

Health & Safety Tool Kit

For Alberta Auto
& Truck Dealerships



Acknowledgements

In February 2007, Alberta Employment, Immigration and Industry (EII) and Motor Dealers Association of Alberta (MDA) held an initial meeting, with representatives from the auto and truck dealers industry to review information on workplace health and safety. It was recognized a best practice document to improve health and safety in the auto and truck dealers industry would be both beneficial and essential. After much work by the members of the committee, this resource binder has been completed. Special thanks are extended to the following industry representatives of the committee.

Bill Watkin
President
Motor Dealers' Association of Alberta
Edmonton

Chris Schultz
Service Manager
Gateway Toyota
Edmonton

Lori Markowsky
Health & Safety Consultant
Lori Markowsky Consulting
Calgary

Roy Evans
Dealer
Saturn Saab
Edmonton

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Current to February 2008

Responsibility

Current to February 2008



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Section One

Introduction

Current to February 2008

Workplace health and safety is everyone's responsibility

Alberta Employment, Immigration and Industry (EII), Workplace Health and Safety (WHS) developed this "toolkit" with the Motor Dealers' Association of Alberta (MDA). Health and safety is critical on every work site. MDA worked with WHS to create a toolkit that will assist franchised auto and truck dealerships in better understanding their health and safety obligations. The toolkit also provides practical tools that can be used by franchised auto and truck dealerships and their workers in complying with the basic elements of the ***Occupational Health and Safety Act, Regulation and Code***.

Throughout the toolkit legislated requirements (the law) are specifically identified. The rest of the document provides background information and some sample practices to assist you in meeting the relevant legal requirements. Whether your dealership is large or small, based at one location or many, you are legally responsible to make sure that the working environment is a safe and healthy place to work.

It is important to remember that each workplace will have its own specific hazards.

Based on the type of the hazards in your workplace you must identify the specific areas of the legislation that apply to your workplace(s).

In Alberta, the requirements for health and safety are outlined in the ***Occupational Health and Safety Act (OHS Act), Regulation (OHS Regulation) and Code (OHS Code)***. These documents are available for viewing or downloading on the Alberta Employment, Immigration and Industry (EII) Workplace Health and Safety (WHS) web site at: www.worksafely.org. Official printed copies may be purchased from the Queen's Printer at: www.qp.gov.ab.ca

Edmonton

Main Floor, Park Plaza
10611 - 98 Avenue
Edmonton, Alberta T5K 2P7
Phone: (780) 427-4952
Fax: (780) 452-0668

This toolkit does not replace the *OHS Act, Regulation and Code* and does not exempt readers from their responsibilities under the legislation.

Who does the legislation apply to?

The *OHS Act, Regulation and Code* affect most workers and employers in Alberta. The major exceptions are:

- Farmers and ranchers
- Domestic workers (such as nannies, housekeepers) and persons working at home
- Workers in federally regulated industries (for example, banks, transportation companies crossing provincial borders, television and radio broadcasters).

Reference: *OHS Act, Section 1(s)*

LEGISLATED REQUIREMENTS

Current to February 2008



Section Two
Responsibilities under
the OHS Legislation

Current to February 2008

General Responsibilities of Employers and Workers

Employers

Under the *OHS Act*, employers are responsible for ensuring the health and safety of all workers at their work site. Specific requirements are outlined throughout the *OHS Act*, *Regulation* and *Code* depending on the work that is to be done.

You are an employer if:

- You employ one or more workers,
- You are designated to represent an employer,
- Your responsibility is to oversee workers' health and safety or
- You are self-employed.

Reference: *OHS Act*, Section 2(1)

Responsibilities include:

- Identifying existing or potential workplace hazards and eliminating or controlling all hazards identified,
- Keeping equipment in safe working order,
- Properly labeling, storing and disposal of chemicals,
- Ensuring workers perform their duties as required by the OHS Legislation,
- Ensuring workers have the training and experience needed to do their jobs safely,
- Informing your workers of dangers on the job site,
- Monitoring workers who may be exposed to certain hazards such as chemicals or noise. In some cases specific health examinations may be required.

Reference: *OHS Regulation*, Sections 12, 13, 15, *OHS Code*, Part 2

Workers

Workers must:

- Take reasonable care to protect the health and safety of themselves and other workers.
- Cooperate with their employer to protect the health and safety of themselves and other workers.

Reference: *OHS Act*, Section 2(2)

What is the role of a Government of Alberta Occupational Health and Safety (OHS) Inspection Officer?

Primarily, the role of an OHS Inspection Officer involves monitoring and ensuring compliance with workplace health and safety legislation. An Inspection Officer provides information and ensures that all involved with safety at a workplace comply with legislative requirements.

OHS Inspection Officers visit workplaces for a variety of reasons including to:

- investigate workplace incidents,
- investigate reports of unsafe or unhealthy conditions and dangerous work practices,
- inspect workplaces for workplace health and safety hazards,

- conduct workplace health and safety audits,
- provide information and advice on the legislation.

Under Section 8 of the *OHS Act*, OHS Inspection Officers can access your work site at any time.

**LEGISLATED
REQUIREMENTS**

Inspection

An officer may:

- at any reasonable hour enter into or on any work site and inspect that work site,
- require the production of any records, books, plans or other documents that relate to the health and safety of workers; examine them, make copies of them or remove them temporarily for the purpose of making copies,
- inspect, seize or take samples of any material, product, tool, appliance or equipment being produced, used or found in or on the work site that is being inspected,
- make tests and take photographs or recordings in respect of any work site,
- interview and obtain statements from persons at the work site.

Reference: *OHS Act*, Section 8

Stop Work Order

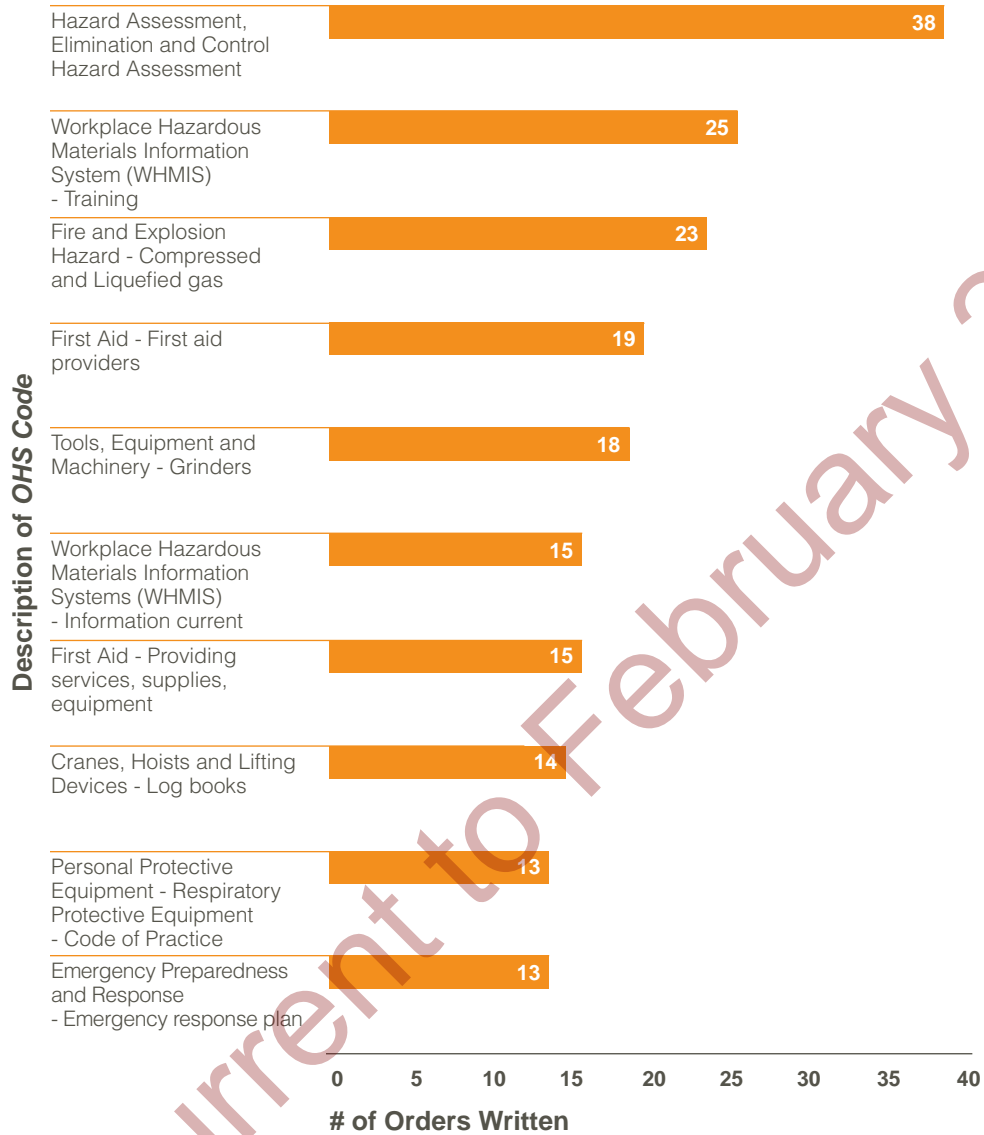
When an officer believes that the work is unsafe or unhealthy at a work site, the officer may write an order for the person responsible for the work

- to stop the work that is specific in the order, and,
- to take measures to ensure that the work will be carried out in a healthy and safe manner.

Reference: *OHS Act*, Section 9

In 2006, OHS officers completed 244 auto and truck dealership inspection visits (including repeat visits to the same dealership). As a result of these inspections there were 384 initial orders written for the industry. The following chart provides information on all inspection orders written for auto and truck dealerships in 2006. Use the information on the hazards identified during these inspections to assist you in identifying potential issues in your workplace hazard assessment.

Top Orders Written in Auto Dealership Industry by Topic of OHS Code, 2006



Penalties and Fines

LEGISLATED REQUIREMENTS

Under the *Occupational Health and Safety Act*

41(1) A person who contravenes this Act, the regulations or an adopted code or fails to comply with an order made under this Act or the regulations or an acceptance issued under this Act is guilty of an offence and liable.

(a) For a first offence,

- (i) to a fine of not more than \$500 000 and in the case of a continuing offence, to a further fine of not more than \$30 000 for each day during which the offence continues after the first day, or part of a day, or
- (ii) to imprisonment for a term not exceeding 6 months, or to both fines and imprisonment, and

(b) For a 2nd or subsequent offence,

- (i) to a fine of not more than \$1 000 000 and in the case of a continuing offence, to a further fine of not more than \$60 000 for each day, or part of a day, during which the offence continues after the first day, or
- (ii) to imprisonment for a term not exceeding 12 months, or to both fines and imprisonment.

(2) A person who fails to comply with an order is guilty of an offence and liable to a fine of not more than \$1 000 000 or imprisonment for a term not exceeding 12 months or to both fine and imprisonment.

(3) A person who knowingly makes any false statement or knowingly gives false information to an officer or a peace officer engaged in an inspection or investigation is guilty of an offence and liable to a fine of not more than \$1000 or to imprisonment for a term not exceeding 6 months or to both fine and imprisonment.

(4) A prosecution under this Act may be commenced within 2 years after the commission of the alleged offence, but not afterwards.

Reference: *OHS Act*, Section 41

The Toolkit

This "Toolkit" is designed to get you started in creating a safer & healthier workplace and in meeting the OHS legislation requirements. The "Toolkit" touches on many but not all of the areas that pertain to your workplace. To ensure that your safety program meets all health and safety requirements you must consider all areas of the *OHS Code*.

The following list summarizes all topics covered by the *OHS Code* and explanation guide. The health and safety topics included in this toolkit are marked with an asterisk in the chart on the next page. For information on other parts of the *OHS Code* refer to: <http://employment.alberta.ca/cps/rde/xchg/hre/hs.xsl/3969.html>

Topic	Part of OHS Code
Definitions and General Application	Part 1
Hazard Assessment, Elimination and Control*	Part 2
Specifications and Certifications	Part 3
Chemical Hazards, Biological Hazards and Harmful Substances	Part 4
Confined Spaces	Part 5
Cranes, Hoists and Lifting Devices*	Part 6
Emergency Preparedness and Response*	Part 7
Entrances, Walkways, Stairways and Ladders	Part 8
Fall Protection* (Under Working at Heights)	Part 9
Fire and Explosion Hazards	Part 10
First Aid*	Part 11
General Safety Precautions* (Under General Dealership Safety)	Part 12
Joint Work Site Health and Safety Committee	Part 13
Lifting and Handling Loads	Part 14
Locking Out	Part 15
Noise Exposure*	Part 16
Overhead Power Lines	Part 17
Personal Protective Equipment*	Part 18
Powered Mobile Equipment	Part 19
Radiation Exposure	Part 20
Rigging	Part 21
Safeguards	Part 22
Scaffolds and Temporary Work Platforms	Part 23
Toilets and Washing Facilities	Part 24
Tools, Equipment and Machinery*	Part 25
Ventilation Systems	Part 26
Violence*	Part 27
Working Alone*	Part 28
Workplace Hazardous Materials Information System (WHMIS) *	Part 29
Demolition	Part 30
Diving Operations	Part 31

* Sections discussed in this document

Topic	Part of OHS Code
Excavating and Tunneling	Part 32
Explosives	Part 33
Forestry	Part 34
Health Care and Industries with Biological Hazards	Part 35
Mining	Part 36
Oil and Gas Wells	Part 37
Residential Roofing	Part 38
Tree Care Operations	Part 39
Utility Workers – Electrical	Part 40
Work Requiring Rope Access	Part 41

* Sections discussed in this document

For further information on how to find information in the *OHS Act, Regulation and Code* access the e-learning tool on the Legislation at: <http://industry.alberta.ca/whs/learning/Legislation/Legislation.htm>

Specific Requirements

Specific requirements for health and safety are included throughout the *OHS Act, Regulation and Code*. Some key areas that apply to all industries include:

Serious injuries and accidents

Employers must report to EII Workplace Health and Safety: 1-866-415-8690

- An injury or accident that results in death,
- An injury or accident that results in a worker's being admitted to a hospital for more than 2 days,
- An unplanned or uncontrolled explosion, fire, or flood that causes a serious injury or that has the potential of causing a serious injury,
- The collapse or upset of a crane, derrick or hoist, or
- The collapse or failure of any component of a building or structure necessary for the structural integrity of the building or structure.

Reference: *OHS Act, Section 18*

LEGISLATED
REQUIREMENTS

When an incident occurs

After the injured worker is cared for start the investigation as soon as possible.
For information on first aid refer to section 10.

For further information on reporting injuries and illnesses visit:

http://employment.alberta.ca/documents/WHS/WHS-PUB_li016.pdf



RESOURCES

Note: There are also separate requirements for reporting injuries to the Worker's Compensation Board (WCB). These are covered under the *Worker's Compensation Act*, which is different from Occupational Health and Safety legislation. For further information and access to WCB forms go to: www.wcb.ab.ca.

Imminent Danger

The *OHS Act*, Section 35 outlines the worker's duty to refuse work in the case of imminent danger. "Imminent danger" means any danger that isn't normal for a job, or any dangerous conditions under which a worker wouldn't normally carry out their work. If workers think their work may put them or another worker in imminent danger, they must refuse to do it.

Reference: *OHS Act*, Section 35

LEGISLATED REQUIREMENTS

For Example:

A technician is required to lift a construction truck on the hoist in their work bay. The vehicle itself would not exceed the maximum load capacity of the hoist, but the additional equipment on the truck may. The technician is concerned about the extra weight and is not expected to continue working under the present conditions.

Current to February 2008

Hazard Assesment

Current to February 2008



Section Three
Hazard Assessment and Control

Current to February 2008

Hazard assessment and control is the foundation of occupational health and safety, and is a requirement under the *OHS Code*.

Inspections at Alberta auto and truck dealerships in 2006 revealed that the most frequent violations are related to hazard assessment and control. A dealership sample inspection checklist is included in Appendix Two to aid with hazard assessment and control.

You may use a hazard assessment template included in this toolkit, use another form, or develop your own. It is important that the hazard assessment address all hazards specific to your work site.

Responsibilities

Employers

Under the *OHS Code*, Part 2, employers must:

- Assess a work site and identify existing or potential hazards,
- Prepare a written and dated hazard assessment, including the methods used to control or eliminate the hazards identified. A properly completed checklist is acceptable as a written hazard assessment,
- Where practical, involve workers in the hazard assessment, and
- Make sure workers are informed of the hazards and the methods used to control the hazards.

Reference: *OHS Act*, Section 35

LEGISLATED
REQUIREMENTS

Inspect Your Work Sites Regularly

One of the most important ways to ensure the health and safety of your workplace is to regularly inspect your work site to identify hazards, and then eliminate or control the hazards. Inspection is an ongoing task because the workplace is always changing. A system of inspections that are both formal (regularly planned) and informal (ongoing) will make identifying and controlling hazards a normal part of everyday work. Formal inspections should be conducted by a supervisor and a worker whenever possible.

Inspections provide two important pieces of information about the work site:

1. Information about hazards or potential hazards that have not been noted previously.
2. The effectiveness of controls for eliminating or reducing the risk of known hazards is assessed.

Why Conduct a Hazard Assessment?

Assessing hazards means taking a careful look at what could harm workers at the work site. The purpose of hazard assessment is to prevent work-related injury or illness to workers.

In its simplest form, a hazard assessment answers the question "What if..."

- There is no guardrail around the mezzanine area?
- Workers do not wear eye protection while grinding?
- Our hoists do not get the required inspections?

Benefits of performing a hazard assessment may include:

- Reducing the number and severity of workplace injuries,
- Identifying the need for worker training and review of procedures,
- Increasing workers' participation and ownership of workplace health and safety, and
- Reducing production losses and damage to equipment and property.

How to Conduct a Hazard Assessment...

There are a number of ways to find hazards in the workplace including:

- Walk around and look at your workplace and at how work is done. Ask your workers what they consider unsafe.
- Think about what could possibly go wrong. Don't overlook the things that people may have 'worked around' for years. Ask yourself "what if...?"
- Review information you may have on a particular piece of equipment (manufacturer's specifications) or chemical (Material Safety Data Sheets -MSDSs) to see what it says about safety precautions.

More formal processes for conducting a hazard assessment may include:

Physical inspections (using a checklist)

- Task or job hazard analysis – breaking jobs down into tasks and identifying the hazards involved with each task.
- Process analysis – following a process from start to finish and identifying the hazards involved at each stage.
- Incident investigation findings – results of incident investigation may identify the hazards involved.

Questions to Ask When Looking for Hazards

- Are you assessing the lot, shop, showroom, or the entire dealership?
- How might people be hurt directly by equipment, machinery and tools?
- How might people be hurt indirectly through noise, exhaust fumes, etc?
- How might people be hurt by using and exposure to chemicals and/or other materials (paints, solvents, fuels, toner, oils, plastics, acids, pesticides, gases and waste)?
- How suitable is the equipment that you use for the task?
- Are workers using equipment and materials correctly?

During the inspection:

- Look at how work is performed, and
- Identify unsafe or unhealthy conditions and acts that can cause injury or illness, so you can take corrective measures.

For Example:

Check that workers are wearing proper footwear for their work area.

After the inspection:

- Develop ways to eliminate or control the hazards found,
- Remedy serious hazards or unsafe work practices immediately, and
- Control/deal with other hazards as soon as possible.

For Example:

If you find that equipment, garbage or other tripping hazards are present near a fire door or exit, address the situation immediately. Educate employees on the importance of fire safety and put procedures in place to eliminate this in the future.

When to Repeat the Hazard Assessment

An employer must make sure that a hazard assessment is repeated:

- At reasonably practicable intervals to prevent the development of unsafe and unhealthy working conditions,
- When a new work process is introduced,
- When a work process or operation changes,
- Before the construction of a new work site or
- Following an incident.

Reference: OHS Code Part 2



**LEGISLATED
REQUIREMENTS**

For further information on Hazard Assessment and Control access the e-learning tool at:

<http://employment.alberta.ca/whs/learning/hazard/Hazard.htm>



RESOURCES

Step 1: Identifying and Assessing Hazards

What is a Hazard?

LEGISLATED REQUIREMENTS

A **hazard** is any situation, condition or thing that may be dangerous to the safety or health of workers.



Reference: OHS Code Part 1.

Hazards may be grouped into four categories:

Physical Hazards	<ul style="list-style-type: none">• Lifting and handling loads (e.g. manual materials handling)• Repetitive motions• Slipping and tripping hazards (e.g. poorly maintained floors)• Moving parts of machinery• Working at heights (e.g. elevated platforms, roofs, mezzanines)• Pressurized systems (e.g. piping, vessels, boilers)• Vehicles (e.g. forklift trucks, trucks, pavers)• Fire• Electricity (e.g. poor wiring, frayed cords)• Excess noise (e.g. portable hand held tools, engines)• Inadequate lighting• Extreme temperatures• Vibration• Radiation (e.g. welding)
Chemical Hazards	<ul style="list-style-type: none">• Chemicals (e.g. battery acids, solvents, cleaners, isocyanates – paints and thinners)• Dusts (e.g. from grinding, asbestos removal, sandblasting)• Fumes (e.g. welding)• Gases (e.g. acetylene, argon, helium, carbon monoxide)
Biological Hazards	<ul style="list-style-type: none">• Viruses, fungi, bacteria• Moulds• Blood and body fluids• Sewage• Bird and rodent droppings
Psychosocial Hazards	<ul style="list-style-type: none">• Working conditions• Stress• Fatigue• Workplace violence

Sample Completed Hazard Identification Forms

On the Hazard Identification checklist, check off the hazards or potential hazards that are present at your work site. Add identified hazards specific to your work site to the list:

HAZARD ASSESSMENT FORM

XYZ Dealership Ltd.
Company
Alberta
Location

May 12, 2007
Date of Assessment
Mr. Comp Liance
Completed By

Fill in:
- Company
- Location
- Date of assessment
- Name of person completing the assessment

Hazard Identification

Physical Hazards	Chemical Hazards (identify chemical/fume/mist/vapour)
------------------	---

- Lifting and handling loads
- Repetitive motion
- Slipping and tripping
- Moving parts of machinery
- Working at heights
- Pressurized systems
- Vehicles
- Fire
- Electricity
- Noise
- Lighting
- Temperatures
- Workplace Violence
- Other: specify _____

- Chemicals (identify types)**
- _____
 - _____
 - _____
 - _____
- Fumes (identify types)**
- _____
 - _____
 - _____
- Mists and Vapors (identify types)**
- _____
 - _____
- Other: specify _____

Check off all hazards or potential hazards at your work site

Biological Hazards	Psychosocial Hazards
--------------------	----------------------

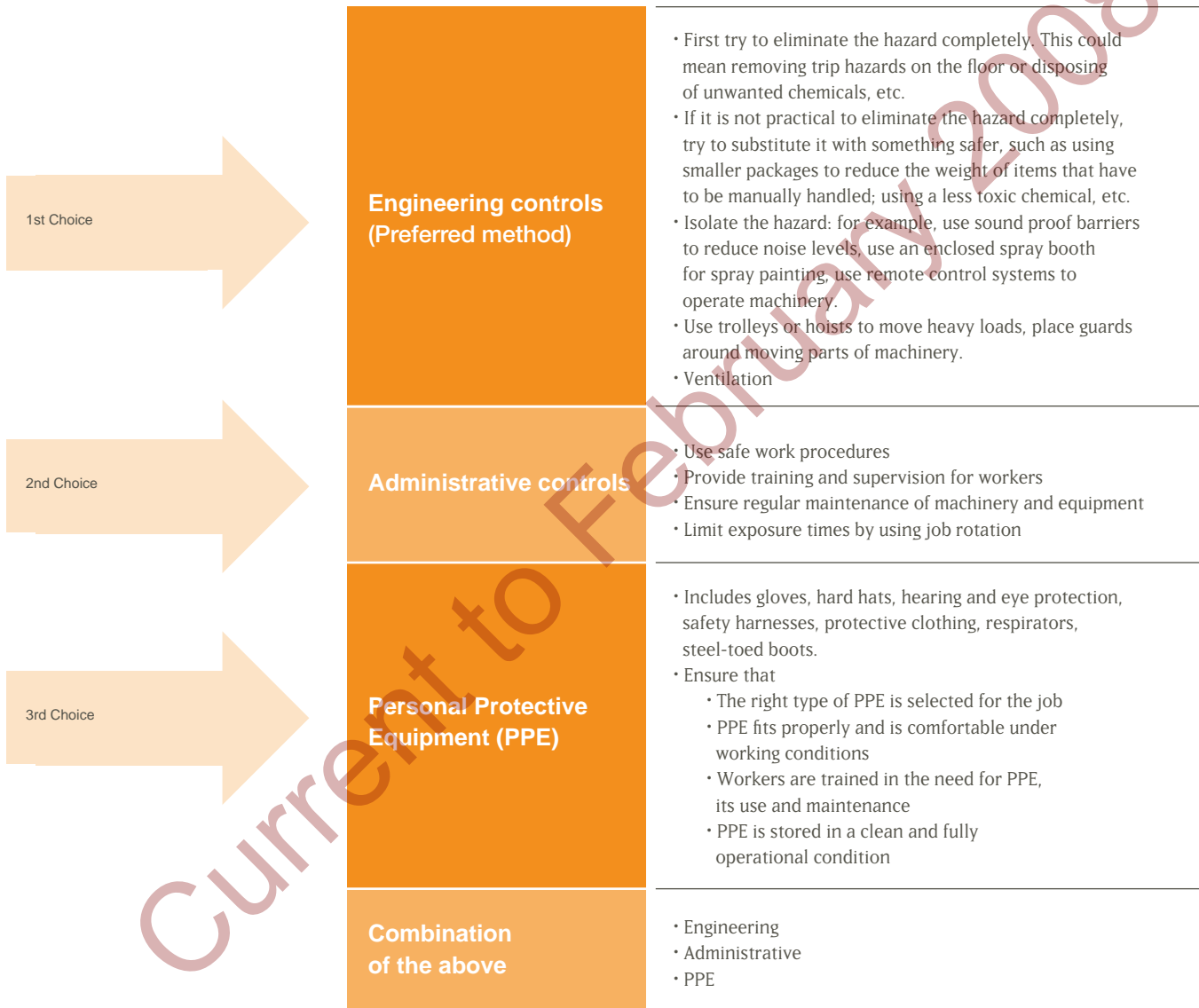
- Fungi (mould)
- Blood (used first aid supplies)
- Bacteria (kitchens/bathrooms)
- Viruses (pandemic influenza)
- Other: specify _____

- Working conditions
- Fatigue
- Stress
- Other: specify _____
- Other: specify _____

Add any additional identified hazards specific to your work site

Step 2: Eliminating and Controlling Hazards

Whenever practical, hazards should be eliminated. If this is not possible, they must be controlled. Control means reducing the hazard to levels that minimize or eliminate the risk to worker health and safety. Hazard controls can be divided into 3 methods engineered, administrative and PPE (personal protective equipment) or any combination of the three. Included is an explanation of the methods, in order of preference:



Hazard Assessment and Control Sheet (Sample)

- Take the hazards identified on the checklist above and list them on the Hazard Assessment and Control Sheet
- Identify the controls that are in place: engineering, administrative, PPE or combination for each hazard

Hazard	Controls in Place			Follow-up Action Required	Date/Person Responsible
	Engineering	Administrative	PPE		
lifting and handing loads	mechanical lift	-Lifting policies - Worker training	none	worker training program needs to be repeated in one month	May 12, 2006/ Mr. C Liance
slipping and tripping	-Warehouse design	- Housekeeping	proper footwear		

List hazards from previous page here.

Identify controls that are in place. If you wish you may identify them by type of control.

Identify if there is any follow-up action required such as more training or PPE.

Fill in name of person who is responsible for implementing controls.

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Section Four
Communication and Training

Current to February 2008

Communication

This important step involves communicating and consulting with your workers. When considering the tasks that are undertaken in your business, it is important to involve workers in decisions that may affect their health and safety. Generally, the people doing the job are most knowledgeable about the hazards they face and ways to work safely.

Clear and open communication channels at all levels in the workplace will encourage employee support for, and participation in, health and safety activities. Workers will be more likely to follow health and safety procedures when they have been involved in their development.

It is important to be aware of, and to take into consideration, differing skills in language, literacy and culture when communicating health and safety information. Adapt your communication style where necessary.

Consultation with workers may involve:

- Gathering workers at the start of work to discuss health and safety issues,
- Encouraging workers to bring health and safety concerns to their supervisor as well as possible solutions,
- Reporting on actions taken to address identified hazards
- Informing workers about planned changes that may impact their health and safety,
- Discussing new hazards and possible health and safety measures,
- Walking through the work site with workers to identify existing and potential health and safety hazards, and
- Informing workers and management that all of these methods assist with OHS compliance.

Management meetings

Effective health and safety systems rely on good management, therefore health and safety should be on the agenda at management meetings. Action should be taken to address any concerns brought forward at these meetings.

For Example

Identified hazards or incidents should be discussed at the management meeting. If effective controls are not already in place, action must be taken to ensure that they are put in place.

Toolbox meetings

Communication of health and safety issues is very important. The identification of new health and safety concerns must be shared with workers on a regular basis. It is equally important to keep your workers informed on the progress and resolution of these concerns. If a new procedure or training is required, the employer must ensure that training is provided to the worker(s). Regular work site or toolbox meetings are an effective method to keep all workers involved in health and safety. Remember to include all workers i.e. drivers, lot attendants and receptionists.

Joint Health and Safety Committee

A joint management employee Health and Safety Committee is a great communication tool for health and safety issues in your dealership. A Health and Safety Committee usually includes the following:

- More workers than management.
- Meetings take place during business hours and held at least monthly.
- Both groups must be represented at each meeting.
- Work site inspections are completed at least once before each meeting.

Training

General requirements for worker training are in the *OHS Regulation*, Section 15.

Legislative Responsibilities

Employers

Employers must ensure that a worker is trained in the safe operation of the equipment the worker is required to operate. This training must include:

- selection of the appropriate equipment,
- limitations of the equipment,
- operator's pre-use inspection,
- use of the equipment,
- operator skills required by the manufacturer's specifications for the equipment,
- mechanical and maintenance requirements of the equipment,
- loading and unloading the equipment if doing so is a job requirement, or
- the hazards specific to the operation of the equipment at the work site.

If a worker may be exposed to a harmful substance at a work site, the employer must:

- establish procedures that minimize the worker's exposure to the harmful substance,
- ensure that a worker who may be exposed to the harmful substance is trained in the procedures, applies the training, and is informed of the health hazards associated with exposure to the harmful substance.

Reference: *OHS Regulation*, Section 15

LEGISLATED
REQUIREMENTS

Current to February 2008

What is equipment?

Equipment means a thing used to equip workers at a work site and includes, tools, supplies, machinery and sanitary facilities.

Reference: *OHS Regulation, Section 1*



LEGISLATED
REQUIREMENTS

Workers

Workers must:

- participate in the training provided by an employer, and
- apply the training.

Reference: *OHS Regulation, Section 15*



LEGISLATED
REQUIREMENTS

Competent Worker

If work is to be done that may endanger a worker, the employer must ensure that the work is done:

- by a worker who is competent to do the work, or
- by a worker who is working under the direct supervision of a worker who is competent to do the work.

Reference: *OHS Regulation, Section 13*



LEGISLATED
REQUIREMENTS

What is a competent worker?

"...adequately qualified, suitably trained, and with sufficient experience to safely perform work without supervision or with only a minimal degree of supervision."

Reference: *OHS Regulation, Section 13*



LEGISLATED
REQUIREMENTS

Specific requirements for worker training are identified throughout the OHS legislation. Refer to these for job specific requirements.

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Section Five

General Dealership Safety

Current to February 2008

Traffic

Vehicle traffic on auto and truck dealership lots is a safety concern for pedestrians and other vehicles. Ensure that proper driveways and walkway areas are maintained. When assessing your situation consider components such as: staff, visitors, tow trucks, deliveries, forklifts, golf carts, pedestrians, etc. Take into consideration the speed of the vehicles, high pedestrian usage areas and motorized equipment areas such as forklifts.

Powered Mobile Equipment

Forklifts are the most commonly used "powered mobile equipment" at auto and truck dealerships. Some larger dealerships may also use items such as golf carts or other equipment. The legislative requirements for proper training use and maintenance are listed below. Always refer to the manufacturers directions for details on your specific equipment.

Employers

Are responsible for:

- Ensuring that workers do not operate powered mobile equipment unless the worker
 - is trained to safely operate the equipment,
 - has demonstrated competency in operating the equipment to a competent worker designated by the employer,
 - is familiar with the equipment's operating instructions, and
 - is authorized by the employer to operate the equipment.

(The first three points do not apply if a worker in training operates the equipment under the direct supervision of a competent worker designated by the employer.)

Reference: OHS Code, Part 19, Section 256

LEGISLATED
REQUIREMENTS

Workers

Workers who are operating powered mobile equipment must:

- report to the employer any conditions affecting the safe operation of the equipment,
- operate the equipment safely,
- maintain full control of the equipment at all times,
- use the seat belts and other safety equipment in the powered mobile equipment
- ensure that passengers in the powered mobile equipment use the seat belts and other safety equipment in the powered mobile equipment,
- keep the cab, floor and deck of the powered mobile equipment free of materials, tools or other objects that could interfere with the operation of the controls or create a tripping or other hazard to the operator or other occupants of the equipment.

Reference: OHS Code, Part 19, Section 256

LEGISLATED
REQUIREMENTS

Collision Repair Centers and Spray Facilities

At the time that this document was produced, only a small percentage of Alberta auto and truck dealerships were operating collision repair and spray facilities. These facilities have many dangerous hazards that are particular to this line of work. Since only a small percentage of dealerships conduct this line of work, these specific hazards are not covered in detail in this toolkit. There are many levels of authority having jurisdiction over spray areas. For example, local building, fire and electrical inspectors enforce provincial building statutes. All of these statutes require a manufactured or professionally engineered spray area.

Automotive painting by any means other than pre-mixed aerosol spray cans requires further engineered controls. Areas in which mixtures are sprayed using compressed air are considered spray areas and must be equipped with either a manufactured spray booth or must be a professionally engineered spray area. Appropriate personal protective equipment should be used by any workers who apply paint and other coating materials. Health hazards related to paint ingredients must also be assessed and controlled.

RESOURCES

Many ingredients found in primers, paints and lacquers have exposure standards for workers called Occupational Exposure Limits (OELs). An OEL is the legal airborne concentration of a substance that most workers can be exposed to on a day to day basis without suffering adverse health effects. For a list of the OELs refer to:

Schedule 1, Table 2 of the Occupational Health and Safety (OHS) Code.



RESOURCES

Those auto and truck dealerships with collision repair and spray facilities should refer to the Workplace Health and Safety Bulletin on Spray Application of Paints Coatings at:

http://employment.alberta.ca/documents/WHS/WHS-PUB_ch004.pdf





Section Six
Cranes, Hoists
and Lifting Devices

Current to February 2008

Vehicle Hoists

Establishing and maintaining safe use of cranes, hoists and lifting devices is essential to health and safety in an auto and truck dealership.

The *OHS Code* (Section 112), requires employers to ensure that vehicle hoists meet the specified American National Standards Institute (ANSI) standards. The ANSI standards set out the installation, operation, inspection and maintenance instructions that must accompany each hoist. ANSI standards also refer to the labeling requirements, operator qualifications and responsibilities, preventative maintenance and repair maintenance. Section 5 of the ANSI standards describes the requirements for the documented inspections. A trained professional must perform the inspection, at least annually. The inspection document must be made available to an OHS officer upon request.

Employers

Are responsible for:

- Ensuring that a pneumatic or hydraulic vehicle hoist has controls operated by constant manual pressure.
- Ensuring that the operator of a vehicle hoist
 - (a) remains at the controls while the vehicle hoist is in motion, and
 - (b) does not block the controls during raising and lowering.
- Ensuring that a worker is not under a suspended load unless the load is supported by
 - (a) a vehicle hoist designed for that purpose, or
 - (b) stands or blocks, other than jacks, that are designed, constructed and maintained to support the load and placed on firm foundations.

Reference: *OHS Regulation, Section 113*

LEGISLATED
REQUIREMENTS

For further information on Cranes, Hoists and Lifting Devices visit:

http://employment.alberta.ca/documents/WHS/WHS-LEG_ohsc_2006_p06.pdf



RESOURCES

Current to February 2008

2019-2020
2008

Section Seven

Noise Exposure

Current to February 2008

Noise is one of the most common workplace hazards. If the sound is loud enough and workers are exposed to it for a long enough period of time their hearing will be damaged. There are many instances that expose workers to excessive noise in the auto and truck dealership, many we may not even realize. In very general terms if you find yourself having to raise your voice over background noise in order to be heard, workers may be over exposed.

What are the Occupational Exposure Limits (OELs) for noise?

Occupational Exposure Limits (OELs) define a worker's maximum permitted daily exposure to noise without hearing protection. OELs take into consideration the loudness of the noise — measured in decibels (dBA) — and the duration of exposure to that noise — measured in hours per day. Employers are responsible for making sure that workers are not exposed to noise that exceeds the OELs and 85 dBA Lex. The OELs appear in Schedule 3, Table 1 of the *OHS Code*.

Refer to Schedule 3, Table 1 of the *OHS Code* Occupational exposure limits for noise for more information

Example

- A Sales Manager visiting the shop to ask a question of a Technician while power tools are being used,
- a stereo being played loudly in a detail bay while a pressure washer is being used,
- an overhead paging system turned up very loudly all day.

Noise Management Program

Where workers are exposed to "excess noise" (noise exceeding the OELs), the employer must develop and implement a noise management program. Such a program consists of the following elements:

Educating workers — this includes the basics of noise-induced hearing loss and how workers can protect themselves.

Measuring and monitoring sound levels — what needs to be done to protect workers depends on the level and type of noise at the workplace. Measuring sound levels identifies noise sources and those workers most likely to be exposed to noise over the OELs.

Posting of suitable signs — where the noise level exceeds 85 dBA.

Controlling noise exposure — worker exposure to noise can be reduced through

- (a) engineering controls;
- (b) administrative controls; or
- (c) by providing workers with appropriate personal hearing protection.

LEGISLATED REQUIREMENTS

Employers must

- Ensure that all reasonably practicable measures are used to reduce the noise to which workers are exposed in areas of the work site where workers may be present,
- Develop and implement a noise management program when noise exposure assessment confirms workers are exposed to excess noise at the work site,
- Ensure that appropriate hearing protection equipment is provided to workers exposed to excess noise,
- Ensure workers are trained in use of appropriate hearing protection,
- Ensure workers wear the required hearing protection,
- Provide audiometric tests for workers exposed to excess noise.

Workers must

- Wear the hearing protection equipment provided by the employer in accordance with training provided by the employer.

Reference: OHS Code, Section 16

RESOURCES

For further information on noise in the workplace and how to develop a noise management program refer to:

http://employment.alberta.ca/documents/WHS/WHS-PUB_hs003.pdf

OSHA 1910.133-2008

Section Eight

Personal Protective Equipment

Current to February 2008

What is Personal Protective Equipment?

Personal protective equipment means equipment or clothing worn by a person for protection from health or safety hazards associated with conditions at a work site.

Reference: *OHS Code Part 1.*

LEGISLATED REQUIREMENTS

Personal Protective Equipment (PPE) is a form of hazard control used to lessen the potential harmful effects of exposure to an unknown hazard. Although an important part of health and safety management, PPE is considered the last resort of hazard control. It should be used only after engineering controls and administrative controls have been shown to be impractical, ineffective or insufficient.

Types of PPE required for work in auto and truck dealerships may include, but are not limited to:

- Body protection (coveralls, chemical protective clothing, aprons, sunscreen)
- Eye protection (safety/impact glasses, splash goggles)
- Face/eye protection (welding face shields)
- Fall protection (fall arrest harnesses)
- Foot protection (safety footwear)
- Hand protection (gloves)
- Head protection (hard hats)
- Hearing protection – see section 7
- Respiratory protection (purifying and air-supplying respirators)

PPE should be inspected before each use and maintained and stored according to manufacture's specifications. PPE should not be modified to reduce discomfort.

Employers have several options for providing PPE. They may:

- Provide PPE at the workplace,
- Provide an allowance for workers and volunteers to purchase PPE, or
- Require workers to obtain and bring their own PPE as a condition of employment or volunteering (and then ensure that the PPE is acceptable).

Note: for tasks posing respiratory hazards, employers must provide, ensure the availability of appropriate respiratory protective equipment and proper fit of respiratory protective equipment for workers.

Legislated Responsibilities

LEGISLATED REQUIREMENTS

Employers

If the hazard assessment indicates the need for personal protective equipment, an employer must ensure that:

- workers wear personal protective equipment that is correct for the hazard and protects workers,
- workers properly use and wear the personal protective equipment,
- the personal protective equipment is in a condition to perform the function for which it was designed,
- workers are trained in the correct use, care, limitations and assigned maintenance of the personal protective equipment, and
- the PPE must not itself endanger the worker.

Workers must

- Maintain and use appropriate PPE as required,
- Inspect the PPE before using it, and
- Not use PPE that is unable to perform the function for which it was designed.

Reference: *OHS Code, Part 18, Section 228*

RESOURCES

Further resources on PPE is available at:

<http://employment.alberta.ca/cps/rde/xchg/hre/hs.xsl/136.html>

For further information on developing a code of practice for respiratory protective equipment refer to:

http://employment.alberta.ca/documents/WHS/WHS-PUB_ppe004.pdf



Section Nine

Workplace Hazardous Materials
Information System (WHMIS)

Current to February 2008

What is the Workplace Hazardous Materials Information System (WHMIS)?

WHMIS defines hazardous materials as controlled products under the *Federal Products Act*. This Canada-wide system provides information on worker protection from the hazardous materials in the workplace.



LEGISLATED
REQUIREMENTS

Labeling

There are two types of labeling:

1. **Supplier** – the label applied to the hazardous product by the supplier.
2. **Workplace** – the label, which the employer supplies if the original becomes illegible or the product is transferred to another container.

Training

Any staff member working with or near hazardous products needs to be trained in:

- employer and employee responsibilities,
- hazards of the product,
- WHMIS labeling requirements,
- MSDS contents,
- procedures for the safe handling, use, storage and disposal, of hazardous materials, and
- emergency response and first aid procedures.

Before an employee handles any hazardous products they should:

- be aware of the hazards and take appropriate precautions,
- wear approved protective clothing and safety equipment,
- ensure adequate ventilation and approved fire protection, and
- ensure first aid is available.

Material Safety Data Sheets (MSDS)

These information sheets provide detailed information about the content, hazards and emergency response measures for the controlled product. MSDS must be available to the workers for any controlled product the worker is working near or exposed to at work. The Employer must ensure that they have obtained the current MSDS sheet from the supplier. In addition the CCOHS (Canadian Centre for Occupational Health and Safety) has a for fee based MSDS management system available at www.ccohs.ca

Transportation of Dangerous Goods (TDG)

Transportation of Dangerous Goods (TDG) is federal legislation that must also be considered. The legislation is designed to prevent the spill and/or leak of dangerous goods.

When preparing your workplace procedures and training, you must consider any dangerous goods that are produced at your work site and any dangerous goods that you may be preparing for transport. For auto and truck dealerships, examples of materials that will fall under this federal legislation include: used automotive fluid and batteries being sent for re-cycling or disposal, automotive airbags and batteries being shipped to another location by ground, the return of compressed gas cylinders and dangerous good being returned to the manufacturer. Also consider examples of common "Dangerous Goods" that are handled in most Parts Departments, including: Tetrafluoroethane cylinders (air conditioning refrigerant), batteries, battery acid, gas charged shocks and struts, airbags, seat belt pre-tensioners, some chemicals, etc.

If the Parts Department delivery truck will transport any "Dangerous Goods" they can be required to display visible placards or have appropriate alternate documentation. All workers that will be accepting and preparing for shipment of any "Dangerous Goods" MUST be Trained in "TDG". For further information on TDG regulations refer to: www.infratrans.gov.ab.ca/Commercial_Transportation/Dangerous_Goods_Handling/index.htm

Current to February 2008



Section Ten
First Aid

Current to February 2008

What is the definition of first aid?

First aid means "the immediate and temporary care given to an injured or ill person at a work site using available equipment, supplies, facilities, or services, including treatment to sustain life, to prevent a condition from becoming worse or to promote recovery."

Reference: *OHS Code*, Part 1.

LEGISLATED REQUIREMENTS

In Alberta, workplace first aid requirements are outlined in Part 11 of the *Occupational Health and Safety (OHS) Code*. Specific requirements are listed in Schedule 2 of the *OHS Code* and are determined based on:

- How hazardous the work is,
- The time taken to travel from the work site to a health care facility (hospital), and
- The number of workers on each shift.

Definition

First Aider – means an emergency first aider, standard first aider or advanced first aider designated by an employer to provide first aid to workers at a work site.

First aiders must be trained by an approved training agency that meets the standards of the AEII Director of Medical Services. A list of approved first aid training agencies is available at:

http://employment.alberta.ca/documents/WHS/WHS-EP_firstaid_courses.pdf

RESOURCES

The Employer must ensure that they have the required number of workers trained in first aid and the appropriate first aid supplies for the size and location of their dealership at all times.

Employers

Employers are responsible for:

- Providing and maintaining first aid services, supplies and equipment,
- Ensuring that the services, supplies and equipment are available and accessible during all working hours at the work site,
- Communicating information about first aid to workers,
- Ensuring arrangements are in place to transport injured or ill workers from the work site to the nearest health care facility,
- Ensuring that first aiders are trained,
- Ensuring that injuries and acute illnesses are reported to the employer and recorded,
- Ensuring that first aid records are kept confidential.

Reference: *OHS Code*, Part 11 and Schedule 2.

LEGISLATED REQUIREMENTS

Determining your first aid requirements

Examine the nature of the work at your store carefully:

Dealerships are generally classified as medium risk for first aid requirements. If your shop does fabrication or high intensity work, this will mean you will use the high hazard first aid requirements.

Step 1	<p>Ask the following questions:</p> <ul style="list-style-type: none"> • Is the work done at the work site classified as low, medium or high risk? <ul style="list-style-type: none"> • Refer to schedule 2 of the <i>OHS Code</i> to see where your work fits • How far is the work site from the nearest hospital or health care center as defined in the <i>OHS Code</i>? <p>Is it:</p> <ul style="list-style-type: none"> • Close – up to 20 minutes under normal travel conditions • Distant – 20 – 40 minutes under normal travel conditions • Isolated – more than 40 minutes under normal travel conditions • How many workers are there at the work site at a given time for each shift?
Step 2	<p>Refer to the Tables outlined in the <i>OHS Code</i> to determine the services and supplies that are required at your work site.</p>
Step 3	<p>Ensure that arrangements are in place to transport injured or ill workers from the work site to the nearest hospital.</p> <p>“Arrangements” includes procedures and contact information for transporting injured or ill workers. Within a municipality the arrangements may be the use of an ambulance service.</p> <p><i>OHS Code</i>, Part 11, Section 180</p>
Step 4	<p>Ensure first aiders have the appropriate training as outlined in the <i>OHS Code</i> Part 11, Section 177 and Schedule 2.</p> <p>A list of approved first aid training agencies is available at: http://employment.alberta.ca/documents/WHS/WHS-EP_firstaid_courses.pdf</p>
Step 5	<p>Ensure acute illnesses and all workplace injuries are reported to the supervisor/employer and recorded, and that records are kept confidential.</p> <p>(See sample First Aid Record Form attached and reference the publication: First Aid Records at: http://employment.alberta.ca/documents/WHS/WHS-PUB_fa009.pdf)</p> <p>Report serious injuries to Alberta Workplace Health and Safety as outlined in Section 2 – Specific Requirements - of this document</p>

Legislated Requirements

Number of workers at work site per shift	Close work site (up to 20 minutes)	Distant work site (20 – 40 minutes)	Isolated work site (more than 40 minutes)
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Low Hazard Work

10-49	1 Emergency First Aider No. 1 First Aid Kit	1 Emergency First Aider No. 2 First Aid Kit	1 Standard First Aider No. 2 First Aid Kit
50-99	1 Emergency First Aider 1 Standard First Aider No. 2 First Aid Kit	1 Emergency First Aider 1 Standard First Aider No. 2 First Aid Kit	2 Standard First Aiders No. 2 First Aid Kit

Medium Hazard Work

10-49	1 Emergency First Aider 1 Standard First Aider No. 2 First Aid Kit	1 Emergency First Aider 1 Standard First Aider No. 2 First Aid Kit 3 blankets	2 Standard First Aiders No. 3 First Aid Kit 3 blankets
20-49	1 Emergency First Aider 1 Standard First Aider No. 2 First Aid Kit	1 Emergency First Aider 1 Standard First Aider No. 2 First Aid Kit 3 blankets	2 Standard First Aiders No. 2 First Aid Kit 3 blankets
50-99	2 Emergency First Aiders 1 Standard First Aider No. 3 First Aid Kit	2 Emergency First Aiders 1 Standard First Aider No. 3. First Aid Kit 3 blankets	3 Standard First Aiders No. 3 First Aid Kit 3 blankets
100-199	2 Emergency First Aiders 2 Standard First Aiders No 3 First Aid Kit Designated area for first aid services	2 Emergency First Aiders 2 Standard First Aiders No. 3 First Aid Kit 3 blankets, stretcher, splints Designated area for first aid services	3 Standard First Aiders 1 Advanced First Aider No.3 First Aid Kit 3 blankets, stretcher, splints Designated area for first aid services

Continued on next page

Number of workers at work site per shift	Close work site (up to 20 minutes)	Distant work site (20 – 40 minutes)	Isolated work site (more than 40 minutes)
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High Hazard Work

5-9	1 Emergency First Aider No. 1 First Aid Kit	1 Standard First Aider No. 2 First Aid Kit 3 blankets	1 Standard First Aiders No. 2 First Aid Kit 3 blankets
10-19	1 Emergency First Aider 1 Standard First Aider No. 2 First Aid Kit 3 blankets	2 Standard First Aiders No. 3 First Aid Kit 3 blankets, stretcher, splints	2 Standard First Aiders No. 3 First Aid Kit 3 blankets, stretcher, splints
20-49	2 Emergency First Aiders 1 Standard First Aider No. 2 First Aid Kit 3 blankets	3 Standard First Aiders No. 3 First Aid Kit 3 blankets, stretcher splints	3 Standard First Aiders No. 3 First Aid Kit 3 blankets, stretcher, splints
50-99	2 Emergency First Aiders 2 Standard First Aiders No. 3 First Aid Kit 3 blankets	2 Emergency First Aiders 3 Standard First Aiders No. 3 First Aid Kit 3 blankets, stretcher, splints	4 Standard First Aiders 1 Advanced First Aider No. 3 First Aid Kit 3 blankets, stretcher, splints
100-199	2 Emergency First Aiders 2 Standard First Aiders 1 Advanced First Aider First Aid Room	4 Standard First Aiders 1 Advanced First Aider First Aid Room	4 Standard First Aiders 1 Advanced First Aider First Aid Room

First Aid Kits are available at safety supply stores. Ask for an Alberta First Aid Kit and specify the number of the kit required.

For work sites with more workers, refer to Part 11 and Schedule 2 of the *OHS Code*.

When to complete a First Aid Record

- Workers must report any acute illness or injury at the work site to the employer as soon as possible.
- Employers must record, on a first aid record, every acute illness or injury that occurs at the work site as soon as possible after it is reported to them.

Note: Serious injuries must be reported to Alberta Workplace Health and Safety as outlined in Section Two – Specific Requirements.

The First Aid Record Must Contain:

- Name of worker,
- Name and qualifications of the person giving first aid,
- Description of the illness or injury,
- Type of first aid given to the worker,
- Date and time of the illness or injury,
- Date and time the illness or injury was reported,
- Where at the work site the incident occurred, and
- Work-related cause of the incident, if any.

A sample completed first aid record is included on the next page.

Record-keeping

- First aid records must be maintained for three years from the date of incident.
- The person assigned responsibility for custody of first aid records must ensure they are kept confidential.

FIRST AID RECORD

- Enter date and time of injury / illness
- Enter date and time reported to first aider
- Enter name of injured worker
- Enter description of what happened
- Enter location of incident
- Enter causes for incident
- Check if first aid was given or not
- If yes record name and qualifications of first aider

Company	XYZ Dealership Ltd.	
Date and time of injury or illness	day/month/year 01/June/2007, 10:00	<input checked="" type="checkbox"/> AM <input type="checkbox"/> PM
Date and time injury or illness reported to First Aider	day/month/year 01/June/2007, 10:02	<input checked="" type="checkbox"/> AM <input type="checkbox"/> PM
Full name of injured or ill worker	Jane Doe	
Description of the injury or illness	Worker crushed left thumb while closing car door	
Description of where the injury or illness occurred/began	Incident occurred in the show room of XYZ dealership	
Cause of the injury or illness	Worker was distracted by co-worker; slipped and caught thumb.	
First aid provided?	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes If yes, complete rest of page	
Name of First Aider	Bill Jones	
First Aid Qualifications	<input type="checkbox"/> Emergency First Aider	<input type="checkbox"/> Emergency Medical Technician—Paramedic
	<input checked="" type="checkbox"/> Standard First Aider	<input type="checkbox"/> Emergency Medical Technician—Ambulance
	<input type="checkbox"/> Advanced First Aider	<input type="checkbox"/> Emergency Medical Technician
	<input type="checkbox"/> Registered Nurse	<input type="checkbox"/> Emergency Medical Responder
First Aid Provided	Cut cleaned with water and gauze dressing applied. Worker returned to work.	

- Describe what first aid was provided

CONFIDENTIAL

Keep this record for at least three years from the date of injury or illness.



Section Eleven
Workplace Violence

Current to February 2008

The potential for violence in the workplace is increasingly recognized as a hazard at workplaces in Alberta. Under the *OHS Code*, Part 27, employers must consider workplace violence when conducting their hazard assessment. Identifying situations where workers may be exposed to violence assists the employer in putting controls in place such as policies and procedures to lower the possibility of workers being exposed to violence.

Responsibilities

Employers Must

- Ensure that workplace violence is considered as a hazard,
- Develop a policy and procedures for potential workplace violence, and
- Ensure workers are instructed in the recognition, reporting and response to workplace violence.

Reference: *OHS Code*, Part 27.

LEGISLATED
REQUIREMENTS

Categories of Workplace Violence

Violence in the workplace may fall into one of the following categories:

- Stranger violence (such as a robbery)
- Client/customer violence
- Co-worker violence
- Violence related to domestic issues

Factors to consider when assessing the risk of workplace violence

Industry Based Risks

Does the work involve any of the following?

- Working alone or in small numbers
- Working in retail, especially with
 - Money
 - Other Valuables
- Working between 11 pm and 6 am
- Working with unstable or violent individuals

Demographic Based Risks

Does the work involve the following?

- Working near to businesses that have an elevated risk from the above industry based risks,
- Working in or near areas of increased crime,
- Working in isolated or remote areas,
- Working during peak business cycles such as Christmas shopping rush; lunch or dinner hours, or
- Working during a period of significant organizational change.

Current to February 2008



Section Twelve

Emergency Response Plan

Current to February 2008

An emergency is defined as "any situation or occurrence of a serious nature, developing suddenly and unexpectedly, and demanding immediate attention". There are many types of emergencies including, but not limited to:

- Fires
- Spills
- Critical injuries
- Explosions
- Medical emergencies
- Transportation collisions
- Power loss or natural gas leaks
- Workplace violence
- Bomb threats
- Natural disasters such as:
ice storms, tornados or severe storms, floods

Planning and preparing in advance for emergencies is important. An emergency response plan will protect the health, safety and lives of people at your work site. It will also minimize business losses related to damage to the environment and property.

Legislated Requirements

How do I develop an emergency response plan?

Planning and preparing in advance for emergencies is important. An emergency response plan will protect the health, safety and lives of people at your work site. It will also minimize business losses related to damage to the environment and property. In Alberta, the *OHS Code*, Part 7 requires employers to establish an emergency response plan for response to an emergency that may require rescue or evacuation.

Employers Must

- establish an emergency response plan in case of an emergency that may require rescue or evacuation. The plan must be written, and affected workers must be consulted in the development of the plan.
- the emergency response plan must include:
 - The identification of potential emergencies (based on the hazard assessment),
 - Procedures for dealing with the identified emergencies,
 - The identification of, location of and operational procedures for emergency equipment,
 - The emergency response training requirements,
 - The location and use of emergency facilities,
 - The fire protection requirements,
 - The alarm and emergency communication requirements,
 - The first aid services required,
 - Procedures for rescue and evacuation, and
 - Designated rescue and evacuation workers.

Reference: *OHS Code*, Part 7.

LEGISLATED REQUIREMENTS

It is essential that the emergency response plan be site specific. To assist in your planning a sample of a completed response plan is provided. You may use this or develop your own format, as long as all components outlined in the *OHS Code* are addressed.

EMERGENCY RESPONSE PLAN

Enter name of company and location	Company name	XYZ Dealership Ltd.	
Based on your hazard assessment, list potential emergencies where rescue and evacuation would be required for your site, ie fire, tornado	Location	50 Elm Street, Alberta	
List the procedures to be followed for each of the identified emergencies	Potential Emergencies (based on hazard assessment)	The following are identified potential emergencies: Fire	
List the locations of emergency equipment	Emergency Procedures	<p>In the event of a fire occurring within or affecting the work site, the office manager makes the following decisions and ensures the appropriate key steps are taken:</p> <ul style="list-style-type: none"> - Advise all personnel - Pull the fire alarm to alert the nearest fire station and initiate the fire alarm within the building. - Evacuate all persons to a safe point and account for everyone including visitors and clients. 	
List the names of workers trained in the use of emergency equipment and the type of equipment they are trained to use	Location of Emergency Equipment	<p>Emergency equipment is located at:</p> <ul style="list-style-type: none"> - Fire Alarm - <ul style="list-style-type: none"> - 1 at the reception desk - 1 by the back door - Fire Extinguisher <ul style="list-style-type: none"> - 1 in the office hallway - Fire Hose: <ul style="list-style-type: none"> - 1 - in the office hallway next to the fire extinguisher - Panic Alarm Button <ul style="list-style-type: none"> - 1 - at the main reception desk under the computer 	
Identify the training requirements for emergency response	Workers Trained in the Use of Emergency Equipment	<p>Sun Shine - Fire Extinguisher Jane Doe - Fire Extinguisher</p>	
List the location of the nearest emergency response facilities	Emergency Response Training Requirements	Type of Training	Use of fire extinguishers
		Frequency	orientation and annually
	Location and Use of Emergency Facilities	<p>The nearest emergency services are located:</p> <ul style="list-style-type: none"> - Fire station: 10 Fir Street - 2 blocks east - Ambulance: 40 Sun Street - 10 blocks south - Police: 1 Police Plaza - 20 blocks west - Hospital: 101 Hospital Avenue - 4 blocks east <p>Other:</p>	

Fire Protection Requirements	Sprinkler systems are located in all rooms of the work site.
Alarm and Emergency Communication Requirements	<p>Pulling the fire alarm will automatically alert the fire department and initiate an alarm within the building.</p> <p>The fire alarm signal is intermittent sharp beeps.</p>
First Aid	<p>First Aid supplies are located at:</p> <ul style="list-style-type: none"> - Type No. 1 First Aid Kit at the main reception desk. - Blankets in the storage room. <p>First Aiders are:</p> <p>Jane First Aider - Reception Day shift (9am - 5pm)</p> <p>James First Aider - Shop Foreman (9am - 5pm)</p> <p>Transportation for ill or injured workers is by ambulance. Call 911.</p>
Procedures for Evacuation and Rescue	<p>Evacuate and direct all persons to the safe designated gathering point in the staff parking lot and account for everyone including visitors and clients.</p> <p>Assist ill or injured workers to evacuate the building.</p> <p>Provide first aid to injured workers if required.</p> <p>Call 911 to arrange for transportation of ill or injured workers to the nearest health care facility if required.</p>
Designated Rescue and Evacuation Workers	<p>The following workers are trained in rescue and evacuation:</p> <p>Joe Smith - Sales</p> <p>John James - Service</p>

Identify fire protection requirements, such as sprinklers

Identify how the emergency will be communicated i.e. automatically through fire alarm or by calling 911

List where first aid supplies are located, the names and location of first aiders and how injured workers will be transported.

Reference First Aid, Part 11 of the OHS Code

List the names and location of workers trained in rescue and evacuation

Completed on: _____
Signed: _____

Make sure the plan is dated and signed. It should be updated on a regular basis and if new potential emergencies are identified in the hazard assessment

Current to February 2008

Resources

Current to February 2008

Current to February 2008



Appendix One
Resources

Current to February 2008

Additional resources are available at the Alberta Employment, Immigration and Industry, Workplace Health and Safety website at: www.worksafely.org

or by calling the Workplace Health and Safety Contact Centre at: **1-866-415-8690**

Legislation

OHS Act:

www.qp.gov.ab.ca/documents/acts/O02.cfm

OHS Regulation:

www.qp.gov.ab.ca/documents/Regs/2003_062.cfm?frm_isbn=077971752X

OHS Code:

http://employment.alberta.ca/documents/WHS/WHS-LEG_ohsc_2006.pdf

OHS Code Explanation Guide:

<http://employment.alberta.ca/cps/rde/xchg/hre/hs.xsl/3969.html>

Publications Online

Employer's Guide: Occupational Health and Safety Act:

http://employment.alberta.ca/documents/WHS/WHS-PUB_li009.pdf

Worker's Guide: Occupational Health and Safety Act:

http://employment.alberta.ca/documents/WHS/WHS-PUB_li008.pdf

Due Diligence ("the level of judgment, care, prudence, determination, and activity that a person would reasonably be expected to do under particular circumstances"):

http://employment.alberta.ca/documents/WHS/WHS-PUB_li015.pdf

NIOSH Pocket Guide to Chemical Hazards – summary of health and safety information for many common chemicals, as well as recommended protective equipment:

<http://www.cdc.gov/niosh/npg/>

Canadian Centre for Occupational Health and Safety – general information on health and safety topics:

www.ccohs.ca

Developing a First Aid Plan:

http://employment.alberta.ca/documents/WHS/WHS-PUB_fa012.pdf

First Aid Records:

http://employment.alberta.ca/documents/WHS/WHS-PUB_fa009.pdf

Workplace First Aiders and Legal Requirements:

http://employment.alberta.ca/documents/WHS/WHS-PUB_fa011.pdf

Reporting Injuries and Incidents:

http://employment.alberta.ca/documents/WHS/WHS-PUB_li016.pdf

Control of asbestos during brake maintenance and repair:

http://employment.alberta.ca/documents/WHS/WHS-PUB_ch021.pdf

e-Learning Programs

OHS Legislation:

<http://employment.alberta.ca/whs/learning/Legislation/Legislation.htm>

Hazard Assessment and Control:

<http://employment.alberta.ca/whs/learning/hazard/Hazard.htm>

Incident Investigation:

<http://employment.alberta.ca/whs/learning/Incident/Incident.htm>

Current to February 2008

Checklist

Current to February 2008



Appendix Two
Auto and Truck Dealership
Work Site Inspection Checklist

Current to February 2008

Work Site Inspection Checklist (Sample)

You may use this checklist when conducting your regular safety inspection. Go over every aspect of your workplace to identify possible hazards. If you require further information on any of the items, you can refer to the Alberta *OHS Code* and *Regulations* (number in first column).

Note: Remember to modify the checklist so that it addresses the hazards specific to your workplace. Additional lines are provided to modify the checklist to meet your needs.

OHS Code # (C)/Reg # (R)	Area/Question	Yes	No
	Slip/Trip Hazards		
C185	Are aisles clear of materials or equipment?		
C121	Are main aisles at least 1 m (36 in) wide?		
C119	Are doorways clear of materials or equipment?		
C185	Are carpets or tiles in good condition, free of loose or lifting carpeting or tile?		
C185	Are floors dry and kept clean and free of oil or grease?		
C185	Are floors free of objects that cause a trip hazard?		
C12, 185	If supplies or materials are stored on the floor, are they away from doors and aisles and within stacking height limits?		
	Storage	Yes	No
C187, 189	Are supplies and materials stored properly on shelves?		
C208-211	Does your storage layout minimize lifting problems?		
C12, 395, 397	Are chemicals and flammables stored properly?		
C185, 395	Are floors around shelves clear of rubbish?		
C187	Are racks and shelves over loaded or damaged?		

OHS	Area/Question		
Code # (C)/Reg # (R)	Walls	Yes	No
C189	Are signs and fixtures securely fastened to the wall?		
Code # (C)/Reg # (R)	Lighting	Yes	No
C186	Are lighting levels in work areas adequate?		
C186	Are work areas free of glare or excessive lighting contrast?		
C186	Is task lighting provided in areas of low light or high glare?		
C186	Are windows covered with blinds, drapes, or other means of controlling lights?		
C186	Does emergency lighting work? Have they been inspected recently?		

SAMPLE
 Current to February 2008

OHS	Area/Question		
Code # (C)/Reg # (R)	Garbage	Yes	No
C25	Are bins located at suitable points?		
C25, 185	Are bins emptied regularly?		
	Hazardous Materials	Yes	No
C404, 406	Are Material Safety Data Sheets (MSDS) provided for all hazardous materials?		
C398-401	Are containers clearly labeled?		
C27, 395, 397	Are hazardous materials properly stored?		
	Are hazardous materials disposed of properly?		
C397	Are all Employees trained in WHMIS (Workplace Hazardous Material Information System)?		
	Are all required Employees trained in TDG (Transportation of Dangerous Goods)?		
	Do employees know what documentation is required in delivery vehicles for TDG?		
C407	Do workers know where to find the MSDS books?		
C406-407	Are MSDS books readily available to workers and kept current?		

Current to February 2008

OHS	Area/Question		
Code # (C)/Reg # (R)	Fire Safety and Security	Yes	No
C116	Are fire extinguishers clearly marked?		
C189	Are fire extinguishers properly installed on walls?		
*	Have fire extinguishers been inspected within the last year?		
R13-15	Are willing workers trained to use fire extinguishers?		
C27, 395, 397	Are flammable liquids properly stored in fire approved cabinets?		
C12	Will space heaters shut off automatically when tipped over?		
C116	Are emergency phone numbers close to phones?		
*	Are smoke, fire and burglar alarms in place?		
C119, *	Are emergency exits clearly marked?		
C186	Are emergency lights in working condition?		
C171	Are all compressed gas cylinders safely secured to prevent tipping over (Helium, oxygen, etc.)?		
C162	Are soiled shop rags and coveralls stored in fire proof containers?		
C171	Do you have the back flow and flash back prevention valves on your welding torch?		
†	Have sprinkler systems been inspected?		
C116	Do you have a designated emergency evacuation meeting point (Muster Point)?		

* Refer to Alberta Fire Code

† Refer to Alberta Building Code

Current to February 2008

OHS	Area/Question		
Code # (C)/Reg # (R)	Personal Protective Equipment	Yes	No
C228	Do workers know where to find personal protective equipment?		
C228	Do workers know when to use personal protective equipment?		
C228	Do workers use personal protective equipment properly?		
C229-230	Eye/face protection		
C233	Footwear (indoor & outdoor)		
C242-243	Gloves/Welding Gloves		
C232, 242	Protective Clothing		
C242	Aprons		
C244-255	Respirators		
C250	Is respiratory fit-testing up to date?		
	Other		
C218, 221	Are your noise levels over 85 dBA (normal talking volume)? If so do you have the appropriate hearing protection for your individual noise levels available to your workers? Are your workers wearing their hearing protection, in areas exceeding (85 dBA), noise levels of normal talking volume. (shops and wash bays frequently exceed these levels)		

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Work Site Inspection

Site/location: _____

Completed by: _____

Date completed: _____

Management review: _____

Follow-up actions: (List) _____

(Completed by) _____

(Date completed on) _____

Next work site inspection to be done by: (Date) _____

(Who) _____

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