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Document available in French/Cette information existe également en français au: www.gov.mb.ca/labour/safety/index.fr.html

Workplace Safety and Health Program

Too many Manitoba workers are hurt on the job every year. Workplace investigations show that occupational injuries or illnesses are more likely to occur in workplaces that do not have effective health and safety systems.

A workplace safety and health program is a master plan to identify and control hazards, and respond to emergencies. The program lays out responsibilities, resources, and procedures for keeping the workplace healthy and safe. Its objective is to integrate safety and health into the daily operations of the workplace.

Effective safety and health programs reduce occupational injuries and illnesses. That is why the *Workplace Safety and Health Act* requires a written workplace safety and health program in all Manitoba workplaces with 20 or more workers.

The program is to be designed in consultation with the workplace safety and health committee, and must address the specific needs of the workplace. The contents of the program must include:

- **Policy Statement**
 - A statement of principles and general guidelines that govern your safety and health actions at the workplace.
- **Hazard Identification and Control**
 - Employers must have a system to identify and control hazards. The system must:
 - identify known and potential dangers to workers and enable them to bring forward concerns about hazards,
 - assess the associated risks (i.e. is there risk of permanent disability, temporary disabling injury, etc.),
 - implement measures to eliminate or control the hazards.
- **People and Resources Required in Emergencies**
 - A plan must identify the resources (including personnel and equipment) required to respond to an emergency at the workplace. Your program must also:
 - identify situations that could produce emergencies,
 - have a written fire safety plan, and a plan to deal with chemical spills, where needed,
 - identify emergency training requirements.
- **Statement of Responsibility**
 - Employers, supervisors and workers are all legally responsible for safety and health in the workplace. Everyone must be individually accountable for carrying out his or her responsibilities.
 - Build responsibilities for safety and health into

every job description in the organization. (For example, name the employee(s) responsible for ordering safety equipment, managing maintenance, and supplying the resources required for work to be done safely.)

- **Inspection Schedule**
 - The employer must schedule regular inspections of the workplace and of work processes and procedures in order to find hazards and potential hazards. The work performed determines what requires inspecting and when inspections should be conducted.
 - Identify what must be looked at during each type of inspection. (Supervisors and workers normally know what should be inspected in their work areas. Other information can be obtained from equipment vendors, maintenance records, industry publications, standards, internal reports, etc.)
- **Plans to Control Chemical and Biological Hazards**
 - Develop a plan for the control of any biological or chemical substance that is used, produced, stored, or disposed of at the workplace. Your plan should address how appropriate information about hazards will be obtained and communicated to workers.
 - Standard hazard control techniques should be used to identify, assess, and control these hazards. Use the resulting information to develop safe work procedures.
- **Plan to Safeguard Contracted Employers or Self-Employed Persons at Your Workplace**
 - To deal effectively with the safety and health risks associated with the work of contracted employers or self-employed persons, your program must have a system for evaluating, selecting, and monitoring outside companies or self-employed persons with whom you contract to do certain jobs at your workplace.
- **Training Plan for Workers and Supervisors**
 - Develop a plan for training workers and supervisors in safe work practices and procedures. The plan must determine how safety and health training will be developed and delivered, and by whom. It must be designed to begin with new worker orientation and/or when a worker changes job duties and responsibilities, as well as when new equipment, processes or procedures are introduced into the workplace. (Training must cover any topic relevant to the safety and health of the worker, including: how to do specific work tasks, emergency procedures, first aid facilities, restricted areas, hazard protection, etc.)

Continued on page 2

LEGALLY YOURS

In the pursuit of the objectives of The *Workplace Safety and Health Act* (Chapter W210), it is necessary to prosecute individuals or firms who are in contravention of the *Act*. Publication of this information is intended to inform and educate both employers and workers of the responsibilities that are **legally yours** in the hope that some may learn from the experiences of others. Any similarity between the names of persons charged and those not connected with the infraction or operation are coincidental.

COURT DATE	INFRACTION DATE	PERSON/CO. CHARGED	CONTRAVENTIONS	TOTAL PENALTIES
Jan. 30/02	Nov. 25/99	Jet Roofing	Appeal to Court of Queen's Bench	Fine reduced from \$45,000 to \$24,000
Feb. 18/02	Feb. 27/01	Hi-Tec Industries	Failure to provide a system to move a mixer safely. W210 4(2)(a)	\$10,000
Mar. 11/02	Apr. 18/99	City of Winnipeg (Transcona Pool)	Appeal of \$90,000 fine imposed on August 10, 2001	Fine upheld
Apr 15/02	Apr. 26/00	University of MB	Failure to provide worker information, instruction and supervision respecting the operation of a skid steer loader	\$ 10,000 + \$ 1,500 (Victims' Surcharge)
Apr 18/02	July 27/00	Great West Metal Ltd.	Failure to guard a punch press securely as far as reasonably practicable	\$ 15,000 + \$ 2,250 (Victims' Surcharge)
May 6/02	Aug. 01/00	Bresara Window Cleaning Ltd.	Failure to notify the Workplace Safety & Health Division in relation to using a suspended work platform; failure to submit a notice of intention to work near an electrical system to the public utility	\$ 4,000 + \$ 600 ((Victims' Surcharge)
May 8/02	Sept 21/00	Motor Coach Industries Ltd.	Failure to ensure that workers were acquainted with safety or health hazards that may be encountered in the course of operating an overhead crane and order picker. W210 4(2)(c)	\$ 30,000 + \$ 4,500 (Victims' Surcharge)
May 21/02	June 22/00	Edward Ritchot	Failure to provide information, instruction, training and supervision to workers. W210, 4(2)(b)	\$ 1,750 + \$ 250.50 (Victims' Surcharge)
May 21/02	May 16/00	A Ok Holdings Ltd (operating as Minute Muffler)	Failure to provide and maintain a workplace, necessary equipment, systems and tools that are safe and without risk to health. W210 4(2)(a) (cont'd) Failure to provide workers, information, instructions, training, supervision and facilities. W210 4(2)(b)	\$ 6,500 + \$ 1,000 (Victims' Surcharge)
May 31/02	June 22/00	Saber Industries Inc.	Failure to notify the Workplace Safety and Health Division with respect to trench excavation. M.R. 189/85, 108(1)(a)	\$ 2,500 + \$ 375 (Victims' Surcharge)

WS&H PROGRAM - Continued from page 1

- Supervisors require all of the instruction given to workers as well as training in:
 - relevant sections of the Act and regulations,
 - elements of the workplace safety and health program, including roles, duties and responsibilities,
 - safety around chemical and biological substances,
 - the need for personal protective equipment,
 - emergency procedures,
 - coaching and motivation,
 - any other matters necessary to ensure the safety and health of workers under their direction.
- **Procedures for Investigating Incidents, Dangerous Occurrences and Work Refusals**
 - Investigations of incidents and dangerous occurrences provide valuable information needed to prevent similar incidents in the future. Investigation procedures for incidents and dangerous occurrences should state:
 - the objective of your investigation (find and correct root causes),
 - who investigates what (type of) incidents,
 - type of training the investigators will receive,
 - who receives written investigation reports,
 - who follows up on corrective action,
 - who maintains documents and records, etc.
 - Your program must also include procedures for investigating work refusals. Section 43 of the Act allows the internal workplace system to investigate, enabling the employer to take sufficient steps to deal with the worker's concerns. If necessary, the workplace safety and health committee must investigate and advise the worker. If the matter has yet to be resolved after the committee's involvement, a workplace safety and health officer should be contacted.
- **Strategy to Involve Workers**
 - All employees need to be involved in your efforts to prevent injuries and occupational illnesses. Workers must be familiar with your program, know their rights and responsibilities, and understand how to handle concerns. Your program should encourage workers to suggest ways to make the workplace safer and healthier, knowing that their concerns/suggestions will be taken seriously and they will not be subjected to reprisals. (Your program must also address how the workplace safety and health committee will be kept effective.
- **Evaluate and Revise Your Program Regularly**
 - Develop a procedure to address how your program will be reviewed and revised; when it will be done, and who will do it.
 - Your program must be completely reviewed every three years. Full or partial reviews and revisions are required when there are changes in the workplace that might affect the safety and health of workers, or when defects are discovered. These changes include introduction of new technology, production methods, discovery of new risks associated with existing conditions, etc. Defects may be identified through inspections, systematic audits, or investigations of incidents.)

The Workplace Safety and Health Division has published the following resource materials on workplace safety and health programs:

Part 1, Elements of a Workplace Safety and Health Program briefly describes program development.

Part 2, A Guide to Setting up a Workplace Safety and Health Program outlines how to put a program in place.

For a copy of these documents please visit the Division's Web site at <http://www.gov.mb.ca/labour/safety/publication/index.html>.

Temporary Heat on Construction Sites

- Using Propane Fired Heating Appliances

By Cathy Cameron

Propane is a portable fuel used to provide temporary heat in a variety of situations on construction sites. In order to use propane fired heating appliances in a safe manner, workers need to have sufficient knowledge of the appliance, including the 'how to' of operation as well as the fuel characteristics.

Propane Fuel Characteristics

- Propane is extremely flammable. The liquid quickly evaporates, even at low temperatures, and forms vapor (fumes can catch fire and burn with explosive violence). Invisible vapors spread easily and can be ignited by many sources such as pilot lights, welding equipment, and electrical motors and switches.
- Normal products of combustion are carbon dioxide and water vapor; incomplete combustion produces carbon monoxide.
- Propane is heavier than air (see "Proper Use and Storage of Propane Cylinders" below).
- Propane in a liquid state can cause frostbite and burns if it comes in contact with the skin. Appropriate protective equipment must be worn (chemical goggles, face shield and gloves).
- Propane can act as a simple asphyxiant by displacement of air. Use adequate ventilation in the work area to keep the airborne concentrations to a minimum. Convulsions, loss of consciousness, coma and/or death may occur if exposed to high concentrations.

Make sure you use the appropriate heating appliance for the intended job. Both infrared and forced air-heating appliances are widely used to provide temporary heat to keep workers warm or to cure concrete and other material on construction sites.

Things To Check For When Choosing Propane Heating Appliances

- Regardless of the type of propane heating appliance you choose, it must be certified for use in Canada by a recognized certifying agency such as CSA, CGA, ULC, CETL.
- All industrial propane heating appliances must meet a specific standard appropriate for the appliance.
- Most industrial approved propane heating appliances come with a LP-Gas safety shut off valve so that in the event the pilot light or burner goes out, the gas will automatically stop flowing.
- Follow the instructions or manufacture's specifications when using propane heating appliances.

Proper Use and Storage of Propane Cylinders

- Propane cylinders must be stored outside in an upright position in accordance with the National Standards of Canada CAN/CGA-B149.2 Propane Installation Code.
- When using propane cylinders outside, ensure they are set on firm, stable ground.
- Make sure all connections and fittings are sound and clean before assembling.
- Tighten the pressure regulator coupling with a proper-sized wrench in a counter-clockwise direction.
- Replace any damaged regulators immediately.
- Do not hand-tighten connections – always use proper tools for the job.
- Never place propane containers below ground level. Propane is heavier than air. If a leak occurs, the gas will seek the lowest possible level, collecting in such places as trenches, excavations and basements.
- Test the heating system prior to use. Never test for possible leaks with a flame. A leak can generally be determined by presence of gas odor or use of soapy water, which bubbles when brushed over a joint. If a leak is detected, immediately turn off the gas supply at the container.
- Check each cylinder to ensure the presence of an odor. You should be able to detect an odor after opening a valve.

CAUTION: Normally propane has an odor. If the odorant oxidizes it may lose its distinctive scent.

When Lighting a Propane Heating Appliance

- Have the lighting device ready at the burner before turning the gas on.
- Open the cylinder valve with the burner valve closed, and the pressure regulator set at the minimum setting.
- Slowly open the burner control valve and light the gas.
- Once the burner has been lit, open the control valve fully. Set the adjustable regulator to the correct pressure.
- To shut down a burner or heating appliance, turn off the cylinder valve first. This will allow the gas within the lines to burn off. Then close the valves on the burner.

Confined Space Entry – A Deadly Hazard!

by Doina Priscu & Peter Griffin

In November 1996, two men died in a confined space entry incident at CanAmera Foods Limited in Altona, Manitoba. The men had entered a railcar that was blanketed with nitrogen and died of asphyxiation. As a result of the inquest held this year into these fatalities, the judge issued a number of recommendations concerning confined space entry.

Confined spaces can be deadly! If the air in the space is not tested prior to entry, the person entering the confined space can be quickly overcome by fumes or lack of oxygen, and may lose consciousness or die before they are able to escape. Multiple deaths have occurred when one person entered an untested space, was overcome, and others tried unsuccessfully to save the first person.

A confined space is a work area that is not intended for continuous work occupancy, and has by design, structure, or location, a limited or restricted entry and exit. It may contain or produce dangerous accumulations of hazardous gases, vapours, mists, dusts, fumes, biological agents, and a lack of, or enrichment of oxygen. Confined space work is found in industrial job sites, construction sites, agricultural operations, etc.

A few of the basic guidelines for confined space entry include:

- 1) Test the atmosphere for oxygen, and levels of toxic and explosive gases.
- 2) Wear all personal protective equipment identified as necessary for the confined space (refer to the Workplace Safety and Health Division publication, "Guidelines for Confined Entry Work.") such as a self-contained breathing apparatus, etc.
- 3) All mechanical and electrical equipment must be locked out.
- 4) Develop a rescue procedure as referenced on page 18 of the Workplace Safety and Health Division publication, "Guidelines for Confined Entry Work."
- 5) Decide on your method of communication before entering the confined space. Any verbal signals, hand gestures, or tugging line signals must be understood by the people on the outside.
- 6) Never re-enter a confined space before re-testing and venting the area.

Please refer to the "Guidelines for Confined Entry Work" (as mentioned above) for all necessary precautions to be taken.

You must plan and prepare for all hazards of confined space entry work. It is important to try to identify the hazards involved before allowing any worker to enter such a space. Hazards are situations that can cause an injury or illness to a worker. They include small access doors, slippery ladders, operating machinery, high noise levels, residual chemicals, etc. A risk assessment of these hazards tries to make an estimate of how likely it would be for each of these hazards to actually cause an injury, and if that occurred, how serious the injury could be.

In order for workers or supervisors to have enough knowledge to identify hazards, estimate risks, and establish control measures, they need to have training specific for the type of confined space entry.

The nature of the hazards encountered in this job requires that an effective training program be developed and delivered to all employees involved in confined space work. This training explains safe work practices and techniques based on the specific hazards encountered in the confined work activity performed at each company.

Fire prevention and rescue operations also need to be part of the training program. Documented work procedures should be available at all times to workers as a reference.

If workers need to do a job in a confined space, make sure they are aware of all the hazards that might be encountered and are trained to do the job safely. It is the duty of the employer under the Workplace Safety and Health Act to educate and train workers and supervisors, and provide them with the necessary equipment in order to perform the job in a safe manner.

For more information on confined space entry, risk evaluation, training requirements, resources, personal protective equipment requirements, or monitoring of air quality, please review the Division publication, "Guidelines for Confined Entry Work," at <http://www.gov.mb.ca/labour/safety/publication/index.html> or contact the Workplace Safety and Health Division at 945-6848.

Training Program Schedule 2003

All courses are **FREE OF CHARGE** * (except Blaster Certification - see details below)

No confirmations will be sent; registrants are enrolled unless otherwise notified

Location Legend:	W - Winnipeg 200-401 York Ave Wpg. MB 945-3610 Fax: (204) 948-2209	B - Brandon 304 - 340 9th Street Brandon, MB (204) 726-6361 Fax: (204) 726-6749	P - The Pas	S - Swan River	F - Flin Flon	T - Thompson	D - Dauphin
			H - Steinbach	A - Altona	R - Winiker	E - Portage la Prairie	K - Selkirk

(For the above, check with Brandon Office for course location)
(For the above, check with Winnipeg Office for course location)

Course Listing	FEB. 2003	MAR. 2003	APR. 2003	MAY 2003	JUN. 2003
ABC's of Safety and Health Legislation Rights and responsibilities of those covered by the <i>Workplace Safety and Health Act</i> , including Safety & Health Committees.	4-W 5-W 4-B 18-W	4-W 18-P 5-W 27-E 18-W	8-W 23-D 8-B 24-W 10-W 30-A 15-H	6-W 22-R 6-T 27-K 13-W 29-W 21-S	10-W 12-W 10-B 19-W
Hazard Recognition and Control Recognizing and controlling hazards in the workplace, including how to complete a job safety analysis and conduct an inspection.	5-B 20-W	19-P 27-W	24-D 25-W	7-T 22-S	3-W 11-B
Investigating Workplace Accidents Overview on how to conduct an accident investigation at your workplace. Includes techniques for information gathering, interviewing witnesses and preparing the report.	13-W 26-W 18-B	6-W 18-K 13-W 20-W	11-W 23-R 15-W 29-W	6-H 15-W 8-W 22-W 13-A	5-W 19-E 16-W 26-W 17-B
Workplace Hazardous Materials Info System - WHMIS How to maintain an effective program for: Labeling, Material Safety Data Sheets, Worker education for hazardous/controlled products.	11-B 27-W		9-B 16-W	27-W	3-P 24-W 5-T
Workplace Health Hazard Regulation - WHHR Required inventories & evaluations of controlled products, monitoring worker exposure, occupational exposure limits, record maintenance.	12-B	12-W		21-W	4-P
Office Ergonomics Understanding the implications of workstation design and how it should best fit the worker. Developing an Ergonomics Program in Your Workplace A comprehensive guide to ergonomics that reviews key components of an effective ergonomics program.				The (2) Ergonomics courses will resume in Fall, 2003.	
*Blasting Blaster Training Course and Examination or Re-examination to acquire Blaster's Certificate.	19-B	11-W			17-W

Classes start at 8:30 a.m. and end at 4:00 p.m.

*** Blaster Certification Course Fee (includes GST):**

Blaster Course & Exam - \$53.50 Blaster Training Course - \$26.75 Blaster Examination / Rewrites - \$26.75
(Forward course payment and registration form to Wpg/Bdn office.)

* Return of tuition fees (course costs) will be made, provided 14 days notice. Note: Blaster Course can be taken without writing the exam, and vice versa.

COURSE REGISTRATION FORM:

- Instructions for registration now available on W.S.&H. Division Internet Web site at <http://www.gov.mb.ca/labour/safety/> select "Events/Training Courses"
- E-mail completed form to: sludwig@gov.mb.ca
- ONLY IF YOU DO NOT HAVE COMPUTER ACCESS, call or fax either the Winnipeg or Brandon office to receive a form.
- Please submit any registration changes at least 5 days prior to class date.



Visit our WEB page at www.gov.mb.ca/labour/safety/ and provide your comments to the editor of WorkSafe - Darlene Muise at dmuise@gov.mb.ca

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200 - 401 York Avenue,
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Editor: Darlene Muise
Phone: (204) 945-0767 Fax: (204)945-4556
E-mail: dmuise@gov.mb.ca

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Letters/E-Mails/Faxes to the Editor

We welcome responses to articles/stories or information published in this newsletter as well as suggestions for future articles.

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WHAT'S NEW?

CALENDAR OF EVENTS

Upcoming Safety Conferences (2003)



Manitoba Construction Conference
January 28th & 29th, 2003
Winnipeg Convention Centre
For more information, call: Sean Scott at 775-2052, or Dave Gylywoychuk at 947-1379



The Manitoba Safety Council's 2003 Occupational Health and Safety Conference
Winnipeg Convention Centre
February 10th & 11th, 2003
For more information, call Kathy at 949-1085 ext. *815

Injury Free Manitoba Forum
March 4th & 5th, 2003
Caboto Centre (1055 Wilkes Ave.)
Registration information will be posted at: www.gov.mb.ca/health

NEW

WorkSafe bulletins

A few of the new bulletins available on our Web site: <http://www.gov.mb.ca/labour/safety>

- No. 215 - Acetylene and Oxygen Cylinder Storage
- No. 216 - Lead Exposure in Demolition Workers
- No. 217 - Asphalt - Roof Operations
- No. 218 - Amendments to the Workplace Safety & Health Act
- No. 219 - Operation of Bosun's Chairs
- No. 220 - Workplace Safety and Health Program

CCOHS Scholarship Award

The Canadian Centre for Occupational Health and Safety (CCOHS) invites entries for the First Annual Dick Martin Scholarship Award. Three scholarships will be awarded to students enrolled in an Occupational Health and Safety related course at any Canadian college or university. Entry deadline is January 31, 2003.

A copy of the application form is posted on the CCOHS Web site, www.ccohs.ca For more information, call CCOHS at 1-800-263-8466 or e-mail scholarship@ccohs.ca



Visit: www.callb4udig.mb.ca for a list of utilities to be contacted.

