

HEALTH AND SAFETY FOR SMALL- AND MEDIUM-SIZED WINERIES

WORK SAFE BC

WORKING TO MAKE A DIFFERENCE
worksafebc.com

About WorkSafeBC

WorkSafeBC (the Workers' Compensation Board) is an independent provincial statutory agency governed by a Board of Directors. It is funded by insurance premiums paid by registered employers and by investment returns. In administering the *Workers Compensation Act*, WorkSafeBC remains separate and distinct from government; however, it is accountable to the public through government in its role of protecting and maintaining the overall well-being of the workers' compensation system.

WorkSafeBC was born out of a compromise between B.C.'s workers and employers in 1917 where workers gave up the right to sue their employers or fellow workers for injuries on the job in return for a no-fault insurance program fully paid for by employers. WorkSafeBC is committed to a safe and healthy workplace, and to providing return-to-work rehabilitation and legislated compensation benefits to workers injured as a result of their employment.

WorkSafeBC Prevention Information Line

The WorkSafeBC Prevention Information Line can answer your questions about workplace health and safety, worker and employer responsibilities, and reporting a workplace accident or incident. The Prevention Information Line accepts anonymous calls.

Phone 604.276.3100 in the Lower Mainland, or call 1.888.621.7233 (621.SAFE) toll-free in Canada.

To report after-hours and weekend accidents and emergencies, call 604.273.7711 in the Lower Mainland, or call 1.866.922.4357 (WCB.HELP) toll-free.

HEALTH AND SAFETY FOR SMALL- AND MEDIUM-SIZED WINERIES

Acknowledgments

This publication would not have been possible without the help of various organizations and individuals involved with the winery industry in B.C.

WorkSafeBC publications

Many publications are available at worksafebc.com. The Occupational Health and Safety Regulation and associated policies and guidelines, as well as excerpts and summaries of the *Workers Compensation Act*, are also available on the website.

Some publications are also available for purchase in print:

Tel: 604.232.9704

Toll-free: 1.866.319.9704

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Online ordering: Worksafebc.com and click on Publications; follow the links for ordering

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Contents

Introduction	1
About this guide	2
Who should use this guide	2
Purpose of this guide	2
How this guide is organized	2
Responsibilities	3
Employers	3
Supervisors.....	3
Workers	4
Occupational health and safety programs	5
Eight components of a health and safety program	5
Annual program review	6
1. Hazard identification and risk control.....	7
Overexertion (back injuries).....	7
Sprains and strains.....	8
Slippery surfaces.....	8
Ladders.....	9
Clutter.....	9
Unguarded machinery	10
Machinery not locked out.....	10
Sharp tools and broken glass.....	11
Motor vehicle accidents.....	11
Vehicle fuelling.....	11
Forklifts	12
Confined spaces	13
Working alone.....	14
Sun exposure.....	14
Chemical exposures.....	15
Noise exposure.....	16

2. Safe work procedures	17
When are written safe work procedures required?.....	17
What kinds of tasks require safe work procedures?	17
How to develop a written safe work procedure	18
Sample: Safe work procedure for manual pruning	18
3. Orientation, education, training, and supervision	19
Orientations and other education	19
Training	19
Supervision.....	20
4. Safety inspections	21
When to inspect.....	21
Who should inspect.....	21
How to inspect.....	21
What to inspect.....	22
After the inspection.....	22
5. Incident investigation	24
Participants.....	24
Goals	24
Examples of incidents requiring investigation	24
How to conduct an investigation	25
Reporting incidents and injuries to WorkSafeBC.....	26
6. Regular health and safety meetings	27
Joint occupational health and safety committees	27
Worker health and safety representatives	27
7. First aid	28
First aid requirements for wineries	28
First aid kits and attendants	29
Transportation of injured workers	29
8. Records and statistics	30
Documentation	30

Personal protective equipment (PPE)..... 31

Emergency response plans 32
How to develop and implement a plan.....32

Questions and answers..... 33
Common questions from employers.....33
Common questions from workers34

Employers’ Advisers..... 35

WorkSafeBC resources 36
Worksafebc.com36
Health and safety programs.....36
Registration36
Prevention37
Claims37

Forms and checklists 38

Introduction

Health and safety is good business. A commitment to health and safety is one of the best ways for a winery to protect its greatest resource — its people. Such a commitment can:

- Create a better work environment
- Boost morale
- Help retain good workers
- Increase worker participation in decision making
- Improve productivity and enhance customer service

Workplace accidents can have a tremendous impact on injured workers, their co-workers, and their families, in terms of pain and suffering, disability, stress, and loss or change of employment. For a small winery, accidents can also be financially devastating. Direct costs may include claims costs, increased insurance premiums, and fines. There are also indirect costs, which may include damage to property, the cost of finding and training temporary employees, and production or service interruption leading to loss of customers.

This guide does not replace the Occupational Health and Safety Regulation.

This guide is meant to give you a basic understanding of your health and safety requirements, but you should also refer to the Occupational Health and Safety Regulation to be sure you are meeting your legal responsibilities for workplace health and safety.



Spending time on health and safety will help create a better work environment and improve worker morale.

Where to find the Regulation

Online

You can search the Regulation and its accompanying Guidelines and Policies at worksafebc.com. Under “Quick Links” click “OHS Regulation.”

Mobile devices

A searchable version of the Regulation is now available on Android and Apple mobile devices.

CD-ROM

You can order a copy of the Regulation on CD-ROM from worksafebcstore.com.

About this guide

Who should use this guide

This guide is intended for small- and medium-sized wineries. You will find this guide useful if you are an owner, employer, manager, supervisor, or worker in a winery.

Purpose of this guide

This guide contains health and safety information for the winery industry. It will help you prevent accidents and injuries by describing:

- Specific hazards faced by workers in the winery industry
- How to eliminate these hazards or minimize their impact
- How to develop specific procedures for doing tasks safely
- How to deal with workplace accidents and injuries

Note: This guide is meant as a general resource only; not all workplace hazards are covered in these pages.

How this guide is organized

This booklet describes the keys to health and safety for your business, including eight basic components that will form the backbone of your occupational health and safety program. Throughout this booklet you will find references on each side of the page, which you can use for more information. For a list of other useful resources available from WorkSafeBC, see pages 36–37.

Reference	What does it refer to?	Where do I look for more information?
<i>Publication</i>	Health and safety guide, booklet, or poster	Worksafebc.com — Click “Publications” on the blue bar near the top of the page
<i>Regulation</i>	Occupational Health and Safety Regulation	Worksafebc.com — Under “Quick Links” click “OHS Regulation”
<i>Website</i>	Online information or tool	Follow the link specified
<i>Forms and checklists</i>	Sample materials you can adapt for your health and safety program	In this guide, pages 38–55
<i>Tip</i>	Suggestion to help you improve health and safety in your workplace	—

Responsibilities

Everyone has a role to play when it comes to health and safety.

Employers

- Ensure the health and safety of your workers.
- Correct any workplace conditions that are hazardous to the health and safety of your workers.
- Inform your workers about any remaining hazards.
- Make copies of the *Workers Compensation Act* (the *Act*) and the Occupational Health and Safety Regulation (the Regulation) available to workers.
- Ensure that your workers comply with the requirements of the Regulation and the *Act*.
- Ensure that your workers know their rights and responsibilities under the Regulation and that they comply with them.
- Establish an occupational health and safety program.
- Provide and maintain protective devices, equipment, and clothing, and ensure that workers use them.
- Provide your workers with the education, supervision, and training specific to your workplace.
- Consult and cooperate with your joint health and safety committee (or worker health and safety representative).
- Cooperate with WorkSafeBC and its officers.

Supervisors

- Ensure the health and safety of workers under your direct supervision.
- Know the requirements of the Regulation that apply to the work you are supervising.
- Ensure that workers under your direct supervision are informed about all hazards in the workplace and that they comply with the Regulation.
- Consult and cooperate with the joint health and safety committee (or worker health and safety representative).
- Cooperate with WorkSafeBC and its officers.

Due diligence

Due diligence means taking all reasonable care to protect the well-being of employees (if you are an owner or employer) and co-workers (if you are a worker). To meet the standard of due diligence, you must take all reasonable precautions in the circumstances to carry out your work and your health and safety responsibilities.

One way that employers can demonstrate due diligence is by implementing a health and safety program. Workers can demonstrate due diligence by following the requirements of that program (for example, using safe work procedures and wearing personal protective equipment). Demonstrating due diligence will help ensure the safety of you and those around you, and it can be used as a defence against monetary penalties or prosecution when requirements have allegedly been violated.

Workers

- Take reasonable care to protect your health and safety and that of other persons who may be affected by your actions.
- Comply with the Occupational Health and Safety Regulation and other legal requirements.
- Follow established safe work procedures.
- Use any required personal protective equipment.
- Refrain from horseplay or similar conduct that may endanger others.
- Do not work if you are impaired (for example, by drugs or alcohol).
- Report accidents and other incidents (such as near misses) to your supervisor.
- Report to your supervisor or employer any of the following:
 - A hazard that might endanger others
 - A problem with protective equipment or clothing
 - A violation of the Regulation or other legal requirements
- Cooperate with your joint health and safety committee (or worker health and safety representative).
- Cooperate with WorkSafeBC and its officers.

Refuse and report unsafe work

Workers have the right to refuse unsafe work. In fact, workers must not carry out (or cause to be carried out) any task that they have reasonable cause to believe would create an undue hazard to the health and safety of any person.

When a worker discovers an unsafe condition or believes that he or she is expected to perform an unsafe act, the worker must immediately report it to the supervisor or employer. The supervisor or employer who receives the report must immediately investigate the matter. If there is an unsafe condition, it must be corrected without delay.

Sometimes the supervisor or employer may not agree that the task is dangerous. In this case, Sections 3.12 and 3.13 of the Regulation list the steps to be followed.

Workers must not be disciplined for refusing to perform tasks that they have reasonable cause to believe are dangerous. The worker may be assigned other work at no loss in pay while the reported unsafe condition is being investigated.

Occupational health and safety programs

Health and safety is a legal requirement. All small businesses, including wineries, must have an occupational health and safety program to prevent workplace injury and disease. Health and safety programs must meet certain standards, and you must exercise due diligence in taking steps to meet those standards.

There are two general types of programs, formal and less formal (or informal). Formal programs are required in wineries with 20 or more workers. This publication focuses on the basics of a less formal program for smaller wineries with fewer than 20 workers.

The scope of the program depends on the hazards at your particular workplace. Generally, a smaller winery can state its health and safety policy and describe its program in a few pages. Use the “Sample Health and Safety Program for Wineries” on pages 39–40 as a starting point for your program. Don’t just copy the sample though; your health and safety program should be unique and specific to your winery.

Eight components of a health and safety program

A health and safety program consists of eight basic components that will help prevent accidents and injuries from happening, as well as help deal with any incidents that do occur. These eight components include the following:

1. Hazard identification and risk control — Determine which hazards are present in the workplace and take steps to eliminate or minimize them.
2. Safe work procedures — Describe in writing how to carry out specific tasks safely.
3. Orientation, education, training, and supervision — Prepare workers for the job, and make sure they continue to work safely. This is particularly important for young workers and new workers.
4. Safety inspections — Identify workplace hazards so that they can be eliminated or controlled.
5. Incident investigation — Find out why an accident or injury occurred so the causes can be corrected.
6. Health and safety meetings — Communicate with workers and supervisors, and raise any concerns about health and safety.
7. First aid — Determine what level of first aid is required for your workplace, and make sure everyone knows how to deal with injuries on the job.
8. Records and statistics — Maintain documentation to help identify recurring problems and ensure that hazardous conditions are corrected.

Regulation

Sections 3.1 to 3.4,
Occupational Health and
Safety Programs

Publication

*Effective Health and Safety
Programs: The Key to a
Safe Workplace and Due
Diligence*

FORMS AND CHECKLISTS

- “Sample Health and Safety Program for Wineries,” pages 39–40
- “Annual Review of Health and Safety Program,” pages 41–42

Annual program review

Once you have developed processes for worker health and safety, it is important to review them at least once a year to make sure they continue to address current concerns effectively. Use the “Annual Review of Health and Safety Program” on pages 41–42 as a guide.

TIP

A health and safety program is not just a paper exercise. In order for a program to be successful, it must be incorporated into your company’s day-to-day activities.

1. Hazard identification and risk control

Some of the most common hazards faced by workers in vineyards and wineries include:

- Operating equipment on hillsides and uneven terrain
- Pushing and lifting heavy bins, tubs, barrels, pumps, hoses, and mixers
- Using pruning sheers and picking knives
- Working with hazardous chemicals
- Entering confined spaces

You can prevent most workplace injuries and illnesses if you identify workplace hazards and take steps to control them. Risk control involves eliminating the hazard entirely or, if that is not possible, minimizing the risks as much as possible. Ways to minimize risks include the following:

- Select appropriate safety features when purchasing or replacing equipment.
- Modify work processes or equipment.
- Develop and implement safe work procedures for hazardous tasks.
- Ensure that workers use appropriate personal protective equipment and follow safe work procedures.

This section (pages 7–16) describes common hazards in the winery industry and how to reduce the risks associated with these hazards.

Overexertion (back injuries)

Hazard

One-third of injury claims in wineries result from overexertion, and most of these (80%) involve the back.

Prevention

Use the following safe lifting techniques:

- Place your feet apart for good balance.
- Bend your knees.
- Keep the load close to the centre of your body.
- Use smooth, gradual motions.
- Avoid twisting your back.

TIP

Front-line workers often know and understand the hazards associated with their jobs, which makes them a good source for ideas on how to deal with specific hazards.



Workers should be trained in safe lifting techniques to prevent back injuries and other sprains or strains.

Sprains and strains

Hazard

Manual handling of carboys or casks, especially in storage areas, can lead to sprains and strains.

Prevention

Reduce the risk of injury by following these guidelines:

- Organize storage areas by weight, with heavier items between knee and chest levels to minimize lifting.
- Use a ladder or stepstool to reach items on higher shelves.
- Use safe lifting techniques.
- Use dollies whenever possible.
- If an item is too heavy, ask for help.

Slippery surfaces

Hazard

Slippery surfaces such as wet floors and muddy or frosted ground are a major cause of accidents in wineries.

Prevention

Reduce the risk of injury by following these guidelines:

- Use well-fitting, non-slip footwear.
- Keep floors free of liquids.
- Clean floors regularly.
- Clean up spills immediately.
- Post warning signs around spills or wet floors.
- Use dams around areas where spills or leaks are common to prevent liquid entering walkways.
- Install non-slip tiling or other non-slip floor products.
- Use rubber mats in areas where the floors are constantly wet.
- Use slip-resistant waxes to polish and treat floors.



Prevent slips by cleaning up spills immediately.

Publications

- *Understanding the Risks of Musculoskeletal Injury (MSI): An Educational Guide for Workers on Sprains, Strains, and other MSIs*
- *Preventing Musculoskeletal Injury (MSI): A Guide for Employers and Joint Committees*
- *Back Talk: An Owner's Manual for Backs*
- Your Retail Business Series — *Safety Tip 3: Preventing Back Injuries* (StartSafe poster)



Regulation

- Section 4.39, Slipping and Tripping Hazards
- Section 4.40, Wet Floors

Ladders

Hazard

Falls from ladders can result in fractures and head injuries.

Prevention

Reduce the risk of injury by following these guidelines:

- Use a ladder that has slip-resistant feet.
- Set the ladder on a flat, firm surface and secure it in place.
- Ensure that rungs are clean and dry before using the ladder.
- Check for defects such as broken rungs or split rails.
- When climbing, face the ladder and maintain three-point contact at all times (one foot and two hands on the ladder, or one hand and two feet).
- Do not stand on the top two rungs of any ladder.
- If using an extension ladder, extend the top of the ladder at least 1 m (3 ft.) above the edge of the landing.
- When using a ladder in a passageway or near a doorway, ensure that warning signs are in place for pedestrian traffic.
- Lock doors if working nearby.
- Get down from the ladder to move it. Don't try to "hop" it into place.

Clutter

Hazard

Uneven ground, uneven flooring, obstacles in walkways, and cluttered vehicle beds can cause falls that may result in a sprain, fracture, or even a head injury.

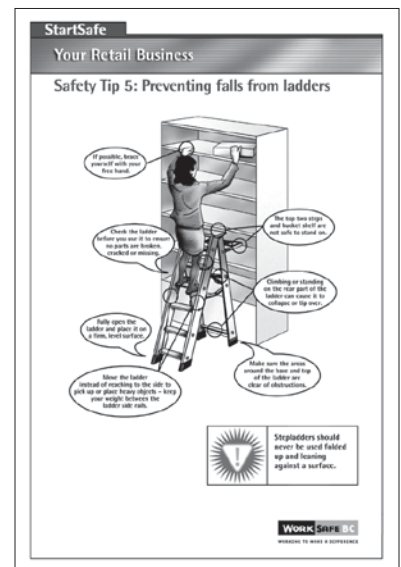
Prevention

Reduce the risk of injury by following these guidelines:

- Wear well-fitting, non-slip footwear.
- Keep walkways and work areas clear of tools, boxes, and other clutter.
- Don't carry more than you can safely handle.
- Be sure you can see where you are going when carrying large items.
- Watch for hoses. If you are moving hoses, warn other nearby workers.

Publications

- Construction: Ladder Safety Series (StartSafe posters)
- Your Retail Business Series — *Safety Tip 5: Preventing Falls from Ladders* (StartSafe poster)



Unguarded machinery

Hazard

Common equipment such as electrical tools can cause serious injuries. Guarding, when used properly, can protect workers from serious cuts, crushing injuries, fractures, and amputations.

Prevention

Reduce the risk of injury by following these guidelines:

- Make sure all guards are in place before using equipment.
- Do not wear loose clothing or jewelry near equipment with moving parts.
- Keep long hair contained.
- Check manufacturers' instructions for safe use.
- Retrofit older equipment with guards whenever possible.

Machinery not locked out

Hazard

Equipment that starts up unexpectedly, especially during cleanup or maintenance, can cause serious injuries.

Prevention

Reduce the risk of injury by following these guidelines:

- Unplug equipment before doing cleanup, maintenance, or repairs.
- If the equipment is hardwired, follow the specific lockout procedure for that equipment.

Regulation

Part 10, De-energization and Lockout

Publications

- *Safeguarding Machinery and Equipment: General Requirements*
- *Lockout* (available in English, Chinese, Punjabi, Spanish, and Vietnamese)



Sharp tools and broken glass

Hazard

Pruning and picking both involve very sharp instruments, and broken glass can be hazardous. Injuries range from minor cuts to loss of fingers.

Prevention

Reduce the risk of injury by following these guidelines:

- Wear cut-resistant gloves during pruning and picking, and to clean up broken glass.
- Use the right tool for the job, and make sure it is sharp.
- Cut away from your body when picking.
- Carry tools in a sheath or holster.

Motor vehicle accidents

Hazard

One in ten worker injuries in wineries is the result of a vehicle crash.

Prevention

Reduce the risk of injury by following these guidelines:

- Wear your seat belt whenever operating a vehicle.
- Ensure you are rested and alert when driving.
- Drive defensively.

Vehicle fuelling

Hazard

While fuelling vehicles, there is a risk of fire, explosions, and exposure to gas or diesel fuel.

Prevention

Reduce the risk of a fire, explosion, or exposure to fuel by following these guidelines:

- Turn off the vehicle.
- Do not smoke while fuelling the vehicle.
- Use gloves while fuelling. If there is skin contact with gas, wash immediately with soap and water.
- If using propane fuel, ensure that operators are trained in fueling with propane.
- Store fuel in a safe, secure location with the appropriate warning signage in place. Protect fuel containers from impacts and other damage.

Forklifts

Hazard

Forklifts can tip over or roll forward and pin or crush a worker.

Prevention

By law, forklift operators must receive proper training. Operators can reduce the risk of injury by following these guidelines:

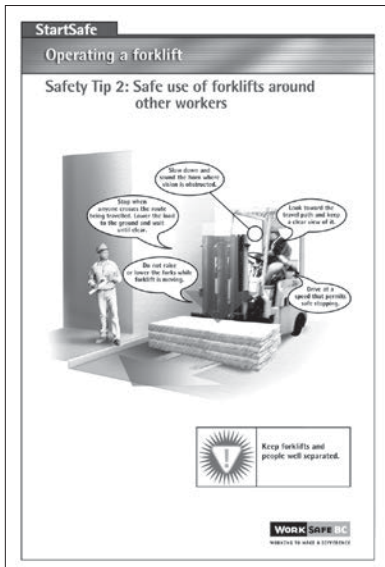
- Test the load capacity by lifting the load a few centimetres to determine stability. If the rear wheels are not firmly touching the ground, then the load is too heavy.
- Do not raise or lower the load while the forklift is moving.
- Drive with the forks approximately 5 cm (2 in.) above the ground to clear uneven surfaces.
- Drive at a walking pace, and stop slowly to prevent loads from shifting.
- Do not drive near any unguarded elevated surfaces.
- Sound the horn when approaching blind corners, doorways, or aisles to alert pedestrians and other operators.
- If the load is obstructing your vision, drive in reverse and use a signal person to guide you.
- When carrying a load, always drive forward when going up ramps and in reverse when driving down them.
- When driving without a load, drive in reverse when going up ramps and forward when going down ramps.
- Do not attempt to turn while on a ramp.
- When finished, lower the mast completely, turn off the engine, set the parking brake, and remove the keys before leaving the forklift.
- Do not begin loading or unloading until the supply truck has completely stopped, the engine is turned off, the docking or bridging plate is firmly in place, and the wheels have been chocked.
- Check truck beds to ensure that decking is sufficient to handle the weight of the forklift and its load.
- Drive straight across the docking or bridging plate when entering and exiting a truck.
- When working after dark, ensure that there is sufficient lighting to carry out the work safely.

Regulation

Part 16, Mobile Equipment

Publications

- *Safe Operation of Lift Trucks*
- *Operating a Forklift Series* (StartSafe posters)



Confined spaces

Hazard

A confined space is any partially enclosed space that is not intended for human occupancy and that has a restricted entrance or exit. Three of the more common hazards of working in a confined space are:

- Poor air quality from air contaminants, toxic gases, or colourless, odourless gases
- Chemical exposure through skin contact or inhalation of “bad” air
- Fire or explosion hazards if flammable gases or vapours are present

Prevention

Reduce the risks of injury and death by implementing a Confined Space Entry Program. As part of your program, do the following:

- Assign responsibility for administration of the program to a person or persons who are trained to manage it.
- Identify and assess hazards of each confined space.
- Ensure that all workers entering a confined space are properly trained to do so.
- Post signs at the entry points to all confined spaces.

In addition, employers should ensure that there are safe work procedures for entry into and work in confined spaces. You will need to hire a qualified person to develop these safe work procedures. (For information on qualifications, see section 9.11 of the Regulation.) The procedures should address the following:

- Locking out energy sources and isolating adjacent piping
- Verifying precautions and testing the atmosphere prior to entry
- Cleaning, purging, venting, or inerting the atmosphere, as appropriate
- Ventilating the atmosphere
- Using standby persons to check on the well-being of workers
- Rescue procedures that specify:
 - Lifting equipment for rescue of workers
 - Personal protective equipment
 - Coordination of work activities

Regulation

Section 9.11, Qualifications (for hazard assessments and work procedures)

Publications and video

- *Hazards of Confined Spaces for Food and Beverage Industries*
- *Confined Space Entry Program: A Reference Manual*
- *Precious Time: The Cody McNolty Story* (video)



Working alone

Hazard

When employees are working alone, relatively minor injuries may result in major problems or even death if the worker cannot get help quickly.

Prevention

Reduce the risk of incidents by following these guidelines:

- Ensure that workers know the early warning signs of a potentially hazardous situation.
- Ensure that workers are able to get help quickly if an incident occurs.
- Develop and make available to workers written safe work procedures for working alone or in isolation.

Sun exposure

Hazard

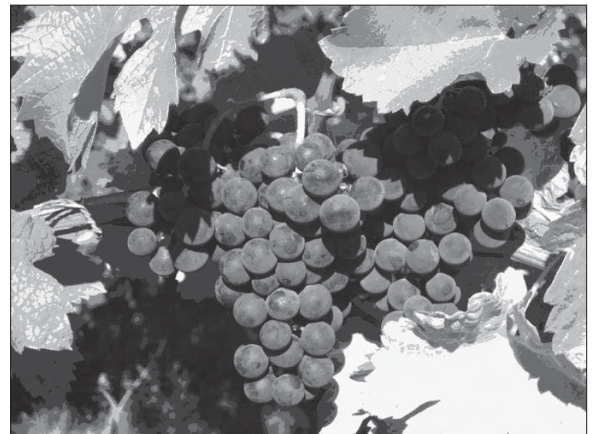
Outdoor workers face an increased chance of skin cancer as a result of prolonged exposure to ultraviolet (UV) light.

Prevention

Reduce the risk of overexposure by following these guidelines:

- Minimize your time in the summer sun, particularly between 11:00 am and 4:00 pm.
- Use sunscreen with a sun protection factor (SPF) of 15 or higher.
- Wear glasses or sunglasses that absorb UV rays.
- Wear a wide-brimmed hat.
- Wear long-sleeved shirts and pants (rather than T-shirts and shorts).

Sun is great for grapes, but hard on humans. Cover up, use sunscreen, and stay out of the sun whenever possible.

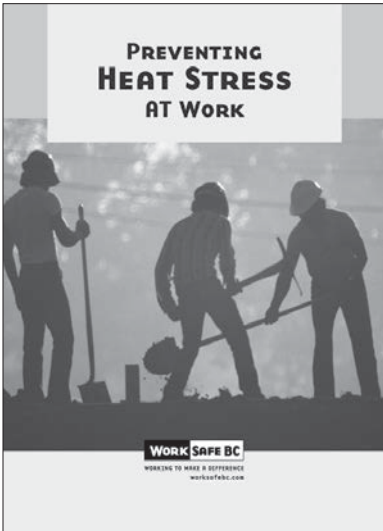


Regulation

Sections 4.21 to 4.23,
Working Alone or in Isolation

Publication

Preventing Heat Stress at Work (available in English, Chinese, Punjabi, and Spanish)



Chemical exposures

Hazard

Many chemicals used in wineries (for example, pesticides, cleaning solvents, and fuel) may cause conditions ranging from minor skin irritation to serious injury and disease. All B.C. workplaces that use hazardous materials are required to use the Workplace Hazardous Materials Information System (WHMIS) system. The system uses labels and material safety data sheets (MSDSs) that provide specific information on handling, storing, and disposing of hazardous materials. Workers must be trained in the WHMIS program and informed of any hazardous materials they are expected to work with.

Prevention

Reduce the risk of exposure by following these guidelines:

- Read labels and MSDSs for chemical products.
- Update the MSDS for each chemical every three years.
- Ensure that all containers have proper labelling that identifies the contents.
- Store chemicals in a properly ventilated, locked area, and post warning signs.
- Use personal protective equipment (for example, clothing, rubber gloves, goggles, or face shields) as recommended by the manufacturer and required by the safe work procedures.
- Before removing gloves, wash them under water. Wash your hands after removing the gloves.
- Work in an adequately ventilated area with approved fire protection.
- Follow safe work procedures.

Regulation

Part 5, Chemical Agents and Biological Agents

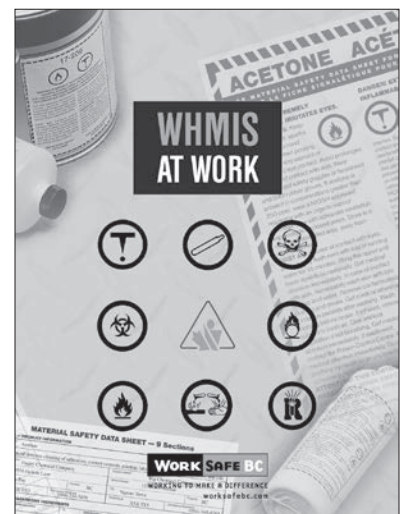
WEBSITE

WHMIS information

Visit worksafebc.com — under “Safety at Work,” click “WHMIS.”

Publications

- *WHMIS at Work*
- *WHMIS: The Basics* (available in English, Chinese, Punjabi, Spanish, and Vietnamese)



Noise exposure

Hazards

Noise in areas such as bottling plants may reach harmful levels that can cause hearing loss. Noise-induced hearing loss is the most prevalent occupational disease. Approximately a quarter of a million B.C. workers are exposed to workplace noise sufficient to cause occupational hearing loss. Hearing loss can be gradual, and may happen over a number of years.

Prevention

Employers can reduce the risk of hearing loss by following these guidelines:

- Determine whether noise levels are likely to result in noise overexposure.
- Provide workers with education and training related to hearing protection.
- Control noise wherever possible.
- Provide hearing protection for workers exposed to hazardous noise levels.
- Post notices of noise hazard areas.
- Provide annual hearing tests as required by the Regulation.

Workers can reduce the risk of injury by wearing approved hearing protection whenever they enter an area posted as having noise high levels, whether or not it is noisy when they enter.

Regulation

Sections 7.1 to 7.9, Noise Exposure

Publication

Sound Advice: A Guide to Hearing Loss Prevention Programs



Hearing protection devices such as earmuffs and earplugs are an easy, effective way to protect against exposure to hazardous noise levels.

2. Safe work procedures

Some tasks require a specific safe work procedure that workers must follow to eliminate or minimize risks.

When are written safe work procedures required?

The Regulation requires written procedures for some specific tasks or situations. Examples common to most wineries include the following:

- Lockout
- Working alone
- Chemical spills
- Confined space entry
- Emergency evacuation

In general, safe work procedures are written for:

- Hazardous tasks
- Complicated tasks, so that important steps don't get missed
- Frequently performed tasks
- Less routine tasks, to remind workers of the hazards and how to control the risks

Not all tasks require a written procedure; it may be adequate to address safety issues verbally when training the worker. To decide whether or not a written procedure is required, consider the following:

- How severe would the consequences of an accident be?
- How often is the task done?
- How complex is the task?

What kinds of tasks require safe work procedures?

Here are some examples of tasks in the winery industry where a written safe work procedure may be necessary:

- Operating bottling equipment
- Operating forklifts
- Entering tanks
- Fuelling vehicles
- Clean-up

Regulation

- Section 4.14, Emergency procedures
- Section 4.21, Procedures for checking well-being of worker
- Section 5.101, Procedures for spill cleanup and re-entry
- Section 9.10, Procedures (for confined space hazards)
- Section 10.4, Lockout procedures

Written procedures must specify any required personal protective equipment, when it must be used, and where it can be found. Post the procedures prominently at the locations where the tasks are performed or next to the equipment used for the tasks. Supervisors and managers will find them helpful for training workers. Workers are then responsible for following these procedures.

TIP

Safe work procedures for entry into and work in confined spaces must be developed by a qualified person. For information on qualifications, see section 9.11 of the Regulation.

How to develop a written safe work procedure

Developing a written safe work procedure involves the following five steps:

1. Determine the overall task for which the safe work procedure is needed.
2. Break down the task into its basic steps.
3. Identify the hazards associated with each step.
4. Identify the actions needed to minimize the risks to workers from these hazards.
5. Prepare a list of the actions that workers must do when performing the task.

As an example, let's take a look at a safe work procedure for one very common hazardous activity in wineries: manual pruning.

Sample: Safe work procedure for manual pruning

Pruners are not only at risk of injury from accidents such as cuts from blades, but also from the long and repetitive use of secateurs, which can be damaging to the hand, arm, and shoulder. Damage can occur if:

- The tool or task is badly designed
- The blades of the pruning tool are blunt
- The pruner has not been instructed how to use the tool properly and how to avoid developing overuse injuries

Before you start

1. Make sure your secateurs fit your hand well.
2. Make sure your secateurs are sharp and in good condition.
3. Wear cut-resistant gloves.

While you're working

1. Select a branch to prune and hold the branch — be sure to keep your hand away from the cutting point.
2. Cut the branch and move the pruned piece out of your way to avoid a tripping hazard.
3. When not using the secateurs, store them in a sheath or holster.
4. Clean and sharpen secateurs as necessary.

After you finish

1. Clean, sharpen, and oil secateurs to prevent rusting.
2. Store secateurs in a sheath or holster.

3. Orientation, education, training, and supervision

Your occupational health and safety program should describe the type of education and training you will provide to workers and when you will provide it. For example, workers should receive instruction in the safe work procedures that they must follow when performing hazardous tasks. Workers should also be trained in the use of emergency equipment and procedures.

Orientations and other education

Orientations are an important form of education because they provide an opportunity for the employer to establish health and safety guidelines *before* a worker starts at a new job or location, which will help prevent work-related accidents. Health and safety education should also be an ongoing process; provide instruction to workers whenever there are changes in the workplace such as a new work process or piece of equipment.

What to include in an orientation

An orientation should include the following:

- Explain that the worker should not perform any task that the worker is not trained to do safely.
- Encourage the worker to ask questions whenever the worker is unsure of anything.
- Introduce the worker to the worker health and safety representative (or a member of the joint occupational health and safety committee).

In addition, inform the worker of the following:

- Potential workplace hazards such as hazardous materials
- Worker responsibilities and restrictions
- How to report potential hazards and unsafe work conditions
- How to get first aid
- How to report injuries and other incidents
- Locations of emergency exits, fire extinguishers, and first aid kits, as well as procedures for rescue and evacuation

Training

All workers need supervised, hands-on training in how to safely perform their tasks *before* they start a job. The following three steps describe a general procedure that supervisors can follow when training new workers.

Regulation

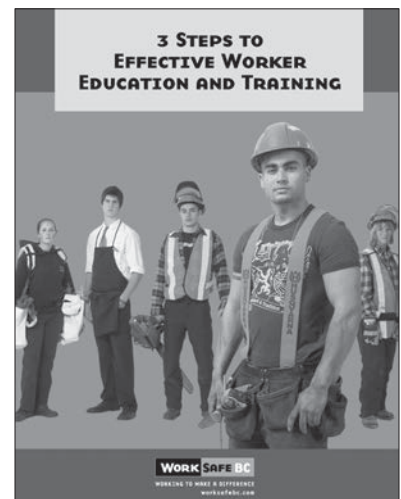
Sections 3.1 to 3.4,
Occupational Health and
Safety Programs

FORMS AND CHECKLISTS

“Sample Worker Orientation
Checklist,” pages 43–44

Publications

- *Effective Health and Safety Programs: The Key to a Safe Workplace and Due Diligence*
- *3 Steps to Effective Worker Education and Training*



TIPS

- Use existing safe work procedures for training.
- If a written safe work procedure is available, provide a copy or tell the worker where to find it.
- Tell the worker where to get help in your absence.

TIP

Supervisors should periodically observe what workers are doing on the job and assess any risks resulting from their actions.

1. Prepare the worker

- Explain the job in detail, including any safety precautions or required personal protective equipment.
- Encourage the worker to ask questions, and take the time to answer them fully.

2. Train the worker

- Demonstrate and describe specific procedures, including all safety precautions.
- Go through procedures at normal speed, then at slow speed while the worker asks questions.
- Have the worker perform procedures until he or she can do them exactly as required.
- Answer any questions or repeat any key points that the worker may have missed.
- Keep written records of training. Document who was trained, when they were trained, and what the training included.

3. Check progress and observe the worker on the job

- Monitor the worker to ensure that the worker is maintaining safety standards.
- Make unscheduled checkup visits. As the worker progresses, make visits shorter and less frequent.
- Correct unsafe work habits.
- Reinforce and recognize good work habits.

Supervision

Supervisors are responsible for ensuring the health and safety of any workers under their supervision. Supervision includes the following:

- Explain the hazards of the job.
- Instruct new workers in safe work procedures.
- Ensure that workers have been trained for the tasks assigned to them, including safety precautions and safe work procedures.
- Ensure that safety equipment and personal protective equipment is maintained in good working order.
- Ensure that all materials are stored and handled safely.
- Enforce health and safety requirements.
- Correct unsafe acts or conditions that you observe or that workers bring to your attention.
- Monitor worker performance and well-being.
- Set a good example in areas such as following safe work procedures and using personal protective equipment.

4. Safety inspections

Besides correcting any hazards that you observe from day to day, set aside time for regular workplace safety inspections, and control any hazards that you find during an inspection. It is far better — and less costly — to prevent accidents than to deal with their consequences. Because safety inspections are preventive in nature, they are an important part of your overall health and safety program.

When to inspect

You need to inspect your workplace often enough to prevent unsafe working conditions from developing. In wineries this should be at least once a month. You also need to inspect your workplace when you've added a new process or when there has been an accident. Inspection is an ongoing task because the workplace is always changing.

Who should inspect

Inspections should be conducted by a supervisor and a worker. If possible, the worker health and safety representative (or members of the joint health and safety committee) should be involved.

How to inspect

During an inspection, identify unsafe conditions and acts that may cause injury so you can take corrective measures. Follow these guidelines:

- Use a checklist to ensure that your inspection is thorough and consistent with previous inspections.
- Ask yourself what hazards are associated with the job that you are observing or that would be performed in that work area.
- Observe how workers perform tasks. Do they follow safe work procedures and use personal protective equipment as required?
- Ask workers how they perform their tasks.
- Talk to workers about what they're doing. Ask about safety concerns.
- Record any unsafe actions or conditions that you observe.

While your first inspections may seem slow and difficult, over time inspections will become much easier and ultimately will help make your health and safety program more effective.

FORMS AND CHECKLISTS

- “Sample Inspection Checklist,” pages 45–47
- “Sample Inspection Report,” page 48

Publication

Safety Inspections workbook

What to inspect

There are different ways of approaching safety inspections, depending on the objectives of your health and safety program. For example, you can focus on the most common tasks your workers perform or on a specific issue addressed by your program, such as ergonomics.

Here are some activities and situations that warrant inspection:

- Rarely performed, non-routine, and unusual work, which presents an increased risk because workers may not be familiar with procedures
- Non-production activities such as housekeeping, maintenance, and equipment set-up
- Sources of high energy such as electricity, steam, compressed gas, flammable liquids, and explosive substances
- Situations that may involve slipping, tripping, or falling hazards; or overhead hazards such as falling objects
- Lifting situations posing a risk of back and muscle injuries
- Repetitive-motion tasks such as work involving computers or repetitive, constant uninterrupted motions
- Work involving contact with toxic substances

Check whether safe work procedures are being followed. For example:

- Is bottling equipment locked out during maintenance?
- Are gloves being used for handling garbage?
- Are safe lifting procedures being used?
- Do workers know the procedures for working alone?

For a list of suggested inspection topics, see page 23.

After the inspection

Follow these guidelines:

- Remedy serious hazards or unsafe work practices immediately. For example, if you find that a ladder has a loose or damaged rung, immediately remove the ladder from service and repair or replace it.
- Prioritize other, less serious hazards, and assign someone to remedy each one.
- Follow up on any actions that will take time to complete (for example, purchasing new equipment).
- Communicate your findings and plans to workers.

TIP

Get to the root of the problem. For example, if you see a wet floor, ask: Why is the floor wet? Where is the water coming from? How long has it been like that? Possible explanations include:

- A water leak
- A job process that creates the problem
- Workers who need training and education on how to clean up the hazard

Fix it right the first time and the problem shouldn't recur.

Inspection topics

Topic	Things to consider
Environment	Dust, gases, noise, temperature, ventilation, lighting
Floors	Slipping and tripping hazards, cluttered aisles
Building	Windows, doors, floors, stairs, roofs, walls, elevators, fire exits, docks, ramps
Containers	Scrap bins, disposal receptacles, barrels, carboys, gas cylinders, solvent cans
Electrical	Switches, cables, outlets, grounding, extension cables, ground fault circuit interrupters
Fire protection	Fire extinguishers, hoses, hydrants, sprinkler systems
Hand tools	Wrenches, screwdrivers, power tools, hydraulic tools, explosive actuated tools, pressurized tools
Hazardous materials	Flammables, explosives, acids, corrosives, toxic chemicals
Materials handling	Conveyors, cranes, hoists, hoppers, manual lifting, forklifts
Pressurized equipment	Boilers, vats, tanks, piping, hoses, couplings, valves, cylinders
Production equipment	Mills, cutters, drills, presses, lathes, saws
Support equipment	Ladders, scaffolds, platforms, catwalks, staging, aerial lifts
Powered equipment	Engines, electrical motors, compressor equipment
Storage facilities	Racks, bins, shelves, cabinets, closets, yards, floors, lockers, store rooms, mechanical rooms, flammable substances cabinets
Walkways and roads	Aisles, ramps, docks, vehicle ways, catwalks, tunnels
Personal protective equipment	Hard hats, safety glasses, respirators, gas masks, gloves, harnesses, lifelines
Protective guards	Gear covers, pulleys, belts, screens, workstations, railings, drives, chains
Devices	Valves, emergency devices, warning system limit switches, mirrors, sirens, signage, cover plates, lighting systems, interlocks, local exhaust systems
Controls	Startup switches, steering mechanisms, speed controls, manipulating controls
Lifting devices	Handles, eye-bolts, lifting lugs, hooks, chains, ropes, slings
Hygiene and first aid	Drinking fountains, washrooms, safety showers, eyewash facilities, toilets, fountains, first-aid supplies
Offices	Workstations, chairs, computer equipment, ventilation, floors, stairs, equipment, emergency equipment, storage cupboards, filing cabinets



5. Incident investigation

What is an *incident*?

An *incident* is an accident or other occurrence that resulted in or had the potential for causing a death, injury, occupational disease, or damage to equipment or property.

Incidents include:

- Accidents in which a worker is injured or killed
- Accidents in which no one is hurt but equipment or property is damaged
- Near misses

The terms *incident* and *accident* are often used interchangeably, but the preferred term is *incident* because it includes near misses as well as accidents.

What is a *near miss*?

A *near miss* is an incident in which there is no injury or damage but that could have resulted in an injury or death, or damage to equipment or property. Near misses may indicate hazardous conditions or acts that need to be corrected.

• Incident investigations help determine the causes of an incident so you can take steps to ensure that the same incident will not happen again. Employers are required to investigate and document the following incidents:

- Serious incidents
- Incidents that result in injuries that need medical treatment
- Incidents that have the potential for serious injury (for example, near misses)

• Employers are not required to investigate motor vehicle accidents that occur on public streets or highways; the RCMP or local police generally investigate such accidents.

Participants

• Everyone has a role to play. Workers must report incidents to their supervisors. Owners, employers, or supervisors must initiate incident investigations promptly. If possible, investigations should include at least one employer representative and one worker representative.

Goals

• As much as possible, an investigation must:

- Determine the causes of the incident
- Identify any unsafe conditions, acts, or procedures that contributed to the incident
- Find ways to prevent similar incidents

Examples of incidents requiring investigation

• Consider the following examples, which may resemble cases that you would need to investigate:

- A vehicle overturns on a steep slope.
- A worker's fingers are crushed in bottling machine while trying to clean a spill without locking out.
- A maintenance worker changing light bulbs falls from a ladder, sustaining a head injury.
- A worker is overcome by fumes when entering a tank for cleaning.

• What recommendations would you make to prevent these types of accidents in the future?

How to conduct an investigation

Interview witnesses and the people involved in the incident even if they weren't present at the incident. For example, it may be appropriate to interview a supervisor who gave instructions at the start of the shift or a trainer who previously instructed the workers involved.

Questions to ask

The investigation should answer the following questions:

- Who was involved or injured?
- Where did the incident happen?
- When did it occur?
- What were the causes?
- Why was an unsafe act or condition allowed?
- How can similar incidents be prevented?

Factors to consider

Usually there are several factors that cause or contribute to an incident. Try to identify as many causes as possible. Factors to consider when investigating an incident include:

- Unsafe or defective equipment
- Unsafe environment or conditions
- Poor housekeeping
- Physical hazards
- Poor planning
- Poor instruction
- Unsafe work practices
- Unusual or unfamiliar work conditions
- Personal factors

Filing an investigation report

After completing an investigation, the employer must prepare an incident investigation report and send copies to:

- The WorkSafeBC head office
- The joint health and safety committee or worker health and safety representative

Regulation

Sections 172 to 177 of the *Workers Compensation Act*.

FORMS AND CHECKLISTS

"Form 52E40 — Incident Investigation Report," pages 49–51

Publication

Investigation of Accidents and Diseases: Reference Guide and Workbook

Reporting incidents and injuries to WorkSafeBC

Employers must immediately report serious incidents to WorkSafeBC. To report a serious incident, call 604.276.3100 in the Lower Mainland or 1.888.621.SAFE (7233) toll-free in Canada. To report after-hours and weekend incidents, call 604.273.7711 or 1.866.922.4357 (WCB.HELP) toll-free.

What is a *serious incident*?

Serious incidents include the following:

- A fatality or serious injury
- A major release of a hazardous substance
- A major structural failure or collapse of a building, bridge, tower, crane, hoist, temporary construction support system, or excavation
- A blasting accident that causes personal injury, or any other dangerous incident involving explosives, whether or not there is an injury

Employers must report any of the following incidents (to initiate a claim) to WorkSafeBC within three days:

- A worker is injured and loses consciousness.
- A worker is sent for medical treatment by a first aid attendant or supervisor.
- A worker has an injury or disease that needs medical treatment.
- A worker states that he or she is going to get medical treatment or has already received medical treatment for an injury or disease.
- A worker is (or claims to be) unable to do his or her job because of any injury or disease.
- An artificial limb, eyeglasses, dentures, or hearing aid is broken in an incident.

6. Regular health and safety meetings

Good communication among employers, supervisors, and workers on health and safety issues is vital for the success of a workplace health and safety program. Hold regular monthly meetings with workers to discuss health and safety matters. Focus your meetings on identifying and correcting hazardous conditions or tasks, and making health and safety a priority in your workplace. Keep a record of each meeting, including what was discussed and who attended. Post meeting minutes for everyone to read. Bring to each meeting:

- Your latest inspection report
- Any incident reports completed during the past month
- Any new safe work procedures
- The minutes for last month's meeting

Joint occupational health and safety committees

Joint health and safety committees help create safer work environments by recommending ways to improve workplace health and safety and promoting compliance with the Regulation and the *Act*.

Workplaces that regularly employ 20 or more workers must establish and maintain a joint health and safety committee. (*Regularly employed* means employed for at least one month, whether full-time or part-time.) The committee must include at least four members — usually two employer representatives and two worker representatives — and must have monthly meetings.

Worker health and safety representatives

Workplaces that regularly employ more than 9 and fewer than 20 workers are usually required to have at least one worker health and safety representative rather than a joint health and safety committee. These representatives act as advisors and work cooperatively with employers and workers to identify and resolve workplace health and safety issues. During health and safety meetings, the representative should raise any issues that workers have mentioned since the last meeting.

FORMS AND CHECKLISTS

“Sample Monthly Health and Safety Meeting Record,” page 52

Publication

Joint Occupational Health and Safety Committee workbook

7. First aid

Regulation

Sections 3.14 to 3.21,
Occupational First Aid

The Guidelines for Part 3 contain more information on first aid requirements such as contents of first aid kits, types of first aid attendants, and facilities.

All workplaces must meet the first aid requirements in Part 3 of the Regulation. Effective first aid treatment can reduce the severity of work-related injuries, which helps minimize the financial costs associated with extensive medical treatment or the need to replace employees who are unable to work. All businesses must keep a first aid kit on site and many will also need a first aid attendant. The type of kit and the need for a first aid attendant depends on three factors:

- The hazard rating for your business
- The number of workers
- The travel time to the nearest hospital

First aid requirements for wineries

Most wineries are considered moderate-risk workplaces. To determine your first aid requirements, use the following tables, which apply to moderate-risk workplaces. First aid requirements are based on the number of workers per shift, so the requirements may vary from day to night shifts.

20 minutes or less surface travel time to hospital

Number of workers per shift	Supplies, equipment, and facility	Level of first aid certificate for attendant	Transportation
1	Personal first aid kit	N/A	Transportation at employer's expense
2–5	Basic first aid kit	N/A	Transportation at employer's expense
6–25	Level 1 first aid kit	Level 1	Transportation at employer's expense

More than 20 minutes surface travel time to hospital

Number of workers per shift	Supplies, equipment, and facility	Level of first aid certificate for attendant	Transportation
1	Personal first aid kit	N/A	Transportation at employer's expense
2–5	Level 1 first aid kit	Level 1	Transportation at employer's expense
6–15	Level 1 first aid kit ETV equipment	Level 1 with Transportation Endorsement	Transportation at employer's expense
16–50	Level 3 first aid kit Dressing station ETV equipment	Level 3	ETV (Emergency Transportation Vehicle)

First aid kits and attendants

Follow these requirements:

- Every worker must be made aware of where first aid kits are located and how to call the first aid attendant (if one is required in your workplace).
- Post signs in your workplace indicating how to access first aid.
- If a first aid attendant is required, that attendant must hold a first aid certificate of the level necessary for the workplace.
- Train backup first aid attendants. Ensure that enough workers are trained for this responsibility to cover vacations and other absences.

Transportation of injured workers

Your business needs written procedures for transporting injured workers. Post these procedures in your workplace. These procedures should include:

- Who to call for transportation
- How to call for transportation
- Prearranged routes in and out of the workplace and to the hospital

Employers are responsible for the cost of transporting an injured worker from the workplace to the nearest source of medical treatment.

Maintain records of all workplace injuries or diseases.

FORMS AND CHECKLISTS

- “Level 1 First Aid Kit,” page 54
- “Level 2 First Aid Kit,” page 55
- “Sample First Aid Record,” page 53

WEBSITES

Employers’ Incident and Injury Report

Report injuries and other incidents by filing first aid reports and incident investigation reports online. Visit worksafebc.com and under “Claims” click “Report Injury or Illness.”

First Aid Assessment Tool

This online tool will walk you through the assessment process. It includes links to specific parts of the Regulation and Guidelines that apply to first aid. Visit www2.worksafebc.com/calculator/firstaid/default.htm.

8. Records and statistics

- Employers are required to keep health and safety records and statistics on file. Examples of documentation include training activities, first aid treatments, and incident investigations.

- Written records and statistics can help:

- Identify trends for unsafe conditions or work practices so you can take steps to correct these potential hazards
- Provide material for education and training
- Provide documentation in case a WorkSafeBC officer requests it, or if an incident occurs and you need to prove that you did all you could reasonably do to prevent it

Documentation

- Maintain records and statistics for the following:

- Health and safety program reviews (see pages 41–42) can help you track the progress of your program.
- Worker orientation records (see pages 43–44) can help ensure that workers are getting the education and training they need.
- Inspection reports (see page 48) can provide historical information about hazards your business has encountered and how you have dealt with them.
- Monthly meeting records (see page 52) can help monitor how promptly and how well “action items” have been carried out.
- Incident investigation reports (see pages 49–51) can clarify which hazards have caused incidents and how they were controlled.
- First aid records (see page 53) can provide injury statistics that will help prioritize health and safety efforts.

- Statistics that may be of value include the following:

- Number of incidents and injuries each year
- Number of workdays lost each year
- Cost to your business from workplace injuries each year

Personal protective equipment (PPE)

Personal protective equipment (PPE) should be the last line of defence in a health and safety program. Before considering PPE, first try to eliminate or minimize the risks using other means — for example, by using less hazardous chemicals or by modifying work processes or equipment. If PPE is required, ensure that it is available to all workers who need it. Employers must also ensure that workers are trained in the use of any relevant PPE, and that they use it according to their training. The following table lists various types of PPE and their uses in the winery industry.

Certain tasks require the use of more than one type of PPE. For example, workers may need to dilute concentrated, corrosive chemicals such as cleaning agents before using them. PPE required for this task may include face and eye protection such as face shields or goggles, as well as skin protection such as gloves. For the exact type of PPE to use, check the MSDS for the chemical.

Typical PPE used in wineries

Body part	Type of PPE	Uses
Eyes	Safety glasses	General eye protection
	Safety goggles and face shields	Working with chemicals that may splash
Ears	Hearing protection	In bottling areas and around machinery
Hands	Work gloves	Working in storage areas, handling garbage, or landscaping
	Chemical-resistant gloves	Cleaning with or handling chemicals (check MSDSs for specific glove requirements)
	Cut-resistant gloves	Handling glass, pruning, or cleaning equipment
Feet	Non-slip footwear	Working in and around tanks
	Steel-toe boots	Operating mobile equipment, and working in storage and warehouse areas
	Footwear with ankle support	Working outdoors
Body	Seat belts	In vehicles, including forklifts and tractors

Emergency response plans

WEBSITE

Provincial Emergency Program

For more information on emergency planning and preparedness, visit www.pep.bc.ca.

Wineries should be prepared to respond to emergencies such as fires, explosions, chemical spills, or natural disasters. If an emergency occurs, there will be a need to make quick decisions that will minimize injuries and damage. Such decisions are easier if you have already developed an emergency response plan.

How to develop and implement a plan

Follow these guidelines:

1. List all possible events (for example, serious injuries, fires, explosions, or natural disasters).
2. Identify the major consequences associated with each event (for example, casualties, equipment damage, or facility damage).
3. Determine the necessary measures to deal with those consequences (for example, first aid, notification of medical authorities, rescue, firefighting, or equipment evacuation).
4. Determine what resources will be required (for example, medical supplies or rescue equipment).
5. Store emergency equipment where it will be accessible in the event of an emergency.
6. Ensure that workers are trained in emergency procedures and shown where equipment is stored.
7. Hold periodic drills to ensure that employees will be ready to act if an emergency occurs.
8. Communicate the plan to everyone involved.

Questions and answers

Common questions from employers

I operate a winery. Do I need to register with WorkSafeBC?

Probably. Most wineries in B.C. are required to register with WorkSafeBC and pay assessments (insurance premiums). For more information on registration or assessments, call the Employer Service Centre at 604.244.6181 in the Lower Mainland or 1.888.922.2768 toll-free in B.C.

Do I have to register if I am a sole proprietor of a winery (the business is run by me and my spouse, without employees)?

No. Sole proprietors and their spouses are not considered employers and are not automatically covered for compensation benefits. You can, however, apply for Personal Optional Protection for yourself and on behalf of your spouse. This optional insurance will cover lost salary and medical expenses in cases of work-related injury or disease. For more information on voluntary coverage, call the Employer Service Centre at 604.244.6181 or 1.888.922.2768.

Note: If you do hire any employees, including temporary help, you will likely need to register with WorkSafeBC.

Do I have to pay WorkSafeBC premiums if my teenage children work for me in the business?

Yes. Children of the employer are considered workers and are automatically covered if there is an employment relationship.

We've never had an accident at our workplace. Do we still need to set up a health and safety program?

Yes. All B.C. workplaces are required to have an occupational health and safety program. A health and safety program will help you maintain an excellent safety record.

I recently hired a subcontractor. Am I responsible for the subcontractor's health and safety?

Yes. Employers hiring contractors or subcontractors should check with WorkSafeBC to determine their obligations regarding health and safety matters. It's also a good idea to check with WorkSafeBC to make sure the contractors or subcontractors you hire are registered with WorkSafeBC. If they aren't, your company could be liable for their insurance premiums if there's an injury or accident. A clearance letter will tell you whether a business, contractor, or subcontractor is registered with WorkSafeBC and up-to-date on their payments. To get a clearance letter, visit Worksafebc.com, call 604.244.6380 or 1.888.922.2768 toll-free, or fax 604.244.6390.

WEBSITE

WorkSafeBC registration

To find out more about registration requirements or to register online, visit worksafebc.com, and under "Insurance" click "Register for coverage."

If you want to download registration forms, look near the top right of the page and click "Forms."

Publications

For more information on young workers:

- *3 Steps to Effective Worker Education and Training*
- *Protecting Young Workers: Focus Report*

Can I pay the medical cost of an employee's injury to prevent increased WorkSafeBC premiums?

No. All work-related injuries must be reported to WorkSafeBC.

I only have a staff of two. Should we still hold monthly health and safety meetings, or can we meet less often?

Yes, you still need to hold regular monthly meetings so workers have an opportunity to discuss health and safety matters, and to correct unsafe conditions or procedures.

As an employer, you must also keep records of the meetings and the matters discussed. For a "Sample Monthly Health and Safety Meeting Record," see page 52.

Can I or my employees smoke at work?

The owner or employer must control the exposure of workers to environmental tobacco smoke by prohibiting smoking in the workplace or restricting smoking to a designated smoking area. For more information, see sections 4.81 to 4.83 of the Regulation.

Common questions from workers

I only work part-time. Am I entitled to benefits if I get hurt on the job?

Yes. All workers, including young and part-time workers, are entitled to workers' compensation benefits in the event of a work-related injury or illness.

My job requires me to lift and stack heavy crates. What is the maximum allowable lifting weight?

There is no specific maximum allowable lifting weight. However, if you are required to lift heavy crates, your employer must ensure that you can do so safely. This includes training you in proper lifting techniques and providing dollies or carts if necessary.

My supervisor or employer has asked me to perform a task I believe is dangerous. What can I do?

Workers have the right to refuse work they have reasonable cause to believe is dangerous to their health. The first thing you should do is tell your supervisor or employer that you think the task is dangerous. Together, you may be able to find a safe solution. If the two of you cannot find a solution, continue the discussion with a worker health and safety representative (or another worker selected by you if there is no representative). If a solution still cannot be found, you and your employer can call the WorkSafeBC Prevention Information Line at 604.276.3100 in the Lower Mainland, or 1.888.621.7233 (621.SAFE) toll-free in B.C.

I often work alone. What do I do if I'm injured?

Your employer must have a written procedure and safeguards for working alone.

Your supervisor must review these procedures with you as part of your training.

These safe work procedures should be included in the health and safety program for your workplace.

WEBSITE

Online incident and injury reporting

You can report injuries and other incidents at worksafebc.com. The process includes online filing of first aid reports and incident investigation reports.

Employers' Advisers

The Employers' Advisers Office is a branch of the B.C. Ministry of Labour and Citizens' Services, independent of WorkSafeBC. Employers' advisers are funded by the WorkSafeBC premiums collected from employers. At no additional cost, advisers provide impartial advice, assistance, representation, and training to employers about workers' compensation legislation, decisions, appeals, and policies.

Employers' advisers have a right to access WorkSafeBC information on your behalf, but they cannot file reports for you. Employers' advisers also conduct educational seminars for employers on topics such as occupational health and safety requirements, claims management, disability management, and assessments.

You can visit the Employers' Advisers website at www.labour.gov.bc.ca/eao/ or contact a regional office for help. You can now reach all Employers' Advisers regional offices using the following numbers:

- Phone: 604.713.0303
- Toll-free: 1.800.925.2233
- Toll-free fax: 1.855.664.7993

WorkSafeBC resources

Small Business Service Centre

Email: smallbiz@worksafebc.com

Phone: 604.214.6912

WorkSafeBC Prevention Information Line

The Prevention Information Line can answer your questions about health and safety, including responsibilities, first aid, reporting incidents, and finding an officer in your area. Anonymous calls are accepted.

Call 604.276.3100 in the Lower Mainland or 1.888.621.SAFE (7233) toll-free in Canada. For after-hours and weekend incidents and emergencies, call 604.273.7711 in the Lower Mainland or 1.866.WCB.HELP (922.4357) toll-free.

Worksafebc.com

WorkSafeBC provides a number of services and materials that will help you meet your health and safety requirements. Visit worksafebc.com and look for these links:

- Click “Publications” to view, download, or order publications online.
- Click “Forms” to view and download up-to-date official forms for everything from registration to incident investigation.
- Under “Quick Links” click “OHS Regulation” for a searchable version of the Regulation and its accompanying Guidelines.

The rest of this section describes some key WorkSafeBC publications that you may find useful for improving health and safety in your winery.

Health and safety programs

- ***Effective Health and Safety Programs: The Key to a Safe Workplace and Due Diligence***
Explains how to set up your health and safety program to meet the due diligence standard of care.
- ***How to Implement a Formal Occupational Health and Safety Program***
Provides more detailed information on how to develop and maintain an effective occupational health and safety program.
- ***Safety on the Job Is Everyone’s Business***
Three-page brochure describes the responsibilities of employers, supervisors, and workers.
- ***3 Steps to Effective Worker Education and Training***
Explains steps for providing education and training to new workers and young workers.

Registration

- ***Small Business Primer: A Guide to WorkSafeBC***
Provides basic information on registering with WorkSafeBC, paying premiums, preventing injuries, investigating incidents, and reporting claims.

Prevention

- ***Back Talk: An Owner’s Manual for Backs***
Describes common back injuries and how to avoid them.
- ***Hazards of Confined Spaces***
Describes confined space hazards and how to deal with them.
- ***Confined Space Entry Program: A Reference Manual***
A detailed reference guide for developing a confined space entry program that will meet the requirements of the Regulation.
- ***Understanding the Risks of Musculoskeletal Injury (MSI): An Educational Guide for Workers on Sprains, Strains, and Other MSIs***
Describes the signs and symptoms of MSI and how to identify MSI risk factors.
- ***Preventing Musculoskeletal Injury (MSI): A Guide for Employers and Joint Committees***
Provides information on preventing MSI and investigating MSIs.
- ***Lockout***
Describes what lockout is, when it is required, and how to do it.
- ***Safeguarding Machinery and Equipment: General Requirements***
Provides information on safeguarding, including hazard recognition, risk assessment, and solutions for specific machinery and equipment.
- ***Safe Operation of Lift Trucks***
Describes do’s and don’ts for lift truck operators.
- ***Safety in Manufacturing — Ergonomics series***
These worksheets deal with specific ergonomics risks that apply to the winery industry. To find these worksheets, visit worksafebc.com and search for “safety manufacturing ergonomics.”
- ***WHMIS at Work***
Describes WHMIS, its requirements, and how to implement WHMIS in your workplace.

Claims

- ***Claims Review and Appeal Guide for Employers***
Describes appeal procedures and rules governing payment of a claim during the employer’s appeal process.
- ***Claims Review and Appeal Guide for Workers and Dependents***
Describes the rights and obligations of claimants who wish to appeal the decision of a WorkSafeBC claims adjudicator.

Forms and checklists

This section includes forms and checklists that you can use to develop, implement, and maintain your health and safety program.

Sample health and safety program for wineries.....	39
Annual review of health and safety program.....	41
Sample worker orientation checklist.....	43
Sample inspection checklist.....	45
Sample inspection report.....	48
Form 52E40 — Incident investigation report.....	49
Sample monthly health and safety meeting record.....	53
Level 1 first aid kit.....	54
Level 2 first aid kit.....	55
Sample first aid record.....	56

Sample Health and Safety Program for Wineries

Use this sample as a guideline to help you prepare your written occupational health and safety program.

This is only a guideline. You should tailor it to meet the health and safety needs of your particular workplace. For example, you'll need to add specific information on written safe work procedures, state any personal protective equipment you need, list additional training and orientation topics, and provide details about first aid and emergency procedures.

HEALTH AND SAFETY POLICY

(Name of firm) _____ wants its workplace to be a healthy and safe environment. To achieve this, our firm will establish and maintain an occupational health and safety program designed to prevent injuries and disease. The employer is responsible for providing workers with adequate instruction in health and safety and for addressing unsafe situations in a timely, effective manner. All workers and service contractors are required to work safely and to know and follow our company guidelines for safe work procedures.

Signed: _____

Date: _____

Employer's responsibilities include the following:

- Establish the health and safety program.
- Conduct an annual review in *(month)* of each year.
- Train supervisors.
- Provide a healthy and safe work environment.

Supervisors' responsibilities include the following:

- Orient new workers.
- Train workers on an ongoing basis.
- Conduct regular staff safety meetings.
- Perform inspections and investigations.
- Report any health or safety hazards.
- Correct unsafe acts and conditions.

Workers' responsibilities include the following:

- Learn and follow safe work procedures.
- Correct hazards or report them to supervisors.
- Participate in inspections and investigations where applicable.
- Use personal protective equipment where required.
- Help create a safe workplace by recommending ways to improve the health and safety program.

WRITTEN SAFE WORK PROCEDURES

(You need to have written procedures for high-risk or complex tasks. List these high-risk tasks here. A WorkSafeBC prevention officer may be able to advise you on procedures you need to include. For example, you may need written safe work procedures for using special equipment, dealing with shoplifters, or working alone. Attach the procedures to this program.)

PERSONAL PROTECTIVE EQUIPMENT (PPE)

(List any PPE required, when it must be used, and where it can be found. For example, workers may be required to wear eye protection when using certain equipment. Attach this list to this program.)

EDUCATION AND TRAINING

All workers will be given an orientation by their supervisor immediately upon hiring. The following topics will be included in the orientation:

- Supervisor name and contact information
- The worker's basic rights and responsibilities, including how to report unsafe conditions and the right to refuse to perform unsafe work
- Safe work procedures specific to the workplace
- Hazards that the worker may be exposed to, including risks of violence such as robbery, assault, or confrontation
- Procedures for working alone, if the worker is required to do so
- Personal protective equipment the worker will be required to use, and how to maintain and store it
- Where and how to get first aid and report an injury
- WHMIS information for hazardous materials
- Names and contact information for joint health and safety committee members (or the worker representative)
- Other task-specific instruction, as required (for example, forklift training)
- Locations of fire alarms, fire exits, and meeting points
- Locations of fire extinguishers and how to use them

At the end of the orientation, the worker will be given a copy of this program. The employer will make sure that workers receive further training when necessary to ensure the safe performance of their duties. Staff meetings are one way to increase safety awareness.

(For higher hazard work areas and jobs, orientation in additional topics may be necessary. List these topics here.)

INSPECTIONS

A supervisor and a worker will conduct regular inspections to identify hazards and recommend how to eliminate or minimize the risks. Inspections will also look at how work is performed.

Serious hazards or unsafe work practices found during inspections or observed by workers, supervisors, or the employer will be dealt with immediately. Other hazards will be dealt with as soon as possible.

(State how often inspections will be performed — typically once a month or at other intervals that prevent the development of unsafe working conditions. It's useful to inspect the workplace before a staff meeting so results can be discussed with staff. You can use the "Inspection Checklist.")

HAZARDOUS MATERIALS AND SUBSTANCES

(If you use hazardous materials or substances at your workplace, list them here. Also list the location of material safety data sheets and any applicable written safe work procedures.)

FIRST AID

This workplace keeps a (type) first aid kit in the (location). *(Give the name of your first aid attendant if one is required. Also provide ambulance and hospital phone numbers.)*

EMERGENCY PREPAREDNESS

- **Fire** — See the fire plan posted at (location).

Fire extinguishers are located at (list locations).

(Names of employees)

are trained to use them.

- **Earthquake** — An annual inspection will be conducted, focusing on objects that may pose a hazard during an earthquake. The exit and marshalling procedures are the same as for fires. *(Or, if not, note the location of earthquake procedures here.)*
 - *(Note other emergency procedures, such as protection from violence.)*
-
-
-

INVESTIGATING INCIDENTS

A supervisor and a worker must investigate any injuries or near misses on the same day they occur. Any incident that results in an injury requiring medical treatment, or that had the potential for causing serious injury, must be investigated immediately. The purpose of an investigation is to find out what went wrong, determine if our health and safety practices were faulty, and, most importantly, recommend actions that will prevent a recurrence of the problem. *(You can use the "Sample Incident Investigation Report.")*

RECORDS AND STATISTICS

Accurate health and safety records provide an excellent gauge to determine how we are doing. The following records are maintained and will be reviewed annually:

- Claims statistics
- First aid records
- Completed inspection lists
- Occurrence investigations
- Material safety data sheets
- Any WorkSafeBC inspection reports

These records are kept at (location).

Medically related records will be handled in a manner that respects confidentiality.



Annual Review of Health and Safety Program

Use this checklist to review the effectiveness of your occupational health and safety program.

PURPOSE

The purpose of reviewing your occupational health and safety program is to make sure it's up-to-date and effective. A program review helps you identify the strengths and weaknesses of your program and allows you to focus on the areas that need improvement. Involve employees in the review process.

HOW TO USE THIS CHECKLIST

- If you answer “no” to any of these questions, take action to correct the deficiency in your program.
- If you are unsure what a question means, read the relevant section in the guide, refer to the Occupational Health and Safety Regulation, or contact the Prevention Information Line at 604.276.3100 in the Lower Mainland or 1.888.621.7233 (621.SAFE) toll-free in British Columbia.

Company name: _____

Date of review: _____

Conducted by: _____

Written program	Yes	No	Safe work procedures	Yes	No
1. Do you have a written program?			8. Have you posted safe work procedures near any hazardous equipment or machinery used in your business?		
2. Do you keep a copy easily accessible?			9. If any employee works alone, have you developed written procedures for safeguarding the worker's well-being when working alone?		
3. Have you posted a copy of your program?					
4. Does your written program include a policy statement?			10. Have you conducted a risk assessment and developed procedures for preventing violence in the workplace?		
5. Does your policy clearly state the responsibilities of:					
The employer?					
Managers and supervisors?			11. Do you have written rules prohibiting horseplay and the use of drugs and alcohol at work?		
Workers?					
Safe work procedures	Yes	No	12. Do you enforce rules prohibiting horseplay and the use of drugs and alcohol at work?		
6. Does your written program list all the written safe work procedures that you have developed for your business?					
7. Have you reviewed these safe work procedures in the last year?			13. Do you keep records when you discipline workers for not following these rules?		

Identifying hazards and assessing risks		Yes	No	Hazardous materials		Yes	No
14. Do you have a method of identifying hazards?				32. Do you have a way to check that new controlled products include MSDSs?			
15. When hazards have been identified, do you conduct a risk assessment to help determine the best way to eliminate or control the risks?				33. Do workers understand how to read MSDSs and know what they mean?			
Education and training				Investigating incidents			
16. Does your orientation of new workers include information and instruction on your health and safety program?				34. Do you check all controlled products for supplier labels when received?			
17. Does your orientation of new workers include training on the safe work procedures used in your business?				35. Are decanted products labelled?			
18. Do you inform new workers about work rules prohibiting horseplay and the use of alcohol and drugs at work?				36. Are labels legible?			
19. Have you observed workers to determine if they need refresher training in safe work procedures?				37. Do workers know what hazardous materials are used in your business?			
20. Did you provide instruction and training for any new procedures, processes, equipment, or machinery that you introduced in the last year?				38. Do workers know how to safely handle, store, and dispose of hazardous materials?			
21. Have supervisors and workers received training in how to conduct safety inspections and incident investigations?				First aid			
Safety inspections				Records and statistics			
22. Do you inspect your workplace regularly?				39. Do you have a method for workers to report accidents and near misses?			
23. Do a supervisor and a worker conduct the inspection?				40. Do you investigate all accidents and near misses?			
24. Do you observe workers during inspections?				41. Do you focus on finding the root causes during incident investigations?			
25. Do you have a method of reporting hazards between inspections?				42. Do you take recommended corrective action identified during investigations?			
26. Do you have a system of rating hazards?				Monthly meetings			
27. Do you discuss the results of inspections at monthly safety meetings?				43. Do you have a method for workers to report accidents and near misses?			
28. Do you have a system of following up on identified hazards to ensure that they have been corrected?				44. Do you investigate all accidents and near misses?			
Hazardous materials				Records and statistics			
29. Do you have an inventory of controlled products used in your workplace?				45. Have you instructed workers to report all injuries?			
30. Does each controlled product have a corresponding MSDS?				46. Do you record all injuries?			
31. Are MSDSs readily available to workers and do workers know where to get them?				Records and statistics			
				47. Do you keep records of the following?			
				orientation of new workers			
				education and training			
				injuries and other incidents			
				inspection reports			
				incident investigation reports			
				monthly health and safety meetings			
				48. Do you review accident statistics to see if trends are developing?			
				Monthly meetings			
				49. Do you hold monthly safety meetings?			
				50. Do workers attend most of these meetings?			
				51. Do you include an educational topic on your agenda?			



Sample Worker Orientation Checklist

Use this sample as a starting point for your own training checklist for new workers.

Employee name: _____

Position (tasks): _____

Date hired: _____ Date of orientation: _____

Person providing orientation (name and position): _____

Company name: _____

Topic	Initials (trainer)	Initials (worker)	Comments
1. Supervisor name: _____ Telephone #: _____			
2. Rights and responsibilities (a) General duties of employers, workers, and supervisors			
(b) Worker right to refuse unsafe work and procedure for doing so			
(c) Worker responsibility to report hazards and procedure for doing so			
3. Workplace health and safety rules a) _____ b) _____ c) _____ d) _____			
4. Known hazards and how to deal with them a) _____ b) _____ c) _____ d) _____			
5. Safe work procedures for carrying out tasks a) _____ b) _____ c) _____ d) _____			



Topic	Initials (trainer)	Initials (worker)	Comments
6. Procedures for working alone or in isolation			
7. Measures to reduce the risk of violence in the workplace and procedures for dealing with violent situations			
8. Personal protective equipment (PPE) — what to use, when to use it, where to find it, and how to care for it a) _____ b) _____ c) _____			
9. First aid (a) First aid attendant name and contact information			
(b) Locations of first aid kits and eye wash facilities			
(c) How to report an illness, injury, or other accident (including near misses)			
10. Emergency procedures (a) Locations of emergency exits and meeting points			
(b) Locations of fire extinguishers and fire alarms			
(c) How to use fire extinguishers			
(d) What to do in an emergency situation			
11. Where applicable, basic contents of the occupational health and safety program			
12. Hazardous materials and WHMIS (a) Hazardous materials (controlled products) in the workplace			
(b) Hazards of the controlled products used by the worker			
(c) Purpose and significance of hazard information on product labels			
(d) Location, purpose, and significance of material safety data sheets (MSDSs)			
(e) How to handle, use, store, and dispose of hazardous materials safely			
(f) Procedures for an emergency involving hazardous materials, including clean-up of spills			
13. Where applicable, contact information for the occupational health and safety committee or the worker health and safety representative			



Sample Inspection Checklist

Use this sample to develop a unique checklist for your regular safety inspections. Go over every aspect of your workplace to identify possible hazards. Add or delete items as necessary for your particular workplace.

Floors and walkways			Yes	No	Storage			Yes	No
Are aisles clear of materials and equipment?					Are supplies and materials stored properly on shelves?				
Are main aisles at least 1 m (36 in.) wide?					Does your storage layout minimize lifting problems?				
Are doorways clear of materials or equipment?					Are trolleys or dollies available to move heavy items?				
Are carpets or tiles in good condition and free of loose or lifting carpeting or tile?					Are floors around shelves clear of rubbish?				
Are floors clean and free of oil or grease?					Are racks and shelves in good condition?				
Are floors kept dry?									
If supplies or materials are stored on the floor, are they away from doors and aisles and stacked no more than three boxes high?									
Stairs, ladders, and platforms			Yes	No	Electrical			Yes	No
Are ladders safe and in good condition?					Are electrical cords in good repair?				
Are stair handrails fastened to the wall securely?					Is there clear access to electrical panels and switch gear?				
Are stairwells clear of materials and equipment?					Are electrical cords secured?				
Are stairs and handrails in good condition?					Are proper plugs used?				
Are ladders and stairs provided with anti-slip treads?					Are plugs, sockets, and switches in good condition?				
					Are ground fault circuit interrupters available, if required?				
					Are portable power tools in good condition?				
Walls			Yes	No					
Are signs and fixtures securely fastened to the wall?									
Lighting			Yes	No					
Are lighting levels in work areas adequate?									
Are work areas free of glare or excessive lighting contrast?									
Is task lighting provided in areas of low light or high glare?									
Are windows covered with blinds, drapes, or other means of controlling light?									
Does emergency lighting work?									

Equipment and machinery			Yes	No	Fire safety and security			Yes	No
Are equipment and machinery kept clean?					Are fire extinguishers clearly marked?				
Is the equipment regularly maintained?					Are fire extinguishers properly installed on walls?				
Are operators properly trained?					Have fire extinguishers been inspected within the last year?				
Are start-stop switches clearly marked and in easy reach?					Are workers trained to use fire extinguishers?				
Is machinery adequately guarded?					Are flammable liquids properly stored?				
Is there enough work space?					Will space heaters shut off automatically if tipped over?				
Are noise levels controlled?					Are emergency phone numbers close to phones?				
Are fumes and exhaust controlled?					Are smoke, fire, and burglar alarms in place?				
Do you have a lockout procedure in place?					Are emergency exits clearly marked?				
					Are emergency lights in working condition?				
					Have sprinkler systems been inspected?				
Chairs			Yes	No	Entrances and exits			Yes	No
Are chairs in good condition?					Is there safe access for workers and customers?				
Are chairs properly adjusted?					Are emergency exits clear of materials or equipment?				
					Are emergency exit signs working?				
					Are emergency lighting units provided? Are they working?				
Computers			Yes	No	First aid			Yes	No
Are display screens free of dust?					Is the first aid kit accessible and clearly labelled?				
Are display screens bright enough with sufficient contrast?					Is the first aid kit adequate and complete?				
Are display screens positioned at a comfortable viewing level?					Is the first aid kit clean and dry?				
					Are emergency numbers displayed?				
					Are injury report forms readily available (form 7)?				



Garbage			General worker questions		
	Yes	No		Yes	No
Are bins located at suitable points?			Do workers know where to go and who to call for first aid assistance?		
Are bins emptied regularly?			Do workers know where to find MSDSs for chemical products?		
			Do workers know where to find personal protective equipment (for example, disposable gloves or eye protection)?		
			Do workers know how to use personal protective equipment?		
Hazardous materials	Yes	No	Do workers use personal protective equipment properly?		
Are material safety data sheets (MSDSs) provided for all hazardous materials?			Eye/face protection		
Are containers clearly labelled?			Footwear		
Are hazardous materials properly stored?			Gloves		
Are hazardous materials disposed of properly?			Protective clothing		
			Aprons		
			Respirators		
			Other		
Environment	Yes	No			
Is air quality good?			Safe work practices	Yes	No
Are workers protected from cool drafts or excessive heat?			Do workers use proper manual lifting techniques?		
Are workers protected from excessive or irritating noise?			Are wastes disposed of properly?		
			Do workers know how to deal with violent customers?		
			Do workers know the procedures for working alone?		
Parking	Yes	No			
Are parking spots and walkways appropriately lighted?					
Are parking spots safe? (names should not be painted on spots)					
Are workers encouraged to use a buddy or escort?					
Is a speed limit posted in the parking lot?					



Sample Inspection Report

Use this sample to develop a report for recording the results of your regular workplace inspections.

Company name: _____

Date: _____

Inspectors' names: _____

Type of hazard (critical, urgent, or important)	Describe hazard and precise location	Recommended corrective action	Person responsible for remedial action	Date remedied



This form is provided to employers for the purpose of documenting the employer's investigation into a workplace incident. Please attach a separate sheet if necessary.

Call Centre
 Phone 604 276-3100
 Toll-free 1 888 621-SAFE (7233)

After-hours health and safety emergency
 Phone 604 273-7711
 Toll-free 1 866 922-4357 (WCB-HELP)

Fax
 604 276-3247

Mailing address
 WorkSafeBC
 PO Box 5350 Stn Terminal
 Vancouver BC V6B 5L5

Employer name		Employer number
Employer head office address		
City	Province	Postal code

Incident occurred *ref: s. 3.4(a) Occupational Health and Safety Regulation (OHS Regulation)*

Address where incident occurred		
City (nearest)	Province	Postal code
Date of incident (yyyy-mm-dd)	Time incident occurred	a.m. <input type="checkbox"/> p.m. <input type="checkbox"/>

Injured person(s) *ref: s. 3.4(b) OHS Regulation*

Last name	First name	Job title/Occupation
1)		
2)		

Witnesses *ref: s. 174(4) Workers Compensation Act (WCA) and s. 3.4(c) OHS Regulation*

Last name	First name
1)	
2)	
3)	

Incident description *ref: s. 3.4(d)-(e) OHS Regulation*

Briefly describe what happened, including the sequence of events preceding the incident. Please refer to the "Incident Investigation Reference Guide" for assistance when completing this report. The guide is available on WorkSafeBC.com.



Employer name

Employer number

Analysis

From the sequence of events, identify what events may have been significant in this incident occurring. An analysis of these events will assist in determining the underlying or causal factors in the occurrence. Please refer to the "Incident Investigation Reference Guide" for assistance when completing this report. The guide is available on WorkSafeBC.com.

Statement of causes *ref: s. 174(2)(a)–(b) WCA and s. 3.4(f) OHS Regulation*

List any unsafe conditions, acts, or procedures that in any manner contributed to the incident. Please refer to the "Incident Investigation Reference Guide" for assistance when completing this report. The guide is available on WorkSafeBC.com.

52E40

(R04/13) Page 2 of 3



Employer name	Employer number
---------------	-----------------

Recommendations *ref: s. 174(2)(c) WCA and s. 3.4(g) OHS Regulation*

Identify any corrective actions that have been taken and any recommended actions to prevent similar incidents.		
Recommended corrective action	Action assigned to	Completion date or expected completion date (yyyy-mm-dd)
1)		
2)		
3)		
4)		

Persons conducting investigation *ref: s. 3.4(h) OHS Regulation*

Representative of	Name <i>(please print)</i>	Signature <i>(optional)</i>	Date signed (yyyy-mm-dd)
Employer			
Worker			
Employer <input type="checkbox"/> Worker <input type="checkbox"/> Other <input type="checkbox"/>			

Date Incident Investigation Report submitted to WorkSafeBC *ref: s. 175(2)(b) WCA*

(yyyy-mm-dd)

Follow-up action and report

Section 176 of the *Workers Compensation Act* states:

- (1) Following an investigation under this Division, the employer must without undue delay undertake any corrective action required to prevent recurrence of similar incidents.
- (2) As soon as is reasonably practicable, the employer must prepare a report of the action taken under subsection (1) and
 - (a) provide the report to the joint committee or worker representative, as applicable, or
 - (b) if there is no joint committee or worker representative, post the report at the workplace.

Note: If the recommended corrective actions specified in the report have been implemented by the time it was prepared and submitted to WorkSafeBC, and the report was subsequently distributed or posted as required, compliance with section 176(2) has been met. In cases where the incident investigation report was submitted prior to the corrective actions being implemented, or those actions differ from the corrective actions recommended in the report, a separate follow-up report must be prepared and distributed or posted, in accordance with section 176(2).

Please refer to the "Incident Investigation Reference Guide" for assistance when completing this report. The guide is available online at www.worksafebc.com/forms/assets/PDF/52E40Guide.pdf.

Sample Monthly Health and Safety Meeting Record

Use this sheet to record what has been discussed at your monthly health and safety meetings.

Company name: _____ Date: _____

Participants: _____

1. Accidents and other incidents

List all accidents and other incidents that have occurred since your last meeting. Or attach copies of incident reports to this record.

	<i>Year to date</i>	<i>Previous year</i>
Number of accidents		
Number of near misses		
Number of WorkSafeBC claims		

2. Results of monthly inspection

List all hazards in the table below. Or attach a copy of your inspection report to this record.

<i>Type of hazard (critical, urgent, or important)</i>	<i>Describe hazard and precise location</i>	<i>Recommended corrective action</i>	<i>Person responsible</i>	<i>Date remedied</i>

3. Education and training

List new safe work procedures and other matters discussed.

4. Other concerns

List other health and safety concerns discussed.

5. Next meeting

Date and time of next meeting: _____

List any matters that need to be followed up at the next meeting: _____



Sample First Aid Record

Date of injury or illness: _____ Time of injury or illness: _____

Name of person injured: _____ Time and date reported: _____

Occupation: _____

DESCRIPTION OF INJURY OR REPORT OF ILLNESS

NATURE OF INJURY OR ILLNESS

TREATMENTS

Supervisor's or first aid attendant's signature: _____

Patient's signature: _____

Names of witnesses: 1. _____

2. _____

3. _____

REFERRAL OF CASE AND REMARKS



Level 1 First Aid Kit

These items must be kept clean and dry and must be ready to take to the scene of an accident. A weatherproof container is recommended for all items except the blankets. Blankets should be readily available to the first aid attendant.

3	blankets
24	14 cm x 19 cm wound cleaning towelettes, individually packaged
60	hand cleansing towelettes, individually packaged
100	sterile adhesive dressings, assorted sizes, individually packaged
12	10 cm x 10 cm sterile gauze dressings, individually packaged
4	10 cm x 16.5 cm sterile pressure dressings with crepe ties
2	7.5 cm x 4.5 m crepe roller bandages
1	2.5 cm x 4.5 m adhesive tape
4	20 cm x 25 cm sterile abdominal dressings, individually packaged
6	cotton triangular bandages, minimum length of base 1.25 m
4	safety pins
1	14 cm stainless steel bandage scissors or universal scissors
1	11.5 cm stainless steel sliver forceps
12	cotton tip applicators
1	pocket mask with a one-way valve and oxygen inlet
6	pairs of medical gloves (preferably non-latex)
	first aid records and pen



Level 2 First Aid Kit

These items must be kept clean and dry and must be ready to take to the scene of an accident. A weatherproof container is recommended for all items except the blankets. Blankets should be readily available to the first aid attendant.

Note: A Level 3 first aid kit is the same as the Level 2 kit described here, except for the recommended addition of a portable suction unit.

3	blankets
24	14 cm x 19 cm wound cleaning towelettes, individually packaged
150	sterile adhesive dressings, assorted sizes, individually packaged
12	10 cm x 10 cm sterile gauze dressings, individually packaged
4	10 cm x 16.5 cm sterile pressure dressings with crepe ties
10	20 cm x 25 cm sterile abdominal dressings, individually packaged
12	cotton triangular bandages, minimum length of base 1.25 m
2	2.5 cm x 4.5 m rolls of adhesive tape
2	5 cm x 4.5 m rolls of adhesive tape
6	7.5 cm x 4.5 m crepe roller bandages
1	500 ml sterile 0.9% sodium chloride solution (saline) in unbreakable container
1	60 ml of liquid antibacterial soap in unbreakable container
1	universal scissors
1	11.5 cm stainless steel sliver forceps
1	penlight or flashlight with batteries
1	7.5 cm x 4.5 m esmarch gum rubber bandage
6	pairs of medical gloves (preferably non-latex)
1	portable oxygen therapy unit consisting of a cylinder (or cylinders) containing compressed oxygen, a pressure regulator, a pressure gauge, a flow meter and a non-rebreathing mask (may be kept in a separate container from the other supplies)
1	oropharyngeal airway kit (may accompany the portable oxygen therapy unit)
1	manually operated self-inflating bag-valve mask unit with an oxygen reservoir (may accompany the portable oxygen therapy unit)
6	patient assessment charts
1	pocket mask with a one-way valve and oxygen inlet
1	portable suction unit (recommended for Level 3 first aid kit)
	first aid records and pen

WorkSafeBC offices

Visit our website at worksafebc.com.

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Fax 604.556.2077

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Administration:
6951 Westminster Highway
Phone 604.273.2266

Mailing address:
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Vancouver BC V6B 5L5

After hours health and safety emergency

604.273.7711
1.866.922.4357 (WCB.HELP)

