



Compliance Guide

GETTING STARTED WITH SAFETY ON THE FARM

There are many reasons why you might consider implementing a safety system on the farm. The most obvious benefits are reduction of worker injury, property damage and other losses that result from incidents and accidents. Another reason is compliance with the Occupational Health and Safety (OHS) Act, Regulation and Code in Alberta.

This guide was developed as an overview of the Alberta Occupational Health and Safety Act, Regulations and Code as it relates to safety on farms and ranches in the province of Alberta and does not relieve any person using it from their obligations under legislation nor does use of this guide guarantee compliance with legislation. Users of this guide will explore legislative themes that may apply to their operation.

LEARNING OBJECTIVES

- Understand key pieces of the Alberta Occupational Health and Safety Act, Regulation and Code, how it might apply to your operation and how to find additional information
- Understand resources available through AgSafe Alberta or other organizations.
- Give you a starting point in creating your FarmSafe Plan.



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Resources

AgSafe Alberta

AgSafe Alberta is an industry led health and safety association bringing safety tools and resources to Alberta farms and ranches. Information and resources are made available at agsafeab.ca. AgSafe Alberta Advisors are available for workshops and farm visits throughout the province by request. Contact AgSafe Alberta for more information:

AgSafe Alberta

www.agsafeab.ca

Canadian Agricultural Safety Association

<https://www.casa-acsa.ca/>

Alberta Labour/Occupational Health and Safety

<https://www.alberta.ca/occupational-health-safety.aspx>

Toll Free: **1-866-415-8690**

Alberta Farm Safety

[https://www1.agric.gov.ab.ca/\\$department/deptdocs.nsf/All/aet623](https://www1.agric.gov.ab.ca/$department/deptdocs.nsf/All/aet623)



Who's affected by the Occupational Health and Safety (OHS) Act, Regulation and Code?

Applies to:

Does not apply to:

<ul style="list-style-type: none"> >Operations with (at least one) waged, non-family workers (and only to those individuals) 	<ul style="list-style-type: none"> >Family members of the owner of the operation >Private residences, which include areas around the home and backyard or garden >Recreational activities including horseback riding or hunting
<p>The following are considered farm and ranch operations:</p> <ul style="list-style-type: none"> >Production of crops >Raising and care of animals or birds >Keeping of bees 	<p>The following are not considered farm and ranch operations:</p> <ul style="list-style-type: none"> >Food processing >Operating a greenhouse, mushroom farm or sod farm >Landscaping >Raising or boarding of pets

*Note: "Family Member" is defined as a spouse or partner of the owner, a child, parent, aunt, uncle, niece etc. This relation is by blood, marriage, or by virtue of an adult interdependent relationship.



The Occupational Health and Safety (OHS) Act

OBLIGATIONS OF WORKSITE PARTIES

The OHS Act details obligations of workplace parties. You may fall under multiple categories and need to comply with more than one set of obligations.

Are you...

A person who engages one or more workers, or designated by the employer as a representative?	A person who has charge of a work site or authority over a worker?	A person who, through a contract, directs the activities of other employers or self-employed persons?	A person engaged in an occupation?
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Then you are a:

EMPLOYER	SUPERVISOR	CONTRACTOR	WORKER
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The OHS Act also specifies obligations for suppliers, service providers, owners, prime contractors, self-employed persons and temporary staffing agencies. Reference the Act to find out more: http://www.qp.alberta.ca/1266.cfm?page=002P1.cfm&leg_type=Acts&isbncln=9780779800865&display=html



Obligations Summary

Each party is required to comply with the OHS Act, Regulation and Code and cooperate with any person exercising a duty imposed by the OHS Act, Regulation and Code.

<i>An Employer shall:</i>	<i>A Supervisor shall:</i>	<i>A Contractor shall:</i>	<i>A Worker shall:</i>
<p>*Ensure that workers are adequately trained in all matters necessary to protect their health and safety.</p> <p>*As far as reasonably practicable:</p> <ul style="list-style-type: none"> >Protect the health, safety and welfare of <ul style="list-style-type: none"> - Workers - Workers working for other employers present at the worksite - Other persons at or in the vicinity >Ensure workers are aware of their rights and duties under the Act, Regulation and Code >Ensure none of the employer's workers are subjected to or participate in harassment or violence >Ensure the workers are supervised by someone who is competent Consult and cooperate with the joint worksite health and safety committee or the designated representative >Ensure that concerns raised are resolved in a timely manner 	<p>*As far as reasonably practicable:</p> <ul style="list-style-type: none"> >Be competent to supervise >Take all precautions necessary to protect the health and safety of every worker under the supervisor's supervision >Ensure that a worker under the supervisor's supervision works in accordance with the Act, Regulation and Code >Ensure that every worker uses the hazard controls, including any personal protective equipment required by the employer or by the Act, Regulation and Code >Ensure that none of the workers are subjected to or participate in harassment or violence >Cooperate with any person exercising a duty imposed by the Act, Regulation or Code 	<p>*As far as reasonably practicable:</p> <ul style="list-style-type: none"> >Ensure where an employer, other workers or self-employed person and every work process or procedure performed by those parties that is under the control of the contractor does not create a risk to the health and safety of any persons 	<ul style="list-style-type: none"> >Take reasonable care to protect the health and safety of the worker and of other persons at or in the vicinity of the work site >Cooperate with the worker's supervisor for the purpose of protecting health and safety >Use all devices and wear all personal protective equipment designated and provided for the worker's protection >Refrain from causing or participating in harassment or violence >Report any unsafe or harmful work site act or condition



BASIC RIGHTS OF WORKERS

Another part of the legislation that is important when considering obligations and responsibilities is the Basic Rights of Workers. Employers and anyone in a position providing supervisor functions will need to be aware of workers' rights. It is the responsibility of the employer to inform workers of their rights.

Rights	What does it mean?
Right to Refuse	<ul style="list-style-type: none"> > workers have the right to refuse work if they believe on reasonable grounds the work is dangerous to themselves or others >the unsafe work refusal must be reported directly to the worker's supervisor >employers must remedy the unsafe work refusal, and if the situation cannot be immediately remedied, investigate the matter in cooperation with the committee or representative >an employer must not take discriminatory action against a worker for exercising their right
Right to Know	<ul style="list-style-type: none"> >employers must inform workers about potential hazards on the job, all worksite parties must ensure availability of information related to hazards
Right to Participate	<ul style="list-style-type: none"> >workers have the right to be involved in health and safety, by being present in discussions, control measures, and health and safety committees

Employer Obligations - Right to Refuse Dangerous work

While employers will be responsible for ensuring workers are aware of the Basic Rights of Workers, it is very important that employers understand their role when it comes to the Right to Refuse. Action is needed by the employer or supervisor when there is a dangerous work refusal. Supervisors will need to be aware of how to respond and what steps to follow. Dealing with an unsafe or dangerous work refusal improperly can have major consequences.



What should you do in the case of an unsafe or dangerous work refusal?

The OHS Act specifies the steps an employer must take in responding to a dangerous work refusal. These steps include:

- Respond quickly and professionally! Its in the interest of all parties to resolve the situation promptly.
- Remedy the dangerous condition, if possible. If not, investigate the circumstances surrounding the condition. Involve the Joint Work Site Health and Safety Committee Worker Co-Chair or Health and Safety Representative in the investigation.
- In the meantime, ensure that no worker is assigned to the same work or equipment unless you're certain that the danger has been eliminated, the worker assigned will not be exposed to the danger or the worker assigned is:
 - o Informed of the existing refusal and reasons for it
 - o Reminded of their Right to Refuse
- The refusing worker may be assigned to other work interim, but at no loss of pay.
- Document the following:
 - o The original notification of refusal
 - o The findings of the investigation
 - o The actions taken to remedy the situation
- Provide a copy of the investigation to the committee or representative and the refusing worker.
- If the refusal is not resolved to either party's satisfaction, contact OHS.

Availability of Information

In addition to informing workers of hazards they might be exposed to at work, employers will also be required to make other types of health and safety information available. Safety Information such as hazards, controls, practices and procedures must be made available to the committee, representative or workers. There also needs to be a paper or downloaded copy of the OHS Act, Regulation and Code readily available for reference by workers.

WHAT CAN YOU DO TO COMPLY?

1. Build a review of the Basic Rights of Workers into your safety orientation package.
2. Discuss the Basic Rights of workers at a safety meeting or toolbox talk.
3. Have a plan in place to deal with unsafe or dangerous work refusals. Train supervisors on their responsibilities in dealing with unsafe or dangerous work refusals.
4. Consider the methods currently in place at your operation to ensure availability of information and make changes as necessary.



JOINT WORKSITE HEALTH AND SAFETY COMMITTEE AND HEALTH AND SAFETY REPRESENTATIVE

A Joint Work Site Health and Safety Committee, or Health and Safety Representative, can be useful during the creation, implementation and maintenance of your health and safety system. The OHS Act specifies where committees or representatives are required. Requirements are determined based on employer size.

Do I need a committee or representative?

20+ workers	=	Joint work site Health and Safety Committee
5-19 workers		Health and Safety Representative

You must also consider whether the workers are working at one or multiple work sites.

*Find additional criteria including number of workers and multiple sites in **Appendix 1**.

Once you've decided whether you will require a committee or representative, you will then need to consider how and when to involve them into your safety plan. Find a comparison on Table 1 of the requirements for committees and representatives as identified by the OHS Act.

WHAT CAN YOU DO TO COMPLY?

1. Designate a representative or develop a committee based off the OHS Act criteria
2. Once a member or representative has been appointed, provide them with a list of responsibilities so they understand their role
3. Develop a 'Terms of Reference' for the committee to follow
4. Provide training with the respect to duties and functions of the committee
5. Show your support and commitment to health and safety by being involved where practical.



Table 1 Work Site Health and Safety Committee Health and Safety Representative

How many and what type of workers?	>at least 4 members, half of which are not involved in management level activities or decisions >2 co-chairs	Not applicable
What does the designation or election process look like?	>are persons selected by the workers they represent > one co-chair is chosen by the employer members on the committee and the second co-chair is chosen by the worker members on the committee	>the representative must be selected by the workers they represent
Term of office?	>hold office for a term of not less than one year and may continue to hold office until their successors are selected or appointed	>hold office for a term of not less than one year and may continue to hold office until their successors are selected or appointed
How often are meetings held?	>meet within 10 days of its establishment >at least quarterly >either co-chair may call a special meeting to deal with urgent concerns >meetings minutes must be retained on file *quorum requirements must be met	>the employer shall meet regularly with the representative to discuss health and safety matters >the representative may call a special meeting to deal with urgent concerns >meetings minutes must be retained on file



Table 1 Work Site Health and Safety Committee Health and Safety Representative

<p>What are some of the duties, functions or responsibilities?</p>	<ul style="list-style-type: none"> >receipt and consideration of complaints respecting health and safety of workers >hazard identification >development of materials used to promote health and safety >cooperation with an officer >making recommendations to the employer with regards to worker health and safety >inspection of the worksite at regular intervals >record maintenance >may be requested to accompany an OHS Officer during an inspection >investigate incidents >investigate dangerous work refusals 	<ul style="list-style-type: none"> >receipt and consideration of complaints respecting health and safety of workers >hazard identification >development of materials used to promote health and safety >cooperation with an officer >making recommendations to the employer with regards to worker health and safety >inspection of the worksite at regular intervals >record maintenance >may be requested to accompany an OHS Officer during an inspection >investigate incidents >investigate dangerous work refusals
<p>What type of training do employers need to provide?</p>	<ul style="list-style-type: none"> >co-chairs of the committee must receive training respecting the duties and functions of a committee >where requested and when reasonable notice is given, members may take time away to attend health and safety training, seminars or instruction. Up to 16 hours or the number of hours a worker regularly works during 2 shifts is allowed for this purpose where requested 	<ul style="list-style-type: none"> >representative must receive training respecting the duties and functions of the representative >where requested and when reasonable notice is given, the representative may take time away to attend health and safety training, seminars or instruction. Up to 16 hours or the number of hours a worker regularly works during 2 shifts is allowed for this purpose where requested



PROGRAM AND PRACTICE

Specific provisions have been developed which outline what pieces of a health and safety system are required to be developed. If you're a farm or ranching operation starting from scratch, this might be particularly interesting to you. Keep in mind that a formal health and safety system is only required for employers who employ 20 or more workers. The health and safety system must be documented.

The elements required by the OHS Act include:

- A health and safety policy
- Hazard identification system
- An emergency response plan
- A statement of responsibilities of the employer, supervisors and workers
- A schedule and procedures for regular inspection of the work site
- Procedures to be followed to protect health and safety when another employer or self-employed person is involved in the work (contractor management)
- Worker and supervisor health and safety orientation and training
- Procedures to investigate incidents, injuries and refusals to work
- Procedures for worker participation in work site health and safety
- Procedures for reviewing and revising the system

Once the system is in place, the OHS Act requires it to be reviewed every 3 years.

What if I have less than 20 workers?

Employers with less than 20 workers will still be required to have documentation on file to show compliance with the provisions that are universally applicable, regardless of size. Some examples of these universal provisions include:

- Hazard assessment, elimination and control
- Worker training and competency
- Emergency response
- Any other procedures, codes of practices, or policies as required in various sections of the Alberta OHS Act, Regulation or Code.

*A detailed comparison of the legislated health and safety requirements is found in Appendix



WHAT CAN YOU DO TO COMPLY?

1. After developing a committee or designating your representative, work together to develop various elements. Don't be afraid to tap into the various resources available to you. Your workers are a great place to start, as they'll act as subject matter experts and help you build a system reflective of the environment and the hazards they're exposed to.
2. AgSafe Alberta is available with baseline manuals as a starting point for compliance and Advisors ready to assist you.
3. Multiple resources are available through the Government of Alberta website, including templates or information packages.

SERIOUS INJURY AND INCIDENT REPORTING

Serious Injuries and Incidents

The OHS Act lists out requirements for reporting incidents and injuries. Reportable incidents and injuries include:

- Anything that results in a fatality
- Anything that results in a worker being admitted to hospital
- Any unplanned or uncontrolled explosion, fire or flood that causes or may cause a serious injury
- Any collapse or upset of a crane, derrick or hoist
- Any collapse or failure of any component of a building or structure

The incident time, place and nature of injury must be reported directly to OHS ***as soon as possible***. You must also take steps to secure the scene to prevent alteration, movement of equipment, documents or other information. You may, however, enter the scene under these special circumstances:

- You are attending to persons injured or killed
- You are preventing further injuries or incidents
- You are protecting property that is endangered as a result of the injury or incident



Potentially Serious Incidents

Potentially Serious Incidents (PSIs) are also reportable. These are reported using an online tool instead of a direct call to OHS. There is no reporting timeline, but it is recommended that incidents are reported in a timely fashion.

The online tool can be found here: <https://psi.labour.alberta.ca/>

Defined:

Potentially Serious Incident	Any event where a reasonable and informed person would determine that under slightly different circumstances, there would be a high likelihood for a serious injury to a person.
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Investigation

Whether your operation has experienced a serious injury or a potentially serious incident, the OHS Act requires an investigation to be performed into the circumstances. Your safety committee or representative must be involved in the investigation and a report needs to be kept on file for a minimum of 2 years.

WHAT CAN YOU DO TO COMPLY?

1. Develop a process for recording and reporting of incidents, injuries and PSIs.
2. Train workers on their duty to report incidents as they occur to their supervisor, which will help you stay on top of your reporting requirements.
3. Be prepared to perform an investigation should an incident occur.



OFFENCES AND PENALTIES

The OHS Act details possible offences and penalties. Failure to comply with any provision in the OHS Act, Regulation or Code might result in charges. Charges might be laid on an employer, supervisor, contractor or worker (or any other work site party). After charges are laid, the work site party might be acquitted, found guilty or have their charges withdrawn or stayed.

Possible sentencing options:

Fine		Imprisonment	Corporate Probation	Creative Sentence
First offence:	up to \$500,000, \$30,000/day	up to 6 months in prison per violation	This might include public acknowledgement or special audits or visits	This might include funds diverted, instead of fines, to third parties to promote health and safety
Second offence:	up to \$1,000,000, \$60,000/day	up to 12 months in prison per violation		

WHAT CAN YOU DO TO COMPLY?

1. Focus on 'reasonably practicable' –ask yourself, *"Have I done everything within my power to prevent bad things from happening?"*
2. If charged, you will likely be arguing a 'Due Diligence' defense. Build a system for ensuring due diligence in your operation.

What is Due Diligence?

Defined:

Due Diligence	The ability to demonstrate that a person did what could reasonably be expected under their circumstances, in order to satisfy a legal requirement.
*Demonstrated actions taken <i>before</i> an incident occurs.	



What does a Due Diligence system include?

Start by documenting, to the best of your ability, each initiative in your safety system. Without documentation, there might not be adequate evidence of your due diligence having been performed.

Consider the following:

- Written Hazard Assessments and Safe Operating Procedures (demonstrating that you've proactively identified hazards)
- Providing training to workers and supervisors, having a system in place to deem competency
- Establish health and safety policies and rules which must be followed, and enforce the disciplinary action policies where non-compliance is observed
- Monitor the working environment on an ongoing basis to stay on top of changing conditions or newly introduced hazards
- Have a system in place for the reporting and investigating of accidents and incidents. This should be inclusive of near misses
- Ensuring preventative maintenance is carried out at intervals consistent with manufacturers specifications

**This list alone might not suffice for the purpose of a due diligence defense. Employers may choose to seek legal advice for further questions on due diligence and potential charges and convictions under the OHS Act, Regulation or Code.*



The Occupational Health and Safety (OHS) Regulation

The Occupational Health and Safety (OHS) Regulation is a small piece of legislation but has big implications to the health and safety management system you put into place on your operation.

Availability of Specifications

If work is to be done in accordance with manufacturers specifications or specifications certified by a professional engineer, the Occupational Health and Safety (OHS) Regulation requires employers to ensure the **availability** of those specifications and ensure workers who are performing the work understand them.

Employers must ensure that the specifications available are original copies and are legible. This section of the regulation covers the availability of specifications, while **Part 3 of the OHS Code, Specifications and Certifications**, covers what type of specifications are required. Unique requirements for farms and ranches are detailed in Part 3.

WHAT CAN YOU DO TO COMPLY?

1. Find a reasonable location to store specifications, including owners' manuals, and make sure workers who need them have access to them.

Equipment

Equipment used at a work site should be in safe working order, free from any mechanical defects or hazards that might cause an injury. Equipment should:

- be maintained in a condition that will not compromise the health and safety of workers using or transporting it
- safely perform the function for which it is intended or was designed
- be of adequate strength for its purpose
- be free from obvious defects

WHAT CAN YOU DO TO COMPLY?

1. Establish and preventative maintenance program including inventories of equipment and maintenance schedules. Then make sure you stick to the program!



General Protection of Workers

As an employer, it is your responsibility to ensure that if work is to be done that may endanger a worker, work must be done by a worker who is **competent**. Workers who are not yet competent must work under the direct supervision of someone who is.

What does it mean
to be competent?

Defined:

Competent	Means adequately qualified, suitably trained and with sufficient experience to safely perform work without supervision or with only a minimal degree of supervision.
*Definition from the OHS Act	

What is
Direct Supervision?

Defined:

Direct Supervision	Means under the supervision of a competent work who is personally and visually supervising the other worker and able to communicate readily and clearly with the other worker.
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Duties of Workers

The Occupational Health and Safety (OHS) Regulation also requires workers to play a role. They must not perform work that may endanger themselves or others unless they are competent or under direct supervision.

Workers must notify their employer of the following:

- Equipment not in a condition that will compromise the health or safety of workers using or transporting it
- Equipment that will not perform the function for which it is intended or was designed
- Equipment that is not strong enough for its purpose
- Equipment that has an obvious defect



SAFETY TRAINING

Another piece of the Occupational Health and Safety (OHS) Regulation requires employers to ensure workers are trained in the safe operation of equipment the worker is required to operate.

While there are broad requirements applying to employee training throughout the legislation, there are some specific requirements when it comes to equipment training. The Regulations specifies that equipment training must include:

- Selection of the appropriate equipment
- The limitations of the equipment
- An operator's pre-use inspection
- The use of the equipment
- The operator skills required by the manufacturer's specifications for the equipment
- The basic mechanical and maintenance requirements of the equipment
- Loading and unloading the equipment if doing so is a job requirement
- The hazards specific to the operation of the equipment at the work site

Another specific area that training needs to be provided around is harmful substances. When it comes to harmful substances, an employer must:

- Establish procedures that minimize the workers exposure to the harmful substance and
- Ensure that a worker who may be exposed to the harmful substance
 - o Is trained in the procedures
 - o Applies the training
 - o And is informed of the health hazards associated to exposure

Defined:

Harmful substance	Means a substance that, because of its properties, application or presence, creates or could create a danger, including a chemical, biological or radiological hazard to the health and safety of a worker exposed to it.
*Definition from the OHS Act	



WHAT CAN YOU DO TO COMPLY?

1. Establish a system to define and verify worker qualifications, training and experience. Include practical demonstrations and observations in your system and ensure each piece of the system is well documented.
*keep in mind, supervisors must also be competent!
2. Identify the harmful substances that workers may be exposed to in the work environment and create procedures for exposure and providing training on the procedures.
3. Make workers aware of your expectations surrounding equipment defects and unsafe conditions. This could be built into your orientation or done as a 'toolbox' meeting.



The Occupational Health and Safety (OHS) Code

The Occupational Health and Safety (OHS) Code is the technical document that applies to all or specific industries. This information in this guide for reference purposes only and is not intended to be used as 'interpretations'. Interpretations of the legislation are provided by the courts. This guide is **not** a complete list of requirements within the OHS Code. This guide will help users understand what Parts may be applicable and therefore considered in the development of a health and safety system.

For more information on developing your health and safety system, or on compliance with the OHS Act, Regulation or Code, the following resources are available:

Occupational Health and Safety (OHS) Act, Regulation and Code:

Online versions available at: <https://www.alberta.ca/ohs-act-regulation-code.aspx>

Code Explanation Guide: <https://ohs-pubstore.labour.alberta.ca/li001>

OHS Contact Center

Toll Free: 1-866-415-8690

AgSafe Alberta

- AgSafe Alberta Advisors are available to farming and ranching operations in the province to assist in the development and implementation on of a health and safety system
- Visit us at <https://www.agsafeab.ca/>

The Occupational Health and Safety (OHS) Code is the technical legislation applying to workplaces in Alberta. The OHS Code is divided into three broad subject areas and subdivided into 41 Parts or chapters. This guide will provide an overview of Parts 1 – 29 and 35.



OHS Code Parts

Core Requirements Applicable to All Industries

Part 1	Definitions and General Application
Part 2	Hazard Assessment, Elimination and Control
Part 3	Specifications and Certifications

Requirements Applicable to All Industries

Part 4	Chemical Hazards, Biological Hazards and Harmful Substances
Part 5	Confined Spaces
Part 6	Cranes, Hoists and Lifting Devices
Part 7	Emergency Preparedness and Response
Part 8	Entrances, Walkways, Stairways and Ladders
Part 9	Fall Protection
Part 10	Fire and Explosion Hazards
Part 11	First Aid
Part 12	General Safety Precautions
Part 13	Joint Work Site Health and Safety Committees and Health and Safety Representatives
Part 14	Lifting and Handling Loads
Part 15	Managing the Control of Hazardous Energy
Part 16	Noise Exposure
Part 17	Overhead Power Lines
Part 18	Personal Protective Equipment
Part 19	Powered Mobile Equipment
Part 20	Radiation Exposure
Part 21	Rigging
Part 22	Safeguards
Part 23	Scaffolds and Temporary Work Platforms
Part 24	Toilets and Washing Facilities
Part 25	Tools, Equipment and Machinery
Part 26	Ventilation Systems
Part 27	Violence and Harassment
Part 28	Working Alone
Part 29	Workplace Hazardous Materials Information System (WHMIS)



Requirements Applicable to Specific Industries and Activities

Part 30	Demolition
Part 31	Diving Operations
Part 32	Excavating and Tunneling
Part 33	Explosives
Part 34	Forestry
Part 35	Health Care and Industries with Biological Hazards
Part 36	Mining
Part 37	Oil and Gas Wells
Part 38	Removed
Part 39	Tree Care Operations
Part 40	Utility Workers - Electrical
Part 41	Work Requiring Rope Access

Part 1 Definitions and General Application

Definitions are an important part of the Occupational Health and Safety (OHS) Code. Reference this section to better understand the terms used in the OHS Code. Key terms will pop up time to time, referencing the definitions will help you to understand their full meaning.

Part 1 of the OHS Code defines farming and ranching operations. “Farming and ranching operation” includes,

- a.) The production of crops, including fruits and vegetables, through the cultivation of land,
- b.) The raising and maintenance of animals or birds, or
- c.) The keeping of bees

But does not include,

- d.) The processing of food or other products from the operations referred to a.) and c.)
- e.) The operation of a greenhouse, mushroom farm, nursery or sod farm,
- f.) Landscaping, or
- g.) The raising or boarding of pets.



Part 2 Hazard Assessment, Elimination and Control

Part 2 covers Hazard Assessment, Elimination and Control. Being able to identify and act towards hazards is one of the most important pieces of your safety system. If your hazard assessment system is developed properly, many other parts of your safety system will fall into place with ease.

Some of the requirements of Part 2 include:

- Employers are responsible to assess a work site and identify existing and potential hazards before work begins
- An employer must ensure the hazard assessment is documented and dated
- An employer must revisit the hazard assessment process at reasonably practicable intervals.
- Employers must involve affected workers in the hazard assessment and in the control or elimination of hazards
- Employers must follow these steps in controlling hazards:
 1. Attempt to eliminate the hazard
 2. If the hazard cannot be eliminated, control through engineered controls
 3. If the hazard cannot be controlled using engineered controls, implement administrative controls
 4. If the hazard cannot be controlled using administrative controls, the employer must ensure that Personal Protective Equipment is used
 5. If a single control is not enough in controlling the risk, a combination of controls should be used.

**There are no unique requirements for farming and ranching operations in Part 2.*

WHAT CAN YOU DO TO COMPLY?

1. Establish a system for performing hazard assessments and coming back to them on a regular basis. Look at the jobs and tasks being performed on your operation, break them down and begin to identify hazards. Hazards can be unguarded tools, fatigue while operating equipment, or potential violence or harassment. Once you've identified the hazards, control them following the steps noted above. Involve your workers and your committee/representative in this process and ensure the hazard assessments you've worked so hard to create and the training you've provided is documented.



Part 3 Specifications and Certifications

Part 3 of the OHS Code details requirements around equipment specifications, manufacturer's specifications and professional engineer's certification or specification.

Specifically, Part 3 covers what specifications must be available and whether the work you do will need to be consistent with the specifications.

Under Part 3, employers are required to follow manufacturer's specifications for equipment used at work. Employers must ensure that:

- Equipment is suitable for the function for which it was designed
- Limitations or lifting capacities outlined by manufacturer's specifications are not exceeded
- Modifications are not made that affect stability or structural integrity, and generally all activities with that equipment must comply with manufacturer's specifications ***or specifications certified by a professional engineer*** *see unique requirement below.

***Part 3 incorporates unique requirements for farming and ranching operations, which include:**

- Farms and ranches must use the manufacturer's specifications where they are available and apply
- Where not available, a competent person or competent service provider may provide written modified specifications in relation to:
 - The limitations of equipment, or
 - Modifications to equipment related to integrity or stability

WHAT CAN YOU DO TO COMPLY?

1. Ensure equipment is used in a way it was designed for. Ensure modifications to how equipment is used or the equipment itself does not pose any risks to the health and safety of workers using it.
2. Ensure any copies of manufacturer's specifications are readily available and followed. This includes recommended maintenance, lifting capacities and special training requirements.
3. If manufacturers specifications are not available, or do not exist, have a competent person or service provider do one of three things:
 - a. Create modified written specifications
 - b. Create a safe work procedure for the use of the equipment or
 - c. State in writing that the equipment is safe to operate.



Part 4 Chemical Hazards, Biological Hazards and Harmful Substances

Exposure to chemicals, biological hazards and harmful substances can have serious consequences. Part 4 requires employers to ensure that a worker's exposure to these substances is kept **as low as reasonably achievable**. This part must be considered along with Schedule 1, Table 2 of the OHS Code. Occupational Exposure Limits (OELs) are provided for 8-hour periods, 15-minute periods and ceiling levels and must not be exceeded. Special requirements exist for each length of exposure.

Included under Part 4 is what type of **decontamination equipment** should be available, what type of emergency equipment you should have on hand, some general requirements in the case of a release, and some specific monitoring activities that will need to take place in the case of exposure to lead.

Mould is also considered in Part 4. In the case of exposure to mould, employers will be required to control exposures, train workers on how to work safely around mould, and provide procedures and equipment aimed at minimizing the level of exposure.

Some key points of Part 4 include:

- If a worker is believed to be exposed to chemical hazards, biological hazards and harmful substances, an employer must assess the exposure and set monitoring requirements.
- If a substance listed in Schedule 1, Table 1 is present at a work site in a pure substance in excess of 10kg, or in a mixture in which the substance is more than 10kg, a **code of practice** governing the storage, handling, use and disposal must be developed.
- If a worker may become contaminated, appropriate facilities should be available for decontamination. If chemicals harmful to the eyes or skin are used, the employer must ensure that the worker has immediate access to equipment appropriate for the potential level of exposure. This equipment might include emergency baths, showers, or eye wash equipment.



WHAT CAN YOU DO TO COMPLY?

1. First consider and develop an inventory of any chemicals, biological hazards and harmful substances worker's may be exposed to at work. Compare this inventory to Schedule 1, Table 2. If you find a chemical on this list, you must ensure exposures stay beneath the outlined exposure limits.
2. Consider if exposure to the chemical, biological hazard or harmful substance can be eliminated by substitution or a less toxic substance or other control measures as per the hazard assessment. Limit the workers exposure to the lowest possible levels.
3. If required, develop a code of practice for the storage, handling, use and disposal of the chemicals in use, biological hazards and harmful substances. Ensure this code of practice is in writing and available to workers.
4. Consider the type of chemicals used on your farm or ranch and possible exposure route (ex. Inhalation, dermal, oral) and ensure emergency equipment or emergency response is in place. The Safety Data Sheet (SDS) is a good resource to identify chemicals and ensure the safety of those using them.
5. If the exposure of a substance is unknown, or must be measured, employers should ensure Section 20 of the Code is complied with. A certified Occupational Hygienist may be contracted to perform readings or provide recommendations.

**There are no unique requirements for farming and ranching operations in Part 4.*



Part 5 Confined Spaces

Confined spaces are not uncommon on farming and ranching operations. Under Part 5, employers must establish a written code of practice and procedures to be followed when workers enter and work in a confined space. The same requirements as outlined in Part 2 (Hazard Assessment, Elimination and Control) apply, however, a requirement to appoint a **competent person** for the purpose of confined space or restricted space hazard assessment is introduced in Part 5.

Defined:

Confined Space	Means a restricted space which may become hazardous to a worker entering it because of <ul style="list-style-type: none"> a) An atmosphere that is or may be injurious by reason of oxygen deficiency or enrichment, flammability, explosivity or toxicity, b) A condition or changing set of circumstances within the space that presents a potential for injury or illness, or c) The potential or inherent characteristics of an activity which can produce adverse or harmful consequences within the space.
Restricted Space	Means an enclosed or partially enclosed space, not designed or intended for continuous human occupancy, that has a restricted, limited or impeded means of entry or exit because of its construction.
*Definition from the OHS Code	



Procedures to be considered and developed surrounding confined spaces include:

- The **Training** that will be conducted on confined space entry and how to respond to an emergency in a confined space.
- The **entry permit systems** used will list involved workers, reason for the work being conducted inside of the space, duties to be performed, and any special safety precautions implemented for the purpose of entry
- What type of **personal protective equipment** will be needed within the space, included respiratory protective equipment, harness and life-line, goggles or eye protection, etc
- A system for **managing the control of hazardous substances or energy**, (Lockout Tagout or other means), taking into consideration drowning or engulfment hazards, or mechanical or physical energies
- How **unauthorized entry** will be avoided
- **Traffic hazards**, and how workers within and outside of the space will be protected
- How to **test the atmosphere** and how frequently this will need to be completed
- **Ventilation and purging** that will take place to control hazardous atmospheres
- **Inerting** a confined space if a flammable or explosive atmosphere cannot be eliminated and what type of PPE will be required and how to control possible sources of ignition
- Steps to activate **emergency response** if a rescue will be needed, availability of rescue personnel
- Who will act as a **tending worker**, how will communication be made if assistance is required, and what type of information will be recorded by the tending worker
- How safe **entry and exit** will be accommodated for workers working in the space
- **Retaining records** for confined space entries having been made.

WHAT CAN YOU DO TO COMPLY?

1. Identify and inventory any confined or restricted spaces present at your farm or ranch.
2. Designate a competent person to perform a hazard assessment for working in or entering the restricted or confined space.
3. Based off the hazard assessment, develop a code of practice governing **confined spaces and entry**. Ensure the code of practice or other procedures you've put into place cover the following:
 - a. training, entry permit systems, personal protective equipment, managing the control of hazardous substances or energy, unauthorized entry, traffic hazards, testing the atmosphere, ventilation and purging, inerting, emergency response, tending worker, entry and exit, and retaining records.
4. Ensure workers working in restricted or confined spaces receive appropriate training.

**There are no unique requirements for farming and ranching operations in Part 5.*



Part 6 Cranes, Hoists and Lifting Devices

Part 6 applies to lifting devices with **a rated load capacity of 2000kgs or more**. If a lifting device has not been commercially manufactured, an employer must ensure that it is fit and safe for use as a lifting device and that it is certified by a professional engineer. Some other requirements for employers within this part include:

- employers must ensure that all major structural, mechanical and electrical components of a lifting device are permanently and legibly identified as being component parts of specific make and model
- farming and ranching operations will not be required to ensure a weatherproof label is permanently secured to a lifting device to show the rated load capacity, manufacturer's name, the model, serial number and year of manufacture **see unique requirement below*.
- an employer must ensure that a lifting device is only operated by a competent worker authorized by the employer
- an employer must set up a paper or electronic log book for each lifting device and ensure it is readily available. The information in the log book must comply with Section 65 in the OHS Code.

***Part 6 incorporates unique requirements for farming and ranching operations, which include:**

- **where a label with the load capacity of a lifting device cannot be attached to the equipment, other ways to communicate this information can be used. Training must be provided to ensure workers understand the significance of the rated load capacity in the safe operation of the equipment.**

WHAT CAN YOU DO TO COMPLY?

1. Identify and inventory any lifting devices being used on your operations.
2. Assess each lifting device to determine whether the information specified in Part 6 complied with.
3. Establish a system to provide availability of information to workers.
4. Provided training on lifting devices and the significance of the load capacity and safe operation of the equipment.



Part 7 Emergency Preparedness and Response

Employers must establish an emergency response plan for responding to an emergency that requires rescue or evacuation. Affected workers must be involved in establishing the plan and the employer must ensure the plan is kept current.

Emergency response plans must include the following information:

- the identification of potential emergencies
- 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
- the designated rescue and evacuation workers.

Rescue and evacuation workers must be designated by the employer and have training in the activities they must carry out within the emergency response plan. Training must include exercises appropriate to the worksite that simulate potential emergencies.

If equipment is required for emergency response, it must be provided by the employer and workers are required to wear and use the equipment.

WHAT CAN YOU DO TO COMPLY?

1. Identify any potential emergencies that may occur on your operation. Create a plan for responding to those emergencies.
2. Train affected workers on their role within the plan. Drill the plan as part of the training activity and repeat drills as often as necessary for workers to remain competent in the response.
3. Provide any equipment that might be necessary for the emergency response plan.

**There are no unique requirements for farming and ranching operations in Part 7.*



Part 8 Entrances, Walkways, Stairways and Ladders

An employer must ensure that workers can always enter a work area safely and leave a work area safely. Part 8 lists various general requirements for employers that include:

- Exists must be free from materials, equipment, accumulations of waste or other obstructions that might endanger or restrict a worker's movement.
- All workers must be familiar with the escape routes from the work area
- Doors can be opened without substantial effort and are not obstructed
- Doors are always kept in good working order and have a means of opening from inside
- Walkways, runways or ramps must be strong enough to support workers and meet certain size and railing requirements, have a surface that provides traction
- Stairways must be uniform throughout the treads and height of rise and treads must be level. Stairways with 5 or more rises have a handrail and, if opened on the sides, has a handrail with an intermediate rail.
- **see unique requirements below.*

Ladders are also addressed in Part 8. There are requirements for both portable, and fixed type ladders. Generally, ladders should not be used to enter or leave an elevated or sub-level work area if there is another safe and recognizable way to enter or leave. Ladders must not be painted if they are made of wood and should not be used while working around energized electrical equipment unless made of non-conductive material.

Fixed ladders are required to meet PIP Standard STF05501 (February 2002) published by the Construction Industry Institute if installed on or after April 30, 2004, however there are some unique requirements for farms and ranches in this area. **see unique requirements below.*

When using portable ladders, a worker must not perform work from either of the top two rungs, steps or cleats unless the manufacturer's specifications allow the worker to do so. Constructed portable ladders must comply with Section 134 of the OHS Code. A manufactured portable ladder, if manufactured on or after July 1, 2009, must meet the requirements of:

- CSA Standard CAN3-Z11-M81 (R2005), Portable Ladders,
- ANSI Standard A14.1-2007, American National Standard for Ladders — Wood — Safety Requirements,
- ANSI Standard A14.2-2007, American National Standard for Ladders — Portable Metal — Safety Requirements, or
- ANSI Standard A14.5-2007, American National Standard for Ladders — Portable Reinforced Plastic — Safety Requirements



Fall protection must be used when working on a portable ladder from 3 meters or higher unless the worker is only moving up and down the portable ladder. If it is not reasonably practical to use a personal fall arrest system, a worker may work from a portable ladder without fall protection if the work is light duty/short duration, the workers center of balance is always at the center of the ladder and the worker maintains three-point contact when an arm extends beyond a side rail.

***Part 8 incorporates unique requirements for farming and ranching operations, which include:**

- **On walkways, runways, ramps and stairways, specific sizing criteria, toe boards and guardrails might not be necessary if an employer performs a hazard assessment.**
- **PIP Standards must be complied with unless a competent person or a service provider who is competent provides safe work procedures for using fixed ladders.**

WHAT CAN YOU DO TO COMPLY?

1. During work site inspections or while performing hazard assessments, pay special attention to entrances, walkways, stairs and ladders to ensure they are in good repair and do not pose any hazards to workers using them.
2. Cross reference the applicable requirements to entrances, walkways, stairs and ladders in use on your operation. Do they meet the OHS Code? A hazard assessment may need to be performed to ensure the safety of workers using them.
3. Do fixed ladders installed after April 30, 2004 meet the PIP specifications? If not, assign a competent person or service provider to develop a procedure. More information on the PIP standard can be found within the Code Explanation Guide, found here: <http://www.qp.alberta.ca/documents/OHS/OHSCodeExplanationGuide.pdf>



Part 9 Fall Protection

Part 9 details requirements for working at heights. Generally, an employer needs to ensure that a worker is protected from falling if a worker may fall a vertical distance of 3 meters or more, a vertical distance of less than 3 meters if there is an unusual possibility of injury, into or onto a hazardous substance or object or through an opening, or a vertical distance of more than 1.2 meters and less than 3 meters at a permanent work area.

Part 9 also details what steps must be taken to control working from heights hazards. A guardrail must be considered as a first option. If a guardrail is not reasonably practicable, an employer can use a travel restraint system. If the travel restraint system is not practicable, a fall arrest system must be worn by the worker. The last option is to use a “fall protection system required by this section” in the case fall arrest is not reasonably practicable.

Defined:

Fall Protection System	Means <ul style="list-style-type: none"> a) A personal fall arrest system, b) A travel restraint system, c) Fabric or netting panels intended for leading edge protection, d) A safety net, e) A control zone, or f) Use of procedures in place of fall protection equipment
*Definition from the OHS Code	

If a worker may fall 3 meters or more and the worker is not protected from guard rails, a fall protection plan must be in place. A fall protection plan must specify:

- The fall hazards
- The fall protection system to be used at the work site,
- The anchors to be used during the work,
- That clearance distances below the work area, if applicable, have been confirmed as enough to prevent a worker from striking the ground or an object or level below the work area
- The procedures used to assemble, maintain, inspect, use and disassemble the fall protection system, where applicable, and



- The rescue procedures to be used if a worker falls and is suspended by a personal fall arrest system or safety net and needs to be rescued.

An employer may develop and use procedures in place of fall protection equipment if it is not reasonably practicable to use a fall protection system described in Part 9. On farms and ranches, the use of procedure is not restricted to specific situations **see unique requirements below*. If using a procedure in place of a fall protection equipment, a hazard assessment must be conducted before work at height begins.

***Part 9 incorporates unique requirements for Farm and Ranching operations, which include:**

- **Farms and ranches do not need to comply with Section 159(2)(b) of the OHS Code, which says procedures must only be used in specific situations.**

WHAT CAN YOU DO TO COMPLY?

1. Assess any areas on your operation where workers would be working at heights.
2. Is there a possibility for a guardrail to be installed that would prevent a worker from falling?
If not, what other systems might be available?
3. Develop a fall protection plan to outline what type of fall protection system will be used.
4. If the fall protection equipment is not reasonably practicable, develop and implement procedures that workers can follow while working at heights.
5. Provide training to workers working at heights and ensure the fall protection plan and any procedures are available for reference.



Part 10 Fire and Explosion Hazards

Part 10 contains information about flammable or explosive atmospheres. These atmospheres are considered a hazard and must be considered in your Hazard Assessment processes.

Defined:

Flash Point	Mean the minimum temperature at which a liquid in a container gives off vapor in sufficient concentration to form an ignitable mixture with air near the surface of the liquid, as determined by using the methods described in the Alberta Fire code (1997)
Flammable Liquid	Means a liquid with a) A flash point below 37.8°C, and A vapor pressure of not more than 275.8 kilopascals (absolute) as determined by the ASTM Standards D323-06
Flammable Substance	Means a) A flammable gas or liquid b) The vapor of a flammable or combustible liquid, c) Dust that can create an explosive atmosphere when suspended in air in ignitable concentrations, or d) Ignitable fibers
Combustible Liquid	Means a liquid that has a flash point at or above 37.8°C, as determined by using the methods described in the Alberta Fire Code (1997)
Combustible Dust	Means a dust that can create an explosive atmosphere when it is suspended in air in ignitable concentrations.



Lower Explosive Limit	Means the lower value of the range of concentrations of a substance, in a mixture with air, at which the substance may ignite.
*Definition from the OHS Code	

A few general requirements under Part 10 include:

- An atmosphere at 20 percent of the lower explosive limit (LEL) of a flammable or explosive substance creates a significant danger and a person must not enter such an area or perform work.
- A person must not smoke or use an open flame where a flammable substance is stored, handled, processed or used.
- A person must not mix, clean or use a flammable or combustible liquid at a temperature at or above its flash point in an open vessel if there is a potential source of ignition.
- A person must not use a flammable or combustible liquid at a temperature above its

Part 10 of the OHS Code details special requirements for internal combustion engines, flare stacks, flare pits and flares, industrial furnaces and fired heaters, hot work, hot taps, spray operations, and compressed and liquified gas (including welding specific information).

WHAT CAN YOU DO TO COMPLY?

1. Assess the materials, products and supplies being used on your operation. Are any of these products considered flammable or combustible?
2. Consider the risk of exposure – how are they stored, used or handled? What other work processes do these flammable or combustible materials interact with?
3. Have you identified these flammable or combustible substances on your hazard assessment? Do you have control measures in place to prevent ignition or exposure?

**There are no unique requirements for farming and ranching operations in Part 10.*



Part 11 First Aid

Depending on how many workers there are present at a work site, and what type of work is being carried out, ***you may be required to have a specified number of first aiders and first aid materials on hand.***

Schedule 2 First Aid, Tables 1 -7 of the OHS Code must be referenced to determine the type of work being performed and how many first aiders will be required. These tables also outline what type of first aid supplies will be required. Find Schedule 2, First Aid here: <http://www.ap.alberta.ca/documents/OHS/OHSCode.pdf>

First aid supplies must be located at or near the work site they are intended to be used at and available and accessible during all working hours. Equipment must be maintained in a clean, dry and serviceable condition, contained in a material that protects the contents, ***and be clearly identified as first aid equipment and supplies.***

An employer must keep a record of every acute illness or injury that occurs at the work site and retain it on file for at least 3 years. The record must include the following:

- The name of the worker,
- The name and qualifications of the person giving first aid,
- A description of the illness or injury,
- The first aid given to the worker,
- The date and time of the illness or injury,
- The date and time the illness or injury was reported
- Where at the work site the incident occurred,
- The work-related cause of the incident, if any.

The first aid record must be kept confidential and a copy must be provided to the worker.

WHAT CAN YOU DO TO COMPLY?

1. Apply Schedule 2, Tables 1-7 to your operation to determine how many and what type of first aiders, and first aid supplies are required.
2. Make sure first aid equipment is accessible and identified through signage or other means.
3. Establish a reporting system for acute illness and injuries and ensure the required information is recorded and kept on file for 3 years.

**There are no unique requirements for farming and ranching operations in Part 11.*



Part 12 General Safety Precautions

Part 12 details some requirements that may apply to your farm and ranch not found in other Parts. A few of the requirements in Part 12 include:

- The work area must be free from materials or equipment that might cause workers to slip or trip (housekeeping)
- Light in the work area is enough to enable work to be done safely.
- A light source above a worker or walking surface must be protected against damage.
- An employer must ensure there is emergency lighting present at a work site if normal lighting system fails. This emergency lighting must provide enough light so that workers can leave the work site safely, start the necessary emergency shut-down procedures and restore normal lighting.
- Pallets and storage racks must be loaded, moved, stacked, arranged and stored to a manner that does not create a danger to workers.
- Employers must ensure that pallet racking used at a work site is designed, constructed and maintained to support the load placed on them and are placed on a firm foundation.
- Employers and workers must take reasonable steps to ensure equipment or material is contained, restrained, or protected to eliminate potential danger if a worker may be injured if equipment or material becomes dislodged.
- An employer must ensure that a **competent** worker services, inspects, disassembles and reassembles a tire or tire and wheel assembly in accordance with the manufacturer's specifications.

Requirements on placement of roofing materials, restraining hoses and piping, skeleton structures, signalers, stabilizing masonry walls, vehicle traffic control and working on ice are in Part 12.

**There are no unique requirements for farming and ranching operations in Part 12.*



Part 13 Joint Work Site Health and Safety Committees and Health and Safety Representatives

Part 13 specifies requirements for Joint Work Site Health and Safety Committees and Health and Safety Representatives in addition to Part 3 of the OHS Act (mentioned earlier in this guide and found in Appendix 1). Part 13 details the following requirements:

- Each Joint Work Site Health and Safety Committee must establish terms of reference for makeup of the committee, process for replacing members, dispute resolution and coordination with other committees if applicable.
- Each Joint Work Site Health and Safety Committee must inspect the work site at least once before each quarterly meeting.
- An OHS officer may request the co-chair of the committee who represents the workers or a health and safety representative to be present at an inspection.

**See more information in Appendix 2*

**There are no unique requirements for farming and ranching operations in Part 13.*



Part 14 Lifting and Handling Loads

Employers should ensure the safety of workers while they are manually handling loads. Part 14 requires employers to provide appropriate equipment for lifting, lowering, pushing, pulling, carrying, handling or transporting heavy or awkward loads. Awkward loads include:

- Equipment
- Goods
- Supplies
- persons and animals.

There are also specific requirements for Hazard Assessment under this part. Before a worker manually lifts, lowers, pushes, pulls, carries, handles or transports a load that could injure the worker, an employer must perform a hazard assessment that considers:

- the weight of the load,
- the size of the load
- the number of times the load will be moved, and
- the way the load will be moved.

This part details some special emphasis surrounding musculoskeletal injuries. If a worker reports what is believed to be a musculoskeletal injury, the employer must promptly review the activities of that worker and take corrective measures to avoid further injuries. Training must be provided and will include:

- identification of factors that could lead to a musculoskeletal injury
- the early signs and symptoms of musculoskeletal injury and their potential health effects, and
- preventative measures including, where applicable, the use of altered work procedures, mechanical aids and personal protective equipment.

WHAT CAN YOU DO TO COMPLY?

1. Assess tools, materials or products your workers will be required to lift or handle. Consider any lifting that might be considered awkward, and if there is any equipment that might be used to assist workers performing lifts.
2. Perform a hazard assessment to identify hazards and implement control measures.
3. Provide training on the seriousness of musculoskeletal injuries and how workers avoid them.

**There are no unique requirements for farming and ranching operations in Part 14.*



Part 15 Managing the Control of Hazardous Energy

Often referred to as 'Lock Out Tag Out', Part 15 deals with hazardous energy and how to prevent accidental contact.

Defined:

Hazardous Energy	<p>Means</p> <ul style="list-style-type: none"> a) Electrical b) Mechanical c) Hydraulic d) Pneumatic e) Chemical f) Nuclear g) Thermal h) Gravitational i) Any other form of energy that could cause injury due to the unintended motion, energizing, start-up or release of such stored or residual energy in machinery, equipment, piping, pipelines or process systems.
*Definition from the OHS Code	

Under part 15, an employer must ensure that if machinery, equipment, or powered mobile equipment is to be serviced, repaired, tested, adjusted or inspected, no worker performs such work on the machinery, equipment or powered mobile equipment until it has come to a complete stop and all hazardous energy at the location at which the work is to be carried out is **isolated** by activation of an **energy-isolating device**. Once the energy-isolating devices have been activated, the employer must ensure that a worker involved in work secures the energy-isolating device with a personal lock. Once secured, the worker must verify that the hazardous energy source has been effectively isolated. The worker must be satisfied that the machinery, equipment, or powered mobile equipment is inoperative before performing work.

The employer must develop and implement procedures and controls that ensure the machinery, equipment or powered mobile equipment is serviced, repaired, tested, adjusted or inspected safely if:



- The manufacturer's specifications require the machinery, equipment or powered mobile equipment to remain operative,
- There are no manufacturer's specifications and it is not reasonably practicable to stop or render inoperative.

Part 15 also details requirements for securing by a group, securing by complex group control, or securing remotely controlled systems.

WHAT CAN YOU DO TO COMPLY?

1. Consider the sources of hazardous energy that your workers might be exposed to. What is the means of energy-isolation you have in place? Is it possible to document this process?
2. Provide equipment workers can use to secure the energy-isolating device and ensure workers are trained on any "Lock Out Tag Out" procedures you have established or are specified in the manufacturer's specifications.

**There are no unique requirements for farming and ranching operations in Part 15.*



Part 16 Noise Exposure

Noise is everywhere, and farming and ranching operations are no exception. Employers must ensure that all reasonably practicable measures are used to reduce the noise to which workers are exposed. The 8-hour occupational exposure limit (OEL) for noise is 85 dBA. OELs for noise are in Schedule 3, Table 1. Employers must ensure that noise levels are not more than 85dBA or are as low as reasonable practicable when constructing a new worksite, while performing significant alterations to a worksite or introducing new equipment. **See unique requirement for farming and ranching below.*

***Part 16 incorporates unique requirements for farming and ranching operations, which include:**

- **A farm or ranching operation that has had alterations, renovations or repairs begun or work processes or equipment introduced before December 1, 2018 does not need to comply with Section 217(1).**

If workers are or will be exposed to noise in excess of 85dBA, a noise exposure assessment must be conducted. The employer is to ensure that a noise exposure assessment is completed by a competent person. If the assessment confirms that workers are exposed to excess noise, a noise management program must be implemented. Audio metric testing will need to be conducted for workers exposed to excess noise within 6 months of exposure, within 12 months following the first test and every 24 months after for monitoring.

WHAT CAN YOU DO TO COMPLY?

1. Assess the noise exposure in your work environment. A good rule of thumb is if you need to raise your voice to have a conversation, you're over 85dBA.
2. If you believe noise is in excess of the occupational exposure limits in Schedule 3, Table 1 of the OHS Code, you should conduct a noise exposure assessment. Have a competent individual perform the assessment.
3. If excess noise exposure is confirmed, create a noise management program and include audiometric testing for exposed workers.



Part 17 Overhead Powerlines

Overhead powerlines are extremely dangerous. One contact with a charged line could be fatal. Farming and ranching operations are especially at risk due to the growing size of equipment.

Part 17 requires employers to contact a power line operator if work is to be done within 7 meters of an energized overhead powerline in order to determine the voltage of a power line and establish the appropriate safety limit of approach distance.

WHAT CAN YOU DO TO COMPLY?

1. Be aware of any overhead powerlines in your yard or areas where you will be operating equipment. Powerlines can sometimes be lower in rural areas than in urban centers.
2. Train workers about how to work safely around powerlines.
3. Contact the line operator or utility provider if you need to get close to a power line

**There are no unique requirements for farming and ranching operations in Part 17.*



Part 18 Personal Protective Equipment

There are many different tasks being carried out daily on farming and ranching operations. What type of personal protective equipment (PPE) is right for the task at hand depends on what hazards were identified in the hazard assessment

Part 18 requires employers to ensure that if PPE is required as per the hazard assessment, workers wear the PPE properly, it is in a condition to perform the function for which it was designed and that workers are trained in the correct use, care, limitations and assigned maintenance.

Part 18 covers special requirements regarding eye protection, flame resistant clothing, foot protection, head protection, life jackets and personal floatation devices, limb and body protection and respiratory protective equipment. In the case of respiratory protective equipment, if this type of PPE is used as a work site, Part 18 requires an employer to develop a code of practice to govern the selection, maintenance and use of respiratory protective equipment.

WHAT CAN YOU DO TO COMPLY?

1. Reference your hazard assessments to determine where PPE might be necessary in your operation.
2. If PPE is required, check to ensure your PPE meets any specific requirements as specified in Part 19.
3. If respiratory protective equipment is used, develop and implement a code of practice.
4. Train workers in the care, use and limitations the PPE they are required to use.

**There are no unique requirements for farming and ranching operations in Part 18.*



Part 19 Powered Mobile Equipment

Powered Mobile Equipment can be an extremely useful tool on your farming or ranching operation. It will help you work the land, feed your livestock, or move and handle materials. There are many hazards associated with Powered Mobile Equipment. When developing a system to ensure you and your workers stay safe while working around or operating Powered Mobile Equipment, you must take Part 19 of the OHS Code into consideration.

Defined:

Powered Mobile Equipment	Means a self-propelled machine or combination of machines, including a prime mover or a motor vehicle, designed to manipulate or move material or to provide a powered aerial device for workers.
*Definition from the OHS Code	

Both the employer as well as the operator of powered mobile equipment have responsibilities under Part 19, Powered Mobile Equipment.

Under Part 19, workers must not operate powered mobile equipment unless they are trained to safely operate the equipment, have demonstrated competency in operating the equipment to a competent worker, are familiar with the equipment's operating instructions and are authorized by the employer to operate the equipment. Workers in training, however, may operate the equipment if under the direct supervision of a competent worker designated by the employer.

Operators of powered mobile equipment must:

- Report to the employer any conditions affecting the safe operate of the equipment
- Operate the equipment safely
- always maintain full control of the equipment
- Use the seat belts and other safety equipment in the powered mobile equipment, **see unique requirements below.*
- Ensure that passengers in the powered mobile equipment use the seat belts and other safety equipment in the powered mobile equipment, **see unique requirements below.* and



- 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 controls or create a tripping or other hazard to the operator or occupants.

Operators are typically responsible to complete a visual inspection of the equipment and the surrounding area to ensure the equipment is in safe operating condition and that no worker is endangered when the equipment is started up. In the case of a farming and ranching operation, a visual inspection will only be needed when the hazard assessment has outlined it as a control measure meant to address a specific hazard. **see unique requirements below.*

Part 19 also addresses special requirements surrounding dangerous movements of powered mobile equipment, pedestrian traffic, maintenance on elevated parts, starting engines, unattended equipment, lights, windows and windshields, other safety equipment, warning systems, bulkheads and guards and screens.

Inspection and maintenance is an important factor when it comes to equipment safety. Part 19 requires employers to ensure powered mobile equipment is inspected by a competent worker for defects and conditions that may create a hazard. **see unique requirements below*

Another area of interest under Part 19 is Rollover Protective Structures. Part 19. **Specific to farming and ranching operations, employers must perform a hazard assessment relating to the potential for powered mobile equipment weighing 700 kilograms or more to roll over while they are being operated.** Equipment covered under this specific requirement includes:

- Racked or wheeled bulldozers, loaders, tractors or skidders, other than those operating with side booms
- Back hoes with a limited horizontal swing of 180 degrees
- Motor graders
- Self-propelled wheeled scrapers
- Industrial, agricultural and horticultural tractors, including ride-on lawnmowers, and
- Wheeled trenchers.

The specific hazard assessment must be based on relevant circumstances including:

- The stability of the equipment, considering such factors as the configuration of the equipment and any attachments mounted on or pulled or pushed by the equipment
- The ground conditions where the powered mobile equipment will be operated
- The grads on which the equipment will be operated
- The nature of the activities to be performed with the powered mobile equipment
- The training and experience of the operators, and
- The presence or absence of a supervisor.



If the hazard assessment performed identifies rollover as a potential hazard, the employer must

Equip the powered mobile equipment with a rollover protective structure that is supplied by the manufacturer or that a service provider or a person who is competent has stated in writing will provide adequate protection to workers OR institute a safe work procedure to eliminate the possibility of a rollover.

General requirements in each of the following areas are also included under Part 19: falling objects protective structures, recertification after modifications, fuel tank in cab, worker transportation, riding on loads, hazardous loads, refueling and all-terrain vehicles and snow vehicles.

Transportation on mobile equipment has been addressed specifically for farming and ranching operations. Part 19 allows a worker on a farming or ranching operation to be transported on mobile equipment not designed for the transportation of workers if the worker is safely positioned, the mobile equipment is operated at a speed of no more than 10km/h and the terrain is suitable to enable the worker to be safely transported. However, a worker must not be transported on a tongue or drawbar connecting mobile equipment or a fork or other mobile equipment implements that pose a risk of injury to the worker.

In the case of tank trucks, farming and ranching operations must ensure that a tank truck containing flammable, combustible or explosive materials is bonded if the truck is being used to transfer those materials directly to the powered mobile equipment. If transferring from a bonded take to a stationary storage container, the container must be grounded.

***Part 19 incorporates unique requirements for farming and ranching operations, which include:**

- On a farming or ranching operation, the operator of powered mobile equipment must use the seat belts and other safety equipment and ensure that passengers use the seat belts and other safety equipment only if it is reasonably practicable to do so.
- On a farming or ranching operation, visual inspections are not required unless there is a hazard identified that requires a visual inspection to be performed as part of a hazard control measure.
- On a farming or ranching operation, inspections as part of a maintenance program do not need to be completed as per manufacturer's specifications.
- On a farming or ranching operation, a hazard assessment must be completed to assess the need for rollover protection. If the hazard assessment identifies that risk, it must either be equipped with rollover protective structure or a procedure must be implemented to eliminate the risk of a rollover.



- On a farming or ranching operation, workers can be transported on mobile equipment if it is safe to do so, the ground does not present a risk and the speed is kept to 10km/h or slower.
- On a farming and ranching operation, when transferring a flammable, combustible or explosive material, the tank and powered mobile equipment must be bonded.

WHAT CAN YOU DO TO COMPLY?

1. Assess the powered mobile equipment you have on your farm or ranch. Ensure a system is in place to train operators on the use of the equipment.
2. Ensure maintenance is carried out by a competent person. Inspections do not need to coincide with manufacturer's specifications.
3. Consider the requirements in Section 270.1 of the Code. Does your equipment falling under the specified criteria weighing more than 700kg have rollover protection? If not, conduct a hazard assessment to identify any rollover risks.

Part 20 Radiation Exposure

Part 20 requires employers to develop and implement safe work practices and procedures if workers may be exposed to ionizing radiation at a work site. If possible, workers should be involved in the development of procedures and should be informed of the hazards.

WHAT CAN YOU DO TO COMPLY?

1. Consider any possible exposures to ionizing radiation on your operation. Develop practices and procedures to help your workers work safely around ionizing radiation.

**There are no unique requirements for farming and ranching operations in Part 20.*



Part 21 Rigging

Part 21 of the OHS Code pertains to rigging components used along with equipment or hoists for the purpose of lifting objects or materials.

In general, rigging used should be in a condition that will not compromise the safety of the worker using it. An employer must ensure that the maximum load rating of the rigging, as determined by the rigging manufacturer or a professional engineer, is legibly and conspicuously marked on the rigging. Other requirements in Part 21 include:

- Employer must ensure that rigging is inspected prior to each use
- An employer must ensure that sharp edges on loads to be hoisted are guarded to prevent damage
- Rigging must meet applicable standards as required in Section 297 of the OHS Code

If you are making use of slings, rope wound on drum, cable clips, matching components, safety latches, or makeshift rigging and welding, Part 19 details specific criteria for each.

Part 19 also details criteria for the rejection of rigging equipment. If this criterion is not met, rigging will need to be permanently removed from service. Synthetic fibre slings, wire rope, and metal mesh slings are subject to specific rejection criteria. If a component of rigging is contacted by electric arc, it must be removed from service. If a hook is worn, damaged or deformed, and exceeds specifications outlined by manufacturer's specifications, it must be removed from service.

WHAT CAN YOU DO TO COMPLY?

1. Assess any rigging components being used on your operation. Are they compliant with the standards listed in Section 297?
2. Train workers to perform inspections on rigging components prior to each use, and ensure they are familiar with the rejection criteria of the rigging they will be using.

**There are no unique requirements for farming and ranching operations in Part 21.*



Part 22 Safeguards

Safeguards are an important engineered hazard control. They can protect a worker from meeting an energy source that may result in injury. Equipment like augers, hoppers, or conveyors are commonly found on farms and ranches. Each of these have the power to seriously injure workers. The potential exists even with smaller tools like grinders or saws.

Part 22 requires employers to provide safeguards wherever a worker may accidentally, or through the work process, meet:

- Moving parts of machinery or equipment
- Points of machinery or equipment at which material is cut, shaped or bored,
- Surfaces with temperature that may cause skin to freeze, burn or blister
- Energized electrical cables
- Debris, material or objects thrown from machinery or equipment,
- Material being fed into or removed from process machinery or equipment
- Machinery or equipment that may be hazardous due to its operation, or
- Any other hazard.

If an effective safeguard cannot be provided, the employer must ensure an alternative mechanism or procedure is put into place. This alternative must offer protection equal or greater than a safeguard. Safeguards must not be tampered with or removed, and machines must not be operated without the safeguards, unless other measures are in place to protect worker safety. Lock out tag out should be completed where necessary (as discussed in Part 15).

Part 22 details specific safeguarding requirements in relation to building shafts, covered openings, guardrails, hoppers, bins and chutes, machine failures, protection from falling objects, push sticks or blocks, safety nets, toe boards and wire mesh.

WHAT CAN YOU DO TO COMPLY?

1. Consider any equipment, machinery or energy source on your farming or ranching operation that may cause a worker to become injured if they came into contact with it.
2. Consider any safeguards that might be implemented to prevent contact. If safeguards are not practical, create a procedure that workers can follow to prevent contact with the energy source.

**There are no unique requirements for farming and ranching operations in Part 22.*



Part 23 Scaffolds and Temporary Work Platforms

CSA Standard CAN/CSA-S269.2-M87 applies to scaffolds being used during the construction, alteration, repair or demolition of buildings and other structures.

The employer is responsible for the safe design of scaffolds and temporary work platforms. A scaffold must be well supported, anchored, and have appropriate base on a stable surface. Other requirements for design include:

- Ropes or wire ropes used in scaffolding are protected against fraying or other damage and made of heat or chemical resistant material.
- Wooden scaffolds must not be dressed and unpainted
- If it may be damaged by powered mobile equipment, an employer must take reasonable measures to protect the scaffold from contact

Tagging of scaffolding is typically required to indicate the status of the scaffold, however, in the case of a farming and ranching operation, an employer may instead perform a hazard assessment to address hazards associated with scaffolding. **see unique requirements below.*

There are also details found in Part 23 to address vertical ladders used on scaffolds, working from a ladder, scaffold planks, platforms, metal scaffolding, bracket scaffolds, double-pole scaffolds, free-standing or rolling scaffolds, half-horse scaffolds, needle-beam scaffolds, outrigger scaffolds, roofing brackets, single-pole scaffolds, suspended scaffolds and swing stage scaffolds.

Part 23 also details requirements surrounding elevating platforms and aerial devices. Generally, an employer must ensure that a worker is not travelling in a basket, bucket, platform or other elevated or aerial device that is moving on a road or work site if road conditions, traffic, overhead wires, cables or other obstructions create a danger to the worker. If you are using self-propelled or permanent suspension powered work platforms, they will need to meet specific CSA standards. In terms of any fork-mounted work platform in use, you must only use it for the specific reason it was designed, it must be manufactured commercially or certified by a professional engineer. An employer must ensure that the operator stays at the controls while a worker is being elevated on a fork-mounted work platform and the platform is prohibited from moving horizontally while in use.

Requirements for boatswains chairs, temporary supporting structures and fly form deck panels is also found in Part 23.



***Part 23 incorporates unique requirements for farming and ranching operations, which include:**

- **In the case of a farming and ranching operation, an employer may perform a hazard assessment instead of complying with typically tagging requirements.**

WHAT CAN YOU DO TO COMPLY?

1. Assess any scaffolding or work platforms in use on your operation. Do they meet the applicable CSA standards? Create a hazard assessment for any scaffolding in use.
2. Ensure that any fork mounted work platforms in use on your operation are commercially manufactured or certified by a professional engineer.



Part 24 Toilets and Washing Facilities

Part 24 details requirements employers must meet in regards to drinking fluids, toilets and facilities, water and draining, hand cleaning facilities and supplies and waste receptacles. Some key requirements include:

- Employers must ensure an adequate supply of drinking fluids
- Unless water is supplied by a fountain, cups for drinking must be provided in a sanitary container located by the water supply
- If outlets include potable and non-potable sources, employers must clearly label the drinking water
- Exceptions for toilets, water and drainage, hand cleaning facilities, supplies and waste receptacle, and condition of facilities for temporary work sites or work being conducted for less than 5 days.
- If connected to public or municipal water, the employer must ensure that toilets are connected to that system. If not, they must be self-contained and serviced at regular intervals.
- Employers must ensure at least one hand wash basic is provided in a toilet facility.
- Employers must ensure toilet paper, hand cleaning agents and a means of drying, and a covered disposal container for feminine hygiene products is available at each toilet.
- Employers must ensure that condition of facilities is clean, sanitary and operational.

Part 24 details requirements for the number of toilet facilities at a work site based off the number of workers present. Farming and ranching operations are exempt from this requirement, however, must provide workers with sanitary and hygiene supplies and access to a toilet if one is available at a work site. **see unique requirements below.*

***Part 24 incorporates unique requirements for farming and ranching operations, which include:**

- **Farming and ranching operations employers are exempt from toilet facility requirements but must provide workers with sanitary and hygiene supplies and access to a toilet if one is available at a work site.**

WHAT CAN YOU DO TO COMPLY?

1. Ensure workers have access to drinking water, toilets if available, hand washing and drying facilities and waste receptacles.



Part 25 Tools, Equipment and Machinery

Part 25 specifics some general requirements on tools, equipment and machinery. If contact between moving parts of machinery, electrically energized equipment or part of the work process and a worker's clothing, jewelry or hair is likely, an employer must ensure that:

- The workers clothing fits closely to the body,
- The worker does not wear bracelets, rings, dangling neckwear, a wristwatch or similar articles, and
- The workers head and facial hair is short or confined and cannot be snagged or caught.
- Workers may wear a medical alert bracelet that has a breakaway or tear away band.

Employers must ensure that a worker is not in danger because the machines installed at a work site are close to each other or to a worker.

Ordinarily, an employer would need to ensure that machinery or equipment used to move, raise or lower workers is designed by the manufacturer or certified by a professional engineer as being appropriate for that purpose. **In the case of a farming and ranching operation, if it is not reasonably practicable to use another machine or equipment that is designed for the purpose, workers may be raised or lowered in loader buckets if a hazard assessment has been completed, fall protection is provided if the worker is over 3 meters, the bucket is secured against unintended movement and the machinery or equipment to which the bucket is attached remains stationary on the ground. *see unique requirements below.**

Part 25 deals with many other areas of tools and machinery that may be relevant to your farm or ranch operation. Some key areas include:

- Starting machinery
 - o Alarms may be required if an operator does not have clear view of the machine or parts of it from the control panel
 - o If a worker will be required to feed material to a machine, or a part of a worker's body is within the danger zone, an employer must install a positive means to prevent activation.
- Before starting a machine, an operator must ensure it will not endanger another worker or the operator
- Controls must be designed, located or protected to prevent unintentional activation and suitable identified
- A worker must not leave a machine unless it is immobilized or secured against accidental movement.



- A worker must not shift a drive belt on a machine manually while the machine motor is energized.
- An employer must ensure that the drive mechanism of a powered, continuously-fed feeder device permits the feeder mechanism to be stopped independently of the processing mechanism.
- If an elevated conveyor passes over a walkway, sidewalls must be high enough to prevent materials falling from it. Workers must use a walkway to cross over a conveyor belt if the conveyor belt is moving or is energized but not locked out.
- If crossing overtop of a conveyor belt, workers must use a bridge at least 1 meter wide with adequate rails, unless the conveyor is locked out.
- A worker must not permit the rigger of an actuated fastening tool to be mechanically held in the "ON" position.
- Grinders
 - o Employers must ensure that grinders are operated as per manufacturer's specifications and equipped with a guard. Guards of hand-held grinders must cover the area of the grinder accessory contained within an arc of at least 120 degrees of the accessory's circumference.
 - o Chainsaws should be operated, adjusted and maintained in accordance with manufacturer's specifications and designed or equipped with a mechanism that minimizes the risk of injury from kickback.
 - o A crack of any size adjacent to the collar line of a circular saw blade that exceeds the limits of Schedule 8, Table 1
 - o A circular saw blade must be removed from service or repaired if a crack of any size exceeds limits specified in Schedule 8, Table 1 of the OHS Code.
 - o A band saw blade (other than a shake band saw blade) must be removed from service or repaired if a crack of any size exceeds limits specified in Schedule 8, Table 2 of the OHS Code.

There are also requirements pertaining to band saw wheels, power-fed circular saws, cut-off saws, sawmill head rigs, sawmill log carriages, and robots in Part 25.



***Part 25 incorporates unique requirements for Farm and Ranching operations, which include:**

- **In the case of a farming and ranching operation, if it is not reasonably practicable to use another machine or equipment that is designed for the purpose, workers may be raised or lowered in loader buckets if a hazard assessment has been completed, fall protection is provided if the worker is over 3 meters, the bucket is secured against unintended movement and the machinery or equipment to which the bucket is attached remains stationary on the ground.**

WHAT CAN YOU DO TO COMPLY?

1. Assess the tools, equipment and machinery in use at your operations. They should be in safe working condition and meet any applicable standards.
2. Train workers to understand safety requirements pertaining to tools, equipment and machinery.



Part 26 Ventilation Systems

Where a ventilation system is in place to control worker exposure to airborne or biological contaminants, potentially hazardous dust, fumes, gas, mist, aerosol, smoke, vapour, or other particulates, flammable atmospheres or atmospheres with less than 19.5 or more than 23 percent oxygen by volume, the information in Part 26 will apply.

Ventilation systems for this purpose must be designed, installed and maintained in accordance with established engineered principles and manufacturer's specifications. Exhausted air from a ventilation system must be prevented from entering a work site and make up air must be provided at a volume that does not compromise the effectiveness of the system.

A system must be in place to warm workers immediately if a ventilation system fails. Workers must be trained in the use of the system, participate in the training and use the system properly.

WHAT CAN YOU DO TO COMPLY?

1. Assess any ventilation systems used at your farm or ranch to control worker exposures. Ensure that operation and maintenance of the systems is consistent with manufacturer's specifications.
2. Ensure your make up air is sufficient, and the exhaust does not create additional hazards.
3. Have a system in place to notify workers if systems fail and to train workers on the use of the ventilation system.

**There are no unique requirements for farming and ranching operations in Part 26.*



Part 27 Violence and Harassment

Part 27 details requirements for violence and harassment in work places. Violence and harassment are considered hazards and must be addressed in your hazard assessment processes. Under Part 27, employers will be required to:

- Develop prevention plans to address violence and harassment in the workplace.
 - o Prevention plans will include both a policy statement and supporting procedures. The Joint Work Site Health and Safety Committee or Health and Safety Representative, if applicable, should be involved in the development of the prevention plan/s.
- Review plans after every incident of violence or harassment, when a recommendation by the Joint Work Site Health and Safety Committee or Health and Safety Representative is made, and every 3 years.

Training is an important component of the success of your violence and harassment prevention plans, and should include:

- Recognition of violence and harassment
- Policies, procedures and workplace arrangements the employer has developed and implemented to eliminate or control hazards of violence and harassment
- The appropriate response to violence and harassment,
- The procedures for reporting, investigating and documenting incidents of violence and harassment

WHAT CAN YOU DO TO COMPLY?

1. Assess threats of workplace violence and harassment through your hazard assessment processes
2. Working with your Joint Work Site Health and Safety Committee or Health and Safety Representative, develop prevention plans for violence and harassment (including policies and procedures) and review plans after any incidents and every 3 years.
3. Provide training on the plans you have in place to all affected workers.

**There are no unique requirements for farming and ranching operations in Part 27.*



Part 28 Working Alone

Working alone is often necessary on farming and ranching operations. Part 28 details requirements employers will be subject to in order to protect workers safety while working alone.

Employers are required to:

- Provide an effective communication system (radio, cellular, electronic) that includes regular contact by the employer or designate at intervals appropriate to the nature of the hazards associated with the workers work.
- If a communication system is not practicable, visit the worker or have the worker contact the employer at intervals appropriate to the nature of the hazards associated with the workers work.

WHAT CAN YOU DO TO COMPLY?

1. Consider the times and jobs that require your workers to work alone.
2. Develop a system to check in, or communicate with, those workers on a regular basis. The frequency of check-in points should be reasonable when compared to the level of risk associated with the job of that worker.

**There are no unique requirements for farming and ranching operations in Part 28.*



Part 29 Workplace Hazardous Materials Information System (WHMIS)

WHMIS is an information system used throughout Canada that shares information on the dangers of chemicals being handled, stored or used in workplaces. Part 29 lists the requirements for compliance with WHMIS.

Defined:

Hazardous Product	Means any product, mixture, material or substance classified in accordance with the regulations made under subsection 15(1) of the Hazardous Products Act (Canada) in a category or subcategory of a hazard class listed in Schedule 2 of that Act.
*Definition from the OHS Code	

WHMIS covers many products that you might use or come into contact with on your farming or ranching operation. Some examples might include paints, anhydrous ammonia, or propane. Some of the WHMIS requirements apply to pesticides, while others do not.

Some of the key requirements under Part 29 include:

- Training for workers who work with or near a hazardous product. Training should include
 - o Content required for supplier labels
 - o Content required on Safety Data Sheets
 - o Procedures for safely storing, using and handling hazardous products
 - o Procedures for safe manufacturing if applicable
 - o Procedures for fugitive emissions
 - o What to do in case of an emergency
- An employer must ensure proper labelling for hazardous products or the container. The label must not be removed, modified or altered. Work site labels must be added to decanted products.
- Safety Data Sheets must be available at a work site where workers who may be exposed to a hazardous product. The Safety Data Sheet must be the most current version available from the supplier.



WHAT CAN YOU DO TO COMPLY?

1. Create an inventory of any hazardous products you use or handle on your farm or ranch operation.
2. Train workers on how to work safely around them, labelling requirements and Safety Data Sheets.
3. Ensure Safety Data Sheets are available.

**There are no unique requirements for farming and ranching operations in Part 29.*

Part 35 Health Care and Industries with Biological Hazards

Part 35 addresses employer requirements surrounding biological hazards. In general, an employer must ensure a worker's exposure to blood borne pathogens or other biohazardous material is controlled.

Medical sharps used at a work site must be safety-engineered unless it is not clinically appropriate. An employer must develop and implement safe work procedures for the use and disposal of medical sharps if a worker is required to use or dispose of a medical sharp. Employers are also responsible to ensure workers receive training on this task if it is part of their job. Employers must also provide sharps containers.

Typically, recapping needles is not allowed under Part 35. In the case of a farming and ranching operation, a person may recap needles that are designed by the manufacturer to be recapped. **see unique requirements below.*

**Part 35 incorporates unique requirements for Farm and Ranching operations, which include:*

- *In the case of a farming and ranching operation, a person may recap needles that are designed by the manufacturer to be recapped.*

WHAT CAN YOU DO TO COMPLY?

1. If you work with medical sharps at your farm or ranch operation, develop a procedure and ensure workers using these materials are training on the procedure.
2. Provide a sharps container for the disposal of waste sharps.



Appendix 1

Joint Work Site Health and Safety Committee and Health and Safety Representative Criteria

Number of Workers:

As the work you are carrying out might be seasonal in nature, it will help to consider some additional criteria when determining whether you might need a committee or representative. Take the average number of full-time and part-time workers employed by the employer daily on each working day

- a.) Over the previous 12 months if operation began at least 12 months prior to the calculation
- b.) Since operations began if operations began less than 12 months prior to the calculation, or
- c.) Expected to be present over the duration for a new operation lasting 90 days or more but less than 12 months.

Number of worksites:

Employers will need to consider the number of workers at a work site to determine whether a committee or representative is necessary. The determination is not made based on the total number of workers employed by an employer.

Consider the decision trees on the following pages (Figure 1 and 2)



Figure 1 - One employer with one or more work sites

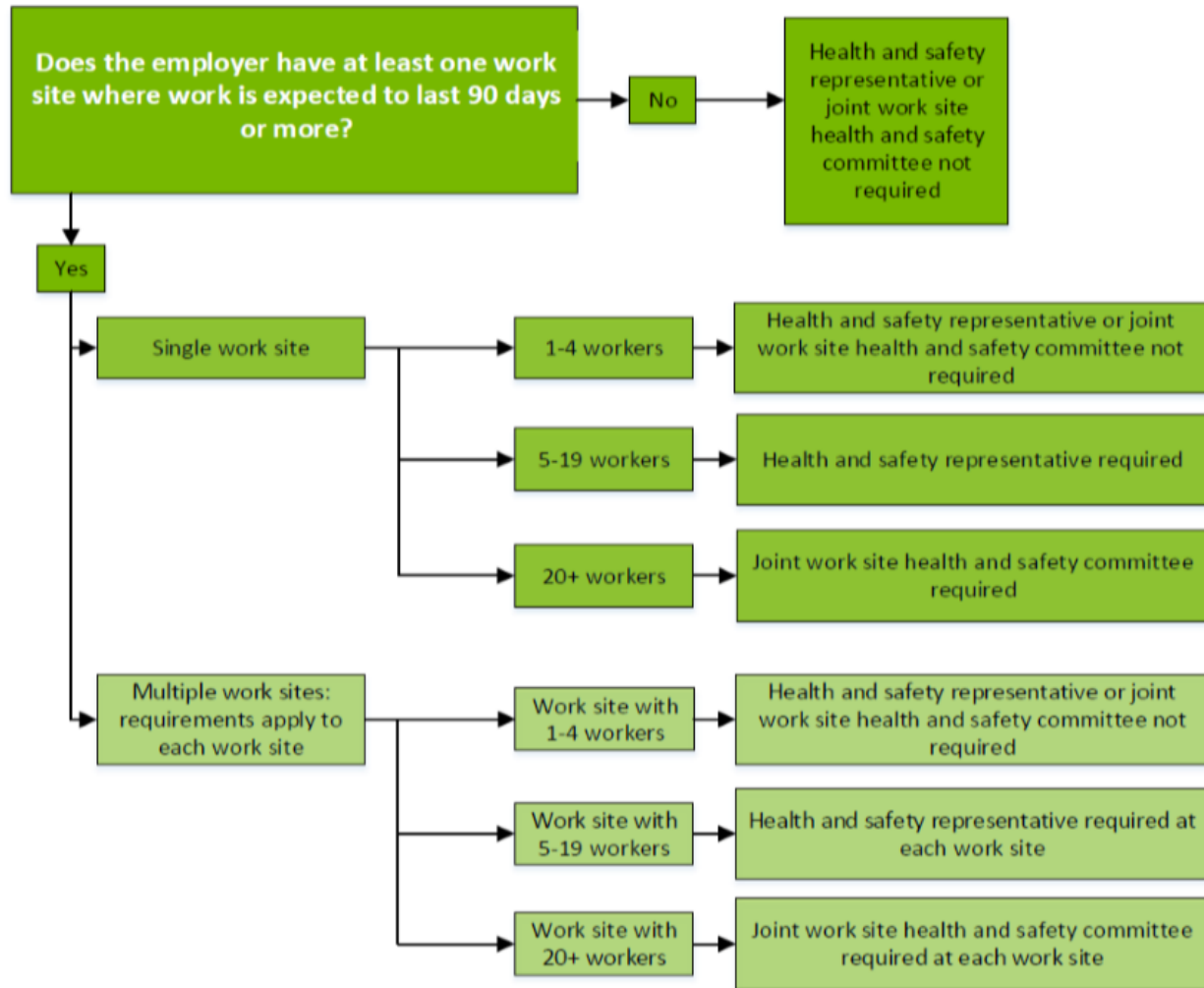




Figure 2 - Multiple employers and/or self-employed persons

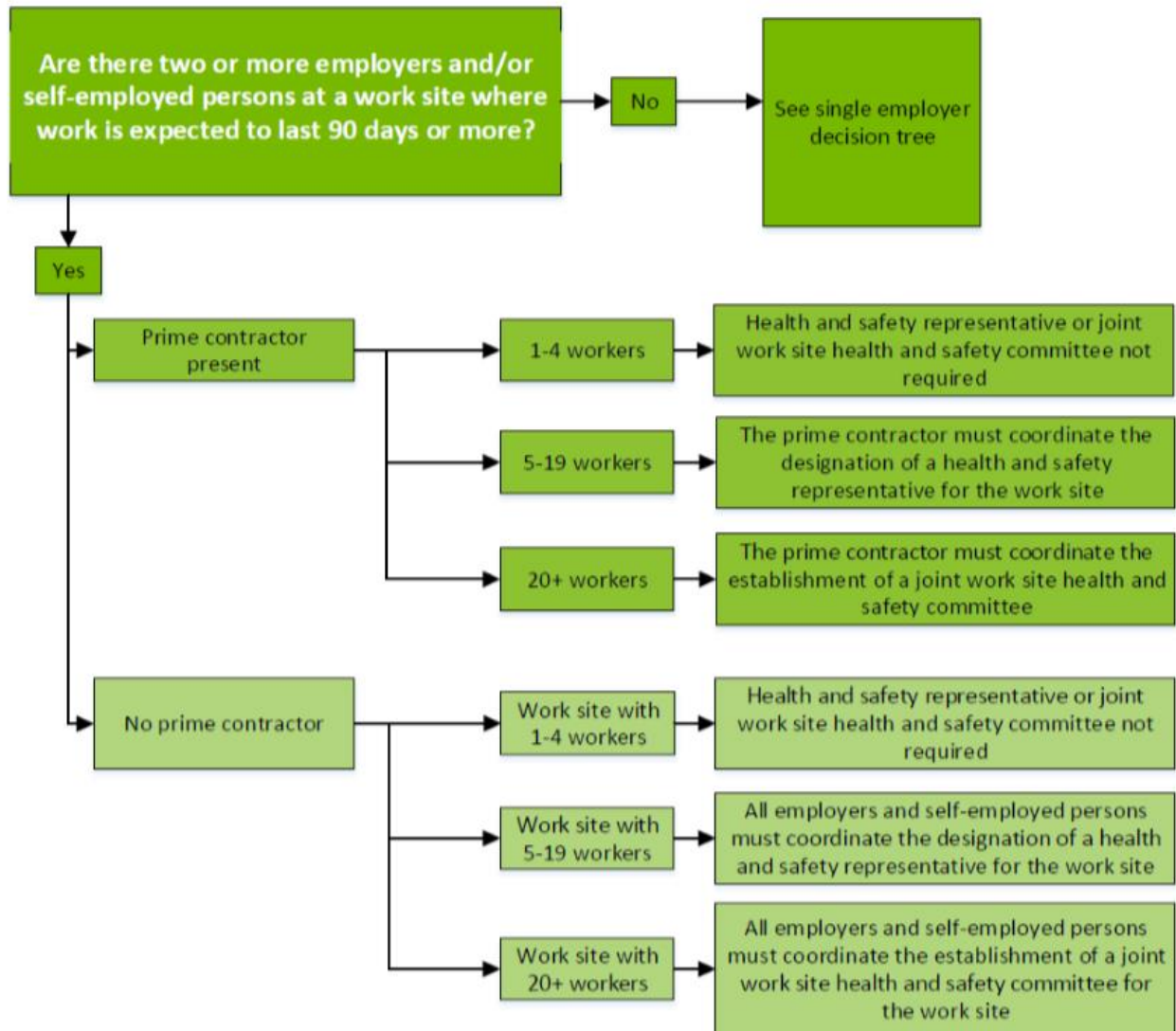


Figure 1 and 2 Resource: <https://open.alberta.ca/dataset/8857048f-fa8f-4bcc-a537-41312302d01a/resource/863f7baa-c7d8-463a-ac4a-be8c9d27f349/download/ohs-multiple-work-sites.pdf>



Appendix 2 **Compliance Comparison**

The Occupational Health and Safety (OHS) Act, Regulations and Code detail what is required by employers to support health and safety in Alberta. The below is a comparison of these requirements for small and regular employers.

19 workers and less

20+ workers

Element 1		
Management Leadership and Organizational Commitment	<ul style="list-style-type: none">• N/A	<div><input type="checkbox"/> Written health and safety policy - signed by owner/management</div> <div><input type="checkbox"/> Written statement of responsibilities of employer, supervisor and worker</div> <div><input type="checkbox"/> Written procedures for worker participation in work site health and safety</div>
Element 2		
Hazard Identification and Assessment	<div><input type="checkbox"/> Hazards assessed and controlled, this process is documented</div> <div><input type="checkbox"/> Workers informed of hazards and how to apply controls, given training, this process is documented</div> <div><input type="checkbox"/> Workers participate in the hazard assessment process and their involvement is documented</div> <div><input type="checkbox"/> Hazard assessment repeated at reasonable intervals, reviews are documented</div>	<div><input type="checkbox"/> Hazards assessed and controlled, this process is documented</div> <div><input type="checkbox"/> Workers informed of hazards and how to apply controls, given training, this process is documented</div> <div><input type="checkbox"/> Workers participate in the hazard assessment process and their involvement is documented</div> <div><input type="checkbox"/> Hazard assessment repeated at reasonable intervals, reviews are documented</div>
Element 3		
Hazard Control	<div><input type="checkbox"/> Controls identified through the hazard assessment are documented, implemented and use of the control is enforced</div>	<div><input type="checkbox"/> Controls identified through the hazard assessment are documented, implemented and use of the control is enforced</div>
	<div><input type="checkbox"/> Elimination or Engineered hazard controls (handrails, gates, guards). Administrative hazard controls (Safe Job Procedures, contractor management policy, safety rules, preventative maintenance program, confined space code of practice, fall protection plan, violence and harassment prevention plan) and lastly, Personal Protective Equipment hazard controls (PPE policy)</div>	
Element 4		
Inspections	<div><input type="checkbox"/> Inspections carried out if specific in hazard assessment/controls</div> <div><input type="checkbox"/> Inspections on equipment or tools are completed as required by manufacturers specifications</div>	<div><input type="checkbox"/> A schedule and procedures for regular inspections of the work site</div> <div><input type="checkbox"/> Inspections on equipment or tools are completed as required by manufacturers specifications</div>



19 workers and less

20+ workers

Element 5		
Qualifications, Orientation and Training	<input type="checkbox"/> Workers performing work that may endanger other workers or other persons must be competent, systems in plan to confirm/document <input type="checkbox"/> Training is provided before worker works (all workers must have training) <input type="checkbox"/> Supervisors have proper training and experience, documented <input type="checkbox"/> Training specific to the equipment used at work, documented	<input type="checkbox"/> Workers performing work that may endanger other workers or other persons must be competent, systems in plan to confirm/document <input type="checkbox"/> Training is provided before worker works (all workers must have training) <input type="checkbox"/> Supervisors have proper training and experience, documented <input type="checkbox"/> Training specific to the equipment used at work, documented <input type="checkbox"/> Worker and supervisor health and safety orientation and training
Element 6		
Emergency Response	<input type="checkbox"/> Identification of potential emergencies <input type="checkbox"/> Written plans in place to respond to emergencies <input type="checkbox"/> Drills conducted at intervals to ensure workers remain competent, documented <input type="checkbox"/> Minimum number of supplies and trained first aiders as per the OHS Code	<input type="checkbox"/> Identification of potential emergencies <input type="checkbox"/> Written plans in place to respond to emergencies <input type="checkbox"/> Drills conducted at intervals to ensure workers remain competent, documented <input type="checkbox"/> Minimum number of supplies and trained first aiders as per the OHS Code
Element 7		
Incident Investigation	<input type="checkbox"/> Serious injuries and incidents are reported to OHS <input type="checkbox"/> Potentially Serious Incidents are reported to OHS <input type="checkbox"/> Investigation of serious incidents, injuries and PSI's are conducted and kept on file for 2 years	<input type="checkbox"/> Procedures to investigate incidents, injuries and refusals to work <input type="checkbox"/> Serious injuries and incidents are reported to OHS <input type="checkbox"/> Potentially Serious Incidents are reported to OHS <input type="checkbox"/> Investigation of serious incidents, injuries and PSI's are conducted and kept on file for 2 years
Element 8		
Program Administration	N/A	<input type="checkbox"/> Written procedures for reviewing and revising the health and safety system
Other considerations		
Joint Worksite Health/Safety Committee or Representative	<input type="checkbox"/> Health and Safety Representative <input type="checkbox"/> Employer and representative meet regularly	<input type="checkbox"/> Joint Worksite Health and Safety Committee <input type="checkbox"/> Meets quarterly, minutes are retained

(This comparison is not an inclusive list of everything required for compliance with the Occupational Health and Safety (OHS) Act, Regulations and Code)



Sources:

Government of Alberta

- <https://www.alberta.ca/assets/documents/ohs-farm-ranch-flipbook.pdf>
- <https://www.alberta.ca/farm-and-ranch-ohs.aspx>
- <https://open.alberta.ca/dataset/ba955201-b5fc-48fa-8b96-098c5c1c8b4a/resource/eb2177b9-ea69-4465-bf21-4b6afe4d9974/download/ohs-bulletin-li015.pdf>
- <https://open.alberta.ca/dataset/8857048f-fa8f-4bcc-a537-41312302d01a/resource/863f7baa-c7d8-463a-ac4a-be8c9d27f349/download/ohs-multiple-work-sites.pdf>