# Occupational Health Committee Agenda Template

1. Approval of Agenda
2. Approval of Minutes
3. Old Business
   1. Contraventions
   2. Recommendations c.

d.

1. New Business
   1. Review infection control plan – Employers must have a plan to protect staff from exposure to infectious organisms (OH&S Regulation section 6-22). Employers are required to review this plan with their OHCs. Please review how well the infection control plan is working in your facility.
   2. Incident/injury reports
   3. Inspections d.
2. Review OH&S regulation sections

a. 6-22; 9-18, 9-19; 13-3 – 13-8; 13-18 – 13-20; 13-25; 13-26; 16-14; 21-1

1. Complete the:
   1. *Exposure to Infectious Materials and Organisms Analysis Note all deficiencies must be accompanied by recommended actions*.
2. Safety program policy review – review safety program policies
   1. *3.5 – Blood Borne Pathogens*
   2. 3.21 – *Exposure Control Plan*
   3. 4.1 – *WHMIS – Workplace Hazardous Information System*
   4. 4.2 – *Waste Management*
   5. 4.6 – *Latex*
   6. 4.7 - *Allergies*
3. Plan staff awareness
   1. Infection Control Plan
4. Adjournment

*Year Two: July - September*

# Saskatchewan Employment Act and OH&S Regulations Review

| **Section** | **Title** | **Applies to** | **Requirements** | **Definitions** | **Q & A** |
| --- | --- | --- | --- | --- | --- |
| **Occupational Health and Safety Regulations** | | | | |  |
| **6-22** | Exposure Control Plan | All Committees | (2) If workers are required to handle, use or produce an infectious material or organism or are likely to be exposed at a place of employment, an employer, in consultation with the committee, shall develop and implement an exposure control plan to eliminate or minimize worker exposure.  (3) An exposure control plan must:  (a) be in writing;  (b) identify any workers at the place of employment who may be exposed;  (c) identify categories of tasks and procedures that may put workers at risk of exposure;  (d) describe the ways in which an infectious material or organism can enter the body of a worker and the risks associated with that entry;  (e) describe the signs and symptoms of any disease that may arise for a worker exposed at the place of employment;  (f) describe infection control measures to be used, such as the following:  (i) vaccination;  (ii) engineering controls;  (iii) personal protective equipment;  (iv) safe work practices and procedures; and  (v) standard practices that incorporate universal precautions;  (g) identify the limitations of the infection control measures described pursuant to clause (f);  (h) set out procedures to be followed in each of the following circumstances:  (i) if there has been a spill or leak of an infectious material or organism;  (ii) if a worker has been exposed;  (iii) if a worker believes that he or she has been exposed;  (i) set out the methods of cleaning, disinfecting or disposing of clothing, personal protective equipment or other equipment contaminated with an infectious material or organism that must be followed and indicate who is responsible for carrying out those activities;  (j) describe the training to be provided to workers who may be exposed and  the means by which this training will be provided;  (k) require the investigation and documentation, in a manner that protects the confidentiality of the exposed worker, of any work-related exposure incident, including the route of exposure and the circumstances in which the exposure occurred; and (l) require the investigation of any occurrence of an occupationally transmitted infection or infectious disease to identify the route of exposure and implement measures to prevent further infection.  (4) If subsection 85(2) applies to an employer on the day on which this section comes into force or at any time before January 1, 2006, that employer must, no later than January 1, 2006, describe in his or her exposure control plan the steps that will be taken by July 1, 2006 to ensure compliance with this section and, if applicable, subsection 474.1(3).  (5) No employer shall allow a worker to undertake any tasks or procedures mentioned in clause (3)(c) unless the worker has been trained with respect to the exposure control plan and the use of control measures appropriate for the task or procedure undertaken.  (6) An employer, in consultation with the committee, shall review the adequacy of the exposure control plan, and amend the plan if necessary, at least every two years or as necessary to reflect advances in infection control measures, including engineering controls.  (7) An employer shall make a copy of the exposure control plan and any amendments to that plan readily available to every worker who may be exposed.  (8) An employer shall:  (a) inform workers who are required to handle, use or produce an infectious material or organism or who may be exposed at a place of employment:  (i) of any vaccine recommended for workers with respect to that risk in the Canadian Immunization Guide, published by Health Canada, and recommended by:  (A) a medical health officer appointed pursuant to The Public Health Act or a designated public health officer within the meaning of The Public Health Act, 1994 whose powers and responsibilities include those set out in Part IV of The Public Health Act, 1994; or  (B) a physician with expertise in immunization or the control of communicable diseases; and  (ii) of the risks associated with taking a vaccine mentioned in subclause (i);  (b) with the worker’s consent, arrange for the worker to receive any vaccination recommended pursuant to subclause (a)(i) during the worker’s normal working hours and reimburse the worker for any costs associated with receiving the vaccination; and  (c) if a worker cannot receive a vaccination mentioned in subclause (a)(i) during the worker’s normal working hours, credit the worker’s attendance for the vaccination as time at work and ensure that the worker does not lose any pay or other benefits.  (9) If a worker has been exposed to blood or potentially infectious bodily fluids at a place of employment, an employer shall, with the consent of the worker, during the worker’s normal working hours, arrange for immediate medical evaluation and intervention by a qualified person in an approved manner and for confidential post‑exposure counselling.  (10) If a worker cannot receive medical evaluation, medical intervention or post‑exposure counselling during the worker’s normal working hours, an employer shall credit the worker’s attendance for evaluation, intervention or counselling as time at work and shall ensure that the worker does not lose any pay or other benefits.  (11) Nothing in these regulations prohibits an employer or contractor from purchasing supplies in bulk together with another employer or contractor but each employer or contractor is responsible for ensuring his or her compliance with these regulations. | (1) In this section:  (a) “engineering controls” means physical controls or barriers that isolate or remove an infectious disease hazard and includes:  (i) medical devices approved by Health Canada that have engineered sharps injury protections;  (ii) sharps disposal containers;  (iii) needleless systems and needles with engineered sharps injury  protections as defined in section 474.1; and  (iv) other devices that isolate or remove sharps hazards;  (b) “expose” means harmful contact with an infectious material or organism from inhalation, ingestion, skin or mucous membrane contact or percutaneous injury;  (c) “exposure control plan” means an exposure control plan required pursuant to subsection (2);  (d) “infectious material or organism” means an infectious material or organism that has been identified in an approved manner as an infectious disease hazard that poses a significantly increased exposure risk to a worker or self-employed person. | Does the employer’s infection control plan and exposure control plan meet the requirements of this section? |
| **9-18** | Storage of materials | All Committees | An employer, contractor or owner shall ensure that:  (a) no material or equipment is placed, stacked or stored so as to constitute a hazard to workers; and  (b) stacked materials or containers are stabilized, if necessary, by interlocking, strapping or other effective means of restraint. |  | Are materials/equipment stored in a way that it creates a hazard?  Are stacked materials stabilized? |
| **9-19** | Pallets and storage racks | All Committees | An employer, contractor, owner or supplier shall ensure that:  (a) pallets are maintained in a manner that will permit safe lifting of the pallets and the pallets’ loads by a forklift truck or other device; and  (b) racks for the storage of material or equipment are:  (i) designed, constructed and maintained to support any load placed on the racks; and  (ii) erected on a firm foundation. |  | Are pallets maintained for safe lifting?  Are storage racks:   * Designed to support loads? * Constructed to support loads? * Maintained to support loads? * Installed on a firm foundation? |
| **13-3** | Hoists, Cranes and Lifting Devices-General Requirements | All Committees | (1) An employer or contractor shall ensure that every hoist, crane and lifting device, including all rigging, used at a place of employment is designed, constructed, installed, maintained and operated to perform safely any task for which the hoist, crane, lifting device or rigging is used.  (2) A supplier shall ensure that every hoist, crane and lifting device, including all rigging, supplied for use at a place of employment is designed, constructed, installed, maintained and operated to perform safely any task for which the hoist, crane, lifting device or rigging is intended to be used. | “lifting device” means a device that is used to raise or lower material or an object, but does not include a crane or hoist; | Do your devices meet these requirements? How about contracted services we use? |
| **13-4** | Hoists, Cranes and Lifting Devices-Adoption of standards | All Committees | (1) An employer or contractor shall ensure that all hoists, cranes and lifting devices manufactured on and after the day on which these regulations come into force are constructed, inspected, tested, maintained and operated in accordance with an approved standard.  (2) A supplier shall ensure that all hoists, cranes and lifting devices manufactured on and after the day on which these regulations come into force are constructed, inspected, tested and maintained in accordance with an approved standard. |  | Do our devices meet approved standards?  How about when we use contracted services? |
| **13-5** | Hoists, Cranes and Lifting Devices-Load ratings | All Committees | (1) An employer or contractor shall ensure that a hoist, crane or lifting device is provided with a durable and clearly legible indication of the load rating that is readily accessible to the operator at the control station.  (2) A supplier shall ensure that the indication of the load rating of a hoist, crane or lifting device contains:  (a) all appropriate load ratings for the hoist, crane or lifting device;  (b) any applicable warning that no allowance is made in the load ratings for such factors as the effects of swinging loads, tackle weight, wind, degree of machine level, ground conditions, inflation of tires and operating speeds; and  (c) any applicable restrictions to operating in low temperatures. |  | Do our devices have load rating indications that cover all this information?  How about our contracted services? |
| **13-6** | Hoists, Cranes and Lifting Devices-Designated Operator | All Committees | (2) Subject to subsections (3), (4) and (5), an employer or contractor shall:  (a) designate a worker to operate a hoist, crane or lifting device;  (b) ensure that the designated operator is trained in the operation of that hoist, crane or lifting device; and  (c) ensure that no worker operates a hoist, crane or lifting device other than a designated operator.  (3) Subject to subsection (4), on and after July 1, 1997, an employer or contractor shall ensure that the designated operator is a qualified operator where the crane to be operated is:  (a) a tower crane;  (b) an overhead travelling crane that has a load rating equal to or greater than 50 tonnes;  (c) a crane that is used to raise or lower a worker on a personnel-lifting unit suspended from a hoist line; or  (d) a mobile crane that has a load rating greater than five tonnes.  (4) Subsection (3) does not apply to a crane that is:  (a) mounted on a vehicle and used exclusively to load or unload that vehicle; or  (b) owned by an employer, operated by a worker in the service of that employer and used solely at that employer’s place of employment to perform work exclusively for that employer.  (5) On and after July 1, 1997, in any circumstances other than those described in subsection (3), an employer or contractor shall ensure that:  (a) for any crane with a load rating greater than or equal to five tonnes, the designated operator is a competent operator; and  (b) for any mobile or overhead travelling crane with a load rating less than five tonnes, the designated operator is a competent worker.  (6) No worker shall operate a hoist, crane or lifting device unless the worker is a designated operator and has been trained in the operation of that hoist, crane or lifting device.  (7) No worker shall operate a crane unless the worker:  (a) has written proof of training in the operation of any crane that the worker will be required or permitted to operate; and  (b) has that written proof of training readily accessible at all times while the worker is operating the crane. | (1) In this section:  (a) “competent operator” means a worker who has successfully completed a training program that includes all of the elements set out in Table 16 of the Appendix for the crane that the worker will be required or permitted to operate or is completing the practical training required by Part II of Table 16 under the direct supervision of a competent operator or a qualified operator;  (b) “qualified operator” means:  (i) the holder of a journeyman’s certificate in the crane and hoist operator trade issued pursuant to The Apprenticeship and Trade Certification Act;  (ii) the holder of a proficiency certificate in a subtrade of the crane and hoist operator trade issued pursuant to *The Apprenticeship and Trade Certification Act*;  (iii) an apprentice in the crane and hoist operator trade who is working under the direction of a person described in subclause (i) or (ii); or  (iv) any other worker who:  (A) has received training, and has experience, in the safe operation of a crane that, in the opinion of the director, is equivalent to or superior to the training and experience of a person mentioned in subclause (i), (ii) or (iii); or  (B) is a member of a category of workers whose training and experience in the safe operation of a crane, in the opinion of the director, is equivalent to or superior to the training and experience of a person mentioned in subclause (i), (ii) or (iii).  “designated operator” means a worker designated pursuant to clause 204(2)(a) to operate a hoist, crane or lifting device; | Are only properly trained employees operating hoists, cranes and lifting devices? |
| **13-7** | Hoists, Cranes and Lifting Devices-Operating procedures | All Committees | (1) Subject to subsection (2), an employer or contractor shall ensure that:  (a) a copy of the manufacturer’s operating manual for a hoist or crane is readily accessible to the operator; and  (b) an operator of a hoist or crane is thoroughly trained in and implements the manufacturer’s recommended operating procedures.  (2) Where the manufacturer’s manual for a hoist or crane cannot be obtained, an employer or contractor shall develop an operating manual for the hoist or crane and ensure that:  (a) a copy of the operating manual is readily accessible to the operator; and  (b) an operator of the hoist or crane is thoroughly trained in and implements the operating procedures set out in the operating manual. |  | Are operating manuals available?  Are operators trained based on the manual?  Do they implement the manufacturer’s recommendations? |
| **13-8** | Hoists, Cranes and Lifting Devices-Rated load | All Committees | (1) An employer or contractor shall not require or permit the operator of a hoist, crane or lifting device to raise any load that is greater than the rated load determined by the manufacturer of the equipment or a professional engineer for the conditions in which the equipment is to be operated.  (2) An employer or contractor shall not require or permit the operator of a hoist, crane or lifting device to use the hoist, crane or lifting device to raise or lower workers unless the load applied to the hoist, crane or lifting device is less than one-half of the rated load as determined pursuant to subsection (1).  (3) An operator of a hoist, crane or lifting device shall not raise a load unless:  (a) the operator has determined the accurate weight of the load; and  (b) the load is less than the rated load for the operating conditions. |  | Do we follow the requirements for load ratings?  How about our contracted services? |
| **13-18** | Hoists, Cranes and Lifting Devices-Inspections | All Committees | (1) An employer, contractor or supplier shall ensure that a hoist, crane or lifting device is inspected by a competent person to determine whether the hoist, crane or lifting device is in safe working condition:  (a) before the hoist, crane or lifting device is used at the start of each work shift; and  (b) at regular intervals as recommended by the manufacturer.  (2) Where a defect or unsafe condition that may create a hazard to a worker is found in a hoist, crane, lifting device or rigging, an employer, contractor or supplier shall:  (a) take steps immediately to protect the health and safety of any worker who may be at risk until the defect is repaired or the unsafe condition is corrected; and  (b) as soon as is reasonably practicable, repair any defect or correct any unsafe condition.  (3) An employer, contractor or supplier shall ensure that a mobile crane is subjected to a thorough inspection, including non-destructive testing, under the supervision of a professional engineer every two years or 1,800 hours of operation, whichever comes first.  (4) An employer, contractor or supplier shall ensure that a tower crane is subjected to a thorough inspection, including non-destructive testing, under the supervision of a professional engineer:  (a) before erection at each site; and  (b) at subsequent intervals of 2,000 operating hours or one year, whichever occurs first. | “competent” means possessing knowledge, experience and training to perform a specific duty  “mobile crane” means a crane mounted on a truck, wheel or crawler base that can move freely under the crane’s own power without being restricted to a predetermined path  “tower crane” means a crane that is mounted on a tower and that can rotate about the axis of the tower | Are hoists, cranes or lifting devices inspected by a competent person? |
| **13-19** | Hoists, Cranes and Lifting Devices-Repairs | All Committees | (1) Where the inspection of a hoist, crane or lifting device reveals a condition that might render the equipment unsafe or incapable of raising the rated load mentioned in subsection 206(2), an employer, contractor or supplier shall not require or permit the use of the equipment until any necessary repairs are completed.  (2) An employer, contractor or supplier shall ensure that a structural repair or modification to a component of a hoist or crane is performed only under the direction and control of a professional engineer.  (3) Before a hoist or crane is used after a structural repair or modification, an employer, contractor or supplier shall ensure that:  (a) the equipment is tested under the direction of a professional engineer; and  (b) a professional engineer has determined the rated load of the repaired or modified hoist or crane and has certified that the hoist or crane is capable of safely raising the new rated load.  (4) Where the rated load of a hoist or crane after repair or modification differs from the rated load before repair or modification, an employer, contractor or supplier shall ensure that a new indication of load rating is provided pursuant to section 203. |  | What processes are in place to ensure devices are not being used until repairs are completed? |
| **13-20** | Hoists, Cranes and Lifting Devices-Friction type hoists | All Committees | On a construction site, an employer or contractor shall ensure that no material is hoisted vertically by a rope driven by friction between the rope and a powered surge wheel or drum unless the hoist is equipped with:  (a) a safety device that will prevent a free fall of the load; and  (b) an emergency stop device. |  | Do we follow these requirements on in our construction sites? |
| **13-25** | Hoists, Cranes and Lifting Devices-Hand-operated hoists | All Committees | (1) An employer or contractor shall ensure that a hand-operated hoist purchased on or after January 1, 1997 is designed, constructed, installed, operated and maintained in accordance with an approved standard.  (2) An employer, contractor or supplier shall ensure that a hand-operated hoist is equipped with a spring actuated or weighted ratchet and pawl, load brake or other mechanism that will stop and hold the load at any height desired by the operator.  (3) An employer or contractor shall not require or permit a worker to work under a load raised by a hand-operated hoist unless the load is supported with adequate stands or blocks. | Employers cannot allow a worker to work under a raised load unless the load is supported with adequate stands/blocks. | Do hand operated hoists meet approved standards?  Do they have stopping devices as described?  Do we support loads before work is performed under a raised load? |
| **13-26** | Hoists, Cranes and Lifting Devices-Winches | All Committees | (1) An employer or contractor shall inspect all manually operated hoisting or winching equipment thoroughly at appropriate intervals to ensure that the manually‑operated hoisting or winching equipment is capable of safe operation.  (2) Before a worker operates a winch on a vehicle, the worker shall ensure that the brakes are applied or other effective means are taken to prevent movement of the vehicle.  (3) A worker who operates a vehicle on which a winch is in use shall not move the vehicle until the winch operator has given a signal that the vehicle can be moved safely.  (4) An employer or contractor shall not require or permit a worker to cross over or under a winch cable between a winch and the load or to go underneath the load while a winch is in use. |  | Do we apply brakes on vehicles before using a winch?  Do we inspect our manually operating hoisting equipment? |
| **16-1** | Entrances, Exits and Ladders - General duties re entrances, exits | All Committees | An employer, contractor or owner shall provide and maintain 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. |  | Are workplace entrances/exits safe? |
| **21-1** | Chemical and Biological Substances- General duties of employers | All Committees | (1) An employer shall, at a place of employment:  (a) monitor the use or presence of, or a worker’s exposure to, any chemical substance or any biological substance that may be hazardous or harmful to the health or safety of a worker;  (b) where reasonably practicable, substitute a less hazardous or harmful chemical substance or biological substance for a hazardous or harmful chemical substance or biological substance;  (c) subject to subsection 307(1), to the extent that is reasonably practicable, reduce any contamination of the place of employment by a chemical substance or biological substance; and  (d) develop and implement work procedures and processes that are as safe as is reasonably practicable for the handling, use, storage, production and disposal of chemical substances and biological substances.  (2) An employer shall take all practicable steps to prevent exposure of a worker, to an extent that is likely to be harmful to the worker, to:  (a) a chemical substance or biological substance that may be hazardous; or  (b) a chemical substance or biological substance in combination or association with any other substance present that may be hazardous.  (3) An employer shall:  (a) inform the workers of the nature and degree of the effects to their health or safety of any chemical substance or biological substance to which the workers are exposed in the course of their work; and  (b) provide the workers with adequate training with respect to:  (i) work procedures and processes developed pursuant to clause (1)(d); and  (ii) the proper use of any personal protective equipment required by these regulations.  (4) An employer shall make available to the committee, the representative or, where there is no committee or representative, the workers:  (a) the results of any measurements of worker exposure to, and contamination of a place of employment by, a chemical substance or biological substance; and  (b) any steps taken to reduce the contamination of a place of employment by, and eliminate or reduce exposure of the workers to, a chemical substance or biological substance. |  | Does the employer monitor worker exposures? Contamination levels?  Have the least harmful substances been provided to workers?  Have contamination levels been minimized?  Have safe work procedures been implemented?  Do workers know the nature and degree of the health risks from substances?  Does the committee have access to the results of any measurements of worker exposure to, and contamination of a place of employment by, a chemical substance or biological substance? |

Exposure to Infectious Materials and Organisms Analysis

Has the employer developed a written plan for infectious materials that includes:

|  |  |  |
| --- | --- | --- |
| 1. The identification of workers who may be exposed at work? | Yes | No |
| 1. A description of how organisms enter the body? | Yes | No |
| 1. The risks with organisms entering the body? | Yes | No |
| 1. The sign/symptoms of any disease that may arise? | Yes | No |
| 1. A description of infection control measures? | Yes | No |
| 1. The limitations of infection control measures? | Yes | No |
| 1. Recommended vaccines? | Yes | No |
| 1. Procedures for spills of infectious materials? | Yes | No |
| 1. Procedures to clean/disinfect contaminated items? | Yes | No |
| 1. Description of training to be provided? | Yes | No |
| 1. The investigation and documentation procedures for exposures? | Yes | No |
| 1. Does the employer review this plan with the OHC at least every two years? | Yes | No |
| 1. Is the plan available to workers? | Yes | No |

*Reference –OH&S Regulation section 85*

Policy Review

Safety Program Policies 3.5; 3.21; 4.1; 4.2; 4.6; 4.7

What should these policies address?

These policies should provide the employer’s plan to control biological and chemical substances in the workplace, ensuring they are:

* handled;
* used;
* stored;
* produced; and
* disposed safely

These policies should also identify, where appropriate, how the employer will monitor the work environment.

Do these six policies demonstrate the employer’s plan for managing chemical and biological substances adequately?

Policy Review – Year Two: July - September