



## Policy

Saskatoon & Area - Occupational Health & Safety

**Number:** 53-012

**Title:** Physical Hazard: Ventilation

**Saskatchewan Employment Act:**

**OHS Regulation:** 3-12, 3-14, 6-2 to 6-4

**Date:** January 1, 2017

**Date Revised/Reaffirmed:** December 30, 2021

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### 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
  - That effective provision is made for the protection of workers in the event of ventilation failure
  - That an air cleaning system, where used, is effective to protect workers
- 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

December 30, 2021