\)
• Is not a vaccine-preventable disease
• Is a liver disease caused by the HCV

Mode of Transmission\(^10\)
• HCV is primarily transmitted through parenteral exposure to HCV infected blood
• Transmission is most efficient through large or repeated percutaneous exposures to blood such as transfusion of blood from unscreened donors or through injection drug use
• The risk of vertical transmission has been estimated to be between 1 to 6% and only from women who are HCV RNA positive at time of delivery
• Although less efficient, occupational and sexual exposures can also result in transmission of HCV

Incubation Period\(^11\)
• Ranges from 2 weeks to 6 months with an average of 6 to 9 weeks

Period of Communicability\(^12\)
• From one or more weeks before onset of the first symptoms; may persist in most persons indefinitely

Signs and Symptoms\(^13\)
You may have HCV and not have any signs or symptoms. About 60% to 70% of people with HCV do not develop symptoms until their liver has already been damaged.

For those who do have symptoms, you may experience:
• Fever
• Tiredness
• Joint pain
• Dark urine
• Pale feces

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\(^7\) Government of Saskatchewan, 2014
\(^8\) Diversey Accel Intervention Wipes, 2016
\(^9\) Government of Canada, 2016
\(^10\) Government of Saskatchewan, 2014
\(^11\) Government of Saskatchewan, 2014
\(^12\) Government of Saskatchewan, 2014
\(^13\) Government of Canada, 2016
• Stomach pain
• Loss of appetite
• Nausea and vomiting
• Jaundice (yellowing of the skin and eyes)

HCV can lead to liver damage, as it causes swelling (inflammation). This swelling causes scarring (fibrosis) of the liver, which affects how the organ functions. Liver scarring can worsen (called cirrhosis). This increases your chances of getting liver cancer.

**Survival Outside of Host**

• HCV is relatively unstable; however, in plasma it can survive drying and environmental exposure to room temperature for at least 16 hours

**Susceptibility to Disinfectants**

• Hepatitis C is effectively disinfected with the use of Accel Intervention Wipes

**Human Immunodeficiency Virus**

• HIV infection is caused by a virus that attacks the body's immune system, making it unable to fight off certain infections. If the virus goes untreated, it can progress to AIDS
• Is not a vaccine-preventable disease

**Mode of Transmission**

• Transmission of HIV infection occurs essentially through specific exposure to blood and/or body fluids from an HIV-infected person
• The risk of transmission decreases when the infected person is effectively responding to treatment
• In order to be infected, the virus must have an entry point, most directly through a person's bloodstream or mucous membranes (HIV cannot survive outside the body)

HIV is transmitted from one person to another through:

• Unprotected sexual intercourse (vaginal, anal or oral)
• Shared needles or equipment for injecting drugs
• Unsterilized needles and/or equipment for tattooing, skin piercing or acupuncture
• Pregnancy, delivery and breast feeding (i.e., from an HIV-infected mother to her infant)
• Occupational exposures in health care or other high risk settings
• In HIV/AIDS research, the seroconversion period refers to the period of time it usually takes to develop detectable antibodies to HIV following infection with HIV. In 75% of persons, antibodies are produced in 4 to 8 weeks; in almost all persons, antibodies are produced within 14 weeks.

**Incubation Period**

• The incubation period varies on each individual's ability to develop antibodies to HIV

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14 Government of Canada, 2010
15 Diversey Accel Intervention Wipes, 2016
16 Government of Canada, 2015
17 Government of Saskatchewan, 2015
18 Government of Saskatchewan, 2015
• Up to 90% of individuals experience symptoms within 2-4 weeks after infection

**Period of Communicability**
- Communicability begins early after infection and extends throughout the individual’s lifespan
- Infectiousness is related to an individual’s HIV viral load (i.e., high viral load increases potential for transmission)
- The presence of sexually transmitted infections (STIs) can increase HIV viral load in genital secretions
- Although antiretroviral drugs can reduce HIV viral loads in blood and genital secretions, individuals on drug therapy should still be considered infectious

**Signs and Symptoms**
Some people may not develop any symptoms immediately after being infected with HIV. You may develop mild flu-like symptoms 2 to 4 weeks after becoming infected with HIV.

**Common early symptoms include:**
- Fever
- Sore throat
- Headache
- Muscle aches
- Joint pain
- Swollen glands (lymph nodes)

**Survival Outside of Host**
- HIV can remain viable in blood in syringes at room temperature for 42 days and in blood and cerebrospinal fluid from autopsies for up to 11 days
- Although drying in the environment is known to cause a rapid reduction in HIV concentration, under experimental conditions, cell-free HIV dried onto a glass coverslip in 10% serum can survive for longer than 7 days, depending on the initial titre

**Susceptibility to Disinfectants**
- Human Immunodeficiency Virus is effectively disinfected with the use of Accel Intervention Wipes

**5. Infection Control Measures**
**A) Hand Hygiene**
- If hands are not visibly soiled, perform hand hygiene with alcohol-based hand rub (ABHR) as the preferred method of hand hygiene

**Circumstances when hands must be cleansed thoroughly with liquid hand soap and water:**
- When ABHR is not available
- When hands are visibly soiled

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19 Government of Saskatchewan, 2015
20 Government of Canada, 2015
21 Government of Canada, 2016
22 Diversey Accel Intervention Wipes, 2016
23 SHA – Saskatoon & Area Infection Prevention & Control Manual, 2014
When a client has diarrhea of unknown cause
- When a client has Clostridium difficile
- When performing an invasive procedure (i.e., when placing a central intravascular catheter, injecting into the spinal canal or subdural spaces, inserting urinary catheter etc.)

In healthcare settings, there are four moments to perform hand hygiene:
- Before initial client/client environment contact (Moment 1)
- Before aseptic procedures (i.e., insertion of IVs, dressing changes, insertion of urinary catheters, handling medications, etc.) (Moment 2)
- After body fluid exposure (Moment 3)
- After client/client environment contact (Moment 4)

B) Vaccination

Hepatitis B
- Hepatitis B vaccination is the best way to protect yourself against becoming infected 24
- The hepatitis B vaccination series is available at no cost to all SHA – Saskatoon & Area workers
- Workers that decline the vaccination must sign a declination. Workers who decline may request and obtain the vaccination at a later date at no cost to them. Documentation of refusal of the vaccinations is kept in the OHS Parklane database
- All SHA – Saskatoon & Area workers that have completed their Hepatitis B vaccine series, are recommended to have Hepatitis B surface Antibody serological testing completed to determine if they have developed protective antibodies to hepatitis B
- SHA – Saskatoon & Area workers that do not have protective antibodies to hepatitis B are informed and a booster dose of hepatitis B vaccine is recommended as per the ‘Medical Directive – 011 Saskatchewan Health Authority – Saskatoon & Area Occupational Health & Safety Vaccine Administration – Hepatitis B’
- Although the majority of persons vaccinated against hepatitis B successfully respond to vaccination, an estimated 5-15% of persons may not respond due to older age, obesity, smoking, and other chronic illness 25, these individuals would be considered a Hepatitis B vaccine non-responder
- Hepatitis B vaccine non-responders do not have any protection against the hepatitis B virus and are unlikely to benefit from further immunization and should be counselled on alternative risk reduction measures
- SHA – Saskatoon & Area OHS notifies workers via letter if they are found to be a hepatitis B vaccine non-responder
- Hepatitis B vaccine non-responder status is documented in the OHS Parklane database

Hepatitis C 26
- There is no vaccine available for the prevention of hepatitis C

Human Immunodeficiency Virus 27
- There is no immunization available for the prevention of HIV infection

24 Government of Canada, 2014
25 Hepatitis B Foundation, 2018
26 Government of Saskatchewan, 2014
27 Government of Saskatchewan, 2015
C) Post Exposure Prophylaxis

**Hepatitis B**
- The Emergency Department Physician will determine if Hepatitis B Immune Globulin (HBIg) is recommended.
- If HBIg is indicated, it is recommended that it be provided within 48 hours after an exposure.
- The efficacy of HBIg decreases significantly after 48 hours but may be given up to 7 days after exposure.

**Hepatitis C**
- None available.

**Human Immunodeficiency Virus**
- The Emergency Department Physician/Infectious Disease Physician will determine if HIV Post Exposure Prophylaxis (PEP) is recommended.
- If HIV PEP is indicated, it is recommended the antiretroviral therapy medications be initiated as soon as possible, preferably within 2 hours of the exposure.
- Early use of antiretroviral therapy (ART) can prevent infection with HIV.
- Antiretroviral therapy can reduce the risk of transmission by 86%.
- A multi-drug regime is used to increase protection and overcome the risk of the source virus being resistant to one of the HIV PEP medications.
- Antiretroviral therapy taken for 28 days is considered to have few long-term side effects despite the morbidity in the short term and rare mortality.
- If HIV PEP is taken and HIV infection still occurs, the early use of antiretrovirals may favorably alter the course of subsequent infection.

D) Engineering Controls

Are important in eliminating or minimizing worker exposure to BBP, and reduce worker exposure in the workplace by either removing or isolating the hazard or isolating the worker from exposure. Engineering controls shall be examined and maintained or replaced on a regular schedule to ensure their effectiveness.

**Engineering Control Equipment includes:**
- Safety Engineered Sharps Devices
- Blunt suture needles
- Mechanical devices in the laboratory
- Needless intravenous systems
- Disposable resuscitation equipment
- Disposable pipette bulbs
- Autoclave
- Biological Safety Cabinet
- Sharps Containers
- Airborne Infection Isolation Rooms

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28 Government of Saskatchewan, 2013

29 Government of Saskatchewan, 2014

30 Government of Saskatchewan, 2013
Additional Engineering Controls used throughout the facility include:
- Hand washing facilities which are readily accessible to all workers who have exposure to BBFs
- ABHR as the preferred method of hand hygiene, except in the circumstance in Section 5. A (if a hand washing facility is not readily available) for those situations, use ABHR and then find the nearest hand washing sink to perform hand hygiene

E) Safe Work Practices and Procedures
- Safety engineered sharps devices are immediately activated and then placed into an appropriate sharps container
- All sharps are immediately disposed of into an appropriate sharps container
- Contaminated needles and sharps are not bent, broken, recapped, removed, sheared or purposely broken
- Eating, drinking, applying cosmetics or lip balm, smoking or handling contact lenses is prohibited in working areas where occupational exposures may occur
- Mouth pipetting/suctioning is prohibited
- Food and drink are not kept in refrigerators, freezers, shelves, cabinets or on countertops or bench tops where blood or other body fluids are present
- All procedures in which BBFs are present should be performed in such a manner at to minimize splashing, spraying, splattering and generation of droplets of these materials
- All occupational BBF exposures must be reported to the Safety Alert System or the Incident Report Line
- Sharps containers
  - Only approved sharps containers can be used
  - Must be sturdy enough to be puncture resistant under normal conditions of use and handling
  - Should be color-coded yellow but must be labeled with the biohazard symbol and have lids that can be tightly secured
  - Sharps containers used for cytotoxic waste must also be properly labelled and identified
  - If sharps containers are to be autoclaved, they must remain functionally intact at high autoclaving temperatures
  - Must have a fill line and they should not be filled to more than three-quarters of their useable volume in order to prevent injuries due to overfilling
  - Have handles that permit the safe movement of the containers before disposal
  - A means by which unauthorized individuals are prevented from removing items from the container or from removing the container itself
  - A design that allows stacking
  - A means that allows the container to be attached to medications carts, treatment carts or in ambulance or other mobile applications
  - Should be conveniently located close to the point of use to reduce the likelihood of injury
  - Wall-mounted or “fixed” sharps containers must be at an appropriate height for use, to allow proper viewing of the disposal slot in client and procedural rooms
  - Portable sharps containers should be used when a wall-mounted container is not within close proximity to allow for point of use disposal
  - Ensure that the correct type of sharps container is being used. Some IV devices such as PICC lines, needles that have long guide wires, or longer needles such as biopsy needles can be difficult to dispose of, and need deeper containers such as a 5 gallon unit
  - Sharps should never be forcibly pushed into the containers

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31 Saskatchewan Biomedical Waste Management Guidelines, 2008

Saskatoon & Area - Occupational Health & Safety
o Containers should not be filled or partially filled with a liquid disinfectant solution
o Containers must have a fixed top or lid that prevents the contents from spilling out if tipped or knocked over
o Lids should have means of “locking” to prevent access to the contents when full

F) Personal Protective Equipment
- Where occupational exposure remains after institution of engineering controls and safe work practices, personal protective equipment is used.
- PPE is provided by the employer without cost to the worker
- SHA – Saskatoon & Area workers will use Routine Practices (Standard Precautions) which requires the use of appropriate PPE when direct contact with blood, body fluids, secretions, excretions, mucous membranes, non-intact skin and contaminated items is anticipated
- If it is likely that a SHA – Saskatoon & Area worker may be exposed to a client’s BBF, they must use the appropriate PPE such as: gloves, visor mask or full face shield and mask, gowns

Gloves  
- SHA – Saskatoon & Area workers will wear gloves when there is the potential for hands to come into direct contact with BBFs (open lesions should be covered by an occlusive water-proof bandage)
- SHA – Saskatoon & Area workers will select their gloves based on the type of procedure being done, likelihood of exposure to body fluid, length of use and amount of stress on the glove
- Gloves are a single use only item
- Hand hygiene must be performed before and after the use of gloves

Visor mask or full face shield with a mask or N95 single use disposable respirator (Airborne Precautions)  
- SHA – Saskatoon & Area workers will wear the visor mask when there is a potential for a splash or spray of BBFs
- An acceptable alternative to the visor mask is a full face shield with a mask or N95 single use disposable respirator (Airborne Precautions)
- Visor mask or full face shield with a mask/N95 respirators are single use only items

Gowns  
- SHA – Saskatoon & Area workers will wear gowns when there is the potential for clothing to be soiled with BBFs
- SHA – Saskatoon & Area workers will select a gown that is appropriate for the activity and amount of fluid likely to be encountered
- Long-sleeved gowns serve to protect the forearms and clothing of the worker from splashing and soiling with body substances
- Use fluid resistant gowns or plastic aprons if soiling of clothes is likely
- Gowns are a single use only item

G) Routine Practices (Standard Precautions)  

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32 SHA – Saskatoon & Area Infection Prevention & Control Manual, 2006
33 SHA – Saskatoon & Area Infection Prevention & Control Manual, 2006
34 SHA – Saskatoon & Area Infection Prevention & Control Manual, 2006
• Interventions implemented to reduce the risk of transmission of microorganisms from client to client, client to health care worker and health care worker to client
• Should be appropriate for the procedure being performed and the type of exposure anticipated
• Apply to all clients receiving care regardless of their diagnosis or presume infection status

Routine Practices (Standard Precautions) apply to:
• Blood
• All body fluids, secretion and excretions (except sweat) regardless of whether or not they contain visible blood
• Non-intact skin
• Mucous membranes

H) Point of Care Risk Assessment (POCRA) 35
• This is a systematic process of reviewing work activities, evaluating the possible hazards/risks and implementing suitable control measures to eliminate, reduce or minimize these hazards/risks
• Part of basic Routine Practices (Standard Precautions) that are used with all clients at all times to reduce the risk of transmission of microorganisms to and from the client or their environment
• Must be completed before each interaction with a client and their environment in acute care, long term care, and in the community throughout SHA – Saskatoon & Area
• Appropriate PPE must be worn for the type of hazard/risk identified

6. Limitations of Infection Control Measures
• Unsafe work practices
• Lack of on-the-job training
• Rushing, fatigue, frustration, and complacency
• Safety Engineered Safety Devices not being used or used improperly
• Sharps containers not positioned at the point of use
• Sharps containers of the wrong size or type
• PPE not worn
• ABHR and hand washing sinks not always being readily accessible

7. Blood or Body Fluid Spill Management 36
• Spills should be cleaned up immediately
• Appropriate PPE should be worn for cleaning up a spill. Gloves should be worn. If the possibility of splashing exists, a visor mask or face shield with mask and gown and shoe covers should be worn
• The blood spill area must be cleaned of organic matter (BBFs) first with paper towels
• After the area is cleaned it should be decontaminated with a hospital-grade disinfectant (i.e. Accelerated Hydrogen Peroxide wipes)

35 SHA – Saskatoon & Area Infection Prevention & Control Manual, 2010
The hospital-grade disinfectant needs to remain wet on the surface being disinfected for the time recommended by the manufacturer for proper disinfection to occur.

For spills containing large amounts of blood or body fluid:
- Wear appropriate PPE such as: visor mask or full face shield with mask, gown, gloves and shoe covers
- Remove the visible blood/body fluid with an absorbent material (i.e. disposable paper towels) and discard into biohazardous waster container
- Then clean and disinfect the area with a hospital-grade disinfectant

8. BBF Exposure Management

In the event of a BBF Exposure, or if the worker is unsure if a BBF exposure has occurred, the worker will:
- Review the ‘SHA – Saskatoon & Area Staff Blood or Body Fluid Exposure Assessment Tool’

Step 1: Determine if a BBF Exposure has occurred
The fluid contacted the exposed person in such a way that would allow for transmission of a BBP such as:
- An object with the body fluid punctured or broke the skin of the exposed person (e.g., needle stick or cut with a sharp object)
  OR
- The fluid came in contact with the mucous membrane (splashes into eyes, nose, or mouth) of the exposed person or onto non-intact skin (e.g., chapped, abraded or afflicted with dermatitis, etc.)

Step 2: Determine if the fluid is capable of transmitting a BBP
These fluid(s)/tissue are capable of transmitting a BBP:
- Lab specimens containing concentrated HIV, HBV or HCV
- Blood serum, plasma or other biological fluids visibly contaminated with blood
- Pleural, amniotic, pericardial, peritoneal, synovial and cerebrospinal fluids, semen and vaginal secretions
- Saliva (HBV)
- Breast milk
- Organ and tissue transplants
- Screened donated blood and manufactured blood products (minimal risk in Canada)

These fluids(s) are not capable of transmitting a BBP (unless they contain visible blood)
- Tears, vomit, urine, feces

Step 3: Complete First Aid Action and notify your manager/supervisor

Needle poke/sharps puncture/human bite:
- Quickly remove gloves or clothing to determine any injury to the hand(s) or affected body area
- Allow injury to bleed
- Wash the injured area well with soap and water

Splash to eyes/nose/mouth/non-intact skin:
- Flush area well with running water
- For eye splashes, use the nearest eye wash station for 15 minutes

Step 4: Report immediately to the nearest open Emergency Department for BBF exposure assessment if the incident is deemed a BBF exposure

37 SHA –Saskatoon & Area Staff Blood or Body Fluid Exposure Assessment Tool
Step 5: Call the SHA – Saskatoon & Area Safety Alert System (SAS)/Incident Report Line (IRL) to report your incident as a BBF Exposure after you have been assessed in the Emergency Department

SHA- Saskatoon & Area SAS Contact Numbers
Saskatoon: 306-655-1600
Rural (Toll-Free): 1-844-655-1600

SHA- Saskatoon & Area IRL Contact Numbers
Saskatoon: 306-655-0820
Rural (Toll-Free): 1-866-966-0820

9. Cleaning/Disinfecting/Disposal

Personal Protective Equipment
- Wash hands immediately after removing gloves or other PPE
- Remove PPE after it becomes contaminated and before leaving the work area
- Used PPE may be disposed of in the regular garbage unless it is saturated and/or dripping with BBFs in which case it should be disposed into a yellow container or plastic bag
- PPE that is identified as single use is disposed of immediately after use, as identified above

Linen

Collection and handling
- Handle linen with a minimum of agitation and shaking
- Sorting and rinsing of linen should not occur in patient care areas, except in facilities that use compartmented soiled linen bag carts into which different types of linen are sorted
- Heavily soiled linen should be rolled or folded to contain the heaviest soil in the center of the bundle. Large amounts of solid soil, feces or blood clots should be removed from linen with a gloved hand and toilet tissue and placed into a bed pan or toilet for flushing. Excrement should not be removed by spraying with water

Bagging and containment
- Soiled linen should be bagged at the site of collection
- To prevent contamination or soaking through, a single, leak proof bag or a single cloth bag can be used. The only indication for a second outer bag is to contain a leaking inner bag
- Bags should be tied securely and not overfilled when transported

Transport
- When a laundry chute is used, all linen should be bagged. The chute should discharge into the soiled linen collection area. Laundry chutes should be cleaned on a regular basis with a germicide solution
- Separate carts should be used for dirty and clean linens. Carts used to transport soiled linens should be cleaned with a germicide after each use
- Clean linen should be transported and stored in a manner that prevents its contamination and ensures its cleanliness

Washing and drying
- If low temperature water is used for laundry cycles, chemicals suitable for low temperature washing at the appropriate concentration should be used

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38 SHA- Saskatoon & Area Infection Prevention and Control Manual, 2006

Saskatoon & Area - Occupational Health & Safety
- High temperature (>71.1º) are necessary if cold water detergents are not used
- Use of a laundry detergent with bleach and a normal machine wash and dry are sufficient to clean soiled linen in areas with their own washer and dryer

**Waste Management**

**Waste Segregation**

All waste shall be:
- Segregated at the point of generation
- Contained in packaging that holds the contents until the point of disposal
- Disposed of in a manner that is practical and efficient, yet minimizes hazards

**General Waste** (Black, Green or Clear Bag) means waste that does not pose a disease-related risk or threat to people or the environment.

**The general waste category includes:**
- Office waste
- Kitchen waste
- Waste without BBF, or contains only a trace amount of blood in diluted form i.e. suction liners, IV bags and tubings, urinary drainage systems, incontinent pads, gloves, rinsed hemodialysis tubing, peritoneal dialysis tubing
- Extracted teeth
- Nail clippings
- Hair
- Animal waste and bedding, that is non-pathogenic all other waste not included in other categories

Items that have only scant/trace amounts of blood, exudates or secretions do not require segregation, labeling or special transport and disposal procedures

**Biomedical Waste**

Refers to a portion of medical wastes that require special precautions due to the waste being:
- a) Infectious
- b) Sharps
- c) Cytotoxic
- d) Especially sensitive due to the nature of the waste (i.e., human body parts)

This category represents only a small portion of the total waste generated but it is important that this waste be handled and disposed of properly due to the environmental, aesthetic and occupational concerns as well as risks to human health.

**The biomedical waste includes:**
- **Human Blood and Body Fluid Waste** (Yellow Bag). This consists of items with more than scant/trace amounts of blood and body fluids removed for diagnosis during surgery, treatment or autopsy. This does not include urine or feces
- **Waste Sharps** (Yellow Bins). Waste sharps are clinical and laboratory materials consisting of needles, syringes, blades or laboratory glass, broken culture dishes, medical glassware, broken blood tubes and any other material capable of causing punctures or cuts that can penetrate skin or plastic disposal bags

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39 Saskatoon Health Region, 2013
• **Human Anatomical Waste** (Red Bag or Recognized Symbol). This consists of human tissues, organs, and body parts (e.g. placentas, limbs, organs, tissues) but does not include teeth, hair and nails

• **Microbiology Laboratory Waste** (Yellow Bag). This consists of laboratory cultures, stocks or specimens of micro-organisms, live or attenuated vaccines, human or animal cell cultures used in research and laboratory material that has come into contact with any of these aforementioned items

• **Animal Biomedical Waste** (Orange or Red bag) Waste that contains or is suspected of containing a pathogen that consists of animal tissues, organs, body parts, carcasses, bedding, fluid blood and blood products, items saturated or dripping with blood, body fluids contaminated

Items contaminated with more than scant/trace amounts of blood/body fluids or secretions need to be treated as biomedical waste. If in doubt treat as biomedical waste.

### Non Critical Patient Care Equipment

- Clean and disinfect reusable equipment that has been in direct contact with the patient before use in the care of another patient
- Establish procedures/schedules for assigning responsibility and accountability for routine cleaning and disinfection of all patient care equipment. Documentation is to be completed when equipment has been cleaned and disinfected
- Train a designated person to do cleaning and disinfection. This person will be trained in use of appropriate protective barriers and cleaning, handling of cleaning supplies and equipment in a safe manner
- Clean and disinfect reusable equipment in a designated area. This area is to be separated from the areas where clean or sterile equipment is stored
- Some reusable equipment may require high-level or sterile reprocessing in a designated Medical Device Reprocessing department. Follow manufacturer’s instructions for type of disinfection/reprocessing required for each piece of reusable equipment

### 10. Training

- All staff to review the ‘SHA – Saskatoon & Area Staff Blood or Body Fluid Exposure Assessment Tool’ on an annual basis
- All SHA – Saskatoon & Area workers to receive annual education and training on Blood and Body Fluid Exposure management
- Annual education and training can be completed through the E-learning, OHS Department, BBF presentation

### Materials

- **SHA – Saskatoon & Area Staff Blood or Body Fluid Exposure Assessment Tool**

### 11. Documentation

SHA – Saskatoon & Area workers shall report all BBF exposures or BBF near miss incidents to the SHA – Saskatoon & Area SAS/IRL

**SHA – Saskatoon & Area worker BBF records shall include:**

- The worker’s name and Provincial Health Number

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Saskatoon & Area - Occupational Health & Safety
• Hepatitis B vaccination status, including the dates of all the Hepatitis B vaccinations
• Date of the injury
• Type and brand of the device involved
• Department or work area where the incident occurred
• Explanation of the incident occurred
• SHA – Saskatoon & Area worker’s confidentiality is maintained
• SHA – Saskatoon & Area worker’s incident report will be maintained in the SHA – Saskatoon & Area OHS Parklane database

12. Investigation
SHA – Saskatoon & Area OHS will
• Receive all Exposure Incident Report Forms for SHA – Saskatoon & Area workers that experienced an occupational exposure
• Track occupational exposures and do a root cause analysis and implement measures to prevent future incidents, maintaining confidentiality for the exposed worker
• Provide workers with support and counselling as appropriate
• Ensure follow-up tests for the worker are conducted in partnership with their family physician
• Ensure workers have access to pre-exposure hepatitis B immunization
• Maintain worker immunization records including Hepatitis B Surface Antibody test results
• Facilitate hepatitis B vaccinations for workers who were non-immune at the time of the exposure
• Provide the Regional Medical Health Officer with a summary of incidents on an annual basis (or as directed by the Regional MHO)
• Complete WCB claim form and submit to WCB (SHA – Saskatoon & Area Employee Wellness & Accommodation)
• Facilitate coverage with WCB (SHA – Saskatoon & Area Employee Wellness & Accommodation)

Non-Compliance/Breach:
Non-compliance with this policy will result in a review of the incident. A review for non-compliance may result in disciplinary action, up to and including termination of employment or privileges; fines and/or prosecution of individuals under the Saskatchewan Employment Act and OHS Regulations.

Review Dates:
January 1, 2017
August 8, 2018
May 9, 2019

41 Government of Saskatchewan, 2013

Saskatoon & Area - Occupational Health & Safety
References

SHA – Saskatoon & Area Staff Blood or Body Fluid Exposure Assessment Tool


Saskatoon & Area - Occupational Health & Safety


Overview
A Blood or Body Fluid (BBF) exposure occurs when a person is exposed to potentially infectious BBF through a needle poke, sharp instrument injury, splash to eyes/nose/mouth/non-intact skin or a human bite. A BBF exposure has the potential to transmit the following Blood Borne Pathogens (BBP): Hepatitis B Virus (HBV), Hepatitis C Virus (HCV) and Human Immunodeficiency Virus (HIV).

Purpose
To ensure all SHA – Saskatoon & Area workers receive optimum, timely treatment, education and follow-up, in the event of a BBF exposure as well maintain optimal protection and safe client care

Roles and Responsibilities
Employer must ensure:
- Appropriate Personal Protective Equipment (PPE) is provided
- SHA – Saskatoon & Area workers are provided information, instruction, training and supervision on appropriate PPE use
- PPE is easily accessible and available to all SHA – Saskatoon & Area workers

Manager/Supervisor must ensure:
- That the roles and responsibilities of all SHA – Saskatoon & Area workers are being met, as well as applicable legislation and/or standards
- Safe work procedures are written and followed
- Safety engineered safety devices are provided and used
- Appropriate PPE is provided
- Sharp containers are used at point of use
- SHA – Saskatoon & Area Staff BBF Exposure Assessment Tool is posted in strategic locations

Worker must ensure:
- That safe work practices and procedures are understood and followed

Saskatoon & Area - Occupational Health & Safety
That all required PPE shall be used and properly maintained
Sharp containers are used at point of use
That they report to their manager/supervisor and the SHA – Saskatoon & Area Safety Alert System or Incident Report Line any BBF exposure incidents or near misses

Orientation & Training
Welcome Onboard Week, SHA – Saskatoon & Area new hire orientation
Former Saskatoon Health Region Infonet
BBF exposure presentations by an OHS team member can be requested through OHSINTAKE@saskatoonhealthregion.ca
All SHA – Saskatoon & Area workers to review the ‘SHA – Saskatoon & Area Staff Blood or Body Fluid Exposure Assessment Tool’ annually
All SHA – Saskatoon & Area workers to receive annual education and training on BBF exposure management; annual education and training can be completed through the E-Learning Site, OHS Department, BBF exposure presentation or by an OHS team member

Materials
Provision and use of appropriate PPE: gloves, visor mask or full face shield with mask, aprons or gowns and boot covers
‘SHA – Saskatoon & Area Staff Blood or Body Fluid Exposure Assessment Tool’
E-Learning Site, OHS Department, BBF exposure presentation available here: https://learning.saskatoonhealthregion.ca/course/index.php?categoryid=9

Non-Compliance/Breach:
Non-compliance with this policy will result in a review of the incident. A review for non-compliance may result in disciplinary action, up to and including termination of employment or privileges; fines and/or prosecution of individuals under the Saskatchewan Employment Act and OHS Regulations.

Resources
BBF Exposure Assessment Tool

Review Dates:
January 1, 2017
June 26, 2018
August 8, 2018
May 9, 2019
**Purpose**

The purpose of this procedure is to establish the process to follow in the event of a Blood or Body Fluid (BBF) exposure.

**Procedure**

In the event of a BBF exposure, the SHA – Saskatoon & Area worker will:

- Review the SHA – Saskatoon & Area Staff Blood or Body Fluid Exposure Assessment Tool

**Step 1. Determine if a BBF exposure has occurred:**

The fluid contacted the exposed person in such a way that would allow for transmission of a Blood Borne Pathogen (BBP) such as:

- An object with the body fluid punctured or broke the skin of the exposed person (e.g., needle stick or cut with a sharp object)
  OR
- The fluid came in contact with the mucous membrane (splashes into eyes, nose, or mouth) of the exposed person or onto non-intact skin (e.g., chapped, abraded or afflicted with dermatitis, etc.)

**Step 2. Determine if the fluid is capable of transmitting a BBP**

These fluid(s)/tissue are capable of transmitting a BBP:

- Lab specimens containing concentrated HIV, HBV or HCV
- Blood serum, plasma or other biological fluids visibly contaminated with blood
- Pleural, amniotic, pericardial, peritoneal, synovial and cerebrospinal fluids, semen and vaginal secretions
- Saliva (HBV)
- Breast milk
- Organ and tissue transplants
- Screened donated blood and manufactured blood products (minimal risk in Canada)

These fluids(s) are not capable of transmitting a BBP (unless they contain visible blood)

- Tears, vomit, urine, feces
Step 3. Complete first aid action and notify your manager/supervisor

**Needle poke/sharps puncture/human bite:**
- Quickly remove gloves or clothing to determine any injury to the hand(s) or affected body area
- Allow injury to bleed
- Wash the injured area well with soap and water

**Splash to eyes/nose/mouth/non-intact skin:**
- Flush area well with running water
- For eye splashes, use the nearest eye wash station for 15 minutes

Step 4. Report immediately to the nearest open Emergency Department for BBF exposure assessment if the incident is deemed a BBF exposure

Step 5. Call the SHA – Saskatoon & Area Safety Alert System (SAS) or Incident Report Line (IRL) to report your incident as a BBF exposure after you have been assessed in the Emergency Department

SHA – Saskatoon & Area SAS Contact Numbers
- Saskatoon: 306-655-1600
- Rural (Toll-Free): 1-844-655-1600

SHA – Saskatoon & Area IRL Contact Numbers
- Saskatoon: 306-655-0820
- Rural (Toll-Free): 1-866-966-0820

**Source Patient Bloodwork**
- When a BBF exposure occurs in a department/area and the worker is directed to the nearest open Emergency Department as per the SHA – Saskatoon & Area Staff [BBF Exposure Assessment Tool](#), the source patient will be asked to remain in the department until the worker returns from the Emergency Department. The Emergency physician will determine if baseline blood work is required from the source patient.
- In departments/community setting where the source patient has left the area/building, the Emergency Physician will determine if baseline blood work is required from the source patient.

**Non-Compliance/Breach:**
Non-compliance with this policy will result in a review of the incident. A review for non-compliance may result in disciplinary action, up to and including termination of employment or privileges; fines and /or prosecution of individuals under the Saskatchewan Employment Act and OHS Regulations.

**Resources**
- [BBF Exposure Assessment Tool](#)

**Review Dates:**
- January 1, 2017
- June 26, 2018
- August 8, 2018
- May 9, 2019

Saskatoon & Area - Occupational Health & Safety
Policy
Saskatoon & Area – Occupational Health & Safety
Number: 60-003
Title: Worker Incident Management/Investigation
Saskatchewan Employment Act: 3-20
OHS Regulation: 11, 22(1)(h), 29
Date: January 1, 2017
Date Revised/Reaffirmed: June 13, 2018

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Purpose
- To ensure all workers report workplace incidents
- To assist in communicating to managers/supervisors that an incident has occurred and that an investigation needs to be performed
- To find the root cause(s) of the incident
- To develop corrective actions to prevent recurrence of incidents
- To assist in compiling statistical reports for review to determine trends in workplace incidents
- To assist in developing changes in work practices or procedures

Principles
- SHR is committed to providing a safe and healthy work environment for everyone. Many of the unusual events that occur within SHA are a result of working within complex systems. Learning where harm occurs in complex systems will assist us in making improvements.
- Staff are expected to understand and be knowledgeable in environmental hazards and specific hazards and risks associated with the tasks they perform during the course of their duty and in the provision of care to patients/clients and residents
- Staff are expected to report all Incidents, for stakeholders to be aware of risks and be strategic in making health care environments safer and support a Just Culture of Safety
- Stop the Line principles of Stop-Alert/Assess-Fix-Eliminate/Escalate and Report (S.A.F.E.R) are required to protect Staff from preventable harm or injury

Definition
- “Incident” is an unplanned event that causes, or may cause, injury or illness to workers or damage to property. Incidents are caused, often by many factors occurring at the same time. Incidents can be prevented if all these causes are addressed.
- “Near miss” is an unplanned event that did not result in injury, illness, or damage but had the potential to
Roles and Responsibilities

Employer must ensure:

- That all serious accidents and dangerous occurrences are investigated as soon as reasonably possible by:
  - co-chairpersons or their designates;
  - the employer and the representative; or
  - where there is no committee or representative, the employer

- In consultation with the OHC, prepare a written report after the investigation of the accident that includes:
  - Description of accident
  - Any graphics, photos or other evidence that may assist in determining the cause factors
  - Explanation of the cause or causes of the accident
  - Immediate corrective action taken
  - Any long-term actions that will be taken to prevent the occurrence of a similar accident or the reasons for not taking action

- That all other incidents are investigated within 48 hours (urban) or 72 hours (rural) by:
  - Immediate Supervisor
  - Manager

Manager/Supervisor must ensure:

- That roles and responsibilities of all workers are being met, as well as applicable legislation and/or standards
- Safe work procedures are written and followed
- All incidents and near misses must be investigated with the worker so that the causes of the incident can be determined and the appropriate corrective actions can be put in place to prevent the recurrence of the incident
- They work with employer and OHC in the investigation of all serious accidents and dangerous occurrences

Worker must ensure:

- They are trained in and follow the safe work procedures
- They report to their manager/supervisor and the Safety Alert System/Incident Report Line any incidents or near misses that occur in the workplace

Orientation & Training

- Safety For Supervisors for all managers/supervisors

Non-Compliance/Breach:

Non-compliance with this policy will result in a review of the incident. A review for non-compliance may result in disciplinary action, up to and including termination of employment or privileges; fines and/or prosecution of individuals under the Saskatchewan Employment Act and OHS Regulations.

Review Dates:
January 1, 2017
June 13, 2018

Saskatoon & Area - Occupational Health & Safety
Purpose
The purpose of this procedure is to outline process for the reporting of these incidents and the investigation to determine contributing factors and the root cause(s) and so that necessary corrective actions can be developed and put in place to prevent the recurrence of an incident.

Definitions
- “Reporting” means the reporting of an incident using the respective Saskatchewan Health Authority (SHA) Incident Report Line and process. Incidents may be subsequently reported (in de-identified manner) beyond SHA (e.g. Saskatchewan Ministry of Health, Saskatchewan Labour Relations and Workplace Safety, The Safety Association for Safe Workplaces in Health).
- “Stop the Line” means identifying or recognizing anything you know, feel, see smell or hear that has the potential to cause yourself, a loved one or staff harm and taking action.

Reporting Procedure/Stop the Line
- If an incident occurs where there is a near miss, injury or a potential for injury, the work area should be immediately secured.
- The worker should seek medical attention as required.
- The worker must report immediately to the manager/supervisor.
- The worker is expected to report the incident or near miss to the Safety Alert System/Incident Reporting Line.
- If medical attention is required the worker should obtain a SHA Employee Incident Reporting Package. The worker should have the Health Care Provider complete the SHA Initial Medical Report of injury/illness form.
- The worker should return the Medical form by fax to Saskatoon 306-655-6220 or rural toll free 1-877-417-7775 within 24 hours.
- The worker must complete and submit the WCB Worker’s Initial Report of Injury (W1 Form by Fax 1-888-844-7773 or online) to Workers Composition Board (WCB).
- If injured, the worker will be required to return to the workplace to participate in an investigation of the incident with the manager/supervisor.
Investigation Procedure
Manager/Supervisor

- **Step 1** Take Immediate Action
  - “Immediate action” may include:
    - Stop all work processes
    - Securing the incident scene until the investigation of the scene is finished
    - Calling for emergency help (e.g., fire department, ambulance)
    - Providing first aid/medical aid. Worker may be directed to the Emergency Department or appropriate treatment.
    - Taking immediate action to prevent further injury or damage
    - Reassuring the workers
    - Tagging and locking out of equipment will occur immediately to prevent use during investigation and to communicate “Do Not Use”
    - Identifying potential information sources (e.g. people or evidence that can give you information)

- **Step 2** Gather Evidence
  - Gather evidence to gain a clear picture of what happened, so action can be taken to prevent future similar incidents. When gathering evidence:
    - Identify the final event of the incident (e.g. the incident itself)
    - Collect any applicable Incident Reports
    - Gather data that fills in the complete picture of what happened from the beginning of the incident and contributed to the final event
    - Ensure that the evidence is factual about actions that were seen, heard or done

There are two ways to gather evidence:

1. Look for clues from the scene of the incident (e.g., take pictures; make sketches; take measurements; take samples of substances/fluids; collect foreign objects or broken pieces of equipment; note environmental conditions, housekeeping, lighting, noise, signs, workspace; check procedures), and
2. Collect information from people (e.g., injured worker, witnesses, supervisor)

- **Step 3** Put the Evidence in Order
  - To help you develop a mental picture of what happened, put all the facts you have gathered together in the order in which they occurred. Then check that:
    - You have enough evidence and no gaps
    - The evidence makes sense, each event relating to or interacting with at least one other incident event

- **Step 4** Analyze Your Information
  - Analyze your findings and identify why the incident occurred. The “whys” are the safety problems that must have existed for the incident to occur. Incidents generally occur because of a combination of “symptom” and “root” safety problems.
Symptom safety problems are obvious, immediately recognizable problems such as recapping a needle or water on the floor. Symptom safety problems need to be analyzed to find out why they exist. This analysis will show the root safety problem. Root safety problems are the behind-the-scenes problems; they deal with such things as policy, procedures, training and supervision, facility design.

- **Step 5  Recommend Corrective Action**
  Look ahead to see how the risk of similar incidents can be reduced. Use your knowledge of what happened and why, and consider how “people” and “things” work together. Based on this information, recommend changes that will improve health and safety in the workplace.

  Your recommendations may be related to:
  - Policy/procedure revision or development
  - Education and Training
  - Equipment, maintenance or replace of equipment/tools
  - Supervision

  Make sure your recommendations are:
  - Specific for the identified safety problems (fix what doesn’t work)
  - Effective and sound (fixing an existing problem without creating any new safety problem)
  - Practical (will work, not “pie in the sky”)
  - Affordable (within available resources)
  - Credible (can be trusted to work)
  - Ranked according to priority (if not all recommendations can be carried out at once, identify which ones are most important and communicate to the people involved)

- **Step 6  Follow Up on Corrective Action**
  Follow up your recommendations for corrective action to determine whether they were implemented and, if so, whether they were effective. This information will help you when making recommendations on subsequent incident investigations. Without this follow-up, the effort of investigating may be wasted.
  - Escalate your Corrective Action if appropriate
    - Based on the recommendations and corrective actions, the root cause may only be fixed through a systemic or multi-disciplinary approach that requires escalation to senior leaders

- **Step 7  Complete Investigation Report**
  Identify to “those who need to know” what happened, why it happened and what can be done to prevent similar incidents. Your report should:
  - Be objective
  - Be descriptive (clearly state the sequence of incident events – who, what, when, where and how, so a reader with no knowledge of the incident will be able to understand what happened)
  - Identify safety problems (why the incident happened)
  - Make recommendations for corrective action
  - State planned follow-up dates

**Non-Compliance/Breach:**

Saskatoon & Area - Occupational Health & Safety
Non-compliance with this policy will result in a review of the incident. A review for non-compliance may result in disciplinary action, up to and including termination of employment or privileges; fines and/or prosecution of individuals under the Saskatchewan Employment Act and OHS Regulations.

Resources

- Incident Report Line Investigation form
- Risk Assessment Matrix
- Investigation Report Definitions

Review Dates:
January 1, 2017
January 17, 2018
June 7, 2018
Policy
Saskatoon & Area – Occupational Health & Safety
Number: 60-004
Title: Critical Incident Stress Management
Saskatchewan Employment Act:
OHS Regulation: 37
Date: January 1, 2017
Date Revised/Reaffirmed: June 7, 2018

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Policy Framework
The Critical Incident Stress Management policy outlines our response to workers and physicians affected by potentially traumatic events which are outside their normal work experience. We need to respond to these in a way that is qualitatively different to that in normal work situations. Because individuals experience critical incidents in different ways and vary in their reaction to similar events - what may be traumatic for one may not be for others - it is not possible to make rigid recommendations for all situations and workers. As our workforce is not a homogenous group, different groups of staff will have different work experiences and contexts and as a result, will have different needs. Therefore, an appropriate response for acute centre support services workers or community based social workers will be different to that required for ambulance or emergency workers. Workers in each area of work should be involved in identifying potential stressors and effective ways to minimize or manage such situations. Each service should develop its own guidelines, based on the framework set out in this policy and procedure.

Recognizing that workers and physicians often confront extremely difficult situations in the course of their daily work, SHA will provide timely, specialized support to workers and physicians. The goal of a Critical Incident Stress Management (CISM) program is to help people return to work and to reduce the potential long-term consequences of repeated exposure to traumatic stress. A team from the Employee Family Assistance Program (EFAP) will be available to conduct formal critical incident debriefings and defusings when requested by a member of SHA’s management team. These services are not intended to be a review or critique of performance or the event.

Purpose
- To ensure SHA workers and physicians who are experiencing a strong reaction to a traumatic event/critical incident at work have access to support services
- To ensure managers and supervisors are knowledgeable about the resources and process available to support the worker and/or physician

Definitions
- “Traumatic Event/Critical Incident” is any event of sufficient emotional power to overwhelm an individual or team’s usual ability to cope with and/or regroup after the event
• “Defusing” is a brief supportive intervention performed by clinician or team lead to an individual or small group immediately (usually 1-4 hours) following an incident. A defusing intervention may demonstrate the need to initiate a formal debriefing or other supportive services for the individual(s) impacted by the event.
• “Debriefing” is a group intervention provided by a clinician(s) and peer resource(s) to all team members impacted by a critical incident. The debriefing ideally occurs within 48-72 hours of the incident.

Confidentiality refers to the obligation to refrain from willingly disclosing information that has been received in confidence. Because of the nature of the CISM Program (mostly group interventions), confidentiality and anonymity cannot be guaranteed in some situations. However, employees participating in a group process will be encouraged to respect confidentiality.

a) As management is responsible for ensuring that employees directly involved in critical incidents are quickly identified, anonymity cannot be guaranteed and/or protected in some situations

Roles and Responsibilities
Employer must ensure:
• They take action to minimize or eliminate the risk of critical incidents/traumatic events in the workplace
• They provide access to counseling and support to workers and physicians who have experienced critical incidents/ traumatic events
• They provide an Employee Family Assistance Program (EFAP): Shepell at www.workhealthlife.com or 1-844-336-3136

Manager/Supervisor must ensure:
• That all workers and physicians are informed about CISM
• As part of good managerial practices, be aware of workers and physicians that could be affected by a critical incident although not directly involved (when the latter information becomes available, it could be shared with the designated representative of the CISM team);
• That they encourage workers to recognize their own need for assistance and obtain CISM services and/or voluntarily contact a peer helper confidentially at any point in time during their career to access CISM services
• They provide all the support necessary to workers using CISM services
• They provide EFAP team members with all the support necessary to fulfill their obligations and responsibilities related to CISM process.
• They facilitate normal recovery process in workers who are having a normal reaction to a critical incident/traumatic event
• They facilitate access to reduce the distress and discomfort of the traumatic/critical incident and restore individual and group unity and function
• They identify group members who may benefit from additional support services or referral to professional care
• They refer workers to SHA’s EFAP Provider Shepell at www.workhealthlife.com or 1-844-336-3136

Worker must ensure:
• They report to their manager/supervisor and the Safety Alert System/Incident Report Line any incidents or near misses

Saskatoon & Area - Occupational Health & Safety
Orientation & Training
- EFAP basic information and pamphlet presented at Welcome Onboard Week (WOW)

Non-Compliance/Breach:
Non-compliance with this policy will result in a review of the incident. A review for non-compliance may result in disciplinary action, up to and including termination of employment or privileges; fines and/or prosecution of individuals under the Saskatchewan Employment Act and OHS Regulations.

References
- EFAP Provider: Shepell at www.workhealthlife.com or 1-844-336-3136
- Health Service Executive’s Policy for the Prevention & Management of Stress in the Workplace, September 2012)
- Seattle Children’s Hospital Policy for Critical Incident Stress Management, 2004

Review Dates:
January 1, 2017
June 7, 2018
Purpose

- To ensure SHA workers and physicians who are experiencing a strong reaction to a traumatic event/critical incident at work have access to support services
- To ensure managers and supervisors are knowledgeable about the resources and process available to support the worker and/or physician

Procedure
Manager/Supervisor:

- Assessment
  Critical incidents produce characteristic sets of psychological and physiological reactions or symptoms in all people, including emergency service personnel. Typical symptoms of Critical Incident Stress include:
    - Restlessness
    - Irritability
    - Excessive Fatigue
    - Sleep Disturbances
    - Anxiety
    - Startle Reactions
    - Depression
    - Moodiness
    - Muscle Tremors
    - Difficulties Concentrating
    - Nightmares
    - Vomiting
    - Diarrhea
    - Suspiciousness
    - Lack of appetite
“Critical Incident Stress Management (CISM)” is a comprehensive, integrated, systematic, and multi-component approach to managing traumatic events. The following is a brief description of the four tools used in group CISM:

1. **Demobilization** – a one time (end of shift/end of deployment), large group information process usually used for emergency services workers who have been exposed to a significant traumatic event.

2. **Crisis Management Briefings** – this is a structured “town meeting” style focusing on large community or organizational groups. It is designed to provide information about the incident, control rumors, educate about symptoms of distress, inform about basic stress management, and identify resources available for continued support, if desired.

3. **Defusing** – is a shortened version of the debriefing (3 phases) focused on small homogeneous groups within 8 hours of the conclusion of an event. If a delay beyond 8 hours occurs, it is best not to defuse but plan for a debriefing. It is best to provide separate defusing for each homogeneous group involved in the event.

4. **Debriefing** – a structured GROUP discussion concerning the critical incident which follows a CISD structure of 7 phases. Common ground rules of a CISD include:
   - Voluntary participation
   - No note taking or recording devises
   - Not used as an operational critique or investigation of events
   - Not a “blame” session

The formal Critical Incident Stress debriefing is a psychological and educational support group discussion that utilizes specially trained individuals, mental-health professionals and peer support personnel. The main objective of a debriefing is to mitigate the impact of a critical incident and assist the personnel involved in returning to routine functions after the incident. Events that require Critical Incident Stress Debriefing include:

- Line of Duty Deaths
- Serious line of duty injuries
- Worker suicide
- Disasters
- Unusually tragic deaths of children
- Significant events where the victims are relatives or friends of workers or physicians
- Events that seriously threaten the lives of the responders
- Any event that has significant emotional power to overwhelm usual coping mechanisms

Saskatoon & Area - Occupational Health & Safety
Essential Tasks:

1. Department, Site Manager or worker identifies that a critical/traumatic incident has occurred and if necessary, provides information to the Manager for review

2. Manager/Director (or EPP On Call) assesses the impact on worker(s) involved to determine if Critical Incident Stress Debriefing (CISD) is required

3. The Manager/Director or HR Business Partner (or EPP On Call) will then contact Shepell directly at 1.844.336.3136, select option 3 and ask to speak to the trauma team and discuss the type of service required and when

4. After the CISD services are completed, the Manager or designate will provide positive or negative feedback (if any) to the Healthy Workplace Consultant – Human Resources (currently Donna Chalifoux) for follow up directly with our EFAP provider (currently Shepell)

Non-Compliance/Breach:
Non-compliance with this policy will result in a review of the incident. A review for non-compliance may result in disciplinary action, up to and including termination of employment or privileges; fines and/or prosecution of individuals under the Saskatchewan Employment Act and OHS Regulations.

References
- EFAP Provider: Shepell at www.workhealthlife.com or 1-844-336-3136

Review Dates:
January 1, 2017
June 7, 2018
April 11, 2019

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i The Occupational Health and Safety Regulations, 1996; Regulation 8, Statutes of Saskatchewan

ii Excerpt from The Occupational Health and Safety Regulations, 1996; Regulation 29, Statutes of Saskatchewan

iii The Occupational Health and Safety Regulations, 1996; Regulation 8, Statutes of Saskatchewan

i The Occupational Health and Safety Regulations, 1996; Regulation 9, Statutes of Saskatchewan

ii The Occupational Health and Safety Regulations, 1996; Regulation 8, Statutes of Saskatchewan

Saskatoon & Area - Occupational Health & Safety