



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
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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